

The original documents are located in Box 21, folder “Special Assistant to the President for Minority Affairs - Office Role, 1972-1975 (1)” of the Stanley Scott Papers at the Gerald R. Ford Presidential Library.

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DUTIES AND RESPONSIBILITIES

OF

STANLEY S. SCOTT
SPECIAL ASSISTANT TO THE PRESIDENT



This office has duties and responsibilities, some of which are specific, and others which may be classified as general. The specific functions of the office are somewhat outlined in the attached two papers which were submitted during the period following the recent re-election and the Inaugural.

This office must also deal with a large amount of work while, perhaps general and difficult to classify, is important if the President's policies and programs are to be understood and supported as they deal with the nation's problems.

The recently submitted Administration budget to the Congress is of concern to all Americans. However, in specific terms the President has outlined new and at times dramatic new policy approaches to deal with lingering domestic problems. Many of our new approaches to the problems have stimulated a volume of interest requiring an office staff of increased personnel depth, secretarial as well as professional.

During the final term of this Administration, the regular staff of the office supporting my predecessor, Robert Brown, were as follows:

2 assistants
3 secretaries

The work that this efficient team performed remains. But we must meet the daily increasing demands. They can be outlined as follows:

1. Written communications - averaging 40 pieces daily
2. Telephone calls - averaging 75 incoming and outgoing
3. Personal visits
4. Detailed follow through on (1 and 2 points above)
5. Meetings - personal attendance - in-house and outside
6. My official visits out into the country to articulate Presidential initiatives

The attention of a substantial representative segment of the American people are drawn to this office in the above categories for information, assistance and often, specific follow-through. We must have additional help. We need an additional administrative assistant and related additional secretarial personnel.



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The attached papers are submitted herewith to help clarify an understanding of the workload of this office. Considered in the light of the expressions herein setforth, I believe, additional help is justified.

Attachments



February 2, 1973

MEMORANDUM FOR: BRUCE KEHRLI
FROM: STAN SCOTT

John Calhoun, a lifelong Republican, worked very effectively and efficiently behind the scene for the re-election of the President. Calhoun's accomplishments were numerous, but all were behind the scene and without any fanfare for him.

His expertise in dealing with the media was utilized by CREEP, my office and Bob Brown's office - all behind the scene, all without any mention of his name.

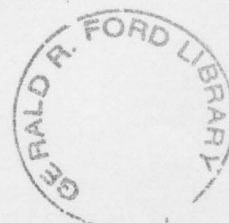
Although Calhoun is well-known and respected by members of the media (Black and White), at no time was he ever directly or indirectly implicated or mentioned in any story or photograph, before, during, or after the campaign. No pot shots were ever taken at him.

At no time, to include the Black fund-raising dinner, was Calhoun ever mentioned in a single news story. He remained behind the scene, never overtly becoming directly involved.

The campaign is over. There is nothing remaining to implicate John Calhoun in any successes or failures of the campaign. Calhoun is my choice to relate to the ethnic press of the nation. In our efforts to communicate the President's initiatives to all the people, the ethnic press must be utilized and professional expertise is required to do just this. Calhoun has that expertise in the areas of advertising, radio, TV, and newspapers.

Without the services of this ethnic media man it will truly be a difficult "four more years" since the Black Caucus, and the Democrats will continue to distort all advances made by the Administration. The great strides already made by the President and his successes of the future may never be told to a large portion of our population, without a minority media man.

SScott:ph



NEW JOB DESCRIPTION

Stanley S. Scott, Special Assistant to the President

TO: Exercise broad responsibility for suggestions and proposals relating to the Administration's directions and goals.

— Monitor the implementation of specific programs and interpret concrete advancement by the Administration to minority groups.

— Serve as a channel and a bridge between minority groups and the Administration and to insure a two-way flow of information.

— Seek out and relay the most responsible thoughts from minority communities and identify spokesmen to help provide possible alternatives to the Administration, as viable ways and means are sought to address problems and articulate advancements.

— Argue persuasively in presenting the minority viewpoint within Administration circles and within minority groups.

— Consult with the White House Staff on all matters where minority points of view are necessary and where policy decisions might be expected to make a major impact within minority communities.

— Maintain liaison with all departments and agencies within the Executive Branch concerning equal employment programs, policies, actions, and to coordinate Administration's policies.

— Formulate guidelines and assess opinions needed by the Administration in dealing with minority businesses.

— Assist in conducting a talent search for minorities.

— Solicit thoughts and opinions from minority leaders, community and civic leaders, and minority communities, so as to provide the Administration with an accurate assessment of minority opinions relating to possible actions and measures under consideration.

— Aid the minority business enterprise program.



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— Maintain liaison with black colleges.

— To foster better race relations within all components of the Executive Branch.



Concept of the Role of a Special Assistant Concerned
with Minority Affairs

The major task of the President's administration in the new term is to govern effectively. Efficient performance in the domestic field requires serious, consistent program planning and execution in a variety of areas of tension involving racial-ethnic minorities.

As the nation moves toward the Bicentennial of the American Revolution the inevitable recital of the Declaration of Independence will lend emphasis to egalitarian sentiments. Reflection on the stirring events of 1775 and 1776 will raise new issues of equal rights and pinpoint more sharply remaining inequities. One certainly could not concur in the dire predictions of one cynic who remarked that any plans to commemorate the American Revolution were superfluous as Americans would be too busy fighting the second to pause for celebrating the first.

But concrete improvement in the position of minority groups historically at a disadvantage in the American system has been, and should continue to be, an integral part of the agenda for this administration. It could be the crucial accomplishment that gains for the President the historical evaluation that ^{makes him a} elevates him from able effective politician and administrator to true statesman.

The historical ^{consequence} accident by which his term ends in the Bicentennial year could have real significance. His role in ad-



vancing equal access to the American dream could earn for him a special niche in history.

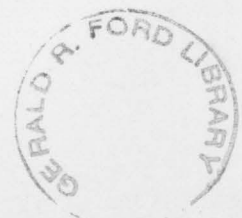
A Special Assistant for Minority Affairs could play a key role in promoting and maintaining this facet of the Administration's work.

He would be broadly concerned with suggesting ideas and proposals for administration directions, monitoring implementation of programs, and interpreting concrete advancements to minority groups.

