

The original documents are located in Box 21, folder “Special Assistant to the President for Minority Affairs - Office Role, 1972-1975 (3)” of the Stanley Scott Papers at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE
WASHINGTON

December 6, 1974

MEMORANDUM FOR: DONALD RUMSFELD
RICHARD CHENEY

FROM: STANLEY SCOTT *SS*

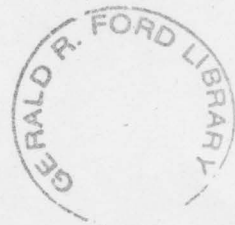
SUBJECT: White House Office Organization

For the past two years, this office has served as a central coordinating point for Administration activities and programs of special 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.

In view, however, of the necessary immediacy involved in implementing White House organizational structure, I would appreciate your consideration of my recommendations for enhancing the effectiveness of my office prior to a decision in this area. Don, thanks.

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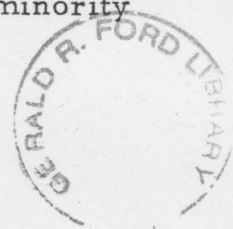


During the first Administration, some progress was made in developing or expanding Federal programs in opening the doors of equal opportunity to minority group Americans. Despite our achievements, large numbers of these citizens (particularly Blacks) regarded the Nixon Administration as being hostile to their desire to achieve full status in our national mainstream. Therefore, it is necessary that action be taken within the White House itself which would firmly demonstrate our resolution that this primary social problem receive top priority in our domestic program.

The Administration's efforts in this area must be firmly institutionalized at the White House level in order to avoid that diffusion of responsibility among several staff members which has sometimes hindered our efforts in the past. Irrespective of how these activities might be integrated into the overall White House staff structure, one thing is essential: the direction of all Federal policy regarding minorities should be coordinated by one White House office.

There are a number of ways in which this effort can be structured within the White House. Two alternatives are offered below:

A. Establish a Council on Human Rights which would be a part of the Domestic Council. This Council would handle virtually all matters regarding minority groups within the White House and would coordinate the activities of all departments and agencies in the areas of civil rights and equal opportunity. It would be responsible for all of the objectives for which my office has been responsible, as well as those civil rights functions currently performed by other White House and Domestic Council offices. The Council would have three members, one of whom might be an Assistant or Special Consultant to the President and would serve as Chairman of the Council. The other two members would hold the title of Deputy Assistant or Special Assistant to the President. These individuals would be supported by three commissioned Staff Assistants. The Council members would operate under the general direction of the Chairman, but would each hold responsibility in specific areas -- e.g., one would specialize in civil rights enforcement, another in minority



business and job programs, and the third in general social welfare programs. The appointment of this Council or some similar action would clearly and decisively demonstrate to the public an unparalleled concern for the problems faced by minorities and a keen desire for the development and implementation of new, innovative approaches by the Federal Government to meet these issues. The bureaucracy would also "get the message."

B. Another option would be to expand on the present structure of this office. An individual would be appointed with total responsibility for the minority effort. This person should be fully supported by a staff adequate to carry out the duties of that office. It should be noted that approximately eight White House and Domestic Council staff members are presently working in the area of minority affairs either full or part time.

It is important for us to emphasize that no matter which approach is selected, those appointed should have direct authority and full participation in the development and implementation of the total domestic policy relating to minorities. Members of this office should be involved in all high level domestic policy meetings, including Cabinet meetings.

The office responsible for minority affairs should prepare a periodic report on its major activities, which would be distributed to senior staff members by the White House or Domestic Council Staff Secretary. This would do much to correct the present lack of communication and coordination existing between various White House and Domestic Council offices in this particular area. In fact, an interchange of reports might be advisable between all White House offices on a regular basis to facilitate the free flow of information necessary for good coordination and communication.

We would strongly recommend that minority group staff members be placed in every part of the White House Office -- including the NSC and the Council of Economic Advisers.



C. A Third Option for consideration. Creation of a functional working relationship between my office and the Office of the President's representative for Domestic Affairs. While Bill Baroody understands that I have no personal reservations about working under his Office of Public Liaison umbrella, I do think that I express a real fear on the part of Blacks who would perceive this as a diminution of responsibility in their behalf, especially at a time when they are clamoring for counsellor representation on the White House staff, no matter how unrealistic this might be at the present time. One suggestion for buffering such criticism should the decision be made to attach our office to Baroody's would be to upgrade the title of our office to Deputy Assistant to the President or Special Consultant to the President. I offer this recommendation, not from the position of seeking personal enhancement, but from the views that have been expressed to me by a large segment of the Black minority community.



A. Also, we would suggest that you appoint a number of "Ombudsmen" or "Domestic Ambassadors" who would serve the Administration on a consultant basis as emissaries to the minority community. I would expect that such appointments would be well received in the minority community and do much toward gaining support for the Administration in those locales. Initially, you could appoint one Black, one Spanish speaking person and one Indian to these posts. Also, the inclusion of whites from various ethnic groups with representatives of the major minority groups would be very much in tune with the concept of "conciliation."

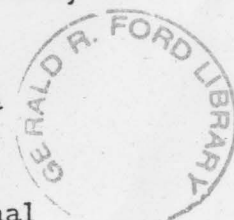
These Ombudsmen would be dispatched on their assignments by the White House and would report directly to the chief White House domestic adviser or the White House office dealing with minority affairs. However, in those instances in which a Federal agency or department is involved, the Ombudsman would work in close coordination with the appropriate persons in that department.

