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U.S. DEPARTMENT OF COMMERCE

Briefing Handbook for the Secretary of Commerce

AN OVERVIEW OF THE DEPARTMENT



DECEMBER 1976

Table of Contents

Establishment of the Department

Authority of the Secretary

Organization of the Department

Organization of the Office of the Secretary

Immediate Offices of the Secretary and Under Secretary

Departmental Offices Reporting to the Secretary

General Counsel

Administration

Policy

National Oceanic and Atmospheric Administration

Domestic and International Business

Maritime Affairs

Tourism

Science and Technology

 National Bureau of Standards

 National Technical Information Service

 Office of Telecommunications

 Patent and Trademark Office

Economic Development

Fire Prevention and Control

Chief Economist

 Bureau of the Census

 Bureau of Economic Analysis

Minority Business Enterprise

Federal Cochairmen of Regional Commissions

Appendices

 Order of Succession

 Secretarial Officers, Heads of Primary Operating Units,
 and Other Top Pay Level Positions Authorized



ESTABLISHMENT OF THE DEPARTMENT

On February 14, 1903, President Theodore Roosevelt signed the legislation which created a Department of Commerce and Labor. The new department became the ninth cabinet office. It was comprised of existing bureaus transferred from elsewhere in the executive branch and two newly-created bureaus.

Ten years later on March 14, 1913, President Taft signed legislation which created an independent Department of Labor and transferred all labor functions from the Department of Commerce and Labor. Thus, the Department of Commerce was designated as such in 1913.

Those general functions of the present-day Department of Commerce which were originally stated in the Act of 1903 and are still applicable, are:

"to foster, promote, and develop the foreign and domestic commerce, (and) ****manufacturing, and shipping***industries***of the United States."

The Department now carries out responsibilities which stem from the above general legislative mandate, and many others which have been authorized by specific acts of the Congress or have been assigned by the President through Executive Orders or other Presidential authority.

In some cases, functions which originally were the statutory responsibilities of other departments or agencies, i.e., marine fisheries, maritime affairs, and patents have been subsequently transferred to the Department by Reorganization Plans of the President. In the same manner, other functions previously carried out by the Department of Commerce, i.e., road and transportation planning, vital statistics, seaway development, have been transferred to other departments and agencies.

AUTHORITY OF THE SECRETARY
TO ASSIGN FUNCTIONS AND DELEGATE AUTHORITY

With few exceptions, all functions of the Department of Commerce -- including the powers, authority, duties, responsibilities, or discretion prescribed in legislation authorizing particular functions -- are vested directly in the Secretary of Commerce, either by the legislation itself or by Reorganization Plans.

There is also vested in the Secretary by law and by Reorganization Plans -- notably Reorganization Plan No. 5 of 1950 -- authority to provide for the organization and general management of the Department. That is, the Secretary can determine how his functions shall be assigned to the various components of the Department and what authorities shall be exercised by the principal officers of the Department.

Assignments of functions and delegations of authority by the Secretary are normally prescribed through Department Organization Orders.



ORGANIZATION OF THE DEPARTMENT

Organizationally, the Department is made up of a management arm, the Office of the Secretary, and a program arm, the thirteen primary operating units. The functions and relationships of these two main organizational levels are explained below.

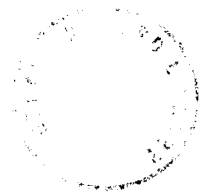
Office of the Secretary The Office of the Secretary is the general management arm of the Department and provides the principal support to the Secretary in formulating policy and providing advice to the President on matters that concern Commerce's responsibilities. It provides program leadership for the Department's functions and exercises general supervision over the operating units. The Office of the Secretary may directly carry out program functions assigned by the Secretary from time to time, and, when determined to be economical or efficient, provide centralized administrative and other support services for designated operating units.

The Office of the Secretary consists of the Secretary, the Under Secretary, the General Counsel, the Assistant Secretary for Administration, the Assistant Secretary for Policy, and a number of Departmental Offices. In addition, the program Assistant Secretaries and their immediate staffs are classified as part of the Office of the Secretary. The Under Secretary, General Counsel and Assistant Secretaries are referred to as Secretarial Officers.

