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UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



APR 2 1975

Honorable Stanley S. Scott
Special Assistant to the President
The White House
Washington, D.C. 20500

Dear Mr. Scott:

This is to report on the General Services Administration's affirmative actions for minorities and women in employment and business enterprise for the month of February 1975.

There have been several significant actions in our regional offices. They are as follows:

Region 1 (Boston, Massachusetts) recently reported that the Ricci Construction Company of Portsmouth, New Hampshire, hired Ms. Maureen Woales for the position of office manager, traditionally a male job.

Region 2 (New York, New York) EEO Officer met with Mr. Cleveland Johnson, Deputy County Executive, Suffolk County, and Messrs. James Munoz and Robert Trice, Community Affairs Department Specialists, Islip Town, New York, on January 30, 1975, to discuss the formation of a business development organization funded by the Office of Minority Business Enterprise to assist minority businessmen with feasibility studies, market surveys and fund raising.

On the evening of February 7, the Region 2 (New York, New York) EEO Officer was the master of ceremonies at the 11th Annual Scholarship Awards given to minority students by the Hispanic Society of the New York City Police Department. Among those present were the Deputy Mayor of New York, the Police Commissioner, and many elected officials representing the city, state and federal governments.

Region 2 (New York, New York) EEO Officer attended a meeting with the Association of Spanish Parents of the Brentwood School District, Brentwood, New York, on January 31, 1975. There were fifteen neighborhood organizations represented. The purpose of the meeting was to discuss ways to assist minority youngsters with jobs when they graduate from high school and with scholarships to further their education.



A representative of the Region 3 (Washington, D.C.) Office of Civil Rights attended the February 12, 1975 "Salute to Black Women in History" observance in Silver Spring, Maryland, dedicated to the late Mary McLeod Bethune, the slave-born leader who founded Bethune-Cookman College and the Council of Negro Women.

The Region 4 (Atlanta, Georgia) EEO Officer and staff provided EEO training at the Staff Officers' Security Orientation held at the Federal Protective Officer Academy, Marietta, Georgia, on February 14, 1975. Part of the EEO training included a presentation of the play, "The Education of Mr. Mann."

The Office of Civil Rights, Region 5 (Chicago, Illinois), announced that the Illinois Power Company of Decatur, Illinois, has hired one of the few women nuclear engineers in the industry.

In connection with the Office of Civil Rights' Management by Objectives Program, Region 5 (Chicago, Illinois), staff members conducted an in-depth technical assistance conference in Cleveland, Ohio, on January 28, 1975, concerning hometown plans affecting the Northern Ohio area. Representatives from the construction industry, labor unions, hometown plan administrative bodies, community minority spokesmen, the Office of Federal Contract Compliance, and the Small Business Administration attended and participated in the seminar.

On January 30, 1975 a National EEO Workshop was held for managers and officials of the Western Union Corporation. The meeting was held in Arlington, Texas, and approximately 50 people were in attendance. Guest speakers at the workshop from GSA's Region 7 (Fort Worth, Texas) were: Marcos A. Vann, Regional Director of Civil Rights, and Raymond L. Armstrong, Acting Assistant Regional Director of Civil Rights.

During the month of February 1975 the Small Business Administration awarded 22 General Services Administration 8(a) contracts valued at \$1,693,786. Listed below are some of the significant contracts awarded:

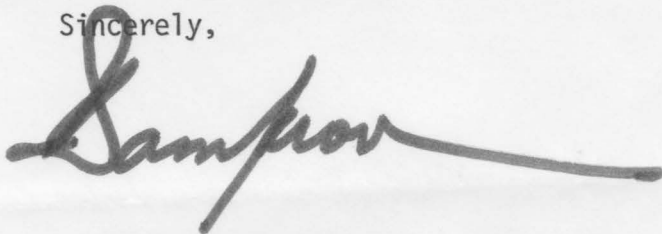
- A \$555,450 contract to the Black-owned Unique Plastic Incorporation, Cincinnati, Ohio, for plastic cups.
- A \$195,239 contract to the Asian-owned Honda Landscape Company, Carmichael, California, for landscape and irrigation.
- A \$254,305 contract to the Black-owned Tyroc Construction Corporation, Washington, D.C., for plaza site development.
- An \$18,840 contract to the American Indian-owned Pace Development Company, Moline, Illinois, for maintenance service.



- A \$165,000 contract to the Black-owned Clay Clayborne, Washington, D.C., for site preparation.

These awards bring the GSA cumulative FY 1975 totals through February 28 to 144 contracts valued at \$30,423,196.