B. We would do well at this time to give serious consideration toward making some gesture paying honor to the memory of Dr. Martin Luther King, Jr. The passage of years has removed the likelihood of a major controversy being aroused by any such act. The impact of this gesture within the Black community would be extremely positive. This office has frequently been approached by Black leaders sympathetic to the Administration on this matter and has been strongly encouraged to recommend some suitable action on the part of the Administration.

Among the options the President might consider are:

1. Requesting Congress to declare Dr. King's birthday a national holiday.
2. Declaring Dr. King's birthplace in Atlanta as a national shrine or monument.
3. Designating his gravesite in Atlanta as a national memorial.

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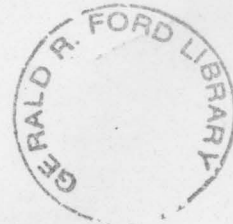
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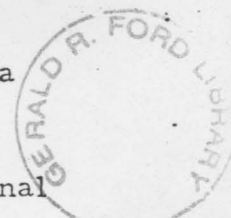


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6. Race relations in the military
7. Minority business programs
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II. Recommendations relating to White House effort in minority affairs.



- I. Description of the objectives of this office, their status and recommendations for future action.



1. OBJECTIVE: Serves as the central contact for Blacks seeking information and assistance on a wide variety of subjects and issues.

STATUS: The function continues to require a significant portion of staff attention and time. It is an important function, however, in that it has served effectively as an informal source of communication between all segments of the Black community and the Executive Office. Innumerable letters and telephone calls are received daily. It can be expected that this kind of activity will probably increase in volume.

RECOMMENDATION: It is essential that there exist an office within the White House which Blacks can regard as their own specific contact point for either obtaining information or assistance.



2. OBJECTIVE: To advise both the President and members of the White House or Domestic Council staff on matters relating to Blacks. This includes the development of proposals for meetings between the President and other officials and individual Black leaders.

STATUS: Letters, inquiries, and proposals received by other White House or Domestic Council offices on Black affairs are usually forwarded to this office. However, this does not apparently follow a consistent pattern, as Black related matters are sometimes handled by other members of the staff without our knowledge or participation.

RECOMMENDATION: This advisory function must be formally centralized in a single office for obvious reasons of communication.



3. OBJECTIVE: To collect and disseminate information regarding Government programs and activities relating to Blacks.

STATUS: For the first time an effort was made by a White House office to determine what Federal agencies were doing in relation to Blacks and, thereby, what might be done to improve the delivery of services to the Black community. This office maintains close watch on programs relating to minority business enterprise, Black colleges, Black dominated municipalities, race relations in the Armed Services and others.

RECOMMENDATION: Responsibility for information gathering and overall coordination of minority-related Federal programs and must be centralized in one White House office. All Federal agencies and departments would submit a quarterly report to this office on its minority-related activities.



4. OBJECTIVE: To serve as a principal spokesman for the Administration's programs and attitudes regarding Blacks.

STATUS: This office has established a working relationship with the heads of nearly all major Black organizations, with Black elected officials and community leaders, and appeared before countless Black and other groups to present an accurate picture of the Administration efforts to assist minorities. This office has also developed contacts within the private sector (through meetings with top business executives, industry association, Chambers of Commerce, etc.) to encourage their participation in minority business and equal opportunity programs. We have encouraged and coordinated similar efforts by other Black Administration appointees.

RECOMMENDATION: A spokesman should be designated from the White House office dealing with minority affairs to represent the Administration in areas relating to minorities. Specific efforts should be designed by this spokesman to counteract the prevailing notion that this Administration is anti-minority. The minority affairs office should also hold, at least three major briefings per year with Black leaders on Administration programs and policies. Frequent small dinners can also be very effective in winning support for the Administration.



5. OBJECTIVE: To make recommendations regarding the appointment of Blacks to key Federal positions.

STATUS: This office is presently developing recommendations for Black appointments for President Ford's Administration. In addition, this office maintains a data bank of biographical information and resumes on individuals, from throughout the United States being considered for appointment to key Federal positions. Periodically, requests are made of this office to provide recommendations for appointment to key Federal jobs and positions on Boards and Commissions. In this latter regard, we have always coordinated closely with the appropriate White House personnel offices. Our wide contacts with minority business, professional, and civic organizations have given this office a specialized expertise in this area.

RECOMMENDATION: All recommendations regarding Black appointments should emanate from or, at least, be reviewed by either an individual or that single office within the White House that deals with minority affairs.



6. OBJECTIVE: To work in close coordination with the Department of Defense in development of equal opportunity programs within the military and to seek means of resolving the problem of racial conflict in the Armed Services.

STATUS: Frequent meetings have been held by this office with top representatives of DOD and the Services to review these programs.

Recent events clearly indicate DOD's need for advice and counsel in the general field of race relations. Despite this obvious need, the DOD has shown a reluctance to allow "outside", including White House, influence to enter into their affairs.

RECOMMENDATION: As the racial problems in the military are so complexly interwoven with the general domestic problems in this area, the realistic possibility of solving these problems on a massive scale is not especially good. However, we cannot adopt a passive or reactive posture, but must take a positive stance. I recommend the following:

(a) Establish by executive order a Department of Defense Race Relations Advisory Council. An initial group of seven members would be handpicked by the President with the cooperation of the Secretary of Defense. This Council would supersede all existing Pentagon based, civilian race relations advisory councils which have been established by the individual services (local councils, established at individual bases would not be affected). The President could send individual members of this Council to military bases to investigate racial problems. They would report their findings and recommendations directly to the White House and the Secretary of Defense. More importantly, they would be mandated to recommend preventative measures and provide continuous counsel to the Department of Defense.

(b) This office, in cooperation with the Secretary of Defense and the Assistant Secretary of Defense for Manpower and Reserve Affairs, should assist with overseeing all efforts at developing and implementing programs aimed at ameliorating racial conflict in the military.

