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THE WHITE HOUSE

WASHINGTON

September 6, 1973

MEMORANDUM FOR: KEN COLE
FRED MALEK

FROM: JERRY H. JONES

SUBJECT: National Advisory Council on the
Education of Disadvantaged Children

There are six vacancies on this fifteen-member Council, the membership of which is appointed by the President. Although the terms of service are three years, this Council would dissolve with the implementation of the proposed Better Schools Act, in July, 1974.

The purpose of the Council is to review the administration and operation of Title I of the Elementary and Secondary Education Act of 1965, including its effectiveness in improving the educational attainment of educationally deprived children, and making recommendations for its improvement and its administration and operation.

The continuing membership of the Council includes five females, three blacks and two Spanish speaking individuals. Due to the present geographical spread of members, we will not be able to make appointments from Texas, New York, Minnesota, Oregon or Puerto Rico.

The Council lacks representation from the deep South, the midwest and the mountain states. Particularly needed are individuals presently working with migrant children, or presently working with institutions for delinquent, abandoned or handicapped children. In light of the Council's short life expectancy, individuals who support the President's revenue sharing programs, particularly the Better Schools Act, would be less inclined to take a self-perpetuating, anti BSA, stance in the present BSA discussions, and could be counted on to use their added credibility of being Presidential appointees, advantageously.

Please forward your recommendations to me by Friday, September 14, including full biographical information.





THE WHITE HOUSE

WASHINGTON

September 6, 1973

MEMORANDUM FOR:

KEN COLE
FRED MALEK

FROM:

JERRY H. JONES *[Signature]*

SUBJECT:

National Corporation for Housing
Partnerships, Board of Directors

There will be one vacancy on this Board in October. The member is appointed to serve a three-year term with the advice and consent of the Senate.

The National Corporation for Housing Partnerships is a private corporation authorized by the Housing and Urban Development Act of 1968. The Corporation was created to encourage maximum participation by private investors in programs and projects to provide low and moderate income housing. It is authorized by law to build or rehabilitate housing and related facilities for low and moderate income families, and to buy, manage, and lease property in connection with these undertakings.

This three member Board has no female or ethnic members. Two of the members are from California and one is from the D. C. metropolitan area; the term of a Californian is expiring. The ideal new appointment would be a female or ethnic from anywhere but California or the D. C. metropolitan area.

Please forward your recommendations to me by Friday, September 14. Full biographical information is necessary for consideration.



[Handwritten: 7/Cody]

THE WHITE HOUSE

WASHINGTON

9/1/6

TO: STAN SCOTT

FROM: JERRY JONES

RE: Clearance of Candidate for
Non-Career Position

The attached biographical material on this candidate has been submitted for formal clearance approval.

If you concur with this clearance please notify Julie Robben in my office (# 6533)

OK
SS

allen

GERALD R. FORD LIBRARY

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Doc	social security number 1 page - Samuel Wakefield	1973	c

File Location:

Stanley C. Scott Papers, box 17. Folder: Personnel Office, 1/9/73-10/73 (5)

RESTRICTION CODES

JJO 5/28/24

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

9/4/73

SCHEDULE C APPOINTMENT AND NONCAREER EXECUTIVE ASSIGNMENTS

CLEARANCE FORM

NAME Samuel Wakefield (NMN)

Proposed position, grade and salary Special Assistant, GS-14

Equal Opportunity, \$23,088 per annum

Type of appointment Schedule C

CONCURRENCES

Appropriate clearances have been obtained:

Sol Mosher
(SOL MOSHER)

(DATE)

STANLEY ARMSTRONG

(DATE)



090573-147a

CONFIDENTIAL CLEARANCE PROCESSING FORM FOR CERTAIN EXCEPTED POSITIONS

Candidates Name: Samuel Wakefield Position: Spec. Asst. - EO Grade: 14
Type of Appointment: Schedule C Department/Agency: HUD Registration: ⁽¹⁾ Republican

SECURITY CLEARANCE:

Clearance Granted, if any: _____ Date: _____ Type of Investigation: _____

Investigating Agency: _____

CONGRESSIONAL CONCURRENCES: (State & District of Candidate's Registration or Domicile)

Senator _____ Date: _____ Remarks: _____

Senator _____ Date: _____ Remarks: _____

Representative: _____ Date: _____ Remarks: _____

(Ranking GOP Members on Appropriations Subcommittees (A) and Legislative (L) Committees)

Senator (A) _____ Date: _____ Remarks: _____

Senator (L) _____ Date: _____ Remarks: _____

Representative (A) _____ Date: _____ Remarks: _____

Representative (L) _____ Date: _____ Remarks: _____

STATE CONCURRENCES:

State GOP Contact D.C. Committee Date: 9/7/73 Remarks: Good Republican - clear him for appointment.

other Key Contact _____ Date: _____ Remarks: _____

This form was completed and/or approved by: Judy Bryant date: 9-7-73

This form was approved by: _____ date: _____

(1) If registration is other than Republican, attached a full, detailed explanation of the reasons for the proposed action.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 013085

REASON FOR WITHDRAWAL Donor restriction

TYPE OF MATERIAL Personnel Form

CREATOR'S NAME Samuel Wakefield

DESCRIPTION SF171

CREATION DATE 08/01/1973

COLLECTION/SERIES/FOLDER ID . 031500143

COLLECTION TITLE STANLEY S. SCOTT PAPERS (WH Public
Liaison Office - Minority Affairs)

BOX NUMBER 17

FOLDER TITLE Personnel Office, 1971-1975 (4)-(16)

NEW LOCATION Donor Restriction Closed File

DATE WITHDRAWN 06/18/2001

WITHDRAWING ARCHIVIST William H. McNitt

KNOWN DUPLICATES No

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR:

9/25
STAN SCOTT

FROM:

DAVID J. WIMER

SUBJECT:

William B. Jones

The attached data on this candidate has been submitted to secure formal clearance approval. Please advise this office whether or not you concur in this action.

If you recommend against action, please indicate the nature and severity of the objection.

