

The original documents are located in Box 10, folder “De Baca - White House Staff Memoranda, A - Z (2)” of the Fernando E.C. De Baca Files at the Gerald R. Ford Presidential Library.

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July 25, 1975

MEMORANDUM FOR:

MAX L. FRIEDERSDORF

FROM:

FERNANDO E. C. DE BACA

SUBJECT:

Voting Rights Bill

Now that the Voting Rights Bill (HR 6219) has been passed by the House and Senate, it would appear to be in the President's best interest to hold a brief White House signing ceremony with key Black, Spanish Speaking, and other language minority group leaders present. This would allow Ted Marrs, Stan Scott, John Calhoun, and I, who deal with this significant voter segment, the opportunity to place the President in the best possible leadership position with respect to this important bill.

I would recommend at a minimum that the following Hispanic leaders be invited to the ceremony.

Mr. Manuel Pierro

President

National Congress of Hispanic American Citizens

400 First Street, N. W.

Washington, D. C. 20001

638-4483

Mr.

Mr. Al Perez

Associate Counsel

Mexican American Legal Defense and Educational Fund

1028 Connecticut Avenue, Suite 1007

Washington, D. C. 20036

659-5166

Mr. Raul Yzaguirre

Executive Director

National Council of La Raza

1025 15th Street, N. W.

Washington, D. C. 20005

659-1251

Mr. Jaspar "Jay" Garcia

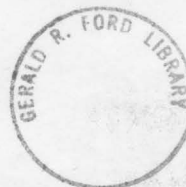
Director

Spanish Speaking Division - RNC

310 First Street, S. E.

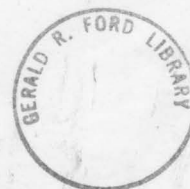
Washington, D. C. 20003

484-6780



Mrs. Ada Pena
National Vice President
League of United Latin American Citizens
400 First Street, N. W. Suite 726
Washington, D. C. 20001
362-6100

Mr. Lupe Saldana
State Chairman
American GI Forum
5600 Fishers Lane
Parklawn Building - Room 1022
Rockville, Maryland 20852
443-1960



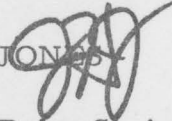
THE WHITE HOUSE

WASHINGTON

March 31, 1975

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

JERRY H. JONES 

SUBJECT:

Courier to Palm Springs

All written communications, materials or information going to the President that must reach him before his return from Palm Springs should be in the Office of the Staff Secretary no later than 1:00 p.m., Wednesday, April 2, 1975.

All information or materials going to Palm Springs but not directed to the attention of the President should be ready for pick-up in the Situation Room by 2:00 p.m., April 2.

Please use your discretion and send only material that must reach the Presidential party before their return.

Thank you.



December 26, 1974

MEMORANDUM FOR: Ollie Atkins

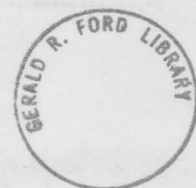
FROM: Fernando E. C. De Baca

SUBJECT: Photo Request by Stephen
W. Denlinger on December
9, 1974 for the Latin
American Manufacturers
Association

I would appreciate your assistance in facilitating the attached request of a photograph taken at the October 17 meeting between the President and Hispanic leadership.

Thank you for your consideration. I hope you enjoy the holidays.

FECDB:rmr/fjo



December 26, 1974

MEMORANDUM FOR: Ollie Atkins

FROM: Fernando E. C. De Baca

SUBJECT: Photo Request by Stephen
W. Denlinger on December
9, 1974 for the Latin
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Association

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I would appreciate your assistance in facilitating the attached request of a photograph taken at the October 17 meeting between the President and Hispanic leadership.

Thank you for your consideration. I hope you enjoy the holidays.

FECDB:rmr/fjo



THE WHITE HOUSE

WASHINGTON

December 23, 1974

MEMORANDUM FOR: LORAIN HODKINSON
FROM: FERNANDO E. C. DE BACA *FEB*
SUBJECT: President's State of the
Union Address

This is in response to your memorandum of December 14, 1974 regarding the President's tentative decision to deliver the State of the Union Address on Thursday, January 16, 1975.

I know of nothing within my area of responsibility that would preclude or inhibit the President from successfully holding to this date for delivery of the State of the Union Address.

Thank you for the opportunity to comment on this timely and significant event.



THE WHITE HOUSE

WASHINGTON

December 23, 1974

MEMORANDUM FOR: Jane Dannenhauer

FROM: Fernando E. C. De Baca

SUBJECT: Temporary Clearance of
Famia Ortega

This has reference to the attached memorandum and to our discussion on December 20 regarding the temporary clearance for Famia Ortega. Thus far, approval has been received from both Jerry Jones and Bill Baroody for a 30-day temporary non-reimbursable detail of Mrs. Ortega into this office. SSN: 514-58-5830.

I would appreciate your expediting her placement on the "Access List" for clearance into the EOB.

Thank you for your assistance in this matter.



December 3, 1974

MEMORANDUM FOR: Jerry Jones
THROUGH: Jane Dennenhauer
FROM: Fernando E. C. De Baca
SUBJECT: Temporary Detail of
Mrs. Fania Ortega

Your approval is requested for the temporary non-reimbursable detail of Mrs. Fania Ortega, GS-4, Clerk-Typist. Mrs. Ortega is currently employed by the Equal Employment Opportunity Commission, Office of Compliance.

As you are probably aware, I have been operating without benefit of a secretary or clerical assistant since my appointment in mid-September 1974. During this time, my office has processed over 900 individual pieces of mail, responded to over 2,500 telephone calls and we have enjoyed over 150 visitors. Additionally, I have travelled to 10 states, visited 13 major local communities and have addressed over 30 major groups and organizations on the problems of Hispanic Americans.

The services of Mrs. Ortega are desperately needed pending the permanent staffing of this office. Your approval of this request is, therefore, urgently required.

I am attaching a copy of Mrs. Ortega's SF 171 and White House personnel form requesting her detail for a period not to exceed 120 days.

Your assistance is requested not only in approving the non-reimbursable detail of Mrs. Ortega to this office but in securing a temporary 90 day building pass effective December 9, 1974.



December 3, 1974

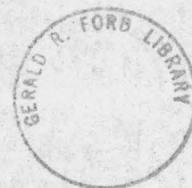
MEMORANDUM FOR: Jerry Jones
FROM: Fernando E. C. De Baca
SUBJECT: Recruitment of Permanent
 Secretary

I invite your attention to my previous memoranda on the above subject.

Your approval is urgently needed to move forward with the recruitment, selection and hiring of a permanent secretary for my office.

I have developed several excellent candidates for your consideration and would welcome the opportunity to discuss them with you.

Please advise me when it would be convenient to meet on the above subject or let me know the steps necessary to effect the hiring of a permanent secretary.



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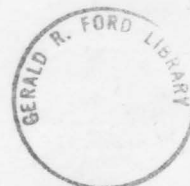
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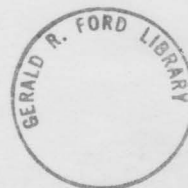
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December 3, 1974

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THROUGH: Jane Dennenhauer
FROM: Fernando E. C. De Baca
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Mrs. Fania Ortega

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I am attaching a copy of Mrs. Ortega's SF 171 and White House personnel form requesting her detail for a period not to exceed 120 days.

Your assistance is requested not only in approving the non-reimbursable detail of Mrs. Ortega to this office but in securing a temporary 90 day building pass effective December 9, 1974.



December 3, 1974

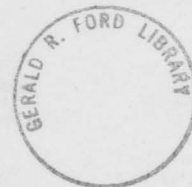
MEMORANDUM FOR: Jerry Jones
THROUGH: Jane Dennenhauer
FROM: Fernando E. C. De Baca
SUBJECT: Temporary Assignment of
Robert A. Coca

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.