Sincerely,

A handwritten signature in dark ink, appearing to read "Sampson", with a long horizontal flourish extending to the right.

Arthur F. Sampson
Administrator



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



MAY 5 1975

Honorable Stanley S. Scott
Special Assistant to the President
The White House
Washington, DC 20500



Dear Mr. Scott:

This is to report on the General Services Administration's affirmative actions for minorities and women in employment and business enterprise for the month of March 1975.

There have been several significant actions in our Central Office and regional offices.

The Equal Employment Opportunity Division, Office of Civil Rights, Central Office, announces the appointment of Ms. Annie A. Blackwell, as the National Federal Women's Program Coordinator. She entered on duty March 24, 1975.

Ms. Blackwell's career began with administrative and secretarial positions in the government and private industry, thereafter advancing to instructor of EEO courses with the Mt. San Antonio College in Walnut, California, and with the Cerritos Community College in Norwalk, California; EEO Coordinator with the General Dynamics Corporation in Pomona, California; EEO Specialist with the Department of Defense in Los Angeles, California; and recently trainer-consultant with the Equal Employment Opportunity Commission's National Training Academy in Washington, D.C. As the National FWP Coordinator, Ms. Blackwell will be guiding and assisting the regional FWP Coordinators.

The following breakthrough promotions occurred in March:

- A woman was promoted to the position of Offset Pressman, WP-09, in Federal Supply Service, Region 3.
- A Spanish-surnamed male was promoted to the position of Electrician Leader, WL-10, in Public Buildings Service, Region 3.

On February 20, 1975, a meeting was held between representatives of Allstates Design and Development Company and members of Region 2's (New York, New York) Contract Compliance Staff, for the purpose of continuing discussion on the show cause notice issued to Allstates on January 14, 1975. The result of this meeting was that Allstates agreed to enter into a conciliation agreement with regard to identifying and remedying two affected classes: one with regard to maternity leave and one concerning disparate pay in regard to minorities.

Region 2's Contract Compliance Staff held a meeting with engineering firms on March 6, 1975, and representatives of various marine and architectural engineering firms. The purpose of the meeting was to arrive at a meaningful availability figure for minorities and women which could be used by the firms as a base which would be acceptable to both GSA and the Office of Federal Contract Compliance, Department of Labor.

A further meeting was convened on March 13, 1975, to include those marine and architectural engineering firms who were not represented at the meeting of March 6. Region 2's plan is similar to what they have in construction, that is, a type of hometown plan which will involve the marine and architectural engineering firms.

A conciliation agreement was reached and executed between GSA's Region 2 and the Trinity Bag and Paper Company. This agreement resolved an affected class problem that existed at the firm's Elizabeth, New Jersey, facility. The award of back pay and lump sum payment involved a total of 28 people in the affected class, and the total figure for actual back pay and lump sum awards amounted to \$34,963. The individual payment per person ranged from \$1,000 to \$1,868, with the average payment per person being \$1,249.

The Office of Civil Rights, Region 3 (Washington, D.C.) made a pre-award review of an area engineering firm for a \$2.5 million contract. It was found that an out-dated Affirmative Action Plan put the contractor in a position of non-compliance. With intensive technical assistance, both contractor and AAP were brought into compliance; his minority and female goals were significantly raised and minorities will be entering jobs not heretofore available to them.



On March 14, 1975, the Region 4 (Atlanta, Georgia) Federal Women's Program Coordinator presented an upward mobility training session for the Naval Air Station, Marietta, Georgia.

The Office of Civil Rights, Region 5 (Chicago, Illinois) participated in a general meeting held by the National Association of Market Developers (NAMD) at the Merchandise Mart in Chicago. The Office of Civil Rights was invited to have a representative on the NAMD subcommittee which will serve as a nucleus for the development and implementation of a grass roots program supporting gains made through affirmative action in the past few years.

Region 5's Office of Civil Rights reported that the Commonwealth Edison's Minority Business Report for 1974 reflected a nearly eight-fold increase in purchases from minority firms and entrepreneurs, going from \$114,765 in 1971 to \$898,000 in 1974, with a goal of \$1,000,000 in 1975.

The Region 5 Federal Women's Program Coordinator attended a meeting of the Governmental College Relations Council at Northwestern University. Speakers were present from the U.S. Civil Service Commission, Equal Employment Opportunity Commission, Department of Health, Education and Welfare, and the Fair Employment Practices Commission. Topics discussed included the Federal Women's and Spanish Speaking Programs, EEO, complaint procedures, Veterans employment situation, and special hiring programs.