He would be a kind of bridge between minority groups and the Administration. His job would be essentially concerned with a two-way information flow.

While he would not be expected to maintain expertise on all areas of concern, he would be responsible for seeking out and relaying the best responsible thought from minority communities and spokesmen to help provide possible alternatives to the Administration as it seeks ways and means to address problems.

The position demands a person who has a record of demonstrated experience in interpreting minority leadership positions and organized group opinions.



He should be respected for honesty in his communicative facility.

He should be able to argue persuasively on both ends of the pipeline in administrative circles and in minority groups.

He must have respected minority contacts so that he can elicit expert opinions from a variety of sources.

His loyalty to the Administration must be beyond question.

In short, in order to function effectively the Assistant's integrity in his White House position must be unanimously accepted by his White House colleagues and by responsible minority leaders.

In dealing with non-governmental national and local leaders, he must be able to command their confidence and respect as interpreter of the best thought on a particular problem.

Specifically, he would:

Consult and cooperate with White House Staff on all matters where minority points of view or impact concerns might be a component to be considered as a policy factor.



Maintain discreet liaison with departments and agencies in the Executive branch having equal employment responsibility with respect to positions, programs, policies and actions to coordinate Administration policies.

Formulate opinions and guidelines to assist the Administration in dealing with Minority business.

Assist in Minority talent search.

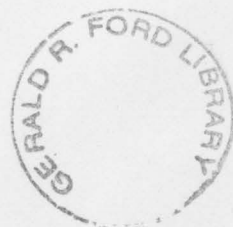
Assemble and maintain continual file for Minority representation on Presidential commissions.

Administer an office which would from time to time call in added personnel with special qualifications and expertise who would be assigned to effectuate specific duties.

Seek out best thought and opinions from Minority spokesmen in order to provide Administration with current thinking on possible actions.

Interpret Administration programs and policies dealing with domestic issues which have impact on Minorities.

The major concerns of Minorities center on employment, housing, health and education and welfare.



Recognizing the Administration's determination to take constructive action in these areas, the Special Assistant would work directly with senior Presidential assistants in suggesting programs where special problems face Minorities.

I see a pressing need for:

Consistent immediate and long term programs for realistic training and orderly employment of minority workers.

Special attention must be paid to the continuing trend toward dispersal of job opportunities to suburban areas.

Efforts must be made to assure minority workers actual access to these jobs through provision of adequate housing near jobs, and improved transport. Much can be accomplished toward achieving these ends within administration guidelines already set. [But additional plans to assure broader work opportunities and controlled population shifts may need to be explored to address some minority problems (i.e., Blacks in some cities, Indians on reservations)].

Continuing effort to improve the quality of education for every American child must be made. This of course means helping minority children where they are. But the racial isolation that still exists in many American schools must be brought to a minimum. A



famous Republican Senator pointed out a hundred years ago
(Charles Sumner, speech in Senate, January 15, 1872) "The separate school... is not republican in character. Therefore it is not a preparation for the duties of life. The child is not trained in the way he should go; for he is trained under the ban of inequality. How can he grow up to the stature of equal citizenship? He is pinched and dwarfed while the stigma of color is stamped upon him.

. . .

Nor is separation without evil to the whites. The prejudice of color is nursed, when it should be stifled. The Pharisaism of race becomes an element of character..."

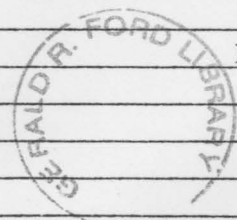


PHONE LIST

February 13, 1973
MO., DATE, YEAR

STANLEY S. SCOTT
SPECIAL ASSISTANT TO THE PRESIDENT

TIME:	CALLER:	PHONE #	BUSINESS ORGANIZATION, CITY, STATE
	RE:	DISPOSITION:	
✓ 9:10	N. B. Johnson	212/751-6077 Ext. 30, N.Y.	UrbanLeague
	personal		
✓ 9:20	Jim Pope	632-2683	State Dept. <i>rad</i>
TIME:			Rec'd by: <i>ph</i>
9:53	Chas. McMillan	254-5590	OEO
✓	People OEO wants to hire		
TIME:			Rec'd by: <i>ph</i>
✓ 10:23	Jim Falk	I. O. 230	
✓ 10:10	Pat Patterson		
	He will be in town today	212-889-8220	Black Enterprise Mag. New York
	He would like to talk with you before coming down.	Called was not returned yesterday	<i>rad</i>
TIME:			Rec'd by: <i>ph</i>
✓ 10:25	Victor Riesel	212-682-3337	Ch. 5 News <i>rad</i>
10:26	Avis Bell	293-7596	National League of Cities -U.S. of Mayors
	He would like an appt. next week sometime.	Re: GS appointments	<i>gone to Post</i>
TIME:			Rec'd by: <i>rad</i>
✓ 10:45	Ronald Branson	Will call back Urban Social Dynamics Assoc. Inc. Okla.	
	Melvin Todd referred him (a classmate)		
	He is staying at the Howard Johnson	<i>appt. not at this time</i>	<i>rad</i>
	<i>He: continue</i>		
TIME:			Rec'd by: <i>rad</i>
10:50	Wilbur Pinder	443-2096	HSMHA Rockville
	personal		
✓ 10:50	Mrs. Savannah Clark	829-7966	<i>rad</i>
	you know her		
TIME:			Rec'd by: <i>ph</i>
11:01	Wm. Brown	EEOC	343-8095
	Appt. with personnel		
TIME:			Rec'd by: <i>ph</i>
11:15	Sam Cornelius	254-5854	<i>IN TOWN TODAY</i>
	Staffing in one of fed. agencies (not job)		Rec'd by: <i>ph</i>



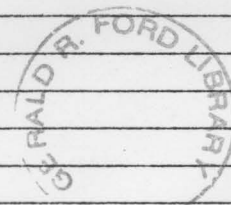
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Feb. 13, 1973
MO., DATE, YEAR