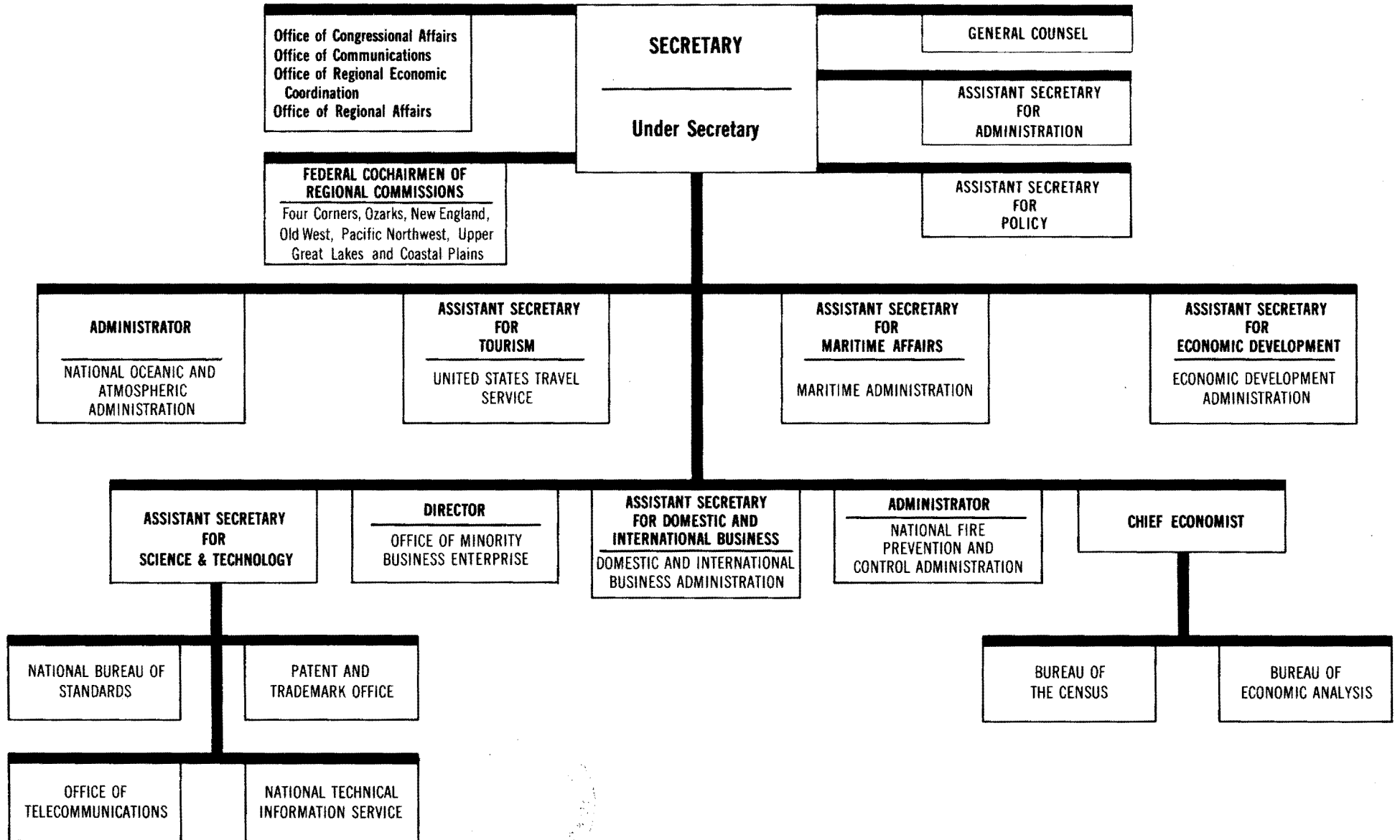
Primary Operating Units The thirteen primary operating units are organizational entities which are outside the Office of the Secretary and are charged with carrying out broad substantive programs under the general supervision of the Office of the Secretary.

The primary operating units fall into three categories: (1) those headed by an Assistant Secretary, (Domestic and International Business Administration, Economic Development Administration, Maritime Administration, and United States Travel Service), (2) those headed by an official who reports to an Assistant Secretary or equivalent (Bureau of the Census, Bureau of Economic Analysis, National Bureau of Standards, National Technical Information Service, Office of Telecommunications, and Patent and Trademark Office), and (3) those headed by an official who is not an Assistant Secretary but who reports directly to the Secretary (National Oceanic and Atmospheric Administration, National Fire Prevention and Control Administration, and Office of Minority Business Enterprise).

The authority of the primary operating units to carry out their programs and activities has been delegated to them by the Secretary or provided for in legislation. The heads of the operating units are the Department's general managers.



U.S. DEPARTMENT OF COMMERCE



Organization of the Office of the Secretary

As noted above, the Office of the Secretary is the general management arm of the Department and provides the principal support to the Secretary in formulating policy and in providing advice to the President.

The Office of the Secretary consists of (1) the Secretary, the Under Secretary, and their immediate offices, (2) the Assistant Secretary for Policy, the Assistant Secretary for Administration and the General Counsel, and (3) a number of "Departmental Offices", which are listed below.

- o The Under Secretary serves as the principal deputy of the Secretary in all matters affecting the Department. He performs continuing and special duties the Secretary may assign from time to time. He acts as Secretary in the absence of the Secretary.
- o The Assistant Secretary for Policy is the Secretary's principal advisor on Department-wide policy matters.
- o The Assistant Secretary for Administration is the Secretary's principal advisor on administrative management concerns, and he exercises Department-wide responsibilities on such matters.
- o The General Counsel is the Secretary's principal advisor on legal matters, and exercises Department-wide responsibilities in that area.
- o Departmental Offices

Departmental Offices have overall staff/service responsibilities or perform special program functions directly on behalf of the Secretary, and report to the Secretary, to the Assistant Secretary for Administration or to the Assistant Secretary for Policy. The Departmental Offices that report to the Secretary are:

- Office of Regional Affairs
- Office of Communications
- Office of Congressional Affairs
- Office of Regional Economic Coordination

The Departmental Offices that report to the Assistant Secretary for Administration are:

- Office of ADP Management
- Office of Administrative Services and Procurement
- Office of Audits
- Office of Budget and Program Analysis
- Office of Emergency Readiness
- Office of Financial Management Services
- Office of Investigations and Security
- Office of Organization and Management Systems
- Office of Personnel
- Office of Program Evaluation
- Office of Publications

The Departmental Offices that report to the Assistant Secretary for Policy are:

- Office of Policy Development and Coordination
- Bureau of International Economic Policy and Research
- Office of Regulatory Economics and Policy
- Office of Energy and Strategic Resource Policy

The program Assistant Secretaries and their immediate staffs are also technically a part of the Office of the Secretary rather than of the organization units they head.