(c) Elevate the office of Deputy Assistant Secretary of Defense for Equal Opportunity to the level of Assistant Secretary of Defense.



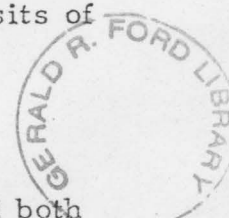
7. OBJECTIVE: To assist the development of the minority business enterprise program by monitoring the award of OMBE grants, SBA minority loans, MESBIC, 8(a) programs and by encouraging other Federal departments and agencies to support minority enterprise via their procurement activities.

STATUS:

1. Federal funds for minority businesses have increased from \$200 million in 1969 to \$1.2 billion in 1975.
2. Small Business Administration loans and guarantees to minority enterprise has increased from \$41.3 million in 1968 to \$651 million in 1975.
3. The Office of Minority Business Enterprise will spend \$77.6 million in 1975 -- up from \$39.1 million in 1973 -- which includes OMBE operation of the Community Development Corporation program formerly funded by the Office of Economic Opportunity.
4. Special efforts to procure goods and services from minorities will total more than \$475 million, an increase of 36 percent since 1974. In the aggregate, efforts to assist minority business development will expand 265% between 1970 and 1975.
5. Under the 8(a) program of SBA, sole source contract awards to minority firms have risen from \$9 million in 1969 to an estimated \$250 million in 1975.
6. Since 1970, sixty-four Minority Enterprise Small Business Investment Corporations (MESBIC's) are currently in operation; with Federal matching funds they can produce a total of more than \$50 million in capital for the minority business effort.
7. A combined private sector Government program led to an increase of 110 percent (\$537.7 million) in the deposits of the 50 minority-owned banks.

RECOMMENDATION:

- (a) Responsibility for this program has become diffused both within the White House and the Federal structure. This has led to a lack of coordination which has on many occasions resulted



in undesired consequences. It is necessary that one White House office be assigned the duty of overseeing all aspects of the minority enterprise program.

(b) An effort should be made to establish the post of Assistant Secretary for Minority Enterprise within the Department of Commerce.

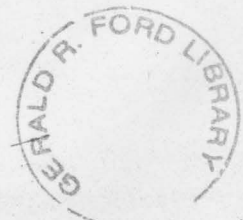
(c) A concerted effort must be made to encourage major corporations to award contracts to minority companies. An effort along these lines was begun by this office, but was never expanded to the desired degree. To avoid the problems engendered by a Federal representative approaching firms which have Government contracts, I recommend that a major OMBE or SBA grant be made (with proper high level announcement) to a suitable organization which would work with Government, major corporations, minority firms and the newly formed OMBE Procurement Council toward the goal of securing more commercial business. Those firms presently receiving 8(a) companies would receive priority in this effort, as these firms have often been unable to secure a piece of the commercial market equivalent to the Government business they have received under this program.



8. OBJECTIVE: To promote efforts designed to increase Federal aid to predominantly Black colleges.

STATUS: Equal education opportunity ---- The Department of Health, Education, and Welfare and the Justice Department have primary responsibility for assuring equal educational opportunity in public schools for all citizens on a nondiscriminatory basis and to assure that there is no discrimination against either faculty or administrators. In 1975, education programs in support of these goals will spend \$259 million, excluding capital assistance to predominantly Black colleges (developing institutions and land-grant colleges), an increase of 23%.

RECOMMENDATION: All responsibility for the monitoring of Black college effort should be centralized in that White House office dealing with minority affairs. Further, to promote greater responsiveness, Administration policy of encouraging support to these institutions must be strongly articulated to all Department and Agency heads.



9. OBJECTIVE: To assist in improving equal opportunity activities in the Federal Departments and Agencies.

STATUS: Federal civil rights activities comprise more than the traditional programs and policies related to civil rights enforcement. In addition to Federal activities regarding the protection of such rights as voting, public accommodations, fair housing, and equal employment opportunity in the public and private sectors, there are included Federal programs specifically related to the provision of equality of other opportunities to certain identifiable minority groups. The latter programs include activities in desegregation assistance, civil rights research and information dissemination, and the conciliation and prevention of racial disputes. Total outlays have risen from \$1.1 billion in 1970 to \$3.5 billion in 1975.

RECOMMENDATION:

- (a) The overall coordination and monitoring of Federal equal opportunity and related civil rights activities should be centralized in one White House office.
- (b) Most agency or departmental personnel who administer equal opportunity programs lack either the grade or status to be truly effective. It is vital that a direct line of communication exist between the Director of Equal Opportunity and the head of his department or agency.

Presently, equal opportunity efforts in HUD are placed under an Assistant Secretary. It would be only logical that this program be placed on the same administrative level in departments of the size and orientation of HEW, Labor, and DOD. It would be advisable for all equal opportunity directors in the remaining agencies or departments to be given a similar up-grading appropriate to the size and nature of the mission of that agency or department.



10. OBJECTIVE: In an effort to assist small, Black communities, this office has developed the inter-departmental Rural Small Towns Task Force and has worked closely with the Concerted Services Program.

STATUS: This office has met with representatives, from various Federal agencies to identify and select target areas in which the majority of the population were disadvantaged, and who had been "left out" insofar as Federal assistance is concerned.

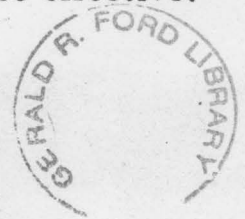
The Small Towns Task Force plans to visit communities throughout the Nation (usually those dominated by minorities or poor whites) in order to uncover specific needs for Federal aid. This office monitors all activities of this task force.