STANLEY S. SCOTT
SPECIAL ASSISTANT TO THE PRESIDENT

TIME:	CALLER:	PHONE #	BUSINESS ORGANIZATION, CITY, STATE
✓ 2:32	Horace Webb	187/2028	Justice
	No message		
TIME:			Rec'd by: ph
2:53	Trudy Engel	293-1701	
✓	Is there any truth about amendment npt limiting P's terms	Pat ret'd call	
TIME:			Rec'd by: ph
3:00	Prince Edwoods	717/234-9195	In Harrisburg, Pa.
✓	Personal call Called again 4:13	John Callahan ret'd call. wants to congratulate you.	
TIME:			Rec'd by: ph
3:15	Martha Bateman	686-6000	
✓	Wants to interview you	Pat ret'd call	
	no, not at this time		
TIME:			Rec'd by: ph
✓ 4:05	Mrs. Clark	829-7966	
	Has a personal message for you from Mr. & Mrs. Moon. Would not give me message.		
TIME:			Rec'd by: ph
✓ 4:08	Mary Parish	New York	212/771-3181
	Wants help in her campaign for City Council Brooklyn		
TIME:			Rec'd by: had
✓ 4:15	Norm Hodges	213-636-1865	Green Power
	You know what it is concerning.		
TIME:			Rec'd by: had
4:20	Jerome Green	213-822-1761	Young Voters Re-elect Comm.
✓	Re: Social Adjustment Center for returning Vietnam Veterans		

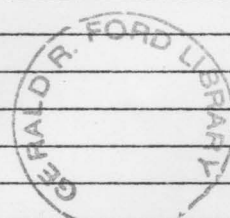


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Feb. 13, 1973
MO., DATE, YEARSTANLEY S. SCOTT
SPECIAL ASSISTANT TO THE PRESIDENT

TIME:	CALLER:	PHONE #	BUSINESS ORGANIZATION, CITY, STATE
2:30	RE: number left by operator	DISPOSITION: 405-232-0201	Okla. <i>rad</i>
TIME:			Rec'd by: <i>rad</i>
2:35	Mr. Martin Misel	965-2300 ext. 401	Bell Weather Pub. Co.
	He is in town this week.		
	He would like an appt. to see you. Mr. Zumbo has tried to reach you re: the appointment.		
TIME:	He would like to give you a complimentary copy of the book entitled Negro Almanac. He would also like for you give a copy to the President for comments.		Rec'd by: <i>rad</i>
1:30	Darwin Bolden	Wash. office: 223-9052	Pan Africian Information Center
	Will be in town Thur. and Fri. - like an appt.	Please call Mrs. Wade/	Center
TIME:	The secretary did not have a subject.		Rec'd by: <i>rad</i>
TIME:			Rec'd by: <i>rad</i>
1:35	Joe Daniels	183-2105	GSA
2:35	Press Dentic	332-2000	Congresional Record Clippings
	Re: a GS contract that would cover you.		International Press Clippings
TIME:			Rec'd by: <i>rad</i>
3:30	Willie Mason	723-6161	
	He needs to talk with you.		
TIME:			Rec'd by: <i>rad</i>
3:05	Billy Burke	713-226-5594	U.S. Treasury
	He needs to talk with it is very important		
TIME:			Rec'd by: <i>rad</i>
3:45	Earl Graves	212-889-8220	Black Enterprise Mag. New York
	It is very important that he talk with you tomorrow.		

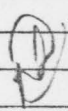


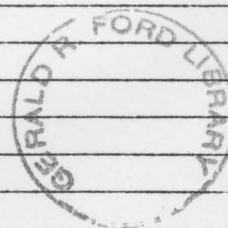
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February 13, 1973
MO., DATE, YEAR

STANLEY S. SCOTT
SPECIAL ASSISTANT TO THE PRESIDENT

TIME:	CALLER:	PHONE #	BUSINESS ORGANIZATION, CITY, STATE	
	RE:	DISPOSITION:		
11:18 ✓	Bob Ackree	404/876-2876	Atl. Housing Authority	
	you know subj. he wants			
	to talk about			
TIME:				Rec'd by: 
11:21	Rev. M.L. Hendricks	Exec. Rep. Committee, Bulaski, Arkansas		
	Wants you to speak on	501/375-8481 or 501/375-2272		
	March 1 at 8:00 p.m..			
	Leaders from all states	Told him to send letter ✓		
	to attend.			
TIME:				Rec'd by: 
✓ 11:55	Norm Hodges	213/636-1865		
	Needs some info from			
	you			
TIME:				Rec'd by:
11:56	Ted Brown	632-1771		
	Personal			
4:15	Al Sweeney	O 426-4321		
	Personal	H 593-5023		
TIME:				Rec'd by: ph
4:28	Bill Jones	557-0167		
	Personal			
TIME:				Rec'd by: ph
✓ 4:42	Martin Meisel	965-2300 Bellwether Publ. Co.		
	Referred to you by	Rm. 401		
	Mr. Zumbo (You used to	Wanted appointment but will call tomorrow		
	work for Mr. Zumbo)	just to chat		
TIME:				Rec'd by: ph
4:45	Gill Scott	212-636-9232		
	a good friend of yours			rad
TIME:				Rec'd by: rad
5:25	Dr. Charles Hurst	312-261-5181		
	Personal			