Immediate Offices of the Secretary and Under Secretary

The Under Secretary is the principal deputy of the Secretary and is charged by law with performing the duties of the Secretary in case of absence, sickness, death, or resignation of the Secretary. The position of Under Secretary is established at Executive Salary Level III and is filled by Presidential appointment, by and with the advice and consent of the Senate. A biography on the Under Secretary follows this page.

The staffs immediately serving the Secretary are, of course, determined in accord with the manner in which the Secretary wishes to carry out his responsibilities. At present, the principal incumbents serving the Secretary are the following:

Immediate Office Staff:

- o Executive Assistant to the Secretary -- Katrina V. Schulhof
- o Assistant to the Secretary -- Christopher Perry
- o Director Executive Secretariat -- Lynne F. Roche

Staff to the Under Secretary:

- o Special Assistant -- James A. Goyette
- o Assistant to the Under Secretary -- Kenneth Gordon (Detail)



EDWARD O. VETTER



Date & Place of Birth

October 20, 1920
Rochester, New York

Local Residence

308 N. Royal Street
Alexandria, Virginia

Education

1942 - Massachusetts Institute of Technology - B.S.

Present Position

Under Secretary of Commerce, effective July 7, 1976

Military Service

1942 - 1945 Major, U.S. Army

Experience Prior to Present Position

1946 - 1952 Organization and Cost Analyst, Standard Oil of California

1952 - 1975 Various positions with Texas Instruments, Inc., including President of two subsidiaries, Group Vice President for Materials and Services, Chief Financial Officer, and Executive Vice President

Honors and Professional Affiliations

Member of the MIT Corporation and its Executive Committee
President of the MIT Alumni Association
Chairman of the MIT Nuclear Energy Department Visiting Committee
Trustee of the Ursuline Academy Endowment Fund
Member of the Jesuit College Preparatory School Advisory Board
Chairman of the National Affairs Committee of the Dallas Chamber of Commerce
Member of the Executive Board of the International Trade Conference of the Southwest
Member of the Dallas Regional Export Expansion Council
Director of several corporations



OFFICE OF REGIONAL AFFAIRS

The Office of Regional Affairs supervises and coordinates the activities of the Secretarial Representatives on behalf of the Secretary, and functions as the liaison between the Secretarial Representatives and Washington-based officials in the Department and other Federal agencies.

The Secretarial Representatives, situated in each of the ten standard Federal regional cities, represent the Secretary to business, local government and other individuals and organizations in the regions, provide the Secretary with information on developments and activities in the regions, and represent the Department on the Federal Regional Councils and other regional bodies.



JOSEPH H. BLATCHFORD



<u>Date and Place of Birth</u>	<u>Local Residence</u>
June 7, 1934 Milwaukee, Wisconsin	5902 32nd Street, N.W. Washington, DC 20015

Education

1956	UCLA, BA, Political Science
1961	University of California Law School at Berkeley, LLB

Military Service

1956 - 1957	U.S. Army, Second Lieutenant, Armor, Fort Knox, Kentucky
1956 - 1964	U.S. Army Reserves

Present Position

Deputy Under Secretary, Office of Regional Affairs, effective August 26, 1976

Experience Prior to Present Position

1973 - 1976	International Management Consultant, Los Angeles
1973 - 1975	Concurrent Activities Special Advisor, Agribusiness Council, New York Consultant, Department of Health, Education & Welfare, Washington, DC Consultant, American Enterprise Institute for Public Policy Research, Washington, DC Special Consultant on Social Policy, Bank of America Special Consultant to the Office of the Mayor, Los Angeles Special Consultant to the President's Cabinet Committee on Opportunities for the Spanish Speaking, Washington, DC Television Producer and Commentator, NBC Affiliate (KNBC) and Public Broadcasting System Professor of Political Science, Whittier College
1971 - 1972	Director, The ACTION Agency, Washington, DC
1969 - 1971	Director, U.S. Peace Corps, Washington, DC
1964 - 1969	Founder and Executive Director, ACCION INTERNATIONAL, New York
1966	Founder, ACAA, Comunitaria do Brazil, Rio de Janeiro
1960 - 1964	ACCION en Venezuela
1957	Legislative Assistant, U.S. Congress, Committee on Education and Labor, Washington, DC

Honors and Professional Affiliations

Selected as one of TIME Magazine's top 200 future leaders
Who's Who in America
Who's Who in the World
UCLA Distinguished Professional Achievement Award
Honorary Citizen of Caracas and Amigo de Venezuela
Seton Hall University, Doctor of Humane Letters
Chapman College, Doctor of Humanities
Kenyon College, Doctor of Humane Letters
Fairfield University, Doctor of Laws
Westminster College, Doctor of Humanities



OFFICE OF CONGRESSIONAL AFFAIRS

The Office of Congressional Affairs advises and assists the Secretary and other officers of the Department on congressional relations. This office also has responsibility for liaison with the President's Counsellor for Legislative Affairs and the Assistant to the President for Congressional Affairs and his assistants, by reporting to them regularly on all significant developments within the Department which could affect the Administration's congressional relations. The appointment of the Counsellor to the Secretary for Congressional Affairs (which is an Executive Level IV position) is closely coordinated with the White House Legislative Affairs Office.

