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United States Senate

COMMITTEE ON
LABOR AND PUBLIC WELFARE

WASHINGTON, D.C. 20510

September 26, 1969

Flanigan
Dear Mr. Flanigan:

I take pleasure in recommending Mr. H. Floyd Britton of One Rutherford Place, New York, New York 10003, for the position of Assistant Administrator of Minority Entrepreneurship with the Small Business Administration.

Mr. Britton brings considerable background and experience to this position as he has distinguished himself in a wide number of areas. In addition to his principle area of experience, private industry, Mr. Britton has also worked closely with government instrumentalities seeking to improve the status of the small businessman. Since Mr. Britton is himself a member of one of our country's larger minorities, he also possesses understanding of and sympathy for the problems which he would be facing on a day to day basis.

Since 1965, Mr. Britton has been President of Mark V Associates Inc., where he has been primarily concerned with formulating all policies applicable to management of a private enterprise. Previous to this position, he was President of Metropolitan Wine Co., 1860 Fulton Street, Brooklyn, New York where he revitalized a failing business. He was also Chief Consultant for Economic Development with HARYOU, Harlem Poverty Agency, and was also a member of Governor Rockefeller's Task Force.

I have enclosed Mr. Britton's resume for your every consideration as I feel the kind of experience, knowledge and contacts which he has achieved is vital to the success of this position.

Sincerely,

Jacob K. Javits
Jacob K. Javits

Honorable Peter Flanigan
Special Assistant to the President
White House
Washington, D. C.



October 8, 1969

Dear Jack:

Many thanks for your letter of September 26 in which you recommend Mr. H. Floyd Britton for the position of Assistant Administrator of Minority Entrepreneurship with SBA. Please be assured that he will receive very careful consideration for the post which he desires.

With best regards and again, thanks for your assistance,

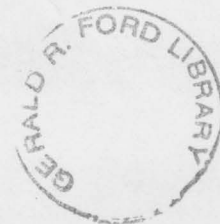
Sincerely,

Peter M. Flanigan
Assistant to the
President

Honorable Jacob K. Javits
United States Senate
Washington, D. C. 20510

PFF:ms

cc: Harry Flernaming w/incoming
Lamar Alexander



November 29, 1973

To Whom It May Concern:

I am pleased to recommend James W. Beaman, Jr. for admission to any school of higher learning he may apply.

It has been a pleasure observing Mr. Beaman over the past years and seeing him meet the challenges in obtaining a sound secondary education. He is intelligent, aggressive, responsive, self-disciplined and follows through on goals established for himself.

James has maintained a scholastic average in excess of B+ and would do well in any institution of higher learning. He is deserving of special consideration.

I am confident Mr. Beaman will bring great credit to himself and any institution he may choose to study.

Sincerely,

Stanley S. Scott
Special Assistant
to the President

Mr. James W. Beaman, Jr.
9526 Muirkirk Road
Laurel, Maryland 20810

SScott/JCalhoun:ph



January 30, 1974

Dear Mr. Parris:

I am pleased to recommend Mr. Charles A. Sterling for the position of President of Brooklyn Local Economic Development Corporation.

It has been a pleasure observing Mr. Sterling over the past years and seeing him meet the challenges of a job well done. He is intelligent, aggressive, responsive, self-disciplined and follows through on goals established for himself.

I have found Charles to be a highly dedicated and motivated person with unswerving loyalty.

I would be pleased to recommend him for President of BLEDCO, a position which requires great trust and responsibility.

Sincerely,

Stanley S. Scott
Special Assistant
to the President

Mr. Fred Parris
Chairman
Brooklyn Local Economic Development Corporation
1519 Fulton Street
Brooklyn, New York 11216

SSSPH:ph
SSSPH:ph



THE WHITE HOUSE

WASHINGTON

March 7, 1974

TO WHOM IT MAY CONCERN:

I am pleased to recommend Mr. James F. Huger, Jr., for admission to The University of Florida.

It has been my pleasure observing Mr. Huger over the past years and seeing him meet the challenges in obtaining a sound education. He is intelligent, aggressive, responsive, self-disciplined and follows through on goals established for himself.