PHONE LIST

February 13, 1973
MO., DATE, YEAR

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STANLEY S. SCOTT

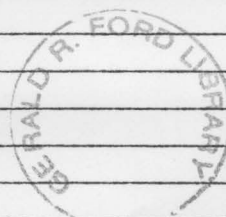
TIME:	CALLER:	PHONE # BUSINESS ORGANIZATION, CITY, STATE
	RE:	DISPOSITION:
9:30	Ophelia Mitchell	404/324-2404, Columbus, Ga. Columbus Times Re: Press release
TIME:		Rec'd by:
10:00	J. Lowell Ware	404/524-6426, Atlanta, Ga. Wants story on Stan Scott
10:15	Al Hendricks	215/223-7901, Philadelphia, Black Business Digest Re: Feature on Administration & Blacks
TIME:		Rec'd by:
10:20	Joe Simon	415/556-2353, San Francisco Wants to invite Stan to speak before Republican group
10:30	Gloria Toote	3822713-ACTION Re: Photos of Awards Ceremony
10:20	Fannie Grantham	Wants Calhoun to call her regarding Continental Society Tea, EBONY-JET
TIME:		Rec'd by:
10:45	Lillian Wiggins	Washington Afro-American, wants photos of Tea with Mrs. Nixon
11:00	Al Lockhart	TRW, Cleveland, 216/383-2413. Re: story in Black magazine.
TIME:		Rec'd by:
11:30	James Ruffin	EVERYBODY MAGAZINE Re: wants story and photo on Blacks attending Prime Minister Heath Dinner Wants Calhoun to call him.
11:45	Ronald Teague	Returning Calhoun's call (OEO)
TIME:		Rec'd by:
2p.m.	Charles Armstrong	CHICAGO METRO Newspaper Wants bio data on Stan. Wants Stan Scott to call him.
2:30	Paul Delaney	New York Times. Press Query. Calhoun to call him.
3:20	Sherman Briscoe	National Newspaper Publishers Assn: wants clarification on point made in Stan's Rec'dby: speech. 638-4473
TIME:		
3:25	A.S. Doc Young	LOS ANGELES SENTINEL Re: 1/10 column 213-H01-1177
3:30	John Procope	N.Y. Amsterdam News Re: Marine feature
TIME:		Rec'd by:
3:40	Gen. Chappie James	DEFENSE DEPT, OX7-0713 Re: Black POWs

PHONE LIST

Feb. 14 73
MO., DATE, YEAR

STANLEY S. SCOTT
SPECIAL ASSISTANT TO THE PRESIDENT

TIME:	CALLER:	PHONE #	BUSINESS ORGANIZATION, CITY, STATE	
	RE:	DISPOSITION:		
9:00	E.D. Fraiser personal friend	962-3640	HEW	<i>rad</i>
TIME:				Rec'd by: <i>rad</i>
✓ 9:15	Tom Zumbo Will call around noon	212-Mu. 2-0400		
TIME:				Rec'd by: <i>rad</i>
10:30.	Victor Riesel returned your call	212-682-3337	Ch. 5 News	
10:35	Erick Simpson did not state what it was concerning	904-354-8880	Publisher of the Florida Star	
TIME:				Rec'd by: <i>rad</i>
11:00	Kiah Sayles would like for you to check out Charles Stevens at HUD in the Sec's office. His status, etc.	212-283-5643	<i>OK with Secretary no such employee</i> <i>rad</i>	
TIME:				Rec'd by: <i>rad</i>
✓ 10:38	Earl Graves Call after 1:00 p.m.	212/889-8220	Black Enterprise	
TIME:				Rec'd by: <i>ph</i>
11:20	Horace Webb Wants reference on Dr. Alexander who wants Justice to give \$35,000 for Nat'l Black Correction	739-2028	Justice	
TIME:	Conference			Rec'd by: <i>ph</i>
✓ 11:25	Synora Johnson Wants to talk w/you directly	Urban League	393-4332	
TIME:				Rec'd by: <i>ph</i>
				Rec'd by:



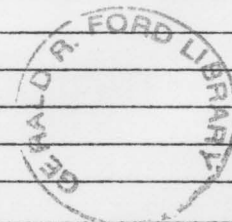
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Feb. 14 73
MO., DATE, YEAR

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STANLEY S. SCOTT
SPECIAL ASSISTANT TO THE PRESIDENT

TIME:	CALLER:	PHONE #	BUSINESS ORGANIZATION, CITY, STATE	
	RE:	DISPOSITION:		
1:00	Clarence Townes	638-4477		red.
	please return call			
TIME:				
1:15	Mrs. Barnes	483-6368	YMCA	Rec'd by: red Wash. D. C.
	re: a YMCA program			
✓ 2:50	Leroy Jeffries	213-388-9630		red
✓ 3:05	Ted Britten	755-5603	HUD	" red
	Rather pressing			
TIME:				Rec'd by:
✓ 3:30	Edith Ross		ICBO	red
	Will be sending you a			
	ltr. inviting you to			
	attend ICBO 10th anni-			
	versary.			
TIME:				Rec'd by:
3:22	May. E.J. Conley	501/459-2121	Cottonplant, Ark.	
& 3:45				
TIME:				Rec'd by:
4:37	Frank Kent	254-5060	OEO	
	Checking in on the			
	situation			
TIME:				Rec'd by:
TIME:				Rec'd by:
TIME:				Rec'd by:
TIME:				Rec'd by:



PHONE LIST

Feb. 14, 1973
MO., DATE, YEAR

STANLEY S. SCOTT
SPECIAL ASSISTANT TO THE PRESIDENT

TIME:	CALLER:	PHONE #	BUSINESS ORGANIZATION, CITY, STATE
	RE:	DISPOSITION:	
9:30	Linda Gallo	John Small Agency, N. Y.	212-935-9810
		Wants Photos	
9:35	Black Audio-Net	212-686-6850	N. Y. Wants audio statement by
TIME:		Mr. Scott	Rec'd by:
9:50	Christine Davis	Tuesday Magazine re: Blacks and the dinner for	
		Prime Minister Heath	
10:00	Solomon Rooks	1st Congressional District, St. Louis, Mo. (personal)	
10:05	Sam Singletary	ACTION - Wants appointment - 382-2805	
TIME:			Rec'd by:
10:30	Bill Novelli	333-2630 re: meeting with Porter and Calhoun	
		in the P. M.	
11:00	John Schrote	OEO 254-5765 re: meeting	
11:10	Dr. Chatam	NIMH 443-4663 re: research grant	
TIME:			Rec'd by:
11:10	Tom Buffington	212-935-9811 re: Distribution of photos on grant	
		signing	
11:30	Julian Hall	Atlanta - Re: Black Cultural Radio series	
11:45	Barbara Mullins	Urban League Guild, Racine, Wisc. 414-633-2431	
		re: speaker for Annual Banquet	
TIME:			XXXXXXXX OEO
11:30	Carol Jones	399-4255 re: Administration - Appointees to/defend	
12:00		position on poverty funds cut.	
12:00	Margaret Gaynor	Re: to answer query on pilot and demonstration	
		projects	
12:15	James D. Johnson	Johnson Realty, Cleveland - SW 5-4488	
TIME:		Re: Cleveland Republican Club	Rec'd by:
12:30	Don Smyth	Labor Dept. PA Re: Occupation Day at Howard	
		University - March 5-6-7	
12:40	Johnny Moore	Civil Service Comm. 632-5491 re: Civil Service	
		test info at Howard Univ.	
12:45	Brenda Petross	347-4100 re: job application	
TIME:			Rec'd by:
1:00	Comm. Lewis	EEOC 343-3136 Wants Mr. Scott or Calhoun to call	
		him re: job vacancy	
1:30	William Rivera	OX 2-9503 re: photos for magazine	
2:00	Willie Bacote	WEBB Radio, Baltimore - 947-1245 Wants news spot	
		announcement	
TIME:			Rec'd by:
2:15	Betty Briscoe	OMBE 967-5713 Wants info for seminar tomorrow	
3:00	Fred DeWitt	315-655-3350 - Wants help with Poverty Program	
		Grant	