OMB should become a valuable part of this program by assisting this office in making the funding process work for those small communities. OMB also served as our advisor for evaluation and the link to the Regional Councils.

This office also began working with the Concerted Service in Training and Education (CSTE). CSTE is a cooperative Federal, State and local venture. It was conceived as a pilot effort to assist smaller communities and rural areas by demonstrating that education and occupational training, along with economic development activities can increase employment opportunities, help develop local leadership, individual initiative, and community awareness.

Cooperating Federal Agencies in this project should include the Department of HEW, Agriculture, Labor, Interior, Commerce, HUD, the Office of Economic Opportunity, and the Regional Councils.

RECOMMENDATION: The Small Rural Towns Task Force should initiate its operation with the appropriate Federal Departments and Agencies participating. Each agency should provide at least one senior staff member to work full time on this effort. This program should have a direct link with a White House office to give it the necessary clout to be effective.



11. OBJECTIVE: To serve as a liaison between the NSC and Black American groups or individuals regarding African affairs.

STATUS: A regular working relationship has been established between this office and the NSC by which information is shared and coordinated on African affairs which might effect our own domestic policies. Also, we have assisted Black businessmen to establish needed contacts within AID or the Department of Commerce regarding their efforts to develop overseas trade, particularly in Africa., This office, in cooperation with AID, sent a White House Presidential Assistant on a fact-finding tour of drought-stricken West Africa.

RECOMMENDATION: Although such activities would be peripheral to the main duties of any White House office dealing with minority affairs, a firm line of communication between that office and the NSC should be maintained.

It is essential that all information received by the NSC via the Situation Room concerning domestic minority-related affairs be relayed to the above White House office.



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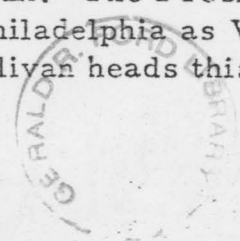
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FROM: STANLEY SCOTT *SS*
SUBJECT: Long Range Concepts

The following memorandum suggests a number of major Black minority events for the President's consideration for next year. All of the below listed organizations include enrollment of one thousand to four hundred and fifty thousand (1,000 - 450,000) (NAACP) national members.

JANUARY 22-25, 1975-- NATIONAL NEWSPAPER PUBLISHERS ASSOCIATION, MAYFLOWER HOTEL, WASHINGTON, D. C. (Our office is arranging a White House briefing by Cabinet officials.) These publishers represent the more than 200 Black-owned newspapers in America. They have not had an opportunity to share their views with an American President since 1968. These representatives have been meeting with our office for two months to try and gain an audience with the President. There community-oriented publications provide direct access to the 25-million Blacks in America.

JANUARY 30-FEB. 2-- SOUTHERN CONFERENCE OF BLACK MAYORS, GRAMBLING, LOUISIANA. Our office has worked closely with this group of mayors who number more than 100 throughout the southeast.

FEBRUARY 2-5, 1975-- OPPORTUNITIES INDUSTRIALIZATION CENTER (OIC), ATLANTA, GEORGIA. The President visited the OIC headquarters in Philadelphia as Vice President. Rev. Leon Sullivan heads this organization.



FEBRUARY 26, 1975 -- WILBERFORCE UNIVERSITY FOUNDERS' DAY CONVOCATION, WILBERFORCE, OHIO. The University has requested the President as its speaker and has voted to confer upon him the honorary degree, Doctor of Laws. Grand Rapids Mayor Lyman Parks, a Wilberforce grad, will also receive an honorary degree. Wilberforce was the first Black-owned and operated college in America.

MAY 11, 1975 -- LINCOLN UNIVERSITY COMMENCEMENT, JEFFERSON CITY, MISSOURI. (Receive honorary degree). Prior to the Supreme Court decision of 1954 outlawing racial segregation in public supported education, Lincoln was nationally recognized as a quality university for Blacks. In 1954, Lincoln became an integrated university and was one of only two schools in the country where integration worked in reverse -- the whites attending Lincoln outnumbered the Blacks. (This is Stan Scott's university)

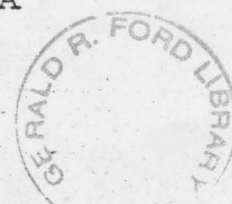
MAY 18-20, 1975 -- PRINCE HALL MASONS, BOSTON, STATLER HILTON HOTEL

MAY 25, 1975 -- HAMPTON INSTITUTE COMMENCEMENT ADDRESS (Receive honorary degree), Hampton, Virginia. Letter of request on file.

JUNE 14 or 28 -- NATIONAL BLACK REPUBLICAN DINNER, WASHINGTON HILTON HOTEL (President Ford has tentatively agreed to address this group. 2,500 Black and White party supporters to attend).



JUNE 30 - JULY 4, 1975 --	NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE (NAACP), SHERATON PARK HOTEL, WASHINGTON, D.C., ROY WILKINS, EXECUTIVE DIRECTOR -- The NAACP is the largest (450,000) and oldest of the Civil Rights organizations.
JULY 13-18, 1975 --	LINKS, INC., SEATTLE, WASHINGTON (President Ford addressed this 60,000- member female group as Vice President.
JULY, 1975 --	ELKS CONVENTION, DALLAS, TEXAS
JULY 27-30 --	NATIONAL URBAN LEAGUE, ATLANTA, GEORGIA -- VERNON JORDAN IS EXECUTIVE DIRECTOR OF THIS ORGANI- ZATION. President Ford addressed this convention in San Francisco when he was Vice President. Five thousand conven- tioners will show up for this event.
AUGUST 3-7, 1975 --	NATIONAL DENTAL ASSOCIATION, ATLANTA, GEORGIA
AUGUST 10-15, 1975 --	NATIONAL MEDICAL ASSOCIATION, MIAMI, FLORIDA
AUGUST, 1975 --	ALPHA PHI ALPHA FRATERNITY NATIONAL CONVENTION, MIAMI, FLORIDA
AUGUST, 1975 --	DELTA SIGMA THETA NATIONAL CONVENTION, SEATTLE, WASHINGTON
AUGUST 12-17, 1975 --	NATIONAL ASSOCIATION OF NEGRO BUSINESS AND PROFESSIONAL WOMEN'S CLUBS, INC., WASHINGTON, D.C.
AUGUST 17-22, 1975 --	SHRINERS NATIONAL CONVENTION, NEW ORLEANS, LOUISIANA