December 3, 1974

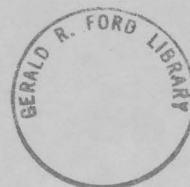
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Thank you for your assistance on this matter.



THE WHITE HOUSE
WASHINGTON

DATE: 12/16/74

TO: Jerry Jones

FROM: Fernando E. C De Baca

SUBJECT: Request for Travel

NAME Fernando E. C De Baca
(Typed and Signature)

DESTINATION Miami, Florida - New York City and Return

PURPOSE OF TRIP To meet with Cuban American leadership in Florida and attend a reception. To meet with Puerto Rican leadership in New York City 12/19/74 and participate as Banquet Speaker.

DEPARTURE DATE 12-18-74 RETURN DATE 12-20-74

MODE OF TRANSPORTATION Air Jet/First Class

LODGING ACCOMMODATIONS Marriott Inn-Miami
Lexington Hotel-N.Y.C

(Name)

Miami, Florida/New York City

(Address)

ESTIMATED TOTAL EXPENSES \$ 365.00

AUTHORIZATION OF SUPERVISOR _____

(Signature of Certifying Officer if appropriate)

WILLIAM J. BARODY, JR.

ACKNOWLEDGED BY: _____

Jerry Jones

(Submit in Duplicate)



THE WHITE HOUSE
WASHINGTON

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TO: Jerry Jones

FROM: Fernando E. C De Baca

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MODE OF TRANSPORTATION Air Jet/First Class

Marriott Inn-Miami
Lexington Hotel-N.Y.C

LODGING ACCOMMODATIONS _____
(Name)

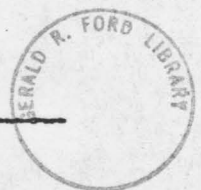
Miami, Florida/New York City
(Address)

ESTIMATED TOTAL EXPENSES \$ 365.00

AUTHORIZATION OF SUPERVISOR _____
(Signature of Certifying Officer if appropriate)
WILLIAM J. BAROODY, JR.

ACKNOWLEDGED BY: _____
Jerry Jones

(Submit in Duplicate)



- File -

THE WHITE HOUSE
WASHINGTON

DATE: November 25, 1974

TO: Jerry Jones

FROM: Fernando E. C. De Baca

SUBJECT: Request for Travel

NAME Fernando E. C. De Baca

(Typed and Signature)

DESTINATION Denver; Colorado Springs, Colorado & Return

To address the Second Annual Federal Management Seminar
PURPOSE OF TRIP (December 2-5). To attend Hispanic leadership meeting
in Denver, Colorado.

DEPARTURE DATE December 1, 1974 RETURN DATE December 4, 1974

MODE OF TRANSPORTATION Air Jet/ First Class

LODGING ACCOMMODATIONS Antlers Plaza Hotel

(Name)

Colorado Springs, Colorado

(Address)

ESTIMATED TOTAL EXPENSES \$ 115.00

AUTHORIZATION OF SUPERVISOR *Fernando E. C. De Baca*

(Signature of Certifying Officer if appropriate)

ACKNOWLEDGED BY: _____

Jerry Jones

(Submit in Duplicate)



THE WHITE HOUSE
WASHINGTON

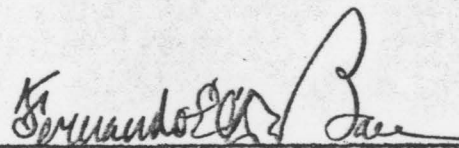
DATE: November 22, 1974

TO: Jerry Jones

FROM: FERNANDO E. C. DE BACA

SUBJECT: Request for Travel

NAME Fernando E. C. De Baca



(Typed and Signature)

DESTINATION LANSING, MICHIGAN AND RETURN

PURPOSE OF TRIP To meet with representatives of the Governor; the members of the Governor's Spanish Speaking State Advisory Commission; to address a conference assembly at Delta College, in Lansing, Michigan.

DEPARTURE DATE November 23 RETURN DATE November 24

MODE OF TRANSPORTATION AIR JET

LODGING ACCOMMODATIONS BAY VALLEY INN

(Name)

LANSING, MICHIGAN

(Address)

ESTIMATED TOTAL EXPENSES \$ 180.00

AUTHORIZATION OF SUPERVISOR Anne Armstrong

(Signature of Certifying Officer if appropriate)

ACKNOWLEDGED BY: _____

Jerry Jones

(Submit in Duplicate)



THE WHITE HOUSE
WASHINGTON

DATE: _____

TO: Jerry Jones

FROM: FERNANDO C. DE BACA

SUBJECT: Request for Travel

NAME FERNANDO E. C. DE BACA
(Typed and Signature)

DESTINATION San Jose, California

PURPOSE OF TRIP _____

DEPARTURE DATE October 25, 1974 RETURN DATE _____

MODE OF TRANSPORTATION Air Jet

LODGING ACCOMMODATIONS _____
(Name)

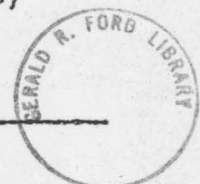
(Address)

ESTIMATED TOTAL EXPENSES \$ _____

AUTHORIZATION OF SUPERVISOR _____
(Signature of Certifying Officer if appropriate)

ACKNOWLEDGED BY: _____
Jerry Jones

(Submit in Duplicate)



THE WHITE HOUSE
WASHINGTON

DATE: October 17, 1974

TO: Jerry Jones

FROM: FERNANDO E. C. DE BACA

SUBJECT: Request for Travel

NAME Fernando E. C. De Baca

(Typed and Signature)

DESTINATION N.Y.C. - Denver, Colorado, El Paso, Texas, and Return

PURPOSE OF TRIP To meet with Hispanic leaders in New York City, Denver, Colo
and El Paso, Texas.

DEPARTURE DATE Oct. 18, 1974 RETURN DATE October 22, 1974

MODE OF TRANSPORTATION AIR JET

LODGING ACCOMMODATIONS RAMADA - EL PASO

(Name)

(Address)

ESTIMATED TOTAL EXPENSES \$ 500.00

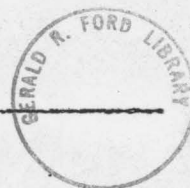
AUTHORIZATION OF SUPERVISOR

Fernando E. C. De Baca
(Signature of Certifying Officer if appropriate)

ACKNOWLEDGED BY: _____

Jerry Jones

(Submit in Duplicate)



THE WHITE HOUSE
WASHINGTON

DATE: October 9, 1974

TO: Jerry Jones

FROM: FERNANDO E. C. DE BACA

SUBJECT: Request for Travel

NAME FERNANDO E. C. DE BACA

Fernando E. C. De Baca
(Typed and Signature)

DESTINATION DALLAS, TEXAS and RETURN

To meet with Dallas Federal officials regarding
PURPOSE OF TRIP bilingual education, public assistance & migrant
programs; to meet with Spanish speaking community leaders.

DEPARTURE DATE October 11, 1974 RETURN DATE October 13, 1974

MODE OF TRANSPORTATION AIR JET

LODGING ACCOMMODATIONS HOLIDAY INN

(Name)

4840 AIRPORT FREEWAY

(Address)

ESTIMATED TOTAL EXPENSES \$ 320.00

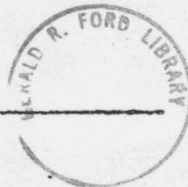
AUTHORIZATION OF SUPERVISOR _____

(Signature of Certifying Officer if appropriate)

ACKNOWLEDGED BY: _____

Jerry Jones

(Submit in Duplicate)



716

THE WHITE HOUSE
WASHINGTON

DATE: October 2, 1974

TO: Jerry Jones

FROM: FERNANDO C. DE BACA

SUBJECT: Request for Travel

NAME FERNANDO E. C. DE BACA

Fernando C. De Baca
(Typed and Signature)

DESTINATION PHOENIX, ARIZONA - SAN FRANCISCO, CALIFORNIA & RETURN
LULAC Testimonial for Congressman Rhodes on October 5,

PURPOSE OF TRIP Phoenix, Arizona. Federal Energy Administration
Hearings on Project Independence (Special Impact on Migrants and other
Spanish speaking) San Francisco, CA on October 7..