We would appreciate your response within eight (8) days. If you have need for further information concerning this case, please contact Julie Robben of my staff at X 6533.

APPROVE

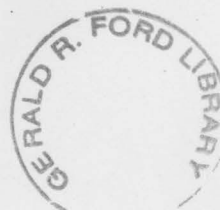
OK Stan Scott

DISAPPROVE _____

Date

9/25/74

Please return form to Room 136.



CONFIDENTIAL MEMORANDUM

TO: WHITE HOUSE PERSONNEL OPERATION

FROM:

SUBJ: APPOINTMENT CLEARANCE REQUEST

CLEARANCE REQUESTED - ☐ FBI ☐ HILL ☐ FIELD

WHPO USE ONLY

FULL NAME William B. Jones		SSN
GRADE/LEVEL AND TYPE OF APPOINTMENT WOC, PAS		APPOINTMENT DATE (WHPO Use Only)
DEPARTMENT OR AGENCY 18th General Conference of UNESCO		CITY AND STATE
POSITION TITLE U.S. Representative		

Enter below the following specific information:

Political Affiliation Unknown-career foreign service officer

Voting Address California

Mailing Address c/o Office of Permanent U.S. Representative to UNESCO, Paris, France

Ethnic Background Black Sex Male

Date and Place of Birth 5/2/28 Los Angeles, California

New position X or replacing _____

who is _____

NOTE: Also attach completed up-to-date and legible Standard Form 171 (Application for Federal Employment).

RECOMMENDED BY

State Department

SIGNATURE OF SUBMITTING OFFICIAL <i>John McHenry</i>	TITLE	DATE 9/24/74
---	-------	-----------------

WILLIAM B. JONES

Position for which considered: United States Representative to the Third Extraordinary Session of the General Conference of the United Nations Educational, Scientific, and Cultural Organization

Present Position: United States Permanent Representative to UNESCO

Office Address: Office of Permanent United States Representative to United Nations Educational, Scientific and Cultural Organization (UNESCO), Paris, France

Born: May 2, 1928, Los Angeles, California

Legal Residence: California

Marital Status: Married

Home Address: Care of Office of Permanent United States Representative to United Nations Educational, Scientific and Cultural Organization (UNESCO), Paris, France

Education: A.B. 1949, University of California (Los Angeles)
LL.B. 1952, University of Southern California

Language Ability: Not stated

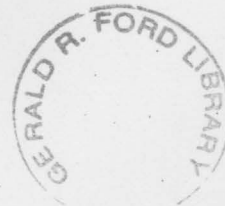
Experience:

Non-Government	
1952-53	Deputy Clerk of the Municipal Court, Los Angeles
1953-62	Attorney at Law (self-employed), Los Angeles
Government	
1962-63	Supervisory Educational and Cultural Exchange Officer, Plans and Development Staff, Department
1963-64	Chief of West Coast and Mali Programs, Bureau of Educational and Cultural Affairs
1964-67	Deputy Director of the Office of African Programs



1967-69	Director of Programs Evaluation and Analysis Staff
1968	Appointed FSO-2
1969-73	Deputy Assistant Secretary, Bureau of Educational and Cultural Affairs
1973 to present	United States Permanent Representative to UNESCO, Paris

October 1973



THE WHITE HOUSE

WASHINGTON

September 27, 1973

MEMORANDUM FOR:

KEN COLE
FRED MALEK

FROM:

JERRY H. JONES *[Signature]*

SUBJECT:

Administrative Conference Council
of the United States

On October 22, there will be one vacancy for a "private member" on the Council of the Administrative Conference.

The Administrative Conference of the United States was established in 1964 by P.L. 88-499 as a permanent independent agency to develop improvements in the formal and informal administrative legal procedures by which Federal agencies take actions affecting the rights and obligations of private persons and businesses.

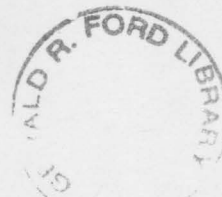
The Council is the executive board of the Conference, and acts in an advisory capacity. Its function is to evaluate the recommendations submitted by the Conference regarding the Federal legal procedures referred to above.

The Council consists of the Chairman of the Conference plus ten members appointed by the President for three-year terms. The membership is made up of policy-level agency officials, and private lawyers and scholars with special qualifications in the field of administrative law.

The current vacancy is for an attorney or scholar. The Council is specifically lacking in representation of women and members from the west. Please keep this in mind when making your recommendations.

May I please have your recommendations, along with biographical information, no later than Wednesday, October 3.

cc: Stan Scott



PEACE CORP

PEACE CORPS DIRECTOR @3 PAS POP VACANT V BLATCHFORD U
PEACE CORPS DEPUTY DIR @4 PAS POP VACANT V HOUSER U

ADMINISTRATIVE CONFERENCE OF THE U S

CHAIRMAN ADMIN CONF @2 PAS @5 @ SCALIA ANTONIN R VIRGINIA 72/09/22 75/10/13 N 1 @5

ADMINISTRATIVE CONFERENCE COUNCIL

COUNCIL AND CON OF US V-CHR WOC PA @3 1 HARDIN DALE W R VIRGINIA 71/02/08 74/02/07 N 1 @1
COUNCIL ADM CONFER OF US WOC PA @3 1 HARRISON MARION R VIRGINIA 71/02/08 74/02/07 N 1 @1
COUNCIL ADM CONFER OF US WOC PA @3 1 GELLHORN WALTER D NEW YORK 71/02/08 74/02/07 1 @1
COUNCIL ADM CONFER OF US WOC PA @3 @ VAN DUSEN RICHARD R MICHIGAN 73/07/27 76/07/28 N 1 @1
COUNCIL ADM CONFER OF US WOC PA @3 @ BARNUM JOHN W R NEW YORK 73/07/27 76/07/28 N 1 @1
COUNCIL ADM CONFER OF US WOC PA @3 1 ADLARD CHARLES R VIRGINIA 70/10/23 73/10/22 N 1 @1
COUNCIL ADM CONFER OF US WOC PA @3 1 RUSSELL HAROLD D GEORGIA 70/10/23 73/10/22 N 1 @1
COUNCIL ADM CONFER OF US WOC PA @3 1 MORGAN EDWARD R ARIZONA 72/03/31 75/03/30 1 @1
COUNCIL ADM CONFER OF US OO PA @3 @ WILEY RICHARD E R ILLINOIS 73/07/27 76/07/26 N 1 @4
COUNCIL ADM CONFER OF US WOC PA @3 1 SMITH RICHARD B R NEW YORK 71/09/10 74/09/09 N 1 @1