PHONE LIST

Feb. 14 73
MO., DATE, YEAR

4

STANLEY S. SCOTT
SPECIAL ASSISTANT TO THE PRESIDENT

TIME:	CALLER:	PHONE # BUSINESS ORGANIZATION, CITY, STATE
	RE:	DISPOSITION:
4:00	Diane Camper	Newsweek - Wants Interview with Stan 298-7880
5:00	Winfred Mundle	Capitol Republican Club Re: Reception 638-4040
TIME:		Rec'd by:
5:30	Herb Mangrum	USDA-FNS Ref: OIC Convention in Houston - 447-840
5:30	W. O. Walker	Cleveland Call and Post 216-791-7600 re: story on speech in Mississippi
TIME:		Rec'd by:
TIME:		Rec'd by:
TIME:		Rec'd by:
TIME:		Rec'd by:
TIME:		Rec'd by:
TIME:		Rec'd by:



THURSDAY, February 15, 1973

10:00 am. - Shirley M. Kyle, Office of Sec. of Interior

10:30 am. - Ted Brown

1:00 pm. - Fred Rondon (Mess)

2:00 pm. - Bruce Kehrli

2:30 pm. - Darwin Bolden, Pan African Info Center
Emiko Amooye

3:30 pm. - Chuck Baron, D.C. Gov't
(formerly Dept. Asst. Reg. Dir. Action)

6:30 p.m. - Reception honor of: Elliott Richardson
& Caspar Weinberger

(over) given by Dr. & Mrs. James Cheek
8035 Sixteenth St., N.W.

6:30 p.m. - Retirement Party
Jerry Cooper retirement



1. Legal Service Corporation -
2. National Association of Minority Manufacturers
3. D.C. GOP Candidate for Mayor with Hartman - waste of time.
4. National Conference of Mayors - Black GOP mayors left out. Lack of communication -
5. Presidents of Black Colleges -
6. Working relationship with personnel office
7. Staff support - 50 calls - 30 pieces of mail.
8. Inclusion in Domestic Council meetings and on Domestic Council staff - issues relating to blacks
 - or tied in with New Domestic Chief or work directly with you to assure that concerns of constituents I rep. are heard at highest level -
9. Direct that my office is notified when blacks are being considered for meet with Pres.

10. Directive from you to Council to let them know that we are part of and this is in interest of Pres. & Adm.

11. Chmn. of EEOC reporting to my office

Pres. wants to go with House Bill re OEO -



Burch
 (Re: Sullivan)
 will talk later this week
 Bob Carter - Ned Reed. for

X Dr. Helen Edmonds - N.C.

NEW JOB DESCRIPTION

Stanley S. Scott, Special Assistant to the President

TO: Exercise broad responsibility for suggestions and proposals relating to the Administration's directions and goals.

— Monitor the implementation of specific programs and interpret concrete advancement by the Administration to minority groups.

— Serve as a channel and a bridge between minority groups and the Administration and to insure a two-way flow of information.

— Seek out and relay the most responsible thoughts from minority communities and identify spokesmen to help provide possible alternatives to the Administration, as viable ways and means are sought to address problems and articulate advancements.

— Argue persuasively in presenting the minority viewpoint within Administration circles and within minority groups.

— Consult with the White House Staff on all matters where minority points of view are necessary and where policy decisions might be expected to make a major impact within minority communities.

— Maintain liaison with all departments and agencies within the Executive Branch concerning equal employment programs, policies, actions, and to coordinate Administration's policies.

— Formulate guidelines and assess opinions needed by the Administration in dealing with minority businesses.

— Assist in conducting a talent search for minorities.

— Solicit thoughts and opinions from minority leaders, community and civic leaders, and minority communities, so as to provide the Administration with an accurate assessment of minority opinions relating to possible actions and measures under consideration.

— Aid the minority business enterprise program.



- 2 -

____ Maintain liaison with black colleges.

____ To foster better race relations within all
components of the Executive Branch.



DRAFT

In order that the Special Assistant to the President on Minority Affairs may most effectively relate in the national interest and to the President the major priorities insofar as blacks are concerned, it is necessary to assemble a supportive consulting group. Such a group would help synthesize the most lucid thinking as regards those major issues needing an approach for solution. For the obtaining of a wide enough range of information, such a group would represent various diverse elements, such as labor, business, academics, and the professions (i.e. medicine and law) of the black community. To most effectively combine the efforts of the executive and the black community for dealing with these priorities such a group of advisers would be made up of both governmental and non-governmental figures. The essential role of those people drawn from the Executive Branch would be that of monitoring the roles and responsibilities of the Federal government in minority problems.

In terms of a more immediate articulation of black concerns to the Nixon Administration as well as the obtaining of a reaffirmation of concern upon the part of the President and the Executive Branch with the problems of black America it is urged that the President's Domestic Adviser, Mr. Laird, and Special Assistant, Mr. Scott, meet in the near future with a group.