The Region 7 (Fort Worth, Texas) Regional Administrator issued an updated GSA order providing all employees with information about GSA's EEO Program, outlining procedures for filing a discrimination complaint based on race, color, religion, sex, age, or national origin. Included in this order is the listing of the Regional Director of Civil Rights, the Regional EEO Officer, the Regional Spanish-Speaking Coordinator, the Regional EEO Counselors and the Regional Federal Women's Program Committee members, with their respective phone numbers.

On March 4, 1975, a Contract Compliance Workshop was held by the Region 7 Contract Compliance staff. The workshop was attended by approximately 200 persons representing 78 government contractors. Guest speakers during the workshop were the Director of Civil Rights, GSA; the Regional Administrator, Region 7; and the Associate Director of the Office of Federal Contract Compliance.

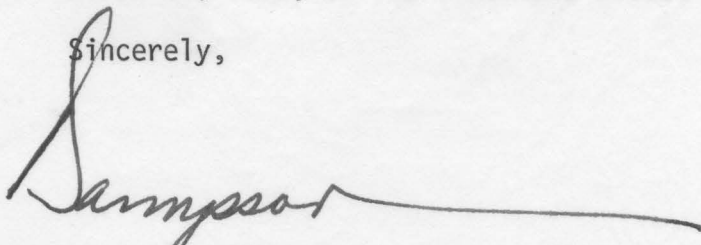
During the month of March 1975, the Small Business Administration awarded 18 General Services Administration 8(a) contracts valued at \$4,659,004. Listed below are some of the significant contracts awarded:

- A \$1,888,891 contract to the black-owned Lawndale Packing Company, Inc., Chicago, Illinois, for fiberboard boxes.
- A \$1,149,258 contract to the black-owned Urban Data Systems, Inc., Newark, New Jersey, for paper and tabulating machines.
- A \$284,000 contract to the Asian-owned Yick Electric Company, San Francisco, California, for remodeling.
- A \$280,000 contract to the black-owned Coast Janitorial Services, Inc., Portland, Oregon, for janitorial services.
- A \$250,000 contract to the Spanish-American-owned El Camino, Denver, Colorado, for a bookstore.
- A \$210,233 contract to the Spanish-American-owned Beco Chemical Company, Inc., Compton, California, for floor finish.
- A \$7,000 contract to the Spanish-American-owned Braga Auto Service, Albuquerque, New Mexico, for repair, maintenance and overhaul of government-owned vehicles.



These awards bring the GSA cumulative FY 1975 totals through March 31, 1975, to 162 contracts valued at \$35,082,240.

Sincerely,


ARTHUR F. SAMPSON
ADMINISTRATOR

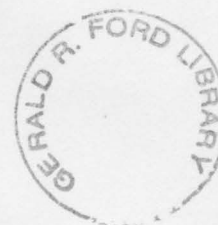


UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



MAY 29 1975

Honorable Stanley S. Scott
Special Assistant to the President
The White House
Washington, DC 20500



Dear Mr. Scott:

This is to report on the General Services Administration's affirmative actions for minorities and women in employment and business enterprise for the month of April, 1975. There have been several significant actions in our Central Office and Regional Offices.

The Equal Employment Opportunity Division, Office of Civil Rights, Central Office, announces the appointment of Ms. Mary Walter to the position of Equal Employment Opportunity Specialist, GS-11. She entered on duty March 31, 1975.

Ms. Walter earned a Masters Degree in Education through the Teacher Corps Program, and her job history includes serving as an Equal Employment Opportunity Specialist with the Office of Civil Rights, Department of Health, Education, and Welfare.

The National FWP Coordinator, Ms. Annie Blackwell, attended the Third Annual Federal Executive Board Conference on the Federal Women's Program, held in Kansas City, Missouri, on April 20-23, 1975. Ms. Blackwell reports that the following GSA employees were heavily involved as key speakers and panel members in the Conference program: Mr. Michael J. Norton, Region 8's (Denver, Colorado) Regional Administrator; Ms. Geraldine Brady, Region 8's EEO Officer; Ms. Polly Kirk, Region 6's (Kansas City, Missouri) FWP Coordinator-Chairperson of the Conference; and Mr. Randall Duncon, Region 6's Training Officer. A few of the many noteworthy guest speakers included: Ms. Karen Keesling, Director, Women's Program (The White House); Ms. Carol Burris, President, Women's Lobby (Washington, D.C.); Ms. Rhea M. Hammer, Editor and Publisher of El Clarin Mexico-Americano (Chicago, Illinois); Ms. Aileen Hernandez, Consultant and past Chairperson of N.O.W. (San Francisco, California); and Mr. Warren Farrel, Consultant and Author of The Liberated Man, (New York, New York).