DEPARTURE DATE October 5 RETURN DATE October 8

MODE OF TRANSPORTATION Air Jet

LODGING ACCOMMODATIONS RAMADA INN / SAN FRANCISCAN HOTEL
(Name)

3838 Van Buren East, Phoenix, Arizona / Market Street, San Francisco, CA
(Address)

ESTIMATED TOTAL EXPENSES \$ 500.00

AUTHORIZATION OF SUPERVISOR OK'd by Judy

(Signature of Certifying Officer if appropriate)

ACKNOWLEDGED BY: _____

Jerry Jones

(Submit in Duplicate)

BERNARD R. FORD LIBRARY

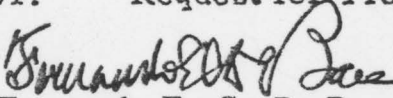
THE WHITE HOUSE
WASHINGTON

DATE: September 11, 1974

TO: Jerry Jones

FROM: Fernando E. C. De Baca

SUBJECT: Request for Travel


NAME Fernando E. C. De Baca

(Typed and Signature)

DESTINATION HOUSTON, TEXAS and RETURN

PURPOSE OF TRIP (a) To attend formal reception and dinner for "Villa Alegre"
(Bilingual Children's Television Series) Sponsored by EXXON
and U.S. Office of Education (b) To meet with Houston Spanish speaking community
leaders.

DEPARTURE DATE September 12 RETURN DATE September 14

MODE OF TRANSPORTATION Air Jet

LODGING ACCOMMODATIONS Shamrock Hilton Inn
(Name)

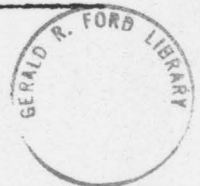
HOUSTON, TEXAS
(Address)

ESTIMATED TOTAL EXPENSES \$ 300.00

AUTHORIZATION OF SUPERVISOR _____
(Signature of Certifying Officer if appropriate)

ACKNOWLEDGED BY: _____
Jerry Jones

(Submit in Duplicate)



November 25, 1974

MEMORANDUM FOR:

ROBIN WEST

FROM:

FERNANDO E. C. DE BACA

SUBJECT:

Vacancy on the National
Advisory Council on
Education Professions
Development

I am pleased to submit the names and resumes of the following persons for the remaining vacancy on the National Advisory Council on Education Professions Development.

Dr. Raymond E. Castro
148 Berkshire Street #1
Cambridge, Massachusetts
02141

- Ed.D.
Graduate School
of Education
Harvard University

Dr. Carlos Zamora
Pannsylvania State
University
University Park, Penn.
16802

- Ph.D.
Languages & Literature
University of California
at Los Angeles
(UCLA)

Ms. Elena De Los Santos
de Mycue
1005 S. Mattis, Apt #203
Champaign, Illinois 61820

- M.A.
Counseling & Guidance
Texas Woman's University

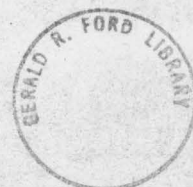
Mr. Jose Barron
2203 Greenery Lane #203
Silver Spring, Md 20902

- M.A.
L Latin American Studies
University of Arizona



Each of the previous individuals has distinguished himself/herself in the field of education, each is highly respected by his/her colleagues and each would be willing to serve on the Council if called upon to do so.

If I can be of further assistance, please let me know (IO 243).



November 25, 1974

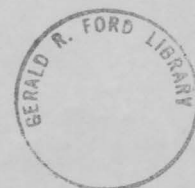
MEMORANDUM FOR: ROBIN WEST

FROM: FERNANDO E. C. DE BACA

SUBJECT: Vacancy on the National
Advisory Council on
Education Professions
Development

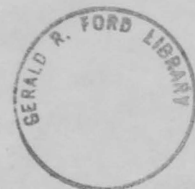
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Dr. Raymond E. Castro 148 Berkshire Street #1 Cambridge, Massachusetts 02141	-	Ed.D. Graduate School of Education Harvard University
Dr. Carlos Zamora Pannsylvania State University University Park, Penn. 16802	-	Ph.D. Languages & Literature University of California at Los Angeles (UCLA)
Ms. Elena De Los Santos de Mycue 1005 S. Mattis, Apt #203 Champaign, Illinois 61820	-	M.A. Counseling & Guidance Texas Woman's University
Mr. Jose Barron 2203 Greenery Lane #203 Silver Spring, Md 20902	- L	M.A. Latin American Studies University of Arizona



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If I can be of further assistance, please let me know (IO 243).

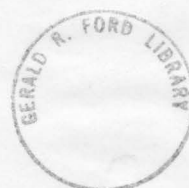


November 18, 1974

MEMORANDUM FOR: JERRY JONES
FROM: FERNANDO E. C. DE BACA
SUBJECT: TEMPORARY SECRETARIAL ASSISTANCE

Since a permanent secretary has not, as yet, been obtained for my office, would you please approve a temporary detail from Correspondence for at least one week to assist with the secretarial workload in Room 197?

Thank you.



November 18, 1974

MEMORANDUM FOR: JERRY JONES
FROM: FERNANDO E. C. DE BACA
SUBJECT: TEMPORARY SECRETARIAL ASSISTANCE

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Thank you.



THE WHITE HOUSE

WASHINGTON

November 14, 1974

MEMORANDUM FOR: Phillip Areeda

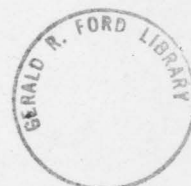
FROM: Fernando E. C. De Baca *FEB*

SUBJECT: Legal Services Corporation
Board of Directors

This has reference to our telephone conversation of November 13, 1974 regarding the recruitment of qualified Hispanic American candidates for the Board of Directors of the newly created Legal Services Corporation.

As you are probably aware, the President met with the Spanish speaking Members of Congress on September 4, 1974 and with a group of national Hispanic leaders on October 17, 1974 regarding a host of issues affecting this country's 11-14 million Hispanic Americans. One of the principal concerns expressed by virtually every participant at these meetings was the necessity for prompt and decisive action by the President to assure full representation of Hispanic Americans on policy making boards and commissions throughout the Federal government. Particular concern was expressed by both groups over the apparent lack of consideration of Hispanic candidates for appointment to the Legal Services Board.

Following the meetings, I sent to Dave Wimer and Andre Le Tendre, biographical information on two outstanding Spanish-surnamed nominees for the Board. I am appending copies of updated resumes on each of these gentlemen for your perusal. Either of these men, in my opinion, would prove an absolute asset to the Board.



Over the past six years, Mario Obledo and Cruz Reynoso have been at the forefront of every major constitutional and civil rights issue affecting the lives of millions of Spanish speaking Americans. Obledo, as former President and General Counsel of the Mexican American Legal Defense and Educational Fund (MALDEF), and Reynoso as former Director of the California Rural Legal Assistance program have a proven track record in the field of legal services to the poor. They have earned the respect of their fellow Hispanic Americans, understand the problems of the poor, know the unique needs of Hispanic American people and are committed to working within the system to secure social change.

While other individuals may appear stronger on paper, no other Hispanic American candidates enjoy the national reputation and respect of their fellow Spanish speaking Americans than Obledo and Reynoso. Other candidates, like Armando C. De Baca, Rodolfo Montejano, Arturo Ortega, Alfredo Hernandez, Roger Cisneros, and others, if appointed would bring, at best, only limited expertise to the Board. Once more, they would do little to bring this Administration closer to a large and significant community that has for so long felt ignored, excluded and apart from the American mainstream of activity. This Administration needs to make every effort to reach out to the nation's less fortunate citizens. Appointment of either Mr. Obledo or Mr. Reynoso to the Legal Services Corporation Board of Directors would go far to demonstrate to this nation's Hispanic Americans that they need not go unnoticed any longer.