The ability of the Federal government to give leadership in attacking pressing domestic problems may well be the issue that will determine the degree of the success of the present Administration. Traditionally, the American people tend to reflect on the acts of an Administration as to how those actions have altered the course of their daily lives. As Americans, 26 million black citizens have come to expect, or rather demand, a leadership role in their more pressing problems from the Federal government. Since in the final analysis it is the American people who will decide the level of greatness of an administration, it is the black American who will participate in these decisions of judgment based on what he believes ^{is} the level of commitment that his government has ordained to his welfare. Therefore, it might well be that the best thinking among black leaders and spokesmen may tend to agree that the most crying urgent need for action from Washington is in the following areas:

- 1) Jobs
- 2) Housing
- 3) Drugs
- 4) Welfare
- 5) Education

Reason for listing priorities:

- 1) Jobs -- a) interrelationship of the first priority with the second, third, fourth (better housing, alternative to drugs, getting off welfare) plus the fifth, education, is listed mainly in terms of how it enhances the potential of the first.



b) job plight of returning veterans

*check -- c) unemployment of blacks twice that of whites and
among 18-24 (34%)

d) ample precedent to feel that visible and basic
improvements can result in this area. Experiences
of New Deal (Civilian Conservation Corps) and public
works program as well as the affirmative and negative
experiences of recent job corps could serve as guid
for manpower programs. These programs, two prong:
(1) training, and (2) jobs could be launched in minimum
of time.

Tax incentives increase payload.



2) Housing -- Housing especially for inner-city blacks (where most
blacks reside) remains increasingly a critical problem
for black Americans. In terms of low and lower-middle
class types of housing the Federal government's programs
in this area are virtually at a standstill, if not almost
public-sponsored non-existent. The problem of/housing like that of jobs
is critical for blacks in every section of the nation.

NOTE:
figures on
housing &
quote source

Not only must there be a massive program of public-
financed low-cost housing but it should be concentrated in

ghetto areas that make up the dwelling locations of millions of ill-housed Americans. It has been demonstrated repeatedly that the problem of housing cannot be even remotely met by private initiative. The states as well as the cities have given up in trying to effectively solve this problem. Only the Federal government is capable of dealing successfully with this problem. For this administration to deal programmatically with this problem would contribute to the development of an affirmative reaction by millions of current slum-dwellers.

3) Drugs--

The drug problem continues to represent the spreading cancer in just about every American community. But it is in the black ghettos that drugs, their use and their sale, continue to permeate the decadent environment in which many blacks, especially the young, exist. While the Federal government has made some progress in controlling the importation of drugs to the United States, it has failed miserably, thus far, in controlling the availability of drugs within the black communities around the nation. What seems to be needed especially where the drug user is concerned is: 1--drug rehabilitation clinics (better finances for existing ones); 2--manpower related training programs; 3--higher priority for dealing more effectively with the drug pusher. Latest statistics generally seem to indicate



5

a growing gap between those who no longer delve in the use of drugs and the unfortunate newcomers to this illegal as well as dehumanizing type of addiction. Perhaps in this regard this administration with the cooperation of distinguished black spokesmen could pave the way for striking effectively at the foundation of the problem mainly with: 1--elimination of profit out of the dope system; 2--more effective agreements with dope-producing countries; 3--rehabilitation clinics as well as economic rehabilitation programs; 4-- tighter controls such as registration of all persons lawfully and unlawfully handling drugs; 4--closer attention of internal revenue service relative to tax loopholes which permit drug pushers to exist.



6

For the Special Assistant to the President on Minority Affairs to most effectively relate to the President as well as his other necessary branches of the Executive Branch, it is necessary that Mr. Scott have at his disposal the most lucid thinking on these major issues.

For providing assistance to Special Assistant Scott in dealing with the periodic problems and challenges placed upon his office by the government or the black community it is urged that he consider the assembling of a group of three or four advisers which would meet with reasonable frequency (such as once a week or twice a month). Such a group would be called not necessarily from national black leadership but from those able and knowledgeable persons with whom Mr. Scott has the best personal rapport and with whom Mr. Scott can most easily communicate his ideas and receive counsel.



DRAFT

Insofar as domestic issues are concerned, there is a compelling need for specific and updated Administration programs dealing with pressing socio-economic problems vital to the national interest and of urgent concern to black Americans. While these problems are not confined solely among the nation's 24 million black citizens, they may well find the widest permanency in the nation's black ghettos. As the President's chief assistant for domestic affairs, this memorandum recommends a procedure for dealing with this subject. The outline seeks to stimulate programmatic action which, hopefully, will be comprehensively developed as deemed necessary. [The purpose of this paper from the Office of the Special Assistant to the President on Minority Affairs is to assist you in this important domestic area.



DRAFT



In order that the Special Assistant to the President on Minority Affairs may most effectively relate in the national interest and to the President the major ^{social economic} priorities insofar as blacks ^{Americans} are concerned, it is ^{I recommended} ~~necessary~~ that ^{citizens} be assembled a supportive consulting group. Such a group would help ^{synthesize the most lucid thinking as regards those major issues needing} ^{social-economic most urgently} the ^{attention of the administration} ~~an approach~~ for solution. For the obtaining of a wide enough range of ^{this diversified} information, such a group would represent ^{a wide range of} ~~various~~ diverse elements, such as labor, business, academics, and the professions (i.e. medicine and law) of the black community. To most effectively combine the efforts of the ^{admin} ~~executive~~ and the black community for dealing with these priorities such a group of advisers would be made up of both governmental and non-governmental figures. Th The essential role of those people drawn from the Executive Branch would be that of monitoring the roles and responsibilities of the Federal government in minority problems.

* In terms of a more immediate articulation of black concerns to the Nixon Administration as well as the obtaining of a reaffirmation of concern upon the part of the President and the Executive Branch with the problems of black America it is urged that the President's Domestic Adviser, Mr.

Laird and Special Assistant, Mr. Scott meet in the near future with a group of black leaders. This group would represent various groups of the black community much along the same line as those representatives who would form Mr. Scott's consultation group. Such a meeting would serve the purpose of reiterating black concern, give black opinion on the efforts of the Nixon Administration up to this point in time, and obtain reaffirmation of Mr. Nixon's and Mr. Laird's concern with the problems of the black community.

Supportive Consultative Group

The
As Special Assistant to the President for Minority Affairs ~~I~~ must be comprehensively informed at all times about major socio-economic problems affecting black Americans. In terms of the national interest, *similar* a group of about 15 citizens representing a diversified technical and professional cross section of black America could contribute immeasurably to this effort. The group loosely structured would advise the Special Assistant not only as to the problems but attempt to structure the order of priorities and the factual, including statistical, rationale for their opinion.



This group would provide Scott with the clearest thinking on the most compelling issues needing the attention of the Administration. In his associations with his White House colleagues, Scott would be well briefed by this group as to the climate of opinion current in every section of the nation.