AUGUST 18-23, 1975 --

NATIONAL BAR ASSOCIATION,
WASHINGTON, D.C.

SEPTEMBER, 1975 --

NATIONAL BAPTIST CONVENTION,
ST. LOUIS, MISSOURI (10,000 ministers
will attend this event).

OCTOBER 8-11, 1975 --

NATIONAL BUSINESS LEAGUE,
BOSTON, SHERATON HOTEL

NOVEMBER 8-11, 1975 --

SCOTTISH RITES MASONS, DALLAS, TEX.

NOVEMBER 10-16, 1975 --

NATIONAL COUNCIL OF NEGRO WOMEN,
DOROTHY HEIGHT IS PRESIDENT of this
female organization with more than 100-
thousand members. President has met
with Dorothy Height ... Mrs. Ford
addressed this group.



THE WHITE HOUSE

WASHINGTON

December 19, 1974

MEMORANDUM FOR:

BILL BAROODY, JR.

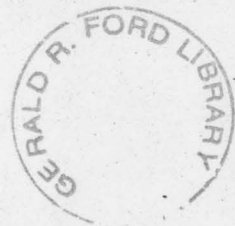
FROM:

STAN SCOTT

SUBJECT:

Responsibilities: Special Assistant
to the President
for Minority Affairs

In an effort to provide maximum support by my office in your overall responsibility as Assistant to the President for Public Liaison, I am attaching a description of the principal objectives of our office, a review of their current status, and recommendations for enhancing their effectiveness.



For the past two years, this office has served as a central coordinating point for Administration activities and programs of special interest to Black Americans and as the principal liaison between the Administration and the Black community.

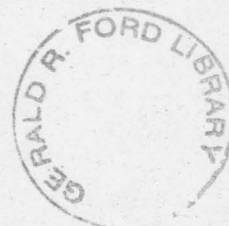
Some progress has been made in developing and expanding federal programs in opening the doors of equal opportunity to minority group Americans. However, despite our achievements, large numbers of these citizens (particularly Blacks) regarded the prior Administration as being hostile to their desire to achieve full status in our national mainstream. Therefore, it is necessary that action be taken within the White House itself which would firmly demonstrate our resolution that this primary social problem receive top priority in our domestic program.

It is our view that Administration efforts in this area must be firmly institutionalized at the White House level in order to avoid that diffusion of responsibility among several staff members which has sometimes hindered our efforts in the past.

It would be most useful to our office and to the President, as we pursue our goals in this office, if the Assistant to the President for Public Liaison would inform our colleagues on his staff that our office has direct responsibility and should be contacted to take the initiative on all matters relating to Black minorities.

This would do much to correct the present lack of communication and coordination existing between various White House and Domestic Council offices in this particular area. In fact, an interchange of reports might be advisable between all White House offices on a regular basis to facilitate the free flow of information necessary for good coordination and communication.

Finally, I am attaching a memorandum of major Black minority events for the President's consideration for next year. Our office, of course, will be involved with these organizations.



THE WHITE HOUSE

WASHINGTON

December 13, 1974

MEMORANDUM FOR: WARREN RUSTAND

FROM: STANLEY SCOTT *SS*

SUBJECT: Long Range Concepts

The following memorandum suggests a number of major Black minority events for the President's consideration for next year. All of the below listed organizations include enrollment of one thousand to four hundred and fifty thousand (1,000 - 450,000) (NAACP) national members.

JANUARY 22-25, 1975-- NATIONAL NEWSPAPER PUBLISHERS ASSOCIATION, MAYFLOWER HOTEL, WASHINGTON, D. C. (Our office is arranging a White House briefing by Cabinet officials.) These publishers represent the more than 200 Black-owned newspapers in America. They have not had an opportunity to share their views with an American President since 1968. These representatives have been meeting with our office for two months to try and gain an audience with the President. There community-oriented publications provide direct access to the 25-million Blacks in America.

JANUARY 30-FEB. 2-- SOUTHERN CONFERENCE OF BLACK MAYORS, GRAMBLING, LOUISIANA. Our office has worked closely with this group of mayors who number more than 100 throughout the southeast.

FEBRUARY 2-5, 1975-- OPPORTUNITIES INDUSTRIALIZATION CENTER (OIC), ATLANTA, GEORGIA. The President visited the OIC headquarters in Philadelphia as Vice President. Rev. Leon Sullivan heads this organization.



FEBRUARY 26, 1975 -- WILBERFORCE UNIVERSITY FOUNDERS' DAY CONVOCATION, WILBERFORCE, OHIO. The University has requested the President as its speaker and has voted to confer upon him the honorary degree, Doctor of Laws. Grand Rapids Mayor Lyman Parks, a Wilberforce grad, will also receive an honorary degree. Wilberforce was the first Black-owned and operated college in America.