Ms. Blackwell was introduced to the Region 6 EEO Staff, at which time she advised them of the direction of GSA's Federal Women's Program for FY 76. The Regional Administrator, Management Heads, and the Women's Committee were among the approximately 400 interested GSA employees in attendance.

On April 8, 1975, Region 2 (New York, New York) employees, Charles Annibale and Lugenia Barnes attended a meeting at the Trinity Bag Plant in Elizabeth, New Jersey, at which the company had assembled its employees to explain to them the company's new policies with regard to maternity leave and promotional opportunities. The Trinity Bag Company conciliated the maternity matter by giving a lump sum payment of \$1,000 to each employee presently working, and \$1,000 plus for previously affected employees. Total back wage payments were approximately \$38,000.

The Region 4 (Atlanta, Georgia), Office of Civil Rights reported that for the period of April 14-18, 1975, Kenneth R. Mickel, Audit Intern, received an orientation in the Regional Office of Civil Rights as part of his rotational training. Mr. Mickel received an introduction and overview from Arthur Cole, Acting Regional Director; he engaged in a program of Contract Compliance readings prepared by Peter Joseph Bryg, Career Intern Coordinator; he conducted an affected class study under the direction of Mary Fagan, Assistant Contract Compliance Officer; he was introduced to the internal GSA EEO Program by Joseph A. Franco III, the Spanish-Speaking Program Coordinator; and he participated in relevant discussions with other Regional Office of Civil Rights staff members.

On April 9, 1975, Mr. L. D. Strom, Regional Administrator of Region 4, announced that Ms. Billie O. Brodsky, Special Assistant to the Regional Administrator, has been named as the GS-14 Regional Director of Civil Rights in that region.

Region 5 (Chicago, Illinois), Office of Civil Rights announced that Commonwealth Edison, Chicago, with whom the Regional Office of Civil Rights has been working closely, has hired six minority engineering graduates in 1975, and has a goal to hire four more in this calendar year.

The Acting Regional Director of Civil Rights in Region 5 participated, as a speaker on EEO, in a Buildings Managers Conference for Buildings Managers from Chicago and field installations.

Region 7's (Forth Worth, Texas) Regional Director of Civil Rights met with State Educators as Chairman of the Adult Education Committee for the state of Texas. Mr. Marcos Vann attended the statewide conference of Adult Education Directors in Austin. The conference brought together all those charged with implementing educational programs to meet the needs of the state's educationally disadvantaged, many of whom are minorities.



The Federal Women's Program Committee, Region 7, sponsored a presentation for all employees on Upward Mobility and Employment Development. The presentation was made by a training consultant of the Dallas Civil Service Commission. This presentation is only one of a series of presentations that the committee proposed to sponsor through the year. Attendance by GSA employees and other agencies was excellent.

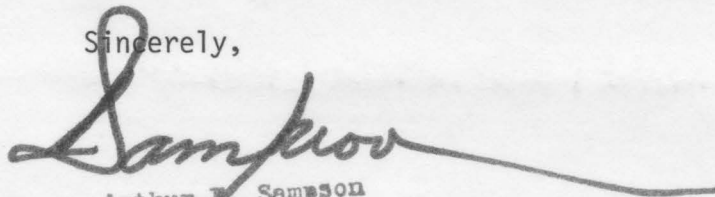
During the month of April, 1975, the Small Business Administration awarded 15 General Services Administration 8(a) contracts valued at \$1,465,928.

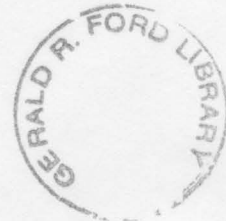
Listed below are some of the significant contracts awarded:

- A \$773,712 contract to the Spanish-American-owned Professional Placement Service of Kansas City, Missouri, for labor services.
- A \$500,000 contract to the American Indian-owned Goshute Enterprises of Salt Lake City, Utah, for metal cattle guards.
- A \$66,000 contract to the black-owned Jim & Ollie Company of San Jose, California, for roof removal.
- A \$29,772 contract to the black-owned Gilbey Martin Maintenance Company of Battle Creek, Michigan, for custodial services.
- A \$14,757 contract to the black-owned Tisdale Construction Company of Tacoma, Washington, for gutter and miscellaneous repairs.
- A \$14,370 contract to the black-owned Circle Maintenance Company of Chicago, Illinois, for janitorial maintenance.

These awards bring the GSA cumulative FY 1975 totals through April 30, 1975, to 177 contracts valued at \$36,548,168.