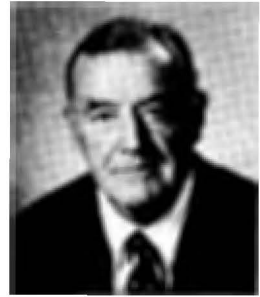
Basic Programs

- o Provides information to the Congress on the programs and legislative interests of the Department.
- o Supervises the handling of congressional correspondence and inquiries.
- o Keeps the Department advised of the progress of the Department's legislative program in the Congress and of other pertinent congressional activity.

NOTE:

The General Counsel is responsible for the preparation of the Department's legislative program and for reporting to the Congress on proposed legislation. The Assistant Secretary for Administration is responsible for presentation to the Congress of budget estimates and for direct liaison with appropriation committees and their staffs.

MANSFIELD D. SPRAGUE



Date & Place of Birth

Bridgeport, Connecticut
December 1, 1910

Local Residence

3222 Scott Place, N. W.
Washington, D. C.

Education

1933 - B. A. from Dartmouth College
1936 - LL.B. from Yale University Law School

Military Service

Lieutenant in U. S. Navy during World War II

Present Position

Counsellor to the Secretary for Congressional Affairs
Member, Commission on Security and Cooperation in Europe

Experience Prior to Present Position

1962-75 Vice President, American Machine and Foundry,
Washington, D. C.

1961-62 President, American Machine and Foundry Overseas
Corporation, Geneva, Switzerland

1958-61 Vice President, American Machine and Foundry,
Washington, D. C.

1957-58 Assistant Secretary for International Affairs,
Department of Defense

1955-57 General Counsel, Department of Defense

1953-55 Deputy Attorney General, State of Connecticut

1951-52 Speaker of the House, State of Connecticut

1947-53 Member, Connecticut Legislature

1936-55 Attorney, Bridgeport, Connecticut

OFFICE OF COMMUNICATIONS

The Director of Communications oversees public affairs activities and public information programs throughout the Department and provides policy guidance to executive level officials and information staffs of major department units on all matters related to the communication of policies, programs and administrative actions of the Department to the public. He reports directly to the Secretary.

Basic Programs and Activities

- o Develops and implements a comprehensive and coordinated public affairs and information program throughout the Department.
- o Provides or supervises the provision of public information services for the Assistant Secretaries and other Department officials, including news conferences, radio and television broadcasts, and preparation of speeches.
- o Maintains liaison with the White House Office of Communications and with other Federal agencies.
- o Schedules and issues press releases, manages the Commerce Broadcast Service, and publishes the biweekly magazine "Commerce America."
- o Coordinates all exhibits, graphics, and film proposals.
- o Reviews and approves for release, informational materials from the Department's public affairs offices including news releases, publications, and speeches.
- o Exercises functional supervision of the public affairs units in the Department's operating units.

HORACE S. WEBB



Date and Place of Birth

July 21, 1940
Langston, Oklahoma

Local Residence

1643 Primrose Road, N.W.
Washington, D.C. 20012
(202) 291-3720

Education

1961 Howard University, Washington, D.C. - B.S.
Summer 1970 - Babson College, Wellesley, Massachusetts

Military Service

August 1961 - February 1966 - U.S. Air Force

Present Position

Director of Communications

Experience Prior to Present Position

Feb. 1975 - July 1975 - Department of the Interior
Deputy Director of Communications

July 1972 - July 1974 - Department of Justice
Deputy Director of Communications

Sept. 1970 - July 1972- International Association of Chiefs of Police

June 1969 - Sept. 1970- Polaroid Corporation, Cambridge, Massachusetts

Oct. 1967 - June 1969 - International Association of Chiefs of Police

Feb. 1966 - Oct. 1967 - NASA Scientific & Technical Information

OFFICE OF REGIONAL ECONOMIC COORDINATION

The Office of Regional Economic Coordination was established to assist the Secretary in carrying out his responsibilities under the Public Works and Economic Development Act of 1965, as amended, and the Appalachian Development Act of 1965, as amended. The Office is headed by the Special Assistant to the Secretary for Regional Economic Coordination.

The Special Assistant serves as Executive Secretary of the Federal Advisory Council on Regional Economic Development established by Executive Order 11386.

