

The original documents are located in Box 11, folder “Equal Employment Opportunity Conference, 1973” of the Stanley Scott Papers at the Gerald R. Ford Presidential Library.

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8-10 copies
[Sept. 1973]

~~10~~

DRAFT

E.O. DIRECTOR'S CONF.



CHECK LIST

- STEP 1 FIRM UP CONFERENCE ROOM FOR TWO DATES (~~ALTER~~ PRIMARY & ALTERNATE)
TENATIVE ~~BOOK~~ ALTERNATE SITE & ~~BOOK~~ RECEPTION SITE:
1. _____ 2. _____
- STEP 2 COMMITMENT OF PARTICIPANTS FROM W.H. (LETTER # 1)
- STEP 3 LETTERS TO AGENCY & DEPT HEADS
" " " " EO DIRECTORS
- STEP 4 PROGRAM
- STEP 5 ~~RECEPION PLANS~~
OBTAIN COPIES OF MATERIALS TO BE DISTRIBUTED
- STEP 6 COMPILE ROSTER OF ATTENDEES & PREPARE NAME TAGS FOR RECEPTION
- STEP 7 SEATING ARRANGEMENTS
- STEP 8 EXECUTION



DRAFT LTR TO WH PERSONNEL

MEMORANDUM FOR MEL LAIRD

FROM: STAN SCOTT
SUBJECT: REQUEST FOR ^{YOUR} PARTICIPATION

WE HAVE SCHEDULED A ONE-DAY CONFERENCE ON EQUAL OPPORTUNITY FOR THE ~~HEADS OF~~ TOP LEVEL PERSONS ~~BE~~ WORKING IN THIS AREA WITHIN ALL DEPARTMENTS AND AGENCIES.

~~I WOULD LIKE TO~~

REQUEST THAT YOU DELIVER A 10-15 MINUTE SPEECH ON THE ADMINISTRATION'S COMMITMENT ^{TO EQUAL OPPORTUNITY} ~~AT~~ 10:30-11:00 ~~IN THE~~ ~~OLD~~ IN CONFERENCE ROOM ~~IN THE~~ ~~OLD~~ ~~EXECUTIVE OFFICE BUILDING~~

~~YOUR~~ ATTENDANCE AT A RECEPTION FROM 5:30-6:30 FOR CONFERENCE PARTICIPANTS IS ALSO REQUESTED

PLEASE ^{CONFIRM} ~~ADVISE~~ BY SEPT. 28.



LTR TO EO DIRECTORS

DEAR _____

WE HAVE SCHEDULED A ONE-DAY CONFERENCE ON
EQUAL OPPORTUNITY FOR OCTOBER _____.

YOUR ATTENDANCE ^{AND PARTICIPATION} ~~IS ENCOURAGED~~ IN ~~THESE~~ MEANINGFUL
~~CONFERENCE~~ SESSIONS IS ENCOURAGED.

~~YOUR DEPARTMENT'S SECRETARY~~

THE ~~SECRETARY OR DIRECTOR~~ ^{HEAD} OF YOUR DEPARTMENT/
OR AGENCY IS BEING NOTIFIED.

THE CONFERENCE WILL START PROMPTLY AT 9:30 AM
AND WILL CONCLUDE AT 12:30 P.M. AMONG THOSE
EXPECTED TO SPEAK ARE: MELVIR R. LAIRD, ASSISTANT
TO THE PRESIDENT; ANNE R. ARMSTRONG, COUNSELOR TO
THE PRESIDENT; LEN GARMENT, PRESIDENTIAL COUNSELOR;
FRED MALEN, DEPUTY DIRECTOR OF OMB, AND A
NUMBER OF EXPERTS IN THIS FIELD.

YOU MAY WISH TO ~~BRING~~ ^{DEPUTY AND YOUR} HAVE YOUR ^(CONTRACT) COMPLIANCE
OFFICER ~~AND~~ ACCOMPANY YOU.

PLEASE FURNISH MY OFFICE WITH THE NAMES AND
TITLES OF THOSE PERSONS WHO WILL DEFINITELY
ATTEND BY SEPTEMBER 28.

Thank you,
~~BEST WISHES,~~

SINCERELY,

SSS

(Laird)
Counsellor to the President
for Domestic Affairs



MEMORANDUM FOR THE HONORABLE _____

FROM: SSS

~~SECRETARY~~ -

WE HAVE ~~SCHEDULED~~ SCHEDULED A ~~CONFERENCE~~ CONFERENCE ON EQUAL OPPORTUNITY FOR THE TOP LEVEL ^(EQUAL OPPORTUNITY PERSONNEL REPRESENTATIVES) OF ALL DEPARTMENTS AND AGENCIES WITHIN THE EXECUTIVE BRANCH FOR OCTOBER _____ IN CONFERENCE ROOM _____ AT THE OLD EXECUTIVE OFFICE BUILDING.