ADULT EDUCATION NATIONAL ADVISORY COUNCIL ON

ADULT EDUCATION MDR WAE PA @3 3 PUKSTA CHARLES R NEW HAMPSHIRE 72/06/12 75/07/10 G 1 @1



Administrative Law Professors, General Counsels of large corporations and officers of Administrative Law Committees/organizations would be most appropriate for this vacancy.

...including new disc instead.
HISTORICAL AND REVISION NOTES

<i>Deriva- tion</i>	<i>U.S. Code</i>	<i>Revised Statutes and Statutes at Large</i>
	5 U.S.C. 1045c	Aug. 30, 1964, Pub. L. 88-499, § 5, 78 Stat. 616.

Standard changes are made to conform with the definitions applicable and the style of this title as outlined in the preface to the report.

§ 575. Organization of the Conference.

(a) The membership of the Administrative Conference of the United States meeting in plenary session constitutes the Assembly of the Conference. The Assembly has ultimate authority over all activities of the Conference. Specifically, it has the power to—

(1) adopt such recommendations as it considers appropriate for improving administrative procedure. A member who disagrees with a recommendation adopted by the Assembly is entitled to enter a dissenting opinion and an alternate proposal in the record of the Conference proceedings, and the opinion and proposal so entered shall accompany the Conference recommendation in a publication or distribution thereof; and

(2) adopt bylaws and regulations not inconsistent with this subchapter for carrying out the functions of the Conference, including the creation of such committees as it considers necessary for the conduct of studies and the development of recommendations for consideration by the Assembly.

(b) The Conference includes a Council composed of the Chairman of the Conference, who is Chairman of the Council, and 10 other members appointed by the President, of whom not more than one-half shall be employees of Federal regulatory agencies or Executive departments. The President may designate a member of the Council as Vice Chairman. During the absence or incapacity of the Chairman, or when that office is vacant, the Vice Chairman shall serve as Chairman. The term of each member, except the Chairman, is 3 years. When the term of a member ends, he may continue to serve until a successor is appointed. However, the service of any member ends when a change in his employment status would make him ineligible for Council membership under the conditions of his original appointment. The Council has the power to—



(1) determine the time and place of plenary sessions of the Conference and the agenda for the sessions. The Council shall call at least one plenary session each year;

(2) propose bylaws and regulations, including rules of procedure and committee organization, for adoption by the Assembly;

(3) make recommendations to the Conference or its committees on a subject germane to the purpose of the Conference;

(4) receive and consider reports and recommendations of committees of the Conference and send them to members of the Conference with the views and recommendations of the Council;

(5) designate a member of the Council to preside at meetings of the Council in the absence or incapacity of the Chairman and Vice Chairman;

(6) designate such additional officers of the Conference as it considers desirable;

(7) approve or revise the budgetary proposals of the Chairman; and

(8) exercise such other powers as may be delegated to it by the Assembly.

(c) The Chairman is the chief executive of the Conference. In that capacity he has the power to—

(1) make inquiries into matters he considers important for Conference consideration, including matters proposed by individuals inside or outside the Federal Government;

(2) be the official spokesman for the Conference in relations with the several branches and agencies of the Federal Government and with interested organizations and individuals outside the Government, including responsibility for encouraging Federal agencies to carry out the recommendations of the Conference;

(3) request agency heads to provide information needed by the Conference, which information shall be supplied to the extent permitted by law;

(4) recommend to the Council appropriate subjects for action by the Conference;

(5) appoint, with the approval of the Council, members of committees authorized by the bylaws and regulations of the Conference;

(6) prepare, for approval of the Council, estimates of the budgetary requirements of the Conference;

(7) appoint and fix the pay of employees, define their duties and responsibilities, and direct and supervise their activities;

(8) rent office space in the District of Columbia;



(9) provide necessary services for the Assembly, the Council, and the committees of the Conference;

(10) organize and direct studies ordered by the Assembly or the Council, using from time to time, as appropriate, experts and consultants who may be employed under section 3109 of this title, but at rates for individuals not in excess of \$100 a day;

(11) on request of the head of an agency, furnish assistance and advice on matters of administrative procedure; and

(12) exercise such additional authority as the Council or Assembly delegates to him.

The Chairman shall preside at meetings of the Council and at each plenary session of the Conference, to which he shall make a full report concerning the affairs of the Conference since the last preceding plenary session. The Chairman, on behalf of the Conference, shall transmit to the President and Congress an annual report and such interim reports as he considers desirable. (Pub. L. 89-554, Sept. 6, 1966, 80 Stat. 390.)

HISTORICAL AND REVISION NOTES

Derivation

U.S. Code

*Revised Statutes and
Statutes at Large*

5 U.S.C. 1045d

Aug. 30, 1964, Pub.

L. 88-499,

§ 6, 78 Stat. 617.

In subsection (b), the words "except that the Council members initially appointed shall serve for one, two, or three years, as designated by the President" are omitted as executed, existing rights being preserved by technical section 3.

In subsection (b) (1), the words "the sessions" are substituted for "such meetings" for clarity as elsewhere the word "sessions" refers to sessions of the Conference and "meetings" refers to meetings of the Council.

In subsection (c) (7), the words "subject to the civil service and classification laws" are omitted as unnecessary inasmuch as appointments in the executive branch are made subject to the civil service laws and pay is fixed under classification laws unless specifically excepted. The words "and fix the pay of" are added for clarity.