Basic Programs

- o Provides staff support to the Secretary with respect to multi-state regional economic development and Regional Commissions.
- o Maintains continuing liaison with the Regional Commissions, coordinates their activities.
- o Provides guidance and policy direction to the Federal Cochairmen of the Regional Commissions.
- o Promotes coordination of the activities of the Federal Government relating to regional economic development.
- o Provides budgetary and administrative assistance to the Regional Commissions.

The position of Special Assistant for Regional Economic Coordination is vacant. John W. Eden is acting.

General Counsel

The General Counsel, a Secretarial Officer, is appointed by the President, by and with the advice and consent of the Senate (15 USC 1508). He is the chief legal officer of the Department, and also serves as a senior policy advisor to the Secretary. In addition, the General Counsel is responsible for professional supervision of legal services throughout the Department.

The General Counsel is assisted in these responsibilities by the Deputy General Counsel (Homer E. Moyer, Jr.).

Within the immediate office of General Counsel there are four operating divisions, each headed by an Assistant General Counsel.

- Administration (Alfred Meisner); 14 attorneys
- Domestic and International Business (Vacant); 13 attorneys
- Science and Technology (Robert B. Ellert); 10 attorneys
- Legislation (William V. Skidmore); 6 attorneys

Certain operating units have on their rolls a legal staff of one or more attorneys who are also professionally accountable to the Department's General Counsel. These operating units, together with the title and name of the principal unit legal officer, are:

- EDA - Chief Counsel (William F. Clinger); 22 attorneys
- MARAD - General Counsel (Samuel B. Nemirow); 26 attorneys
- NFPCA - Chief Counsel (Joseph Moreland); 2 attorneys
- NOAA - General Counsel (William C. Brewer, Jr.); 31 attorneys
- OMBE - Chief Counsel (John Topping); 4 attorneys
- PAT - Solicitor (Joseph F. Nakamura); 12 attorneys

The Office of General Counsel also includes one Special Assistant to the General Counsel (Donald W. Smiegiel) and an attorney on the President's Executive Interchange Program (Gregory E. Good, Jr.), who serves as an assistant to the General Counsel and Deputy General Counsel.

JOHN THOMAS SMITH II

<u>Date and Place of Birth</u>	<u>Local Residence</u>
October 22, 1943 New York City, New York	1675 31st Street, N.W. Washington, D.C.



Education

1964 - Yale College - A.B.
1967 - Yale Law School - J.D.

Present Position

General Counsel, effective February 27, 1976

Experience Prior to Present Position

1974-1976 Covington & Burling, Washington, D.C.
May 1973 - October 1973 Executive Assistant to the Attorney
General
January 1973 - May 1973 Assistant to the Secretary of Defense
September 1972 - January 1973 Executive Assistant to the
Secretary of Health, Education and Welfare
1971-1972 Special Assistant to Assistant Secretary,
Comptroller, HEW
1970-1971 Program Analyst, Office of Planning, Programming
and Budgeting, CIA
1968-1970 U.S. Air Force (assigned to CIA, 1969-1970)
August 1967-February 1968 Central Intelligence Agency

Assistant Secretary for Administration

The Assistant Secretary for Administration is the principal advisor to the Secretary and chief officer of the Department on matters of administrative management. The authority of the Secretary on administrative management matters such as personnel, budget, organization, procurement and management is delegated to the Assistant Secretary for Administration. Like all other Assistant Secretary positions, the Assistant Secretary for Administration is appointed by the President, by and with the advice and consent of the Senate.

The Assistant Secretary carries out his responsibilities primarily through the eleven Department offices which report directly to him on administrative matters.

Basic Programs

- o develops and issues policies, standards and procedures for administrative management functions throughout the Department.
- o provides functional supervision and appraisal of such activities performed by operating units.
- o delivers administrative management services directly to the Office of the Secretary and, where found economical, to all or some operating units.

In addition, the Assistant Secretary provides administrative direction to the Appeals Board for the Department of Commerce, which handles appeals from the public in connection with contractual obligations of the Department. The Assistant Secretary also is charged with carrying out the Secretary's responsibilities under law, Executive Orders, and Federal Regulations for assuring equal employment opportunity in connection with programs of the Department. The Assistant Secretary carries out these responsibilities with the assistance of a Special Assistant for Equal Opportunity.

JOSEPH E. KASPUTYS



<u>Date & Place of Birth</u>	<u>Local Residence</u>
August 12, 1936 Jamaica, New York	8602 Hidden Hill Lane Potomac, Maryland 20854

Education

1959 - Brooklyn College - A.B. (magna cum laude)
1967 - Harvard Business School - Master of Business Administration
(High Distinction)
1972 - Harvard Business School - Doctor of Business Administration

Present Position

Assistant Secretary, effective February, 1976

Military Service

1956 - 1976 U.S. Navy, Commander

Experience Prior to Present Position

1973 - 1975 Assistant Administrator for Policy and
Administration, Maritime Administration
1972 - 1973 Director, Office of Policy and Plans, Maritime
Administration
1969 - 1970 Assistant to the Assistant Secretary of
Defense (Comptroller)
1967 - 1969 Deputy Director for Data Automation, Depart-
ment of Defense
1963 - 1965 Chief, Computer Training Division, U.S. Navy
Supply Corps School
1955 - 1956 Lockheed Aircraft Service Corporation,
International

Honors and Professional Affiliations

Legion of Merit
Vice President and Director of the Navy Mutual Aid Association
Outstanding Young Comptroller of the Year - American Society
of Military Comptroller - 1968
Phi Beta Kappa
Baker Scholar, Harvard Business School
Warren G. Harding Aerospace Fellowship - 1971
Who's Who in Government
Harvard Business School Club of Washington, D. C.
American Society of Military Comptrollers

Assistant Secretary for Policy

The Assistant Secretary for Policy serves as the principal advisor to the Secretary on matters regarding international economic policy, energy and strategic resource policies, regulatory policy, and other matters of direct concern to the Secretary. The Office of the Assistant Secretary for Policy is responsible for coordinating and integrating all policy matters concerning more than one operating unit of the Department of Commerce.