THE WHITE HOUSE

NOV 6 1974

9 PM. RM

ACTION MEMORANDUM

WASHINGTON

LOG NO.:

File

Date: November 6, 1974

Time:

FOR ACTION: Roy Ash

cc (for information):

Phil Buchen

Bob Hartmann

☒ Fred DeBaca

Jack Marsh

Roland Elliott

Stan Scott

FROM THE STAFF SECRETARY

DUE: Date: Saturday, November 9, 1974

Time: 12:00 noon

SUBJECT:

Cole memo (no date) re: Presidential Letter
to the Cabinet Officers Promoting Federal
Minority Business Programs

ACTION REQUESTED:

☐ For Necessary Action

X

☐ For Your Recommendations

☐ Prepare Agenda and Brief

☐ Draft Reply

X

☐ For Your Comments

☐ Draft Remarks

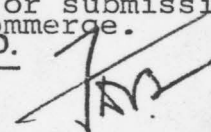
REMARKS:

November 8, 1974

I have reviewed the proposed Presidential letter to the Cabinet Officers promoting Federal Minority Business Programs. The proposed letter, as a general statement of support for the minority business enterprise program, is concise and thought provoking and has my full endorsement. However, it is weak in that it does not provide for the sharing of agency reports with Commerce arising out of agency reexaminations. Given the less than satisfactory performance of some of the agencies, I would strongly recommend the addition of an appropriate phrase or sentence at the end of paragraph 2 calling for the sharing or submission of reports with the Department of Commerce.

PLEASE ATTACH THIS COPY TO MATERIAL SUBMITTED.

If you have any questions or if you anticipate a delay in submitting the required material, please telephone the Staff Secretary immediately.

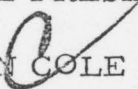

Jerry H. Jones
Staff Secretary



THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR THE PRESIDENT

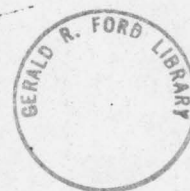
FROM:

KEN  COLE

SUBJECT:

Presidential Letter to the Cabinet Officers
Promoting Federal Minority Business Programs

The attached letter, proposed by Secretary Dent, would serve to stress your support of the Administration's Minority Business Enterprise Program and would encourage government agencies whose participation in this endeavor has been minimal to be more responsive. The letter would also be a first step in the Administration's current re-examination of the minority and small business programs.



THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR

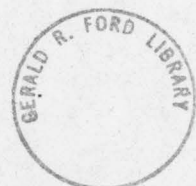
THE SECRETARY OF STATE
THE SECRETARY OF THE TREASURY
THE SECRETARY OF DEFENSE
THE ATTORNEY GENERAL
THE SECRETARY OF THE INTERIOR
THE SECRETARY OF AGRICULTURE
THE SECRETARY OF COMMERCE
THE SECRETARY OF LABOR
THE SECRETARY OF HEALTH, EDUCATION, AND WELFARE
THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT
THE SECRETARY OF TRANSPORTATION

One of the important Presidential initiatives in recent years was the creation of the Government's minority business development program. I want to assure you that assistance to minorities to allow them to participate in the benefits of our private enterprise system will continue to be an important objective during my Administration.

Although the Office of Minority Business Enterprise in the Department of Commerce and the Small Business Administration have had primary responsibility for minority business programs, the success of these efforts has been due in large measure to the support of other Federal agencies. Your continued strong support of this objective is essential to a meaningful Federal effort, and I ask that you undertake a reexamination of your agency's commitment to assisting the creation of successful minority businesses and of the effectiveness of your program. ||

During this difficult economic period, many minority businesses are particularly vulnerable. They need every help the Government can reasonably provide. It is especially important, therefore, that your agency look for every appropriate opportunity for minority businesses to participate in Government programs as contractors, subcontractors, bankers, etc., and that management, technical and financial assistance be provided whenever feasible.

I am confident of your continued support of this important effort.





THE SECRETARY OF COMMERCE
Washington, D.C. 20230

SEP 10 1974

The President
The White House
Washington, D. C. 20500

Dear Mr. President:

encl
Rh
In March 1969, the Office of Minority Business Enterprise (OMBE) was created within the Department of Commerce to facilitate the opportunities for business ownership and full participation in our free enterprise system by socially and economically disadvantaged persons. The program serves Negroes, Spanish-speaking Americans, American Indians, Eskimos, Aleuts, Oriental Americans and other disadvantaged groups.

I suggest that you consider sending a letter to the Cabinet officers stating your commitment to the goals of OMBE and your wish that all Departments and Agencies of Government assist in achieving its goals.

I would also like you to know that OMBE is proceeding vigorously. It has effected a reorganization which placed its staff throughout the country on a decentralized basis. The initial success enjoyed by the OMBE program has related in large measure to the cooperation and support extended to it by the Departments and Agencies of the Federal Government. The Interagency Council for Minority Business Enterprise, whose membership comprises all the Federal Departments and Agencies, is engaged in defining new goals and commitments to advance minority business enterprise for Fiscal Year 1975.

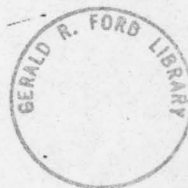
I am enclosing a letter for your consideration that might be sent to all Cabinet officers.

With kindest regards, I remain

Respectfully,

Secretary of Commerce

Enclosure



DRAFT

Dear Mr. Secretary:

One of the important Presidential initiatives in recent years was the creation of the Government's minority business development program.

I want to assure you that assisting minorities to gain the benefits of participation in our private enterprise system will continue to be an important objective during my Administration.

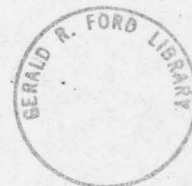
Although the Department of Commerce and the Small Business Administration have had primary responsibility for minority business programs, the success of these efforts has been due in large measure to the support of other Federal agencies. Your continued strong support of this objective is essential to a meaningful Federal effort, and I ask that you request your staff to renew its commitment to assisting the creation of successful minority businesses.

During this difficult economic period, many minority businesses are particularly vulnerable. They need every help the Government can reasonably provide. It is especially important, therefore, that your agency find every opportunity for minority businesses to participate in Government programs as contractors, subcontractors, bankers, etc., and that management, technical and financial assistance be provided whenever feasible.

I am counting on your continued support of this important effort.

With warm regards.

Sincerely,



MEETING AGENDA

DATE: Thursday, November 7, 1974, 3:00 pm
DURATION: 30 minutes
LOCATION: West Wing
PARTICIPANTS: Jerry Jones
Fernando E. C. De Baca

PURPOSE: To discuss staffing and logistical requirements for the Office of the Special Assistant for Hispanic Affairs.

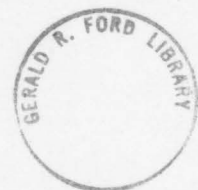
BACKGROUND: The Office of the Special Assistant for Hispanic Affairs was established on September 1, 1974 within the Office of the Counsellor to the President Anne Armstrong. Fernando E. C. De Baca reported for duty on September 16, 1974. The office is located in Room 197, OEOB.

TALKING POINTS:

- Under present operating procedures within the Office of Counsellor Armstrong, all requests for administrative support are funneled through John Vickerman, Administrative Assistant to Mrs. Armstrong. Results of this arrangement have been less than satisfactory. I cite the following in support of this conclusion:

- Until today, 11-7-74, no staff support has been provided to this office. A clerk-stenographer reported for a two-day temporary assignment today. Urgent appeals for staff support have not received the full attention of Mr. Vickerman or the Staff Secretary. Additionally, requests for office equipment and remodeling have been made but no feedback has been received. What is the status of these requests?