WOULD
The citizens advisory group will include educators, doctors, lawyers, public officials, business, labor, civic, youth and civil rights leaders. They would be expected to provide the administration, through Scott, with the best thought in the black community. Further, such a group would help to assure the country, by visible means, that the President's commitment to solving these domestic problems is on-going. *2

PP

The ability of the Federal government to give leadership in attacking pressing domestic problems may well be the issue that will determine the degree of the success of the present Administration. * Traditionally, the American people tend to reflect on the acts of an Administration as to how those actions have altered the course of their daily lives. As Americans, 26 million black citizens have come to expect, or rather demand, a leadership ^{voice} ~~role~~ in their more pressing problems from the Federal government. ~~Since~~ ⁱⁿ the final analysis, ~~it is~~ the American people who will decide the level of greatness of an administration, ^{and in this context,} it is the

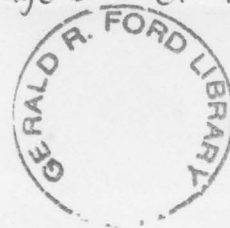
^{the} black American who will participate in these decisions of judgment based on ^{his belief} ~~what he believes~~ is (in) the level of commitment that his government has ordained to his welfare. ^{in terms of the current best} (Therefore, it might well be that the best thinking among

^{The nation's} ~~Black leaders and spokesmen~~ may tend to agree that the most ~~er~~ urgent ^{problems insofar as black Americans are concerned} need for action from Washington is in the following areas:

- * 1) Jobs ^(especially for the unemployed in the age bracket 18 through 24)
- 2) Housing
- 3) Drugs
- 4) Welfare ✓
- 5) Education ✓

Reason for listing priorities: X

- 1) Jobs -- a) interrelationship of the first priority with the second, third, fourth (better housing, alternative to drugs, getting off welfare) plus the fifth, education, is listed mainly in terms of how it enhances the potential of the first.



Federal Executive Agency Support

Scott will seek and structure a small advisory group of professional and technical professionals from the various agencies to assist him in launching this program. ^{an ongoing basis} The group ^{smaller} will number about six persons.

They will give backup support to the overall advisory group of citizens in addition to their advisory role to Scott.

but ^{be} large enough to include experts in the specific problem areas already herein listed
This

Consideration should be given in selecting this group from the officially concerned federal agencies

In this context, we see the major problems, insofar as
black America is concerned as:

Jobs

(especially for the unemployed in the age
bracket 18 through 24)

Housing

Drugs

Welfare

Education

Other concerns yet to surface nationally

As a blanket concern to the above issues; How can
blacks relate in terms of influencing the local emphasis
on revenue sharing?



MEMORANDUM FOR:

~~SECRET~~
JOHN MARSH

FROM:

STAN SCOTT

SUBJECT:

Special Assistant to the President
---Black Minority Affairs

For the past eighteen months, this office has been serving as a central coordinating point for Administration activities and programs of special ~~interest~~ interest to black Americans and as the principal liaison between the Administration and the black community.

Descriptions of the principal objectives of this office, a review of their current status, and recommendations for enhancing their effectiveness are contained herein.



SCHEDULE PROPOSAL

Date: August 25, 1974

FROM: Stanley S. Scott

VIA: Warren Rustand

DROP-IN:

Fourth Annual Dinner of the Congressional Black Caucus before an audience of three thousand black Americans. Invitation extended by Caucus Chairman Charles Rangel of New York. Guest speaker is Mayor Maynard Jackson of Atlanta. ~~Dinner will be held at the Waldorf Astoria Hotel, 210 Park Avenue, New York, New York, on Saturday, September 28, 1974.~~

DATE:

Saturday, September 28, between 8-9p.m.

PURPOSE:

To pursue areas of communication ~~previously~~ closed by prior Administration, and to reach out to those Americans who previously did not support us. (I think this move represents a stroke of genius, if time permits.) To make a bold initiative to demonstrate President's commitment to bring the Nation together.

FORMAT:

The Washington Hilton Hotel International Ballroom. ~~Five~~ Five or Ten-minute drop-in at invitation of former friends in the Congress.

SPEECH MATER:

Remarks to be prepared by Stan Scott and speech writers.

PRESS COVERAGE:

Suprise announcement, photo opportunity. Follow-up mail distribution of photographs and news release to minority media.

STAFF:

~~Stan Scott~~
Robert Hartmann, Stan Scott, Jerald terHorst

BACKGROUND:

Sen. Edward Brooke served as keynote speaker last year at the Caucus dinner which attracts some 3,000 blacks each year. ~~from~~ Caucus met with President August 21, and received President's commitment to maintain lines of communication.



SCHEDULE PROPOSAL

Date: August 24, 1974

FROM: Stanley S. Scott

VIA: Warren Rustand

MEETING:

President Ford indicated an interest in
~~Request that the President~~ meet with key Black Republicans to let them personally know that he wants and needs their support in building an America for all Americans.
~~My office~~ My office has received numerous requests from a wide cross-section of Black Republicans to meet the Chief Executive and be assured by him that he will work to make the GOP truly the "Party of the Open Door."

DATE:

~~Monday, September 9, or as soon thereafter as possible.~~
Monday, September 9, or as soon thereafter as possible.

PURPOSE:

To demonstrate his desire to broaden the base of the Republican Party with Blacks as a major part of this effort. To demonstrate the President's commitment to bring the Nation together.

FORMAT:

The Cabinet Room
The Theater

SPEECH MATERIAL:

Remarks will emphasize (1) the President's determination to heal the Nation's wounds and bring the Nation together; (2) open door policy; (3) Broadening the GOP with Black support; (4) value of two-party system; (5) search for solutions to inflation, high unemployment and other social and economic problems affecting minorities and the Nation's largest cities. Remarks to be prepared with aid of Stan Scott and other White House staffers.

PRESS COVERAGE:

Prior announcement, photo opportunity, excerpts of President's remarks to be distributed following the meeting. Stan Scott's office to coordinate with Jerald terHorst distribution of photographs to minority media.

STAFF:

~~Stanley S. Scott~~
Robert Hartmann, John Marsh, Stan Scott, George Bush, Art Fletcher, John Calhoun.