~~WHITE HOUSE AIDES AND~~

A NUMBER OF PRESIDENTIAL ASSISTANTS AND ^{TOP} ~~EXECUTIVE~~ PERSONNEL FROM EEOC, CIVIL ~~SERVICE~~ SERVICE COMMISSION AND VARIOUS DEPARTMENTS WILL ^{participate in} ~~PARTICIPATE~~ CONDUCT THE SESSIONS.

WOULD APPRECIATE ANY SUGGESTIONS ^{and/or recommendations} YOU MAY WANT INCLUDED IN THE CONFERENCE ALONG WITH ~~THE~~ ^{THE ATTENDANCE OF THE TOP} ~~YOUR DEPARTMENT'S~~ CIVIL RIGHTS OR EQUAL OPPORTUNITY HEAD ~~FROM~~ FROM YOUR DEPARTMENT.

~~YOUR ATTENDANCE AT A RECEPTION~~ ^{FRIDAY 15} ~~5:30 - 6:30~~ IN _____, EOB, GIVEN IN HONOR OF E.O. CONFERENCE PARTICIPANTS IS ALSO REQUESTED. PLEASE RSVP ~~BY~~ BY OCT. _____ (456-2387).



PROPOSED FORMAT

EQUAL EMPLOYMENT OPPORTUNITY CONFERENCE

HOSTED BY STANLEY S. SCOTT
SPECIAL ASSISTANT TO THE PRESIDENT

9:30-10:30 - WELCOME, INTRODUCTIONS, AND THE CHALLENGE
STANLEY S. SCOTT

10:30-11:00 - ADMINISTRATION'S COMMITMENT MELVIN R. LAIRD
ASSISTANT TO THE PRESIDENT

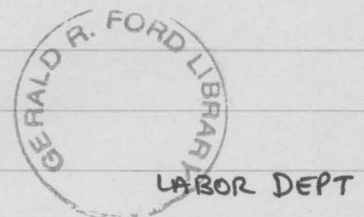
11:00-11:15 COFFEE

11:15-11:30 EO'S OBLIGATIONS LEN GARMENT
PRESIDENTIAL COUNSELOR

11:30-12:00 CIVIL SERVICE MANDATE ROBERT E. HAMPTON

12: - 1:00 LUNCH

1:00-1:30 CONTRACT COMPLIANCE



1:30-2:00 ADMINISTRATION'S RECORD & GOAL FRED MALEN
* 2:00-2:15 ~~WOMEN AND E.O.~~ ANNE ARMSTRONG DEPUTY DIR OMB
COUNSELOR TO THE PRESIDENT

2:15-2:30 PERSONNEL & E.O. JERRY JONES

2:30-2:45 - COFFEE

2:45-3:15 - E.O. ^{HIGHER} EDUCATION ALLAN JACKSON
OMB

3:15-4:45 MAKING E.O. A REALITY COMM. COLSTON A. LEWIS
EEOC

* 4:45-5:15 EO STAFFING PATTERNS DR. GLORIA TOOTE

5:15-6:30 RECEPTION

* WE NEED WOMEN PARTICIPATION

SCHEDULE PROPOSAL

SCHEDULE PROPOSAL

DATE: SEP. 20, 1973

FROM: SSS

VIA DAVID PARKER

DROP BY VISIT:

~~WITH~~ ^{DURING} THE ONE DAY CONF.
SCHEDULED FOR THE HEADS OF
EQUAL OPPORTUNITY FOR ALL
DEPARTMENTS AND AGENCIES
WITHIN THE EXECUTIVE BRANCH

DATE:

PURPOSE:

TO DEMONSTRATE PRESIDENTIAL
SUPPORT IN THIS AREA

FORMAT:

5 MINUTES, EITHER IN THE
CONFERENCE ROOM OR THE CABINET
ROOM.

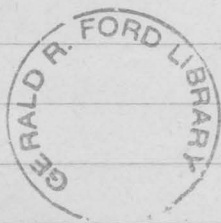
PRESS COVERAGE:

OWIE ATKINS WILL TAKE
PHOTOGRAPHS TO BE DISSEMINATED
BY MY OFFICE TO THE MINORITY
^{media} ~~press~~ NATIONWIDE.

STAFF RECOMMENDED:

AL HAIG - Mel Laird
STAN SCOTT

BACKGROUND:



THERE IS RISING CONCERN
AMONG MINORITIES THAT THE
ADMINISTRATION IS SLIPPING ON
ITS COMMITMENT TO EQUAL
OPPORTUNITIES. A PRESIDENTIAL
GREETING ^WOULD ADD NEW
VIGOR TO THIS PROGRAM AND
ALLAY UNFOUNDED ~~STATEMENTS~~
DOUBT.