MAY 11, 1975 -- LINCOLN UNIVERSITY COMMENCEMENT, JEFFERSON CITY, MISSOURI. (Receive honorary degree). Prior to the Supreme Court decision of 1954 outlawing racial segregation in public supported education, Lincoln was nationally recognized as a quality university for Blacks. In 1954, Lincoln became an integrated university and was one of only two schools in the country where integration worked in reverse -- the whites attending Lincoln outnumbered the Blacks. (This is Stan Scott's university)

MAY 18-20, 1975 -- PRINCE HALL MASONS, BOSTON, STATLER HILTON HOTEL

MAY 25, 1975 -- HAMPTON INSTITUTE COMMENCEMENT ADDRESS (Receive honorary degree), Hampton, Virginia. Letter of request on file.

JUNE 14 or 28 -- NATIONAL BLACK REPUBLICAN DINNER, WASHINGTON HILTON HOTEL (President Ford has tentatively agreed to address this group. 2,500 Black and White party supporters to attend).



JUNE 30 - JULY 4, 1975 --

NATIONAL ASSOCIATION FOR THE
ADVANCEMENT OF COLORED PEOPLE
(NAACP), SHERATON PARK HOTEL,
WASHINGTON, D.C., ROY WILKINS,
EXECUTIVE DIRECTOR -- The NAACP
is the largest (450,000) and oldest of the
Civil Rights organizations.

JULY 13-18, 1975 --

LINKS, INC., SEATTLE, WASHINGTON
(President Ford addressed this 60,000-
member female group as Vice President.

JULY, 1975 --

ELKS CONVENTION, DALLAS, TEXAS

JULY 27-30 --

NATIONAL URBAN LEAGUE, ATLANTA,
GEORGIA -- VERNON JORDAN IS
EXECUTIVE DIRECTOR OF THIS ORGANI-
ZATION. President Ford addressed this
convention in San Francisco when he was
Vice President. Five thousand conven-
tioners will show up for this event.

AUGUST 3-7, 1975 --

NATIONAL DENTAL ASSOCIATION,
ATLANTA, GEORGIA

AUGUST 10-15, 1975 --

NATIONAL MEDICAL ASSOCIATION,
MIAMI, FLORIDA

AUGUST, 1975 --

ALPHA PHI ALPHA FRATERNITY
NATIONAL CONVENTION, MIAMI,
FLORIDA

AUGUST, 1975 --

DELTA SIGMA THETA NATIONAL
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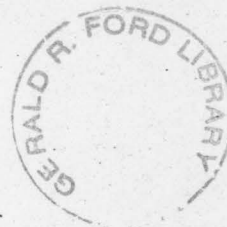
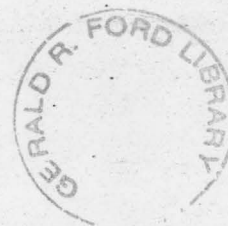


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3. Collection of information
4. Role as an Administration spokesman
5. Appointment of Blacks
6. Race relations in the military
7. Minority business programs
8. Desegregation of schools
9. Black colleges
10. Federal equal opportunity effort
11. Small Towns Task Force
12. Drug abuse programs
13. African affairs

II. Recommendations relating to White House effort in minority affairs.



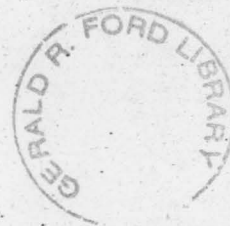
- I. Description of the objectives of this office, their status and recommendations for future action.



1. OBJECTIVE: Serves as the central contact for Blacks seeking information and assistance on a wide variety of subjects and issues.

STATUS: The function continues to require a significant portion of staff attention and time. It is an important function, however, in that it has served effectively as an informal source of communication between all segments of the Black community and the Executive Office. Innumerable letters and telephone calls are received daily. It can be expected that this kind of activity will probably increase in volume.

RECOMMENDATION: It is essential that there exist an office within the White House which Blacks can regard as their own specific contact point for either obtaining information or assistance.



2. OBJECTIVE: To advise both the President and members of the White House or Domestic Council staff on matters relating to Blacks. This includes the development of proposals for meetings between the President and other officials and individual Black leaders.

STATUS: Letters, inquiries, and proposals received by other White House or Domestic Council offices on Black affairs are usually forwarded to this office. However, this does not apparently follow a consistent pattern, as Black related matters are sometimes handled by other members of the staff without our knowledge or participation.

RECOMMENDATION: This advisory function must be formally centralized in a single office for obvious reasons of communication.



3. OBJECTIVE: To collect and disseminate information regarding Government programs and activities relating to Blacks.

STATUS: For the first time an effort was made by a White House office to determine what Federal agencies were doing in relation to Blacks and, thereby, what might be done to improve the delivery of services to the Black community. This office maintains close watch on programs relating to minority business enterprise, Black colleges, Black dominated municipalities, race relations in the Armed Services and others.

- RECOMMENDATION: Responsibility for information gathering and overall coordination of minority-related Federal programs and must be centralized in one White House office. All Federal agencies and departments would submit a quarterly report to this office on its minority-related activities.



4. OBJECTIVE: To serve as a principal spokesman for the Administration's programs and attitudes regarding Blacks.

STATUS: This office has established a working relationship with the heads of nearly all major Black organizations, with Black elected officials and community leaders, and appeared before countless Black and other groups to present an accurate picture of the Administration efforts to assist minorities. This office has also developed contacts within the private sector (through meetings with top business executives, industry association, Chambers of Commerce, etc.) to encourage their participation in minority business and equal opportunity programs. We have encouraged and coordinated similar efforts by other Black Administration appointees.