James is a highly motivated person and would do well in any institution of higher learning. He is deserving of special consideration.

I am confident he will bring great credit to himself and any institution he may select to further his education.

Sincerely,

Stanley S. Scott
Special Assistant
to the President

Admissions Office
University of Florida
Gainesville, Florida 32601



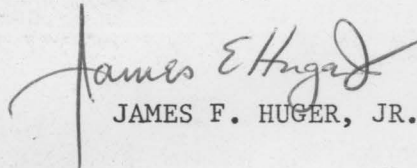
490 M St., S.W.
T. I. West Bldg. #611
Washington, D. C. 20024

Dear Sir:

Enclosed is a list of schools or Fellowship
Programs for which I am applying. I would sincerely
appreciate you forwarding a letter of recommenddion
to the listed institution as expeditiously as possible.

Thank you very much for supporting me in this effort.

Sincerely;


JAMES F. HUGER, JR.



Director of Law Admissions
University of Miami School of Law
Box 8087
Coral Gables, Florida 33124

Admissions Office
University of Florida
Gainesville, Florida 32601

Texas Southern University
School of Law
3201 Wheeler Avenue
Houston, Texas 77004

University of Houston
Bates School of Law
3801 Cullen Boulevard
Houston, Texas 77004

Helen M. Thatcher, Ass't Dean
The John Marshall Law School
315 South Plymouth Court
Chicago, Illinois 60604

Office of Admissions
Northwestern University
School of Law
357 East Chicago Avenue
Chicago, Illinois 60611

~~Woodrow Wilson
National Fellowship Foundation
Box 642
Princeton, New Jersey 08540~~



THE HONORABLE STANLEY SCOTT

THE WHITE HOUSE
WASHINGTON

3/4/74
Date

TO: JOHN CALHOUN X
HAZEL CORNWELL _____
PAT HUGHES _____

FROM: STANLEY SCOTT

ACTION: John, have one of
girls dig up your firm
l. H. of recommendation
& send to the attached
list on behalf of
James F. Huger, Jr. -
(Copies to Huger)



May 9, 1974

Dear Mr. Secretary:

I am pleased to recommend Mr. Benjamin L. Hunton for the position of Vice President, Manpower Development, United States Railway Association.

It has been a pleasure observing Mr. Hunton over the past years and seeing him meet the challenges of a job well done. He is intelligent, aggressive, responsive, self-disciplined and follows through on goals established for himself.

I have found Benjamin to be a highly dedicated and motivated person with unswerving loyalty.

I would be pleased to recommend him for Vice President of USRA, a position which requires great trust and responsibility.

Sincerely,

Stanley S. Scott
Special Assistant
to the President

The Honorable Claude S. Brinegar
Secretary of Transportation
Washington, D. C. 20590

SSS:hc



THE WHITE HOUSE
WASHINGTON

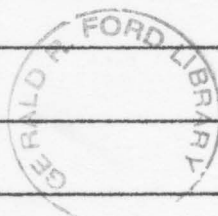
5/9/74

Date

TO: JOHN CALHOUN _____
HAZEL CORNWELL _____ ✓
PAT HUGHES _____

FROM: STANLEY SCOTT

ACTION: Should go to Transportation
Sec. Brinson - with ^{blind} cc
to Hutton



Pio tog

May 9, 1974

Sic. Brington

January 30, 1974

Dear Mr. Parris:

Benjamin L. Hutton

I am pleased to recommend Mr. Charles A. Sterling for the position of ^{Vice} President of ~~Brooklyn Local Economic Development Corporation~~, Manpower Development, United States Railway Association.

It has been a pleasure observing Mr. Sterling over the past years and seeing him meet the challenges of a job well done. He is intelligent, aggressive, responsive, self-disciplined and follows through on goals established for himself.

I have found Charles to be a highly dedicated and motivated person with unswerving loyalty.

I would be pleased to recommend him for ^{Vice} President of ~~BLDEC~~, ^{USRA}, a position which requires great trust and responsibility.

Sincerely,

Stanley S. Scott
Special Assistant
to the President



Blind CC: to Hutton
Main Interior
Rm 4527
1800 E. St., N.W.
Wash, D.C.