In carrying out the Office's mission, the Assistant Secretary oversees the efforts of four units within the Office:

- The Bureau of International Economic Policy and Research develops and recommends positions and policies on international trade, finance, and investment issues--and is responsible for data development and research in support of this mission.
- The Office of Energy and Strategic Resource Policy provides policy development and coordination for strategic resource issues--particularly in the areas of energy, commodities, and oceans policy.
- The Office of Regulatory Economics and Policy provides analysis, review, and coordination on regulatory policy matters.
- The Office of Policy Development and Coordination coordinates and monitors the development of Departmental policy issues of Secretarial concern and provides research and analytical support for selected priority policy matters.

The Assistant Secretary serves as the Executive Director of the Commerce Policy Council and as the Department's principal policy liaison with other agencies of government--including the Energy Resources Council, the National Security Council, the Domestic Council, the Council on Wage and Price Stability, the Agricultural Policy Committee, the Commodities Policy Coordinating Committee and the Economic Policy Board.

RICHARD G. DARMAN



Date & Place of Birth Local Residence
May 10, 1943 1137 Crest Lane
Charlotte, North Carolina McLean, Virginia

Education

1956 - 1960 Rivers Country Day School, Weston, Massachusetts
1960 - 1964 Harvard College, B.A. (cum laude)
1965 - 1967 Harvard University Graduate School of
 Business Administration, M.B.A.
1964-65; 1967-69 Graduate Study at Universities of Paris,
 Oxford and Harvard

Present Position

Assistant Secretary of Commerce for Policy, confirmed by
U.S. Senate, February 1976

Experience Prior to Present Position

1975 - 1976 Principal and Director, ICF Incorporated
1974 - 1975 Fellow, Woodrow Wilson International Center
 for Scholars
1973 Special Assistant to the Attorney General
 (for Policy Analysis and Planning),
 U.S. Department of Justice
1973 Assistant to the Secretary of Defense
 (for Systems Analysis and Planning),
 Department of Defense
1972 - 1973 Special Assistant to the Secretary of
 Health, Education and Welfare (for
 Planning and Evaluation)
1971 - 1972 Deputy Assistant Secretary of Health,
 Education and Welfare (for Planning
 and Evaluation)
1967 - 1971 Management and Public Policy Consultancy--
 for private firms and through Harvard
 Center for Educational Policy Research

Honors and Professional Affiliations

Harvard B.A., cum laude; Editor, Harvard Educational Review
(1970); Fellow, Woodrow Wilson International Center for
Scholars (1974-5); Trustee, Bennington College (1974-5);
Director, Johnson Products (1972-February, 1976); Director,
ICF Incorporated (1972-February, 1976).

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

The National Oceanic and Atmospheric Administration (NOAA) was established by Presidential Reorganization Plan No. 4 of 1970, effective October 3, 1970. NOAA is responsible for the functions of Commerce's former Environmental Science Services Administration and for functions formerly vested in the Department of the Interior and in other Federal agencies.

The NOAA Administrator reports directly to the Secretary. The Administrator's position was established by the President's Plan at Executive Salary Level III (Same as the Under Secretary) in recognition of the extensive program under NOAA. The Administrator is appointed by the President, by and with the advice and consent of the Senate.

The mission of NOAA is the:

- o Development and execution of a national program to insure the effective identification, management and conservation of marine resources for the economic and social good of the Nation.
- o Development and operation of a national system to monitor and predict weather and environmental conditions for protecting life and property, and to increase the efficiency and productivity of government, industry and the individual.
- o Preservation and development of the Nation's coastal resources by assisting the States and other public agencies in the wise management of the land and water resources of the coastal zone.
- o Provision of the basic maps, charts, surveys, and specialized data required for safe navigation and accurate location.

Major Programs and Activities:

- o NOAA provides maps, charts, and aids to navigation of the airspace and coastal waters, and reference surveys of the geodetic features of the United States.
- o Fishery programs provide information on the geographic location and abundance of living marine resources; identify and explain the biological characteristics of marine organisms and determine the affect of environmental changes on them; assist state and regional government organizations in managing fishery resources more effectively; provide

marketing, technical, and financial assistance in support of the domestic fishing industry; and directly support the national program for management of U.S. Fisheries Extended Jurisdiction.