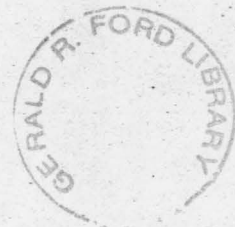
RECOMMENDATION: A spokesman should be designated from the White House office dealing with minority affairs to represent the Administration in areas relating to minorities. Specific efforts should be designed by this spokesman to counteract the prevailing notion that this Administration is anti-minority. The minority affairs office should also hold, at least three major briefings per year with Black leaders on Administration programs and policies. Frequent small dinners can also be very effective in winning support for the Administration.



5. OBJECTIVE: To make recommendations regarding the appointment of Blacks to key Federal positions.

STATUS: This office is presently developing recommendations for Black appointments for President Ford's Administration. In addition, this office maintains a data bank of biographical information and resumes on individuals, from throughout the United States being considered for appointment to key Federal positions. Periodically, requests are made of this office to provide recommendations for appointment to key Federal jobs and positions on Boards and Commissions. In this latter regard, we have always coordinated closely with the appropriate White House personnel offices. Our wide contacts with minority business, professional, and civic organizations have given this office a specialized expertise in this area.

RECOMMENDATION: All recommendations regarding Black appointments should emanate from or, at least, be reviewed by either an individual or that single office within the White House that deals with minority affairs.



6. OBJECTIVE: To work in close coordination with the Department of Defense in development of equal opportunity programs within the military and to seek means of resolving the problem of racial conflict in the Armed Services.

STATUS: Frequent meetings have been held by this office with top representatives of DOD and the Services to review these programs.

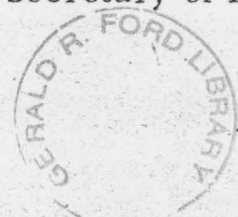
Recent events clearly indicate DOD's need for advice and counsel in the general field of race relations. Despite this obvious need, the DOD has shown a reluctance to allow "outside", including White House, influence to enter into their affairs.

RECOMMENDATION: As the racial problems in the military are so complexly interwoven with the general domestic problems in this area, the realistic possibility of solving these problems on a massive scale is not especially good. However, we cannot adopt a passive or reactive posture, but must take a positive stance. I recommend the following:

(a) Establish by executive order a Department of Defense Race Relations Advisory Council. An initial group of seven members would be handpicked by the President with the cooperation of the Secretary of Defense. This Council would supersede all existing Pentagon based, civilian race relations advisory councils which have been established by the individual services (local councils, established at individual bases would not be affected). The President could send individual members of this Council to military bases to investigate racial problems. They would report their findings and recommendations directly to the White House and the Secretary of Defense. More importantly, they would be mandated to recommend preventative measures and provide continuous counsel to the Department of Defense.

(b) This office, in cooperation with the Secretary of Defense and the Assistant Secretary of Defense for Manpower and Reserve Affairs, should assist with overseeing all efforts at developing and implementing programs aimed at ameliorating racial conflict in the military.

(c) Elevate the office of Deputy Assistant Secretary of Defense for Equal Opportunity to the level of Assistant Secretary of Defense.



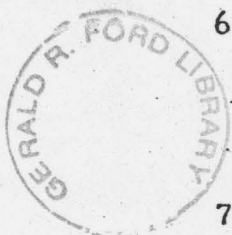
7. OBJECTIVE: To assist the development of the minority business enterprise program by monitoring the award of OMBE grants, SBA minority loans, MESBIC, 8(a) programs and by encouraging other Federal departments and agencies to support minority enterprise via their procurement activities.

STATUS:

1. Federal funds for minority businesses have increased from \$200 million in 1969 to \$1.2 billion in 1975.
2. Small Business Administration loans and guarantees to minority enterprise has increased from \$41.3 million in 1968 to \$651 million in 1975.
3. The Office of Minority Business Enterprise will spend \$77.6 million in 1975 -- up from \$39.1 million in 1973 -- which includes OMBE operation of the Community Development Corporation program formerly funded by the Office of Economic Opportunity.
4. Special efforts to procure goods and services from minorities will total more than \$475 million, an increase of 36 percent since 1974. In the aggregate, efforts to assist minority business development will expand 265% between 1970 and 1975.
5. Under the 8(a) program of SBA, sole source contract awards to minority firms have risen from \$9 million in 1969 to an estimated \$250 million in 1975.
6. Since 1970, sixty-four Minority Enterprise Small Business Investment Corporations (MESBIC's) are currently in operation; with Federal matching funds they can produce a total of more than \$50 million in capital for the minority business effort.
7. A combined private sector Government program led to an increase of 110 percent (\$537.7 million) in the deposits of the 50 minority-owned banks.

RECOMMENDATION:

- (a) Responsibility for this program has become diffused both within the White House and the Federal structure. This has led to a lack of coordination which has on many occasions resulted



in undesired consequences. It is necessary that one White House office be assigned the duty of overseeing all aspects of the minority enterprise program.

(b) An effort should be made to establish the post of Assistant Secretary for Minority Enterprise within the Department of Commerce.

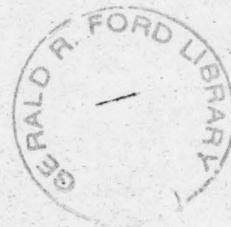
(c) A concerted effort must be made to encourage major corporations to award contracts to minority companies. An effort along these lines was begun by this office, but was never expanded to the desired degree. To avoid the problems engendered by a Federal representative approaching firms which have Government contracts, I recommend that a major OMBE or SBA grant be made (with proper high level announcement) to a suitable organization which would work with Government, major corporations, minority firms and the newly formed OMBE Procurement Council toward the goal of securing more commercial business. Those firms presently receiving 8(a) companies would receive priority in this effort, as these firms have often been unable to secure a piece of the commercial market equivalent to the Government business they have received under this program.