Standard changes are made to conform with the definitions applicable and the style of this title as outlined in the preface to the report.

§ 576. Appropriations.

There are authorized to be appropriated sums necessary, not in excess of \$250,000, to carry out the purpose of this subchapter. (Pub. L. 89-554, Sept. 6, 1966, 80 Stat. 391.)



THE WHITE HOUSE

WASHINGTON

10/5

TO: STAN SCOTT

FROM: JERRY JONES

RE: Clearance of Candidate for
Non-Career Position

The attached biographical material on this candidate has been submitted for formal clearance approval.

If you concur with this clearance please notify Julie Robben in my office (# 6533)

OK
SS



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Doc	social secuirty number 1 page - Harold Brazil	1973	c

File Location:

Stanley C. Scott Papers, box 17. Folder: Personnel Office, 1/9/73-10/73 (5)

RESTRICTION CODES

JJO 5/28/24

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

CONFIDENTIAL CLEARANCE FORM FOR NEA/SCHEDULE C APPOINTMENT

Name Harold Edmund Brazil Department/Agency Defense Position Technical Assistant to the Judge of the Court of Military Appeals

Security Clearance:

FBI Name Check _____ Date Completed _____
FBI Full Field Investigation _____ Date Completed _____
Other (specify) _____ Date Completed _____

Congressional Clearance:

GOP Members of Senate and House, if any, representing candidate's State and Congressional district:

Senator Taft Date 9/26/73 Remarks "OK"
Senator Saxbe Date 9/26/73 Remarks "OK"
Representative _____ Date _____ Remarks _____
Other Congressional Sponsors _____ Remarks _____
_____ Remarks _____

(GS 16-18 Appointments Only)

Ranking GOP Senate and House Member on legislative committee having jurisdiction over Department/Agency:

Senator _____ Date _____ Remarks _____
Representative _____ Date _____ Remarks _____

Ranking GOP Senate and House Member on Appropriations Subcommittee having jurisdiction over Dept. /Agency:

Senator _____ Date _____ Remarks _____
Representative _____ Date _____ Remarks _____

Field Clearance:

State GOP Contact _____ Date _____ Remarks _____
Other _____ Date _____ Remarks _____

Completed by Martin R. Hoffman Date 27 Sept 1973
Approved by Martin R. Hoffman, The Special Assistant Date _____

CLEARANCE FORM

SUBJECT: Appointment as Technical Assistant to Judge of the Court
of Military Appeals

BRIEF DESCRIPTION OF DUTIES: The incumbent of this position will perform assignments for one of the Judges of a technical legal and quasi-legal nature to relieve him of numerous detailed operations in connection with the conduct of the Court procedures. As such, he will enjoy a close, confidential and personal relationship with the Judge of the Court. As all cases before the Court are by nature of a highly sensitive and/or controversial character, the incumbent must possess the complete trust and confidence of the Judge in order to function effectively in relieving the latter of the press of many details in connection with cases before the Court. He will conduct research on questions of pleading, practice, procedure and evidence and bring them to the attention of the Judge; prepare digests of applicable laws involved in cases on the calendar; examine petitions, orders, judgements, etc.; check them against pertinent statutes, rules and decisions and prepare brief statements on the matters involved; check proposed opinions against the pleadings, digests of testimony and applicable legal authorities; and, in general, provide detailed legal assistance to the Judge as required for the efficient operation of the Court.

NAME: Harold Edmund Brazil
1720 Clifton Avenue
Columbus, Ohio 43203

LEGAL OR VOTING ADDRESS: Same

RECOMMENDED BY: Judge Robert Duncan, Court of Military Appeals



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 013086

REASON FOR WITHDRAWAL Donor restriction
TYPE OF MATERIAL Personnel Form
CREATOR'S NAME Harold Edmund Brazil
DESCRIPTION SF171
CREATION DATE 07/18/1973

COLLECTION/SERIES/FOLDER ID . 031500143
COLLECTION TITLE STANLEY S. SCOTT PAPERS (WH Public
Liaison Office - Minority Affairs)
BOX NUMBER 17
FOLDER TITLE Personnel Office, 1971-1975 (4)-(16)

NEW LOCATION Donor Restriction Closed File
DATE WITHDRAWN 06/18/2001
WITHDRAWING ARCHIVIST William H. McNitt
KNOWN DUPLICATES No

THE WHITE HOUSE

WASHINGTON

October 10, 1973

MEMORANDUM FOR:

KEN COLE
FRED MALEK

FROM:

JERRY H. JONES

SUBJECT:

Air Quality Advisory Board

There are presently six vacancies on the 15 member Board appointed by the President. Terms on the Board run for three years; compensation is \$100 per diem when actually employed. Members advise the Administrator of the Environmental Protection Agency on matters pertaining to air pollution standards and abatement, and make recommendations to the President as they deem necessary.

Please direct your recommendations to me by Tuesday, October 16, 1973. Biographical information is necessary for proper consideration of any recommendation.

cc: Anne Armstrong
Bill Timmons
Russell Train
Bill Baroody
Dick Howard
Stan Scott ✓
Dick Fairbanks
Jim Falk
Fred Karem
Nola Smith
Dick Thaxton



THE WHITE HOUSE

WASHINGTON

October 15, 1973

MEMORANDUM FOR:

BRENT SCOWCROFT
FRED MALEK

FROM:

JERRY H. JONES 

SUBJECT:

Advisory Committee on
International Business Problems

The Department of State has notified me that it will soon be in the process of evaluating and revamping the current membership of the above Committee, and is open to recommendations.

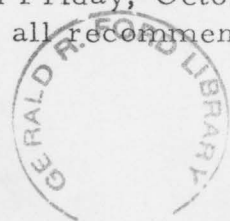
The Advisory Committee on International Business Problems was created in February, 1963 to advise on international economic policies and international trade and monetary affairs, and also to provide a forum for the interchange of views between Department officials and private businessmen.