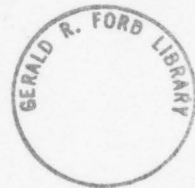
--What is the status of Mrs. Patricia Cowden's application for employment as Secretary, GS-9. Mrs. Cowden served as my secretary for one



year prior to my transfer to the White House. Prior to departing San Francisco to report to my new post at the White House, I was encouraged to recruit, and if possible bring with me, a qualified secretary. I requested Mrs. Cowden to apply for the position and was assured by Mr. Vickerman that her application was being processed. Mrs. Cowden has gone to great personal expense to move her family and household belongings to Washington, D.C. Now, I am informed that we cannot hire her because of an excess ~~list~~ of secretaries. If this indeed is the case, could I possibly request ~~such~~ help in getting her placed with one of the agencies?



--What is the possibility or likelihood of getting the Office of Hispanic Affairs placed either within Mr. Rumsfeld's office along with Stan Scott's office or within Bill Baroody's shop along with the other public interest groups?



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

FOR: FERNANDO E. C. DE BACA
SUBJECT: ITEMS TO POSSIBLY BE DISCUSSED WITH MRS. A.

R E P O R T FOR MRS. ARMSTRONG:

1. Trips:
 - Phoenix:
 - San Francisco:
2. Projects: (Boards & Commissions)
 - Inflation Advisory Board
 - OMBE
 - LAMA
 - Economic Summit
 - National Council on Education Research
3. Women:
 - Referral System?
4. Bicentennial
 - Referral System?
5. Memorandum from Her office to all areas under her auspices (e.g. Bicentennial, Women, etc.) to assist us through a series of briefings as to their nature, scope, and how this office can most effectively tie into their roles.
6. Provided briefing to Beth on SER, LULAC, LULAC EDUCATIONAL SERVICE CENTERS in preparation for forthcoming presentation to LULAC SUPREME COUNCIL MEETING (Oct. 10-13, 1974).

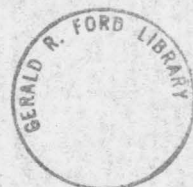


November 18, 1974

MEMORANDUM FOR: JERRY JONES
FROM: FERNANDO E. C. DE BACA
SUBJECT: TEMPORARY SECRETARIAL ASSISTANCE

Since a permanent secretary has not, as yet, been obtained for my office, would you please approve a temporary detail from Correspondence for at least one week to assist with the secretarial workload in Room 197?

Thank you.



MEMORANDUM

SEP 14 A.M.

THE WHITE HOUSE

WASHINGTON

September 12, 1974

10
FERNANDO
DEBACA

MEMORANDUM FOR:

David Hoopes

FROM:

Fernando E.C. De Baca

SUBJECT:

Change of Station

Confirming our telephone conversation of this morning, I would appreciate your assistance in securing approval for payment of moving expenses incident to my change of station from San Francisco, California, to Washington, D.C. Moving expenses are estimated at \$5,000.

Since January 1972, I have held a GS-18 Career position, Regional Director, U.S. Department of Health, Education and Welfare, Reg on IX, and more recently as Chairman of the Federal Regional Council, GS-18.

I have submitted my resignation as Regional Director, DHEW Chairman, FRC effective close of pay period, September 14, 1974, and am scheduled to be picked up on the White House rolls beginning September 15, 1974.

Unfortunately, we don't do this. However, in my minimal discussions with Jim Rogers in the personnel office, we'll leave your commission date effective on the date you were announced, but we will make your salary start on some future date, perhaps the 9/15/74, and then HEW can move you since we will still have you on their rolls detailed to the WH

Dave Hoopes 9/13/74



MEMORANDUM

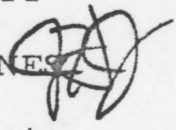
THE WHITE HOUSE

WASHINGTON

September 4, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

JERRY H. JONES 

This is just a reminder that all official correspondence should be typewritten on White House stationery. Several handwritten envelopes have been arriving at the Mail Room to be stamped and sent out. Of course, White House stationery and postage are to be used only for official business and are not to be used for personal use. The azure paper and envelopes are to be used exclusively for Presidential correspondence and should never be used for any other purpose. The White House Correspondence Manual should be consulted if there are any questions.

Mail deposited in mail boxes in the White House and EOB is picked up by the U. S. Postal Service and goes directly to the City Post Office. It should be properly stamped when placed in these boxes. Mail placed on top of the boxes will not be picked up by the Postal Service and it could become lost.

Official outgoing mail should be sent to Room 99, EOB to be stamped and dispatched. Any questions concerning the handling of mail should be directed to the Mail Room, Extension 2541.

Thank you.



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

November 27, 1974

MEMORANDUM FOR: FERNANDO DE BACA
FROM: BOB LINDER *BL*

Your memorandum to Roland Elliott of November 26, requesting 250 copies of your biography, has been referred to my office.

The general practice has been that White House stationery is not used for items of a personal nature. I am sure you can understand the reason for limiting its use to official business. I am enclosing a copy of a memorandum from the Staff Secretary which sets the guidelines. Of course, if the purpose of these materials is for official White House business, a clean typewritten original of the biography is required before it can be satisfactorily reproduced.

Attachments



August 28, 1974

MEMORANDUM FOR: CMDR
WHCA

FROM: DONALD A. WEBSTER
DEPUTY SPECIAL ASSISTANT |S|
TO THE PRESIDENT

SUBJECT: Request for equipment

As of this date I have moved into the office recently vacated by Mr. Don Rodgers (EOB 199). Mr. Rodgers' equipment was checked out of the office yesterday and I would now like to request that it be replaced.

Specifically, I am requesting one AM-FM radio and one television to be assigned to me.

Thank you for your consideration in this matter.

DAW:jks - 8/28/74



THE WHITE HOUSE

WASHINGTON

July 14, 1975

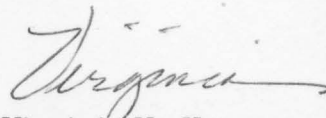
MEMORANDUM FOR FERNANDO DEBACA, SPECIAL ASSISTANT
FOR HISPANIC AFFAIRS

SUBJECT: State Consumer Action

It is my pleasure to provide you a copy of our new Office of Consumer Affairs publication State Consumer Action Summary '74, which shows the trends of state, county, and city government action on consumer issues as well as areas where their action is lagging.

We send copies to state and local policy makers with the view that the innovative approaches by other jurisdictions which are spotlighted will be helpful in formulating their own effective action and will spur into action those jurisdictions doing little. We also believe this is a helpful reference for Federal policy makers and we provide copies to Members of the Congress and Federal agency consumer liaison contacts.

It is my hope that this publication may be helpful to you and your staff.



Virginia H. Knauer
Special Assistant to the President
for Consumer Affairs

Enclosure



June 17, 1975

MEMORANDUM FOR:

PATRICIA LINDH

FROM:

FERNANDO E. C. DE BACA

I have arranged a small reception in honor of the Administration's top Hispanic appointees on Wednesday, June 25, 1975, between 5:30 and 7:30 in the West Wing Staff Dining Room.

The purpose of this function is to give the Administration's Hispanic appointees the opportunity to meet senior White House staff members and members of the Cabinet in an informal, friendly setting. Also, the function is designed to give broad visibility to the President's efforts in meeting the needs of Spanish speaking and other disadvantaged Americans.

Might it be possible to place this function on your calendar for a 10- to 15-minute drop by visit? I know how busy you are, but a moment of your time would greatly enhance this event and contribute to its success.