- o Marine environmental programs provide regulations, enforcement, and research to protect and conserve marine mammals and other endangered species; assist states in developing and implementing plans and policies for management of the coastal zone; conduct surveys, and provide information and techniques for predicting the impact of marine development in coastal, offshore, and deep ocean areas; foster education and research in the marine sciences and marine technology through grants to public and private academic and research institutions; and provide marine advisory services.

- o Weather prediction and warning services for the U.S. are based on observational measurements of the atmosphere and earth's surface gathered from land stations, ships and buoys at sea, and weather satellites. Weather predictions and warnings are prepared and disseminated by regular public forecasts and by specialized forecasts and warnings for: hurricanes, tornadoes, and solar events; river and flood conditions; agricultural, aviation, and marine weather conditions; and air pollution and fire weather conditions. NOAA also gathers and disseminates current and historical data on world environmental conditions and on long-term changes in the earth's climate. Experiments to lessen the destructive effect of hurricanes and to augment natural rainfall are conducted. NOAA participates on behalf of the U.S. in multinational scientific programs which increase man's knowledge of the atmospheric and marine environments.

ROBERT M. WHITE

Date & Place of Birth

February 13, 1923
Boston, Massachusetts

Local Residence

8306 Melody Court
Bethesda, Maryland
20034



Education

B. A. - Harvard University, 1944
M. S. - M. I. T., 1949
Sc.D. - M. I. T., 1950

Military Service

USAF, 1942-1946, Captain

Present Position

Presidential Appointment, February 22, 1971, Administrator,
NOAA, Executive Level III

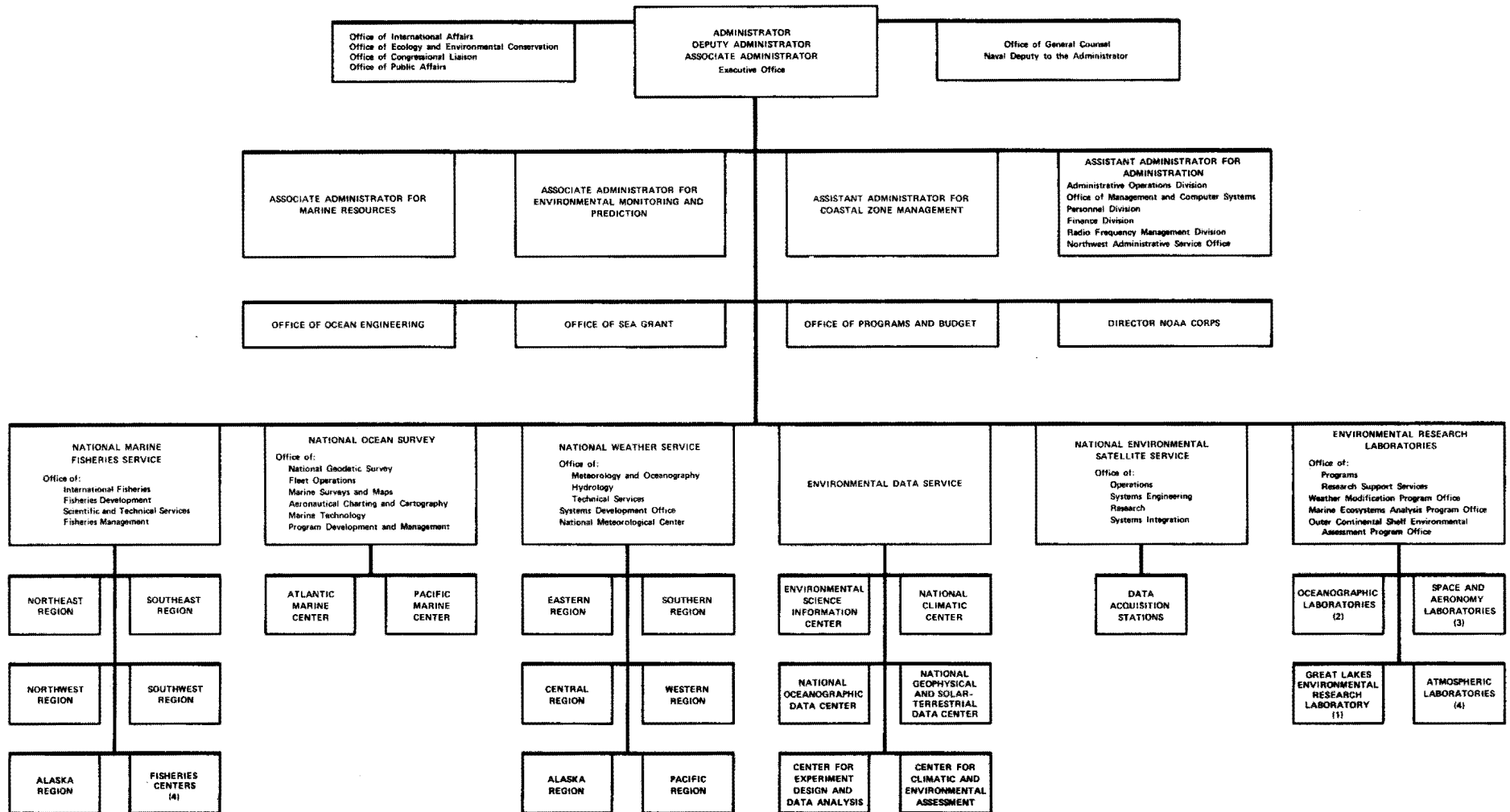
Experience Prior to Appointment to Present Position