THE WHITE HOUSE

WASHINGTON

September 25, 1973

MEMORANDUM FOR STAN SCOTT

SUBJECT: Your Proposal for an EEO Directors Conference

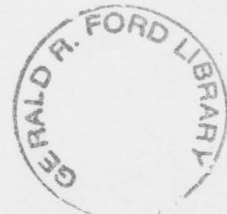
Brad and I appreciate your invitation to comment on your proposal, and this memorandum speaks for both of us.

I propose an alternative to the EEO Director's conference, namely a briefer meeting of Cabinet officers themselves, with their Personnel Directors and EEO directors in attendance with them.

The EEO Directors are not really the key audience for such a high-level group of speakers as you propose. They have their message already and are working to implement it. The people who need that message repeated -- from such senior sources -- are the Cabinet officers themselves, and their operating personnel directors.

I would propose a meeting of Agency Heads (Cabinet plus some of the major employers such as VA, GSA, NASA, USIA, EPA, AEC) with the requirement that each Agency Head bring with him both his Director of Personnel and his EEO Director. I would hold it in the new EOB Briefing Room for 90 minutes. You should introduce Bob Hampton to lead it off and bring out what the problem and solutions are; Mel Laird, Anne and I could speak briefly and the President would come in at the end. Bob's role would be crucial, since he is the responsible officer under EO 11478 and the amended Civil Rights Act, and he and his staff have been monitoring and collecting the statistics on the Federal EEO program since 1962.

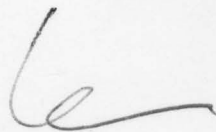
The substantive problems appear to be upward mobility (rather than new hiring) and attention to EEO by the regional offices, not just in Headquarters.



The figures, as you know, show solid, gradual improvement but minority employees are still bunched too much in the GS-1-8 grades.

For added punch, you might even invite Henry Ramirez, the new Indian Commissioner (when and if appointed) and perhaps John Powell to say five minutes worth each to the assembled VIPs.

The EEO Directors themselves are already planning a meeting in Charlottesville for a two-day session October 17-18, as you may know; it would be a fine idea for a senior White House person like yourself to go down there and meet with them for part of that time. I understand you are being invited to do so.



Leonard Garment



THE WHITE HOUSE

WASHINGTON

September 27, 1973

MEMORANDUM FOR:

STANLEY SCOTT

FROM:

ANNE ARMSTRONG *ALA*

SUBJECT:

Proposed E. O. Directors'
Conference

I am delighted to learn of your plans for conducting an equal opportunity conference in October as such an endeavor would, as you pointed out, highlight the Administration's commitment to minorities.

In reviewing your proposed format, Stan, there appears to be no specific mention of the Spanish speaking. This oversight would be an injustice to the 12 million Hispanic Americans and would certainly omit a very important minority group, especially in regard to the government's activities in Federal Regions II, VI, VIII and IX.

I would urge your reconsideration on this point and further suggest your contacting Henry Ramirez or Reynaldo Maduro of the Cabinet Committee on Opportunities for Spanish Speaking People for their input.



THE WHITE HOUSE
WASHINGTON

Fred
Reply for ALA
File
SEP 21 1973

September 20, 1973

MEMORANDUM FOR: ANNE ARMSTRONG
FROM: STANLEY SCOTT *SS*

This proposed conference is intended to highlight
Administration initiatives and commitment in this
important area. Would appreciate your comments
by c.o.b. September 27th.

Attachment

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OCT 2 1973

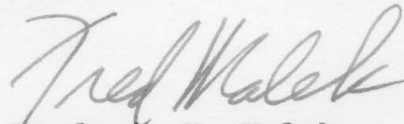
MEMORANDUM FOR STANLEY SCOTT

SUBJECT: Equal Employment Opportunity Conference

The proposed one-day equal employment opportunity conference including a drop-in visit by the President is a good idea. The goal of the conference should be the energizing and improving of Federal EEO programs with the public relations aspect a corollary benefit. In a sensitive area like this, there is often a tendency for speakers to make overblown promises and sometimes a risk of inconsistent policy statements. I therefore urge you to keep tight control over conference organization and implementation.

I would suggest Dick Schubert, Under Secretary of Labor, handle the section on "Contract Compliance" and Peter Holmes, Director, Office of Civil Rights, Department of Health, Education, and Welfare, handle the section on "EO and Higher Education".

I look forward to participating in this effort and assisting you in any way I can to make the conference a success.



Frederic V. Malek
Deputy Director