FECDeB:mmmd:6/17/75

THE
COPIES OF THIS MEMORANDUM WENT TO/SENIOR STAFF MEMBERS
OF THE WHITE HOUSE



December 27, 1974

MEMORANDUM FOR: Patricia Lindh
THROUGH: Bill Baroody
FROM: Fernando E. C. De Baca
SUBJECT: Women's Activities

I would appreciate your assistance in helping this office identify activities (e.g. International Women's Year, Women's International League For Peace, etc.) and organizations that can profit from Hispana participation. If possible, a reply by COB Tuesday, December 31 would be most appreciated.

Thank you for your consideration and assistance in assuring that the Spanish Speaking women have an opportunity to make a cultural and professional contribution. You may consider my Assistant, Rose Marie Roybal as liaison to your office in these various activities.

Again, the Hispanic Office looks forward to working with the Women's Office on a regular basis.

FEADB:rmr/fam.



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December 17, 1974

MEMORANDUM FOR: Patricia LinNh
THROUGH: Bill Baroody, Jr.
FROM: Fernando E. C De Baca
SUBJECT: Women of Hispanic origin to be
considered as candidates for
vacancies on Advisory Boards
and Commissions

Attached are the resumes and SF 171's of women of Hispanic origin. I would appreciate your consideration of them as serious candidates to be appointed to Advisory Commissions or Boards appropriate to the contributions they might make in line with their talents and education.

Thank you for your assistance and I look forward to working with you.

FECDB/rc/rmr



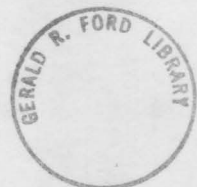
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Cecilia Preciado de Burciaga
Inez Casiano
Carmen J. Delgado
Gilda Bojorquez Gjurich
Dr. Ana Mena Graham
Deluvian Hernandez
Esperanza Medina-Spyropoulos
Lena De Los Santos de Mycue
Theresa Aragon De Shepro
Cecilia Suarez



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December 17, 1974

MEMORANDUM FOR:

Patricia Lindh

THROUGH:

Bill Baroody, Jr.

FROM:

Fernando E. C De Baca

SUBJECT:

Hispanic Women expressing
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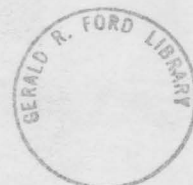
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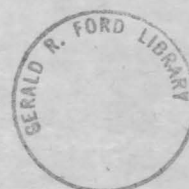
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December 18, 1974

MEMORANDUM FOR:

Dr. Marrs

FROM:

Fernando E. C De Baca

SUBJECT:

Hispanic Veteran -
Antonio SalazarMMontelongo

I would appreciate your assistance and direction
in dealing with the case of Mr. Antonio Salazar
Montelongo.

Thank you for your consideration in this instance.

FECDB/rc/rmr



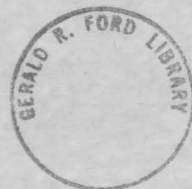
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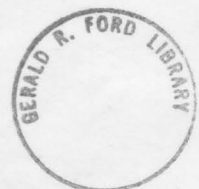
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Thank you for your consideration in this instance.

FEADB/rc/rmr



July 25, 1975

MEMORANDUM FOR:

JOHN O. MARSH, JR.

FROM:

FERNANDO E. C. DE BACA

SUBJECT:

Voting Rights Bill

Now that the Voting Rights Bill (HR 6219) has been passed by the House and Senate, it would appear to be in the President's best interest to hold a brief White House signing ceremony with key Black, Spanish Speaking, and other language minority group leaders present. This would allow Ted Marrs, Stan Scott, John Calhoun, and I, who deal with this significant voter segment, the opportunity to place the President in the best possible leadership position with respect to this important bill.

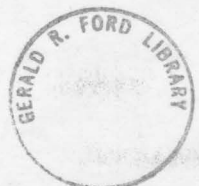
I would recommend at a minimum that the following Hispanic leaders be invited to the ceremony.

Mr. Manuel Pierro
President
National Congress of Hispanic American Citizens
400 First Street, N. W.
Washington, D. C. 20001
638-4483

Mr. Al Perez
Associate Counsel
Mexican American Legal Defense and Educational Fund
1028 Connecticut Avenue, Suite 1007
Washington, D. C. 20036
659-5166

Mr. Raul Yzaguirre
Executive Director
National Council of La Raza
1025 15th Street, N. W.
Washington, D. C. 20005
659-1251

Mr. Jaspar "Jay" Garcia
Director
Spanish Speaking Division - RNC
310 First Street, S. E.
Washington, D. C. 20003
484-6780



Mrs. Ada Pena
National Vice President
League of United Latin American Citizens
400 First Street, N. W. Suite 716
Washington, D. C. 20001
362-6100

Mr. Lupe Saldana
State Chairman
American GI Forum
5600 Fishers Lane
Parklawn Building - Room 1022
Rockville, Maryland 20852
443-1960



December 18, 1974

MEMORANDUM FOR: John O. Marsh, Jr.
THROUGH: William Baroody
FROM: Fernando E. C De Baca
SUBJECT: Cabinet Committee on
Opportunities for Spanish
Speaking Peoples

As you are probably aware, the Cabinet Committee on Opportunities for Spanish Speaking People (CCOSSP) will terminate on December 31, 1974 unless action is taken by the Congress prior to adjournment to extend it.

The Cabinet Committee was established under P.L. 91-181 in December 1969 with an initial five year life span to help assure the full participation of Spanish Speaking Americans in Federal programs and benefits. Since its creation, it has had a somewhat stormy existence due, in part, to its broad advocacy charter and repeated allegations of partisan political activity on the part of its former chairman, Henry M. Ramirez.

President Ford, in a meeting with the Hispanic Members of Congress on September 4, 1974, urged their support for legislation which would extend the life of the Cabinet Committee through June 30, 1975.

HR 10397, which passed the House in October 1973, would, in addition to extending the life of the Committee through FY 1975: (1) expand the membership of the Committee from 11 to 14; (2) expand the Advisory Council from 9 to 11 members; and (3) place the Chairman and staff of the Committee under the provisions of the Hatch Act.



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December 13, 1974

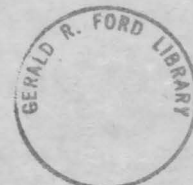
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November 5, 1975

MEMORANDUM FOR

MAJOR GENERAL BENNIE L. DAVIS

THROUGH

MILITARY ASSISTANT TO THE PRESIDENT

I have been invited by the Commanding General of the Army and Air Force Exchange System (AAFES) to visit their headquarters in Dallas, Texas as a follow-up to my recent visit to major Army and Air Force installations in Europe. I have also received an invitation from the Air Force Air Training Command to visit major ATC bases in the Southwest.

In view of the above invitations and of the necessity for following up on problems surfaced during my European base tour, I would like to request your assistance in making the necessary travel arrangements for these visits.

I have been in contact with MSGT Rick Inzunza (DPXHSE) who accompanied me during my trip to Europe and was most helpful in facilitating the arrangements for that trip and I thought perhaps he might be able to act as a liaison between Air Staff and my office in arranging plans for the forthcoming visits.

The problems confronting Spanish speaking servicemen and DOD civilian employees are extensive, severe and complex. Their solution requires the attention of persons knowledgeable about the needs of the service but equally sensitive to the unique needs and characteristics of this significant minority group. MSGT Inzunza is such a man. He possesses the experience, the tact and the sensitivity necessary to effectively address these problems and consequently would afford me an added dimension in my visits to AAFES and the ATC bases.

I would appreciate whatever your office might be able to do to help arrange the visits, tentatively planned for early next year.

Thank you very much.