Mr. Fred Parris
Chairman
Brooklyn Local Economic Development Corporation
1519 Fulton Street
Brooklyn, New York 11216

SSSPH Hughesph

File
SS

May 10, 1974

Dear Mr. Jordan:

I am pleased to recommend Mrs. Diana N. Jones for the position of Secretary to the United States Railway Association.

Over the past months, it has been a pleasure observing Mrs. Jones and seeing her meet the challenges of a job well done. She is intelligent, aggressive, responsive, self-disciplined and follows through on goals established for herself.

I have found Diana to be a highly dedicated and motivated person with unswerving loyalty.

I would be pleased to recommend her for Secretary, a position which requires great trust and responsibility.

Sincerely,

Stanley S. Scott
Special Assistant
to the President

Mr. Edward Jordan
President
United States Railway Association
2100 Second Street, SW.
Washington, D.C. 20590

SSScott:hc



CC:
Mrs. Diana N. Jones
29 Loughton Street
Upper Marlboro, Md. 20870

Telephone: A/C 301-249-5722

Employment Goal:

Want a position utilizing skills and experience gained as a staff assistant/secretary in the office of Congressman Charles C. Diggs, Jr. and serving two administrative assistants to Senator Walter F. Mondale and serving as back-up to the Senator's personal secretary.

Experience:

July 1972 - Feb. 1974

Served as staff assistant and back up secretary to the Congressman's personal secretary and office manager. In this capacity my responsibilities consisted a variety of duties. Meeting and greeting visitors, screening telephone calls, answering and typing personal and legislative correspondence, schedule appointments, meetings, committee hearings, arrange domestic and foreign travel, order office equipment and supplies. Assisted with typing and distribution of press releases, manuscripts, speeches, reports, memoranda, etc. Handled some administrative functions in the office which consisted of preparing appropriate forms to be filed with the House Administration Office. Over the past several months the Congressman has hosted receptions-in this respect prepared guest list, sent out invitations, made full and complete arrangements for the entire function. Also handled casework type mail which involved assisting constituents with military, prison, immigration, and employment problems. Performed other secretarial and administrative duties as assigned by the Congressman or Office Manager.

May 1968 - April 1971

Served as personal secretary to two of Senator Mondale's former administrative assistants and back up secretary to the Senator's personal secretary. Handled scheduling of appointments, travel, answering and typing casework correspondence dealing with employment and social security problems of constituents. Took dictation and typed correspondence for the Senator. Typed speeches, legislation, press releases, manuscripts, reports and memoranda.

April 1971 - June 1972

Was on maternity leave from the Senator's office from July 1971 to January 1972. However, from April '71 to June '71 served as legislative secretary to the Senator's legislative counsel during this period and after I returned from maternity leave January 1972 and continued to serve in this capacity until I left his office in June 1972. Answering and typing legislative mail and legislative documents to be sent to the Senate floor for final approval.

to Mr. Edward Jordan, Pres. & T.
President
United States Railway Association.



June 1967 - May 1968 -- National Aeronautics & Space Administration
Washington, D.C. 20546

Served as personal assistant and secretary to the Chief of Procurement Support. Primary duties consisted of preparing contracts over \$1 million to be submitted for approval by the Director of Procurement, to launch programs such as the Apollo program, etc. Received visitors and telephone callers. Made travel arrangements and scheduled meetings, appointments both in and out of town for the Chief. Answer substantive questions not requiring research and technical knowledge. Performed other secretarial duties as assigned.

August 1965 - May 1967 -- U.S. Office of Education
Washington, D.C. 20202

From January 1967 - June 1967 I served as back up secretary to the U.S. Deputy Commissioner of the Office of Education. Received visitors and callers, kept schedule of appointments, maintain control of incoming correspondence, made arrangements for conferences, travel and also organized and kept complex office files. Performed other secretarial duties as assigned.

August 1965 - January 1967

Served as secretary to the Assistant Associate Commissioner for International Education. General secretarial duties consisting of typing correspondence, reports, memoranda, preparing domestic and foreign travel, making the necessary arrangements for conferences, and also processed and prepared research grants for teachers and professors who were to take part in research work overseas. Performed other secretarial duties as assigned.