Sincerely,


Arthur W. Sampson
Administrator



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



AUG 15 1975

Honorable Stanley S. Scott
Special Assistant to the President
The White House
Washington, DC 20500

Dear Mr. Scott:

This is to report on the General Services Administration's affirmative actions for minorities and women in employment and business enterprise for the month of June 1975.

There have been several significant actions in our Central Office and regional offices. Mr. Stanley Valadez, Policy Coordinator of the Office of Civil Rights, Central Office, has been appointed to the Advisory Committee, Career Planning and Development Programs, Graduate School, U.S. Department of Agriculture.

The Graduate School's objective is to improve government services by providing needed continuing education and training opportunities for government employees and agencies. The Graduate School is a nonprofit educational institution, administered by a director and governed by a general administration board appointed by the Secretary of Agriculture.

The Administrator, Arthur F. Sampson, opened a National Kick-Off Ceremony acknowledging International Women's Year on May 29th. The program which was sponsored by the Federal Women's Program, featured presentations by Patricia Lindh, Special Assistant to the President for Women, White House; Carmen Maymi, Director, Women's Bureau; and Dorothy Height, President, National Council of Negro Women. The significant result of this program will be a forthcoming Task Force to study and recommend specific corrective actions relative to pertinent identified female deficiencies within GSA.

The Deputy Administrator, the Director of Civil Rights, and the National Federal Women's Program Coordinator (FWP) met with and provided technical assistance regarding the Federal Women's Program to Stoko Suzuki of the United Nations, Division of Public Administration and Finance. The FWP Coordinator also arranged conferences with other major agencies for Ms. Suzuki during her three day visit. Ms. Suzuki is preparing a proposal to be considered for inclusion in the World Plan of Action for Women.



Region 1 (Boston, Massachusetts) has reported the following breakthroughs in companies which the Compliance Staff has reviewed:

Sears, Roebuck & Co., Natick, Massachusetts

- first female as Division Manager (Job Grade 3)
- 1 female in Automotive Center
- 1 Spanish male in Men's Department
- 1 Oriental male in Credit Department

Sears, Roebuck & Co., Boston, Massachusetts

- 1 black female assigned as EEO Director
- 2 female college graduates hired as trainees

The Regional Director of Civil Rights, Region 2 (New York, New York) met with the manager of New Rochelle, New York, regarding setting up a city seminar with heads of all city departments and top executives of firms doing business with the Town of New Rochelle. The meeting is the beginning of the formulation of a permanent affirmative action plan because of the fact that Federal funding is being utilized.

Meetings were held with representatives of the Commercial Envelope Manufacturing Company and Region 2's contract compliance staff. Mrs. Eleanor Banks from Central Office, was also present. The outcome of the meetings produced, in part, acceptable data; however, the affected class issue is still to be resolved.

Region 2 staff also held a show cause meeting with representatives of Paco Packing, Inc. As a result, it is expected that deficiencies will be resolved in the near future.

The Regional Director of Civil Rights and Spanish Speaking Program Coordinator in Region 7 (Fort Worth, Texas) coordinated and presented GSA information to participants at a Spanish Speaking Community Conference in Dallas, Texas, June 26, 1975. The conference, sponsored by the Catholic Diocese, was supported by the Federal Regional Council and Federal Executive Board.

The Regional Director of Civil Rights, Region 7, served as master of ceremonies at a recent luncheon in Ft. Worth, honoring the American GI Forum and renewing a two year contract for the forum's local business development organization. The luncheon and contract signing ceremony with Office of Minority Business Enterprise Director, Alex Armendaris, was attended by community leaders from the private and public sector, including GSA's Regional Commissioner, PBS, Nick Stewart.

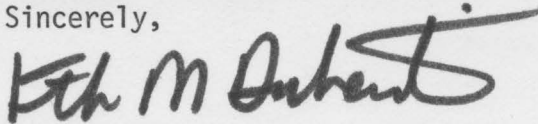


During the week of June 2, the Acting Senior Compliance Officer for Region 7 contacted many minority and female organizations, as well as several government contractors, in an effort to develop a viable coordinated program to help minority and female entrepreneurs obtain contracts and/or subcontracts with government contractors in the New Orleans area.

One of the major accomplishments during the week was to establish a central contact point for both the entrepreneurs and the government contractors. In addition, a thirty-minute radio program concerning various aspects of employment and EEO was recorded for local broadcasting.

Due to the FY 75 year end processing, the 8(a) contracts for this month, are unavailable. They will be included, though, in next months report.

Sincerely,



(Signed) Ken Duberstein
Acting Assistant Administrator