(BCC: Manuel Oliveras, USDAF, Dir. Civ. EEO; Manuel Nieves, EEO, The Pentagon; Alejandro Orfila, Sec. Gen. of OAS, --- Chairman Of American G. I. Forum, Antonio Morales; H. Minton FRANCIS, Dep. Asst. Sec. EEO, DOD)

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

FECDeB:mmm:11/05/75

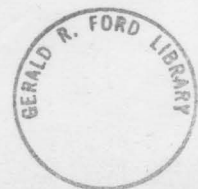


January 13, 1975

MEMORANDUM FOR: Pamala Powell
FROM: Fernando E. C. De Baca
SUBJECT: State of the Union Briefing

Attached is a list of Hispanic Administration appointees who should be invited to the State of the Union briefing to be held on Thursday Jan 16, 1975.

The list only includes Washington based appointees at the Assistant Secretary and Agency Director level and above.



Mr. Bert Gallegos, Director
Office of Economic Opportunity
1200 Nineteenth Street N.W.
Washington, D. C. 20506

Mr. Raymond Telles, Chairman
Equal Employment Opportunity Commission
1800 G. Street N.W.
Washington, D. C. 20506

Mr. Carlos C. Villarreal, Commissioner
Postal Rate Commission
2000 L Street N.W.
Washington, D. C. 20268

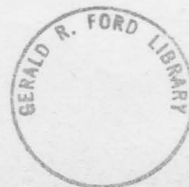
Mr. Alex M. Armendaris, Director
Office of Minority Business Enterprise
Department of Commerce
Washington, D. C. 20230

Ms. Carmen Maymi, Director
U.S. Department of Labor Women's Bureau
Department of Labor
Washington, D. C. 20210

Mr. Louis Nunez, Deputy Director,
U.S. Commission on Civil Rights
1121 Vermont Avenue N.W.
Washington, D. C. 20425

Mr. Edward Hidalgo, General Counsel
United States Information Agency
1750 Pennsylvania Ave. N.W.
Washington, D. C. 20547

Mr. Jorge L. Cordova, General Counsel
ACTION
806 Connecticut Avenue N.W.
Washington, D. C. 20525



December 31, 1974

MEMORANDUM FOR: PAMELA POWELL
FROM: FERNANDO E. C. DE BACA
SUBJECT: White House Internships

Attached is the 171 of Jaime Noriega for consideration as candidate for White House Internship.

Thank you for your serious deliberations of his talents, experience, and education. Please share any thoughts you may have on this matter with Rose Marie Roybal, my assistant.

FECDB:rmr/fam.



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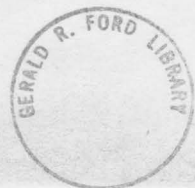
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THE WHITE HOUSE

WASHINGTON

December 1, 1974

The White House Summer Intern Program was begun in 1969 to give outstanding young people an opportunity to view firsthand the Executive Branch of the Federal Government. Each summer between 20 and 30 students are placed in the White House Staff offices; offices of the Vice President, the Domestic Council and the Council on International Economic Policy. Jobs range from clerical work to research and assistance in policy areas. Because the program is so limited in number, only those who have demonstrated outstanding leadership ability through involvement in extracurricular activities as well as academic standing are considered. The program includes full-time work in the staff offices to which the intern is assigned and a series of seminars with leading government officials.

The following are requirements and policies of the White House Summer Intern Program for 1975:

Age:	18--23
Length of program:	June 2 through August 29
<u>Application deadline:</u>	<u>April 1.</u> Selection and notification will be made during the week of May 12, 1975.

No personal interviews are conducted.

Application material includes: Complete resume, latest school transcripts, Standard form 171 (Enclosed) and cover letter explaining why you are interested in becoming a White House Intern.

Recommendations are accepted but not required.

Approximate salary: \$125 per week for undergraduate students; \$150 per week for graduate students.

Applicants may not select an office. Assignments are based solely on the requirements of a participating office matched against the applicant's qualifications.

Interns must acquire their summer housing accommodations themselves.



All applications to the 1975 White House Summer Intern Program
should be sent to:

Miss Pamela Powell
Staff Assistant
The White House
Washington, D.C. 20500

Enclosure



THE WHITE HOUSE

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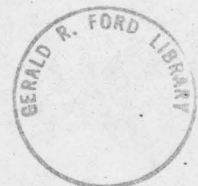
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Director for Youth Affairs
Room 190
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Washington D.C. 20500



THE WHITE HOUSE
WASHINGTON

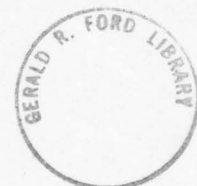
file

February 3, 1975

MEMORANDUM FOR: Roland Elliott
FROM: Fernando E. C. De Baca *FCB*
SUBJECT: Multiple Addressee Letter

I would appreciate your assistance in having the attached letter prepared for my signature by your MTST correspondence unit. Attached is a list of addressees for use in the preparation of said letters.

Thank you for your assistance with this request.



THE WHITE HOUSE

WASHINGTON

February 3, 1975

Dear _____:

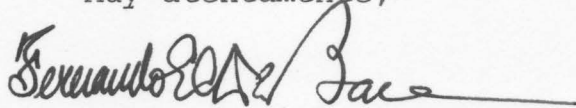
Thank you for your interest in the White House Summer Intern Program and for sharing a copy of your resume with Eddie Benavidez, National Chairman of La Raza Law Student's Association.

Eddie has forwarded your resume to me along with those of other Raza law students interested in working with the Federal Government this coming summer. I have, in turn, forwarded your papers to Ms. Pamela Powell, Staff Assistant to the President, who is the person responsible for administering the Summer Intern Program at the White House.

Because of the limited number of White House Summer Intern positions, I have taken the liberty of also sharing your resume with different Federal departments and agencies in Washington, D.C. and have requested that they correspond directly with you regarding your interest in summer employment.

With kindest regards, I remain,

Muy atentamente,



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



ADDRESSEES

Mr. Arnoldo Beltran
100 Larch Road
Cambridge, Massachusetts
02138

Mr. Robert Pinon Fabia
3911 Bruce Street, #10
Alexandria, Virginia
22305

Mr. Arturo Esquivel
45 Century Street
Medford, Massachusetts
02215

Mr. Richard Gonzales
3133 W. 17th Ave.
Denver, Colorado
80204

Mr. Albert Chavez
301 Princeton S.E.
Albuquerque, New Mexico
87106

Lorenzo V. Padilla
3750 E. Jewell #523
Denver, Colorado
80210

Ms. Alicia Catalina Gonzalez-Aldape
Crother's Hall 132-B
Stanford, California
94305

Ms. Patricia D. Nieto
10767 Woodbine Apt. 320
Los Angeles, California
90034

Mr. Michael A. Vega
4008 Avante Way
Sacramento, California
95826

Ms. Emily Vasquez
2525 Benvenue, Apt 2
Berkeley, California
94704

Mr. Joseph Manuel Cardona
155 Buchanan St.
San Francisco, California
94102

Ms. Emalie Monarrez Ortega
3728 Inglewood Drive
Santa Clara, California
95050

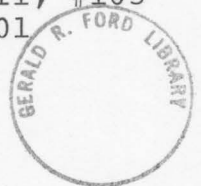
Mr. Andrew R. Esparza
257 Jackson
Denver, Colorado
80210

Ms. Guadalupe Lechuga
3700 North Pine Grove
Chicago, Illinois 60613

Mr. Armando M. Flores
8 Outer Circle
Davis, California 95616

Mr. Gilberto M. Galicia
3642 North Pine Grove
Chicano, Illinois
60613

Mr. Castelar M. Garcia, Jr.
5124 Williams Fork Trail, #105
Boulder, Colorado 80301



Mr. Arnulfo Hernandez, Jr.
2385 Haldis
Sacramento, California
95822

Mr. Ray A. Padilla
5426 Roanoke Ave., Apt. 51
Alexandria, Virginia 22311

Mr. Eduardo Lara
3730 S. McClintock 633F
Los Angeles, California 90007

Mr. Frank O. Ponce
714 17th Street
Santa Monica, California
90402

Mr. John L. Mendez
4361 Wheeler 407-L
Houston, Texas
77004

Mr. Richard O. Trevino, Jr.
10324 Tenby Ln. #304
Denver, Colorado
80229

Mr. Paul Reynaga
1742 Freemont Court #3
Davis, California
95616

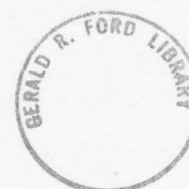
Mr. Anthony L. Salmon
3757 Swift Ave.
San Diego, California 92104