The Committee currently consists of fifteen top level international business executives. The members previously served at the pleasure of the Secretary; but their Charter was revised in November and now limits the terms to two years. The Department of State plans to accept resignations of approximately two-thirds of the Committee within the next few months, thus creating somewhere between seven and ten vacancies.

Members should be senior executives of major American companies with important international interests (see attached membership list), but which have not been associated with any recent international events, particularly of a political nature.

Please forward your recommendations to me no later than Friday, October 26, 1973. Biographical information must be included with all recommendations.

cc: Stan Sutt



CHARTER
of the
ADVISORY COMMITTEE ON INTERNATIONAL BUSINESS PROBLEMS

I. PURPOSE

The purpose of the Committee shall be:

- (a) To serve the Department in an advisory capacity with respect to international economic policies, especially as they affect American business.
- (b) To foster closer liaison between the Secretary of State, his principal associates, and U.S. businessmen.
- (c) To provide for an interchange of views between the Department and businessmen on current economic issues of importance.

II. AUTHORITY

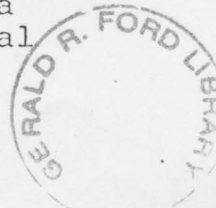
The establishment and activities of the Advisory Committee on International Business Problems (hereinafter called the Committee) are hereby determined to be in the public interest in connection with the performance of duties imposed upon the Secretary of State by 22 U.S.C. 2656.

III. ORGANIZATION

- A. The Committee will consist of a Chairman, an Executive Director, and approximately twelve business executive members.
- B. The officers will be --

Chairman - Selected from among the business members

Executive Director - Deputy Assistant Secretary for Commercial Affairs and Business Activities
- C. The business executive members will be chief executive officers and other senior officers representing a variety of major American industries and financial concerns with important international interests.



- D. The Chairman and business members will be selected by the Secretary or his designated representative, on the basis of their international business background, scope of interests and diversity of business.
- E. In the absence of the Chairman, the Department will name a temporary Chairman from among the business members, to serve for the duration of a meeting.
- F. The Chairman and business members will be selected to serve on the Committee for a two year period. Vacancies will be filled by appointment of the Secretary.
- G. All staff and support functions required for operation of the Committee shall be supplied by the Office of Commercial Affairs, with the cooperation of appropriate regional and functional offices.

IV. OPERATIONS

- A. The Committee officers will have the following responsibilities:
 - (1) The Chairman will approve the agenda for the meetings, and will convene, preside, and adjourn all meetings;
 - (2) The Executive Director will insure that all staff and support functions required for operation of the Committee are provided. He shall have the authority to adjourn any meeting whenever he considers it to be in the public interest. He will also be responsible for preparation of a summary of each meeting, which shall as a minimum contain a record of the persons present; members of the public who participate at meetings and the interests or affiliations they represent; a description of matters and materials discussed and conclusions reached, including rationale for recommendations made; and copies of all reports received, issued or approved by the Committee.



- B. The Committee will meet periodically, subject to the call of the Secretary and/or the Committee Chairman.
- C. The State Department participants will vary from meeting to meeting, depending on the subject matter discussed and the expertise required. Normally they will include a representative of the Office of Commercial Affairs, plus appropriate officers from regional and/or functional bureaus. Prior to each meeting, the State Department participants will prepare brief papers on each discussion topic, summarizing the issues and suggesting talking points for the Committee members.
- D. The functions of the Committee will be solely advisory, and any determinations of action to be taken as a result of the work of the Committee will be made by the Executive Director or other appropriate full-time salaried Government officials.
- E. The Committee records will consist of all papers and documents pertinent to the Committee's establishment and activities, including the charter; agenda; determinations for closed meetings; summary minutes and all documents related to committee proceedings; its roster and all communications between the Department and the Committee members; and all written materials and reports considered and/or issued by the Committee.
- F. The Committee's advisory opinions on problems relating to international commercial, trade and monetary issues are provided by the Executive Director to relevant senior officials in the Department. An item describing the Committee's deliberations is prepared for the President's Evening Reading. A summary of the Committee's meeting as well as background papers on issues discussed is forwarded to posts overseas by airgram.

V. FUNDING

- A. All funding necessary for the organization and operation of the Committee shall be supplied from the Salaries and Expenses Allotment of the Assistant Secretary for Economic and Business Affairs.



- B. Necessary expenditure of funds shall have the personal approval of the Director of the Office of Commercial Affairs.
- C. The members of the Committee will serve without compensation but may in accordance with existing law and regulations, be allowed transportation and per diem in lieu of subsistence and other expenses.

VI. TERMINATION

In accordance with Executive Order 11671 the Committee will terminate on January 1, 1974, unless it is formally determined to be in the public interest to continue it for another period of two years.

VIII. ACCESSIBILITY OF PUBLIC TO COMMITTEE

- A. Meetings of the Committee will be announced by Department of State Press Release at least 5 days in advance thereof. The press release will set forth the hour, date and place of the meeting and the agenda of items to be discussed.
- B. Members of the general public who wish to attend a meeting will be admitted up to the limits of capacity of the meeting room, unless it is formally determined to be in the public interest that the meeting or any part thereof be closed to the public, in accordance with Executive Order 11671.
- C. When it is formally determined that it is in the public interest not to disclose the Committee's deliberations or any part thereof because they deal with matters which fall within policies analogous to those recognized in Section 552 (b) of Title 5 of the United States Code, the press release shall so state and may omit any part of the agenda relating to such matters.