August 1962 - August 1965 -- DHEW, Public Health Service
Washington, D.C. 20201

Served as a clerk-typist in the Division of Data Processing. Performed general clerical duties. After a few months was then promoted to work for the Chief, Programming Branch in the same division. Performed a variety of secretarial duties consisting of statistical typing of tables, memoranda, and helping to prepare statistical tables and charts to be put on the computer.

August 1962 - June 1963 -- DHEW, National Institutes of Health
Bethesda, Maryland

Served as a receptionist and clerk-typist in the Personnel Office. Performed a variety of clerical duties consisting of filing, processing of personnel actions for employees hired by NIH and processing of quality-increases. Performed other clerical duties as assigned.



Education:

September 1961 - May 1962

Attended Cortez Peters Business College, Washington, D.C.

Subjects studied: Shorthand, Typing, Business English, Accounting,
Voc. building, office machines

High School Graduation: June 1961 -- Wiley H. Bates High
Annapolis, Md.

Special skills: Operate the MTST and the CPT. Can also operate
all other office machines such as transcriber,
mimeograph, dura, all types of coping machines.

References:

Mrs. Louise Grant
U.S. Office of Education
Washington, D.C.
O: 245-2356
H: 423-1866

Mr. Howard Robinson
Department of State
Washington, D.C.
O: 632-1210

Dr. D. Bruce Johnstone
University of Pa.
H: A/C 215 MU 8-2503

Dr. Herschelle Challenor
Ford Foundation
New York, New York
O: A/C 212 573-5242
H: A/C 212 874-4910

Personal Data:

Married -- 10 years -- Daughter - Danielle 2½
Husband -- Ernest J. Jones (Self-employed)
Subcontractor



May 10, 1974

Dear Mr. Jordan:

I am pleased to recommend Mrs. Diana N. Jones for the position of Secretary to the United States Railway Association.

Over the past months, it has been a pleasure observing Mrs. Jones and seeing her meet the challenges of a job well done. She is intelligent, aggressive, responsive, self-disciplined and follows through on goals established for herself.

I have found Diana to be a highly dedicated and motivated person with unswerving loyalty.

I would be pleased to recommend her for Secretary, a position which requires great trust and responsibility.

Sincerely,

Stanley S. Scott
Special Assistant
to the President

Mr. Edward Jordan
President
United States Railway Association
2100 Second Street, SW.
Washington, D.C. 20590

SSScott:hc





THE SECRETARY OF COMMERCE
Washington, D.C. 20230

June 9, 1975

Congresswoman Bella Abzug
1507 Longworth Building
Washington, D.C. 20515

Dear Congresswoman Abzug:

Knowing your willingness and kindness in helping others; here I am taking your time to ask you to help a fine, young boy from New York whose parents are registered Democrats and followers and supporters of your policies and public actions.

The student, Michael A. Epstein, has applied to many medical schools throughout the country, and he has been rejected by all of them with the exception of Downstate Medical Center where he is being interviewed and his name placed in an alternate list.

As you can see from his resume herewith enclosed, he is a promising student with a good scholastic achievement and an impressive personality as well. His background also is unique and his motivations for becoming interested in the medical field make him without any question one of those commendable students which this Council backs and sponsors his candidacy for that medical school. If you will be kind enough to join us in sending a letter of recommendation in his behalf addressed to:

Dr. Jerome Parnell, Dean of Admissions
Downstate Medical Center
School of Medicine
State University of New York
450 Clarkson Street
and *Brooklyn, N.Y.*

X Dr. Charles R. Greene, Assistant Dean of Admissions

This Council will be greatly appreciative, due to the fact that Mr. Michael Epstein has been, since his childhood, involved with the minority groups of the upper westside of Manhattan.

Enclosed you will find a copy of his school transcripts, his resume, and other pertinent information related to the student's background.

I will appreciate copies of the letters, if you do so oblige.

Sincerely yours,

Pedro de Mesones
Pedro de Mesones, Member

PRESIDENT'S ADVISORY COUNCIL ON
MINORITY BUSINESS ENTERPRISE
1625 Eye Street, N.W.
Washington, D.C. 20006

Enclosure