Mr. Daniel A. Sanchez
8650 Piney Branch Rd. #101
Silver Spring, Maryland 20901

Mr. Anthony Vidal Silva
2323 Kathryn, S.E. #236
Albuquerque, New Mexico
87106

Mr. Michael E. Vigil
6052 Edsall Road, Apt. 301
Alexandria, Virginia
22304

Mr. Richard I. Gonzalez
3709 Yukon Court
Wheat Ridge, Colorado
80033



THE WHITE HOUSE

WASHINGTON

February 17, 1975

MEMORANDUM FOR:

PAUL MILTICH
✓ BILL BAROODY
PAUL THEIS

FROM:

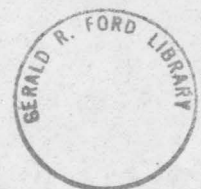
RON NESSEN

It seems to me that entirely too many articles for various publications are going out under the President's name. And it is even more troublesome to me that the vast majority of these proposals for signed articles by the President never come through the Press Office for my approval.

Recently, signed articles by the President have either appeared or been prepared for the Water and Sewer Journal, a bank's private house organ, the pulpy Sunday supplement Family Weekly, and many, many others.

I hope we can make it a policy that whenever a request for a signed article by the President comes into the White House, I will get a chance to approve or disapprove it before the actual writing starts.

cc: Bob Hartmann
Dick Cheney



December 23, 1974

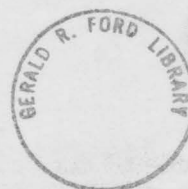
MEMORANDUM FOR: Ronald H. Nessen
THROUGH: William J. Baroody, Jr.
FROM: Fernando E. C. De Baca
SUBJECT: Cabinet Committee on
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A bill to extend the Cabinet Committee on Opportunities for Spanish Speaking People (CCOSSP) was killed in the House on December 20, 1974, moments before adjournment. The Bill, H.R. 10397, had earlier passed the Senate by voice vote on December 18 with the support of the Administration and the backing of Senators Javits, Percy and Montoya.

Congressman H.R. Gross of Iowa objected to a unanimous consent motion to suspend the rules and consider the authorization of Government Operations Committee Chairman Chet Hollifield.

As a result of the failure of Congress to act on this vital measure, the Cabinet Committee will terminate on December 29, 1974. Reynaldo Maduro, Executive Director and Acting Chairman of the Cabinet Committee, has been instructed to dismantle the Committee and furnish the President with a final report on the Committee's accomplishments and activities during its 5 year history.

The Cabinet Committee was established by Congress in 1969 at the request of former President Nixon to replace the Inter Agency Committee for Mexican American Affairs which President Johnson established by Executive Order in 1967.



Its purpose was to promote programs and jobs in Federal Agencies for the betterment of the nation's 12 to 15 million Spanish Speaking Americans.

In view of the failure of the Congress to renew the life of the Cabinet Committee, the following questions might be posed to the President:

Question: Did the Administration support the bill to extend the Cabinet Committee on Opportunities for Spanish Speaking People recently killed in the House (H.R. 10397)?

Answer: Yes, I wholeheartedly supported the bill to extend the Cabinet Committee and urged Congress to act positively on it.

FEADB:fjo



December 23, 1974

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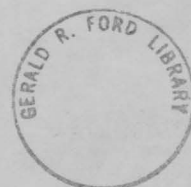
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December 31, 1974

MEMORANDUM FOR: BRAD PATTERSON
FROM: FERNANDO E. C. DE BACA
SUBJECT: -Recommendation of
John Rafael Benitez

Per our previous discussion, I see nothing that would preclude a recommendation for John Rafael Benitez.

I appreciate your efforts, and those of your staff, to keep this office appraised of your efforts to coordinate with Hispanic Affairs on individuals of Hispanic descent. If I can be of further assistance, please let me know.

FECDB:rmf/fam.



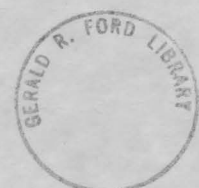
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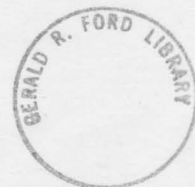
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Per our previous discussion, I see nothing that would preclude a recommendation for John Rafael Benitez.

I appreciate your efforts, and those of your staff, to keep this office appraised of your efforts to coordinate with Hispanic Affairs on individuals of Hispanic descent. If I can be of further assistance, please let me know.

FECDB:rn timer/fam.



DEC 2 1974

THE WHITE HOUSE
WASHINGTON

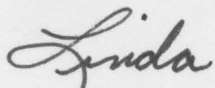
12-2-74

Mr. Debaca:

Per your conversation with Mr.

Patterson, I am sending a copy

of Mr. John Rafael Benitez' resume.

A handwritten signature in cursive script that reads "Linda".

Linda Hagge

RESUME

John Rafael Benitez
618 A Street S.E. #27
Washington, D.C. 20003

Speaks Spanish *REDB-6*
cc: Sent for review to Chuck Lichtenstein 6690 2nd Fl. W.W.

Personal:

Marital Status: Single
Height: 5'11"
Weight: 175 lbs.
Age: Twenty-three
Health: Excellent

Phone: 546-6095 home/ 224-5852 office

Work Experience:

The Republican National Committee
310 First Street S.E.
Washington, D.C. 20003

Employed as a field man in a
1974 Senatorial campaign. I travelled
extensively and talked with campaign
chairmen and party leaders.

The Republican National Committee
310 First Street S.E.
Washington, D.C. 20003

Attended the Fieldman Campaign
School in June of 1974.

Paul, Landy & Beiley Law Firm
341 Pan American Bank Building
Miami, Florida

Summer of 1973, employed as a
law clerk.

Full-time Volunteer for the 1972
Republican National Convention
in Miami, Florida

Coordinated security and credentials
for The Young Voters.

Colson & Hicks Law Firm
66 West Flagler Street
Miami, Florida

Employed as a research assistant.



Education:

The University of Virginia
Charlottesville, Virginia 22903
A.B., 1974, majoring in Government
and Foreign Affairs.

Work Preference:

Congressional Aide, Legislative Assistant,
Research Assistant

Language:

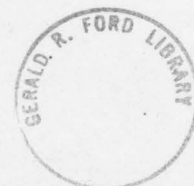
Spanish

Typing:

Sixty words per minute

References:

On Request



DEC 2 1974

Education:

The University of Virginia
Charlottesville, Virginia 22903
A.B., 1974, majoring in Government
and Foreign Affairs.

Work Preference:

Congressional Aide, Legislative Assistant,
Research Assistant

Language:

Spanish

Typing:

Sixty words per minute

References:

On Request



THE WHITE HOUSE

WASHINGTON

December 23, 1974

MEMORANDUM FOR: BRAD PATTERSON
FROM: FERNANDO E. C. DE BACA *FB*
SUBJECT: John Rafael Benitez

Following your request for my evaluation of the above individual, I inquired into the background and suitability of Mr. Benitez for a position of trust and responsibility with the Federal Government.

Mr. Benitez is, I am told, highly regarded by members of the Hispanic community both in Washington and Miami. He is fluent in Spanish and English, dynamic, articulate and dependable. Because of his young age and relative inexperience, he is not viewed as a very seasoned professional although thought to have great potential.

In summary, while I do not know Mr. Benitez personally, I would recommend him for employment in a mid-level position on the basis of information furnished me by respected members of the Spanish speaking community.