APPROVED _____

Wm
William B. Macomber, Jr.
Deputy Under Secretary for Management

DATE _____

NOV 14 1972



6

ADVISORY COMMITTEE ON INTERNATIONAL BUSINESS PROBLEMS

Status of Membership

Chairman

Date Appointed

John R. Beckett
Chairman and President
Transamerica Corporation
701 Montgomery Street
San Francisco, California 94111

March 1968
(appointed Chairman
March 1970)

Members

Henry C. Boschen
Director and Chairman of
Finance Committee
Raymond International, Inc.
Two Pennsylvania Plaza
New York, New York 10001

January 1971

John W. Brooks
President
Celanese Corporation
522 Fifth Avenue
New York, New York 10036

March 1970

John D. Harper
Chairman and Chief
Executive Officer
Aluminum Company of America
1501 Alcoa Building
Pittsburgh, Pennsylvania 15219

March 1970

John L. Loeb
Senior Partner
Loeb, Rhoades and Company
42 Wall Street
New York, New York 10005

June 1967

Lloyd I. Miller
President
American Controlled
Industries, Inc.
Six East Fourth Street
Cincinnati, Ohio 45202

March 1970



Robert S. Oelman
Chairman and Chief
Executive Officer
National Cash Register Company
Dayton, Ohio 45409

May 1970

Charles C. Tillinghast, Jr.
Chairman of the Board
Trans World Airlines
605 Third Avenue
New York, New York 10016

February 1970

Charles W. Robinson
President and General
Manager
Marcona Corporation
one Maritime Plaza
San Francisco, California 94111

September 1971

Edward William Carter
Chairman of the Board
Broadway-Hale Stores, Inc.
600 South Spring Street
Los Angeles, California 90014

September 1971

Harold S. Geneen
Chairman and President
International Telephone
and Telegraph Corporation
320 Park Avenue
New York, New York 10022

November 1971

Bayard Dominick
Chairman of Executive
Committee
Dominick and Dominick
14 Wall Street
New York, New York 10005

November 1971

John D. Wilson
Senior Vice President
The Chase Manhattan Bank
One Chase Manhattan Plaza
New York, New York 10015

April 1972



John E. Swearingen
Chief Executive Officer
Standard Oil Company (Indiana)
910 South Michigan Avenue
Chicago, Illinois 60680

February 1972

Robert D. Stuart, Jr.
President
Quaker Oats Company
5345 Merchandise Mart Plaza
Chicago, Illinois 60654

February 1972



September 19, 1973

THE WHITE HOUSE

WASHINGTON

October 16, 1973

MEMORANDUM FOR:

KEN COLE
FRED MALEK

FROM:

JERRY H. IONES

SUBJECT:

National Voluntary Service Advisory
Council

There are twenty-five vacancies on this new Council which shall advise the Director of Action Agency with respect to policy matters arising in the administration of the Action Agency Act and the Peace Corps Act. Also, at the request of the Director of Action Agency, this Council shall review the effectiveness and the operation of programs under the Act and make recommendations concerning the improvement of such programs, the elimination of duplication of effort and the coordination of such programs with other Federal programs designed to assist the beneficiaries of the Action Agency Act and the Peace Corps Act.

The appointees should be representative of public and private organizations, groups, and individuals interested in serving and benefited by programs carried out under these Acts.

Appointees will serve at the Pleasure of the President and will be reimbursed not in excess of the daily equivalent of the rate payable to a GS-18 when actually employed.

The legislation which is attached, provides for the appointment of this Council before December 30, 1973. We will need your recommendations including full biographical information, no later than November 1, 1973. Recommendations received after that date may not be able to receive full consideration for appointment.



National Voluntary Service Advisory Council

ACTION Agency

AUTHORITY: P. L. 93-113, October 1, 1973, Title IV, Sec 405

METHOD: Ex officio and appointed by the President

MEMBERS: Director of ACTION, ex officio
Deputy Director of ACTION, ex officio
and
Twenty-five members appointed by the President. Such members shall be representative of public and private organizations, groups, and individuals interested in serving and benefited by programs carried out under this Act and the Peace Corps Act (22 U.S.C. 2501 et seq.)

NOTE: The President shall make the appointments not later than 90 days after the date of enactment of this Act, (not later than December 30, 1973).

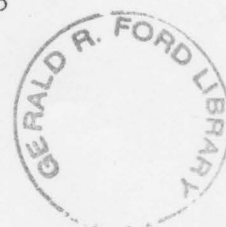
The President shall call the initial meeting of the Council within 30 days after the appointment of the membership.

CHAIRMAN: The President shall designate a temporary chairperson from among the members appointed by him. Thereafter, members of the Council shall designate a permanent chairperson from among the members appointed by the President, and shall meet at the call of such chairperson, not less than four times in each year.

TERM: Pleasure of the President

SALARY: Not in excess of the daily equivalent of the rate payable to a GS-18 including traveltime. Members, while away from their homes or regular places of business are authorized travel expenses, including per diem in lieu of subsistence.

PURPOSE: Advise the Director with respect to policy matters arising in the administration of this Act the the Peace Corps Act (22 U.S.C. 2501 et seq.); and upon the request of the Director of ACTION, review the effectiveness and the operation of progra under this Act and the Peace Corps Act, and make recommendations (including such proposals for changes in such Acts as the Council deems appropriate) concerning (A) the improvement of such programs, (B) the elimination of duplication of effort, and (C) the coordination of such programs with other Federal programs designed to assist the beneficiaries of such Acts. Not later than January 1 of each calendar year 1975, the Council shall make an annual report of its findings and recommendations to the President for transmittal by the President to the Congress together with his comments and recommendations.



THE WHITE HOUSE

WASHINGTON

10/17

TO: STAN SCOTT

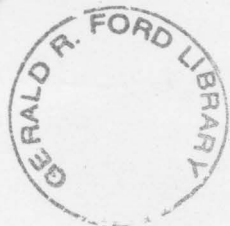
FROM: JERRY JONES

RE: Clearance of Candidate for
Non-Career Position

The attached biographical material on this candidate has been submitted for formal clearance approval.