8. OBJECTIVE: To promote efforts designed to increase Federal aid to predominantly Black colleges.

STATUS: Equal education opportunity ---- The Department of Health, Education, and Welfare and the Justice Department have primary responsibility for assuring equal educational opportunity in public schools for all citizens on a nondiscriminatory basis and to assure that there is no discrimination against either faculty or administrators. In 1975, education programs in support of these goals will spend \$259 million, excluding capital assistance to predominantly Black colleges (developing institutions and land-grant colleges), an increase of 23%.

RECOMMENDATION: All responsibility for the monitoring of Black college effort should be centralized in that White House office dealing with minority affairs. Further, to promote greater responsiveness, Administration policy of encouraging support to these institutions must be strongly articulated to all Department and Agency heads.



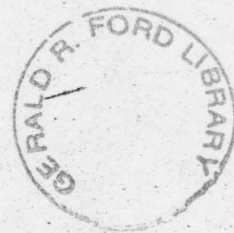
9. OBJECTIVE: To assist in improving equal opportunity activities in the Federal Departments and Agencies.

STATUS: Federal civil rights activities comprise more than the traditional programs and policies related to civil rights enforcement. In addition to Federal activities regarding the protection of such rights as voting, public accommodations, fair housing, and equal employment opportunity in the public and private sectors, there are included Federal programs specifically related to the provision of equality of other opportunities to certain identifiable minority groups. The latter programs include activities in desegregation assistance, civil rights research and information dissemination, and the conciliation and prevention of racial disputes. Total outlays have risen from \$1.1 billion in 1970 to \$3.5 billion in 1975.

RECOMMENDATION:

- (a) The overall coordination and monitoring of Federal equal opportunity and related civil rights activities should be centralized in one White House office.
- (b) Most agency or departmental personnel who administer equal opportunity programs lack either the grade or status to be truly effective. It is vital that a direct line of communication exist between the Director of Equal Opportunity and the head of his department or agency.

Presently, equal opportunity efforts in HUD are placed under an Assistant Secretary. It would be only logical that this program be placed on the same administrative level in departments of the size and orientation of HEW, Labor, and DOD. It would be advisable for all equal opportunity directors in the remaining agencies or departments to be given a similar up-grading appropriate to the size and nature of the mission of that agency or department.



10. OBJECTIVE: In an effort to assist small, Black communities, this office has developed the inter-departmental Rural Small Towns Task Force and has worked closely with the Concerted Services Program.

STATUS: This office has met with representatives, from various Federal agencies to identify and select target areas in which the majority of the population were disadvantaged, and who had been "left out" insofar as Federal assistance is concerned.

The Small Towns Task Force plans to visit communities throughout the Nation (usually those dominated by minorities or poor whites) in order to uncover specific needs for Federal aid. This office monitors all activities of this task force.

OMB should become a valuable part of this program by assisting this office in making the funding process work for those small communities. OMB also served as our advisor for evaluation and the link to the Regional Councils.

This office also began working with the Concerted Service in Training and Education (CSTE). CSTE is a cooperative Federal, State and local venture. It was conceived as a pilot effort to assist smaller communities and rural areas by demonstrating that education and occupational training, along with economic development activities can increase employment opportunities, help develop local leadership, individual initiative, and community awareness.

Cooperating Federal Agencies in this project should include the Department of HEW, Agriculture, Labor, Interior, Commerce, HUD, the Office of Economic Opportunity, and the Regional Councils.

RECOMMENDATION: The Small Rural Towns Task Force should initiate its operation with the appropriate Federal Departments and Agencies participating. Each agency should provide at least one senior staff member to work full time on this effort. This program should have a direct link with a White House office to give it the necessary clout to be effective.



11. OBJECTIVE: To serve as a liaison between the NSC and Black American groups or individuals regarding African affairs.

STATUS: A regular working relationship has been established between this office and the NSC by which information is shared and coordinated on African affairs which might effect our own domestic policies. Also, we have assisted Black businessmen to establish needed contacts within AID or the Department of Commerce regarding their efforts to develop overseas trade, particularly in Africa. This office, in cooperation with AID, sent a White House Presidential Assistant on a fact-finding tour of drought-stricken West Africa.

RECOMMENDATION: Although such activities would be peripheral to the main duties of any White House office dealing with minority affairs, a firm line of communication between that office and the NSC should be maintained.

It is essential that all information received by the NSC via the Situation Room concerning domestic minority-related affairs be relayed to the above White House office.



Notl. Conf. Develop Disabled
*NCDD

Overview on W/House

Pam - Vickman

From all states

3-Day Conference

FRAN LYNCH - HEW

May 14, 1975

MEMORANDUM FOR: BILL BAROODY
FROM: STAN SCOTT
SUBJECT: White House Liaison/Black
Minority Affairs

Since the beginning of President Ford's Administration, our office has served as a central coordinating point for Administration activities and programs of special interest to Black Americans, and as the principal liaison between the Administration and the Black community.

In response to your request today, May 14, our office handles more than 50 telephone calls and receives at least 25 pieces of problem-oriented correspondence every day. In addition to the three to five office visitors we receive each day representing City Councils, civic and social groups, our office is in constant communication with the leadership of the major civil rights, business and community groups in America. I think the records will show that visitor traffic to our office is among the highest of any White House office. In the midst of the above mentioned daily activity, our office has conducted more than a dozen Executive Branch meetings and luncheons involving some 500 people, during the period from March 22 - May 13.

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

Attachments