SCHEDULE PROPOSAL

Date: August 24, 1974

FROM: Stanley S. Scott

VIA: Warren Rustand

MEETING:

Recommend that the President meet with top civil right's leaders to establish a spirit of cooperation and a willingness to work with all segments of American society to help insure success of the Administration's civil rights and minority-oriented programs.

PARTICIPANTS:

NAACP's Roy Wilkins and Clarence Mitchell, PUSH's Rev. Jesse Jackson, Rev. Leon Sullivan of OIC and Vernon Jordan of the Urban League, Dorothy Height of the National Council of Negro Women, Helen Edmonds of the Links, Inc., Carl Holman of the Urban Coalition, Mrs. Martin Luther King, John Lewis of the Southern Voter Education Project.

DATE:

September 4th, 5th, 6th, or as soon as possible thereafter.

PURPOSE:

To let these leaders know that President Ford intends to build bridges to human dignity across that gulf which today to frequently separates black American from white America. To solicit the recommendations and suggestions of that these respected Americans ~~in~~ as the President seeks solutions to domestic problems.

FORMAT:

The Cabinet Room
Oval Office

SPEECH MATERIAL:

To be prepared by Stan Scott

PRESS COVERAGE:

Prior announcement, photo opportunity. Distribution of photograph and news release to minority media in a mail-out following meeting.

STAFF:

Robert Hartman, John Marsh, Stan Scott, John Calhoun, Ken Cole.

BACKGROUND:

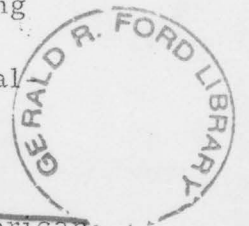
President Ford met with some of these leaders when he served as Vice President.



Concept of the Role of a Special Assistant to the President
Concerned with Minority Affairs

By: Stanley S. Scott

The major task of the President's administration in the new term is to govern effectively. Efficient performance in the domestic field requires serious, consistent program planning and execution in a variety of areas of tension involving racial ethnic minorities.



~~As the nation moves toward the Bicentennial of the American Revolution the inevitable recital of the Declaration of Independence will lend emphasis to egalitarian sentiments. Reflection on the stirring events of 1775 and 1776 will raise new issues of equal rights and pinpoint more sharply remaining inequities. One certainly could not concur in the dire predictions of one cynic who remarked that any plans to commemorate the American Revolution were superfluous as Americans would be too busy fighting the second to pause for celebrating the first.~~

But concrete improvement in the position of minority groups historically at a disadvantage in the American system has been, and should continue to be, an integral part of the agenda for this administration. It could be the crucial accomplishment that gains for the President the historical evaluation that makes more secure for

^{him}
the role as statesman in addition to his recognized achievements as an effective politician and administrator.

The historical coincidence by which his term ends in the Bicentennial year could have real significance. His role in advancing equal access to the American dream could earn for him a special niche in history.

A Special Assistant for Minority Affairs should be:

- Loyal to the Administration beyond question.
- Broadly concerned with suggesting ideas and proposals for administration directions, monitoring implementation of programs, and interpreting concrete advancements to minority groups.
- A kind of bridge between minority groups and the Administration. His job would be essentially concerned with a two-way information flow.
- Responsible for seeking out and relaying the best responsible thought from minority communities and spokesmen to help provide possible alternatives to the Administration as it seeks ways and means to address problems.
- A person who has a record of demonstrated experience in interpreting minority leadership positions and organized group opinions.
- He should be respected for honesty in his communicative facility.



- He should be able to argue persuasively on both ends of the pipeline in administrative circles and in minority groups.
- He must have respected minority contacts so that he can elicit expert opinions from a variety of sources.
- The Assistant's integrity in his White House position must be unanimously accepted by his White House colleagues and by responsible minority leaders, thus assuring his ability to deal with non-governmental national and local leaders, and command their confidence and respect as interpreter of the best thought on a particular problem.

Execution: The Special Assistant would:

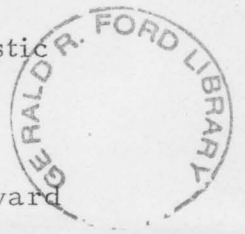
- Consult and cooperate with White House Staff on all matters where minority points of view or impact concerns might be a component to be considered as a policy factor.
- Maintain discreet liaison with departments and agencies in the Executive Branch having equal employment responsibility with respect to positions, programs, policies and actions to coordinate Administration policies.
- Formulate opinions and guidelines to assist the Administration in dealing with Minority business.
- Assist in Minority talent search.



- Assemble and maintain continual file for Minority representation on Presidential commissions.
- Administer an office which would from time to time call in added personnel with special qualifications and expertise who would be assigned to effectuate specific duties.
- Seek out best thought and opinions from Minority spokesmen in order to provide Administration with current thinking on possible actions.
- Interpret Administration programs and policies dealing with domestic issues which have impact on Minorities.
- The major concerns of Minorities center on employment, housing, health and education and welfare.
- Recognizing the Administration's determination to take constructive action in these areas, the Special Assistant would work directly with senior Presidential assistants in suggesting programs where special problems face Minorities.

Goal: The Special Assistant:

- Consistent immediate and long term programs for realistic training and orderly employment of minority workers.
- Possible alternative solutions to the continuing trend toward dispersal of job opportunities to suburban areas. Within Administration guidelines already set assure minority workers



actual access to these jobs through provision of adequate housing near jobs, and improved transport.

- Additional plans to assure broader work opportunities and controlled population shifts may need to be explored to address some minority problems (i. e., Blacks in some cities, Indians on reservations).

Continuing effort to improve the quality of education for every American child must be made. This of course means helping minority children where they are. But the racial isolation that still exists in many American schools must be brought to a minimum. A famous Republican Senator pointed out a hundred years ago (Charles Sumner, speech in Senate, January 15, 1872) "The separate school...is not republican in character. Therefore it is not a preparation for the duties of life. The child is not trained in the way he should go; for he is trained under the ban of inequality. How can he grow up to the stature of equal citizenship? He is pinched and dwarfed while the stigma of color is stamped upon him.

. . .

Nor is separation without evil to the whites. The prejudice of color is nursed, when it should be stifled. The Pharisaism of race becomes an element of character....".