If you concur with this clearance please notify Julie Robben in my office (# 6533)

OK
SS



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Doc	social security number 1 page - Harreld Adams	1973	c

File Location:

Stanley C. Scott Papers, box 17. Folder: Personnel Office, 1/9/73-10/73 (5)

RESTRICTION CODES

JJO 5/28/24

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

SCHEDULE C APPOINTMENT AND NONCAREER EXECUTIVE ASSIGNMENTS

CLEARANCE FORM

NAME Harreld Stanley Adams

Proposed position, grade and salary Executive Assistant to the
Assistant Secretary for Equal Opportunity, GS-16

Type of appointment Noncareer

CONCURRENCES

Appropriate clearances have been obtained:

X *Sol Mosher*
(SOL MOSHER)

10/4/73
(DATE)

STANLEY ARMSTRONG

(DATE)



CONFIDENTIAL CLEARANCE PROCESSING FORM FOR CERTAIN EXCEPTED POSITIONS

Candidates Name: Harreld Stanley Adams Position: Exec. Asst-A/S for EO Grade: 16
Type of Appointment: Noncareer Department/Agency: HUD Registration: (1) Republican

SECURITY CLEARANCE:

Clearance Granted, if any: _____ Date: _____ Type of Investigation: _____

Investigating Agency: _____

CONGRESSIONAL CONCURRENCES: (State & District of Candidate's Registration or Domicile)

Senator Alan Cranston (Dem) Date: _____ Remarks: _____

Senator John Tunney (Dem) Date: _____ Remarks: _____

Representative: Charles Wilson (Dem) Date: _____ Remarks: _____

(Ranking GOP Members on Appropriations Subcommittees (A) and Legislative (L) Committees)

Senator (A) Charles Mathias Date: 10/2/73 Remarks: OK with Senator

Senator (L) John Tower Date: 9/19/73 Remarks: No objection.

Representative (A) Burt Talcott Date: 10/2/73 Remarks: Does not know him - no comment.

Representative (L) William Widnall Date: 9/18/73 Remarks: No comment

STATE CONCURRENCES:

State GOP Contact California State Committee Date: 9/14/73 Remarks: Registered Republican - no objection.

other Key Contact _____ Date: _____ Remarks: _____

This form was completed and/or approved by: Ludwig Bryant date: 10-2-73

This form was approved by: _____ date: _____

(1) If registration is other than Republican, attached a full, detailed explanation of the reasons for the proposed action.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 013087

REASON FOR WITHDRAWAL Donor restriction
TYPE OF MATERIAL Personnel Form
CREATOR'S NAME Harreld Stanley Adams
DESCRIPTION SF171
CREATION DATE 10/1973?

COLLECTION/SERIES/FOLDER ID . 031500143
COLLECTION TITLE STANLEY S. SCOTT PAPERS (WH Public
Liaison Office - Minority Affairs)
BOX NUMBER 17
FOLDER TITLE Personnel Office, 1971-1975 (4)-(16)

NEW LOCATION Donor Restriction Closed File
DATE WITHDRAWN 06/18/2001
WITHDRAWING ARCHIVIST William H. McNitt
KNOWN DUPLICATES No

THE WHITE HOUSE

WASHINGTON

October 19, 1973



MEMORANDUM FOR:

BRENT SCOWCROFT
FRED MALEK

FROM:

JERRY H. JONES *[Signature]*

SUBJECT:

Board for International Broadcasting

*Herbert Taylor
Dr. Banks - Detroit*

The above Board is being created pursuant to a recommendation contained in the final report of a previous Presidential Study Commission which was established in August of 1972 to review the activities of Radio Free Europe (RFE) and Radio Liberty (RL), to examine studies done of them by the Congressional Research Service and the General Accounting Office, and to make recommendations for authorizing legislation.

One of the recommendations included in the Commission's report of February, 1973 was that a Board for International Broadcasting be created to provide for the continuation of assistance to RFE and RL. On May 31, 1973, the President sent a bill (S. 1914) to the Congress which authorized the creation of such a Board; and today it was signed into law.

The Administration bill specifies that the Board's purpose will be to promote the free communication of information and ideas throughout the world, to provide for the continuation of assistance to RFE and RL, and to encourage a constructive dialogue with the people of the USSR and Eastern Europe in the interest of world-wide peace and stability. In particular, the functions of the Board will be to oversee the efficient utilization of resources and make recommendations for the improvement of RFE and RL operations, and to administer the grants and ensure that they are applied in a manner which is consistent with the broad foreign policy objectives of the U.S. Government.

The Board is to consist of seven members, two of whom shall be ex officio (the chief operating executives of RFE and RL) and five of whom shall be private citizens appointed by the President by and with the consent of the Senate. Not more than three may be of the same political Party. The private members must be selected from among Americans who are distinguished in the fields of foreign policy or mass communications. Except for the first group of members whose terms will be staggered, members will ordinarily serve for three-year terms with compensation when actually employed.

We are now awaiting the appropriation of funds which have been authorized by the Administration bill. It is expected that funds will be appropriated over the Christmass recess. Therefore, we are beginning the process of reviewing prospective candidates, so that the appointments will move rapidly once the appropriations are made. Please forward your recommendations to me along with biographical data no later than Friday, November 2, 1973.

cc: Stan Scott



10/23

THE WHITE HOUSE

WASHINGTON

TO: STAN SCOTT

FROM: JERRY JONES

RE: Clearance of Candidate for
Non-Career Position

The attached biographical material on this candidate has been submitted for formal clearance approval.

If you concur with this clearance please notify Julie Robben in my office (# 6533)

OK
SS



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Doc	social security number 1 page - Donald Johnson	1973	c

File Location:

Stanley C. Scott Papers, box 17. Folder: Personnel Office, 1/9/73-10/73 (5)

RESTRICTION CODES

JJO 5/28/24

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

CONFIDENTIAL CLEARANCE PROCESSING FORM FOR CERTAIN EXCEPTED POSITIONS

Candidates Name: Donald G. Johnson Position: Asst. to the Special Asst Grade: GS-13/4
to the Secy. Office of Leg. Liaison
Type of Appointment: Schedule C Department/Agency: Labor Registration: ⁽¹⁾

SECURITY CLEARANCE:

Clearance Granted, if any: In progress Date: 4 Type of Investigation: Name check

Investigating Agency : FBI

CONGRESSIONAL CONCURRANCES: (State & District of Candidate's Registration or Domicile)

Senator	Date:	Remarks:
---------	-------	----------

Senator	Date:	Remarks:

Representative:	Date:	Remarks:
-----------------	-------	----------

(Ranking GOP Members on Appropriations Subcommittees (A) and Legislative (L) Committees)

Senator (A)	Date:	Remarks:
-------------	-------	----------

Senator (L)	Date:	Remarks:

Representative (A)	Office	Date:	Remarks:
			Cleared

Representative (L)	Date:	Remarks:

STATE CONCURRANCES:

State GOP Contact _____ Date: _____ Remarks: _____

other Key Contact _____ Date: _____ Remarks: _____

This form was completed and/or approved by: Karen Leniart date: 10/15/73

This form was approved by: Frederick L. May . date: 10/15/73

(1) If registration is other than Republican, attached a full, detailed explanation of the reasons for the proposed action.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 013088

REASON FOR WITHDRAWAL Donor restriction

TYPE OF MATERIAL Personnel Form

CREATOR'S NAME Donald G. Johnson

DESCRIPTION SF171

CREATION DATE 10/01/1973

COLLECTION/SERIES/FOLDER ID . 031500143

COLLECTION TITLE STANLEY S. SCOTT PAPERS (WH Public
Liaison Office - Minority Affairs)

BOX NUMBER 17

FOLDER TITLE Personnel Office, 1971-1975 (4)-(16)

NEW LOCATION Donor Restriction Closed File

DATE WITHDRAWN 06/18/2001

WITHDRAWING ARCHIVIST William H. McNitt

KNOWN DUPLICATES No

Optional Form 8 July 1959 U.S. CIVIL SERVICE COMMISSION FPM Ch. 295 5008-104-01 POSITION DESCRIPTION		1. Check one: Dept ☒ Field ☐ 2. Official headquarters: Washington, D. C.		4. Agency position No. 5. C.S.C. certification No. 6. Date of certification 7. Date received from C.S.C.	
8. CLASSIFICATION ACTION		3. Reason for submission: (a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number. LAB-44, GS-3018-11, 3-23-72 (b) Other (specify)			

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a. Civil Service Comm.						
b. Department, agency, or establishment	Assistant to the Deputy Under Secretary for Legislative Affairs	GS	3018	11		
c. Bureau						
d. Field office						
e. Recommended by initiating office						

9. Organizational title of position (if any)		10. Name of employee (If vacancy, specify V-1, 2, 3, or 4) Vacancy	
11. Department, agency, or establishment Department of Labor		c. Third subdivision	
a. First subdivision Office of the Secretary		d. Fourth subdivision	
b. Second subdivision Office of Legislative Affairs		e. Fifth subdivision	
12. This is a complete and accurate description of the duties and responsibilities of my position (Signature of employee) _____ (Date) _____		13. This is a complete and accurate description of the duties and responsibilities of this position (Signature of immediate supervisor) _____ (Date) _____ Title: Deputy Under Secretary for Leg. Affairs	
14. Certification by head of bureau, division, field office, or designated representative (Signature) _____ (Date) _____ Title: _____		15. Certification by department, agency, or establishment (Signature) _____ (Date) _____ Title: _____	

16. Description of duties and responsibilities

I. INTRODUCTION

Employee performs legislative liaison assignments for the Deputy Under Secretary for Legislative Affairs in the Departmental coordination of legislative activities and participates in representational assignments for the Secretary and the Under Secretary.

II. PRINCIPAL DUTIES AND RESPONSIBILITIES

Participates with the Deputy Under Secretary in the development and maintenance of procedures to ensure Departmental coordination of legislative activities of the Agencies of the Department, liaison with the Congress and Congressional Committees with respect to the legislative program of the Department, and coordination with other agencies of the government.

NOTICE TO EMPLOYEE

You have the right to appeal the classification of your position at any time, either within the Department or to the U.S. Civil Service Commission. Your bureau administrative office can tell you how to appeal.

Participates in coordinating these activities with the preparation of Departmental reports and testimony. Provides assistance in controlling the coincidence, timings and scope of contacts with Congress made for the purpose of presenting the Departmental legislative program and views, except for those contacts relating to the Departmental budget.

Employee often undertakes direct contact with Members of Congress in order to present the Department's legislative programs and views. Arranges, as necessary, for Departmental experts to be present and directs whatever follow-up action is required to meet the questions of Congressmen or Senators and/or their staffs.

Incumbent's principal assignment is the Employment Standards Administration area. In this capacity incumbent represents the Deputy Under Secretary in meetings and conference with key ESA officials. Attends independently or accompanies top members of the ESA staff to Congressional offices, committees, conferences, hearings, etc., dealing with special problems relating to the statutes administered by or affecting the operations of the Department. Confers with ESA officials on problems arising in their areas which have significance in the shaping of programs throughout the Department. Makes recommendations to the Deputy Under Secretary through verbal and written reports based on the subject matter discussed with the key officials indicated above.

Under instruction from the Deputy Under Secretary obtains information requested by the White House, members of committees of Congress, or other agencies of the Government from the appropriate Agencies of the Department, directing special compilations of the information requested where necessary and practicable.

As assigned, participates with the Deputy Under Secretary or represents the Department in discussions and conferences with representatives of public and private organizations, officials of other government agencies, and representatives of labor, management, and civic organizations presenting the views of the Department and providing information and explanations concerning the positions of the Department. Reports on the results of such meetings and prepares such written reports as in his judgment are required.

As an assistant to the Deputy Under Secretary, incumbent works closely with and receives assignments from the Deputy. Occasional special and confidential assignments are received directly from the Secretary.

Performs sensitive liaison work necessary to obtain political clearance by members of Congress and the White House for appointments to high level positions throughout the Department, requiring the display of great tact and discretion.

III. SUPERVISION AND GUIDANCE RECEIVED

Performs work under the general supervision of the Deputy Under Secretary who advises on the nature and purpose of work assignments. Discussions are held with supervisor on objectives and methods in connection with sensitive issues or changes in policies and programs. Work is given general review for soundness of overall approach and compliance with objectives and policies.