1965-1970 Administrator, ESSA
1963-1965 Chief, Weather Bureau
1960-1963 President, The Travelers Research Center
1959-1960 Associate Director, Travelers Insurance Company
1958-1959 Supervisory Physicist, Air Force Cambridge
Research Center
1952-1958 Meteorologist, Air Force Cambridge Research
Center

Honors and Professional Affiliations

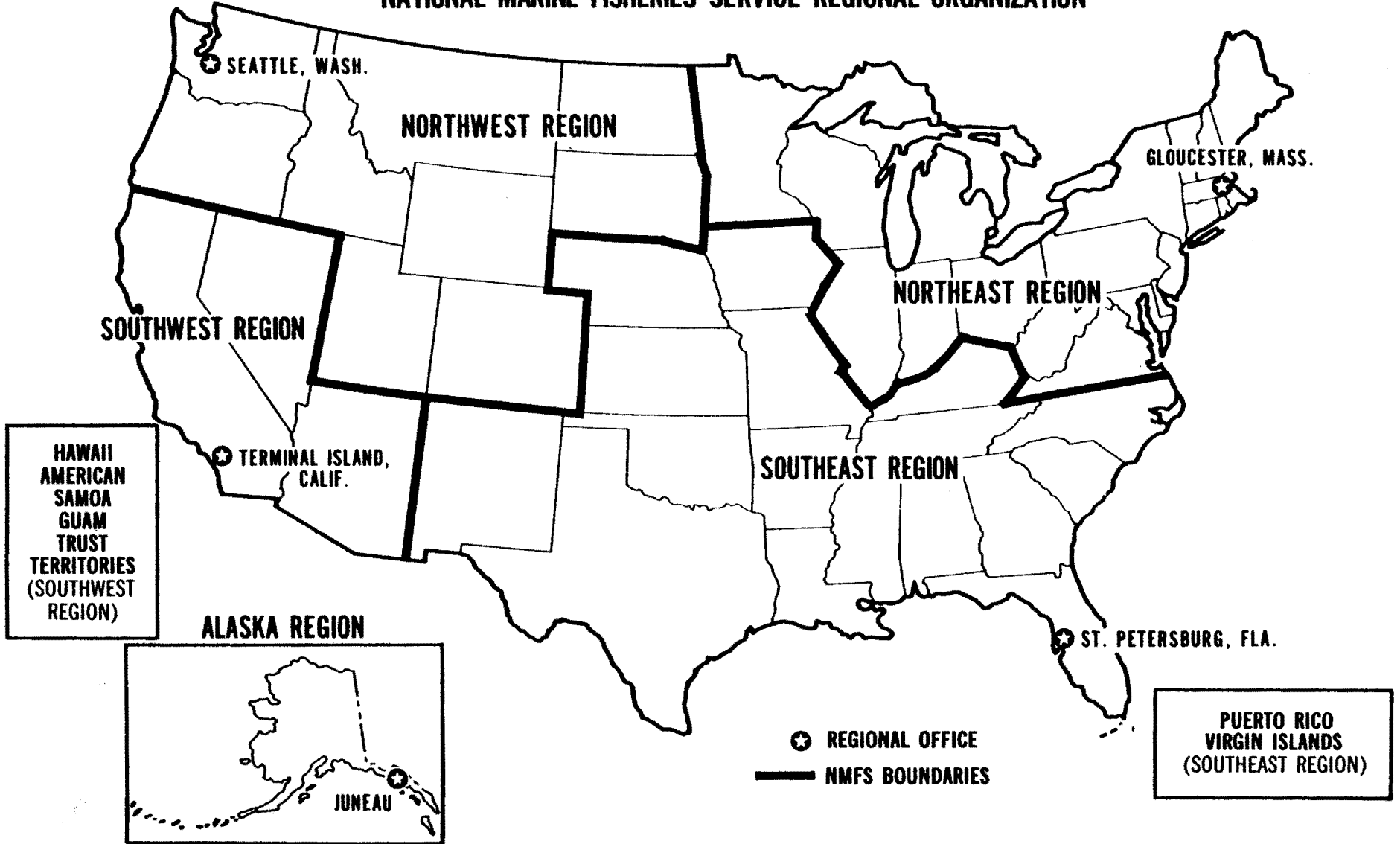
Rockefeller Award for Public Service	American Oceanic
Rosenberger Medal, University of Chicago	Organization
Matthew Fontaine Maury Medal, Smithsonian Institution	Royal Meteorological Society
David B. Stone Award, New England Aquarium	Joint U.S. Chairman of U.S./ U.S.S.R. Ocean Commission
Godfrey L. Cabot Award, Aero Club of Boston	National Academy of Engineering
Cleveland Abbe Award, AMS	American Association for the Advancement of Science
U.S. Chairman of U.S. French Ocean Bilateral	American Geophysical Union
Whaling Commissioner, U.S.	Marine Technology Society
Permanent U.S. Representative, World Meteorological Organization	American Meteorological Society

**U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION**

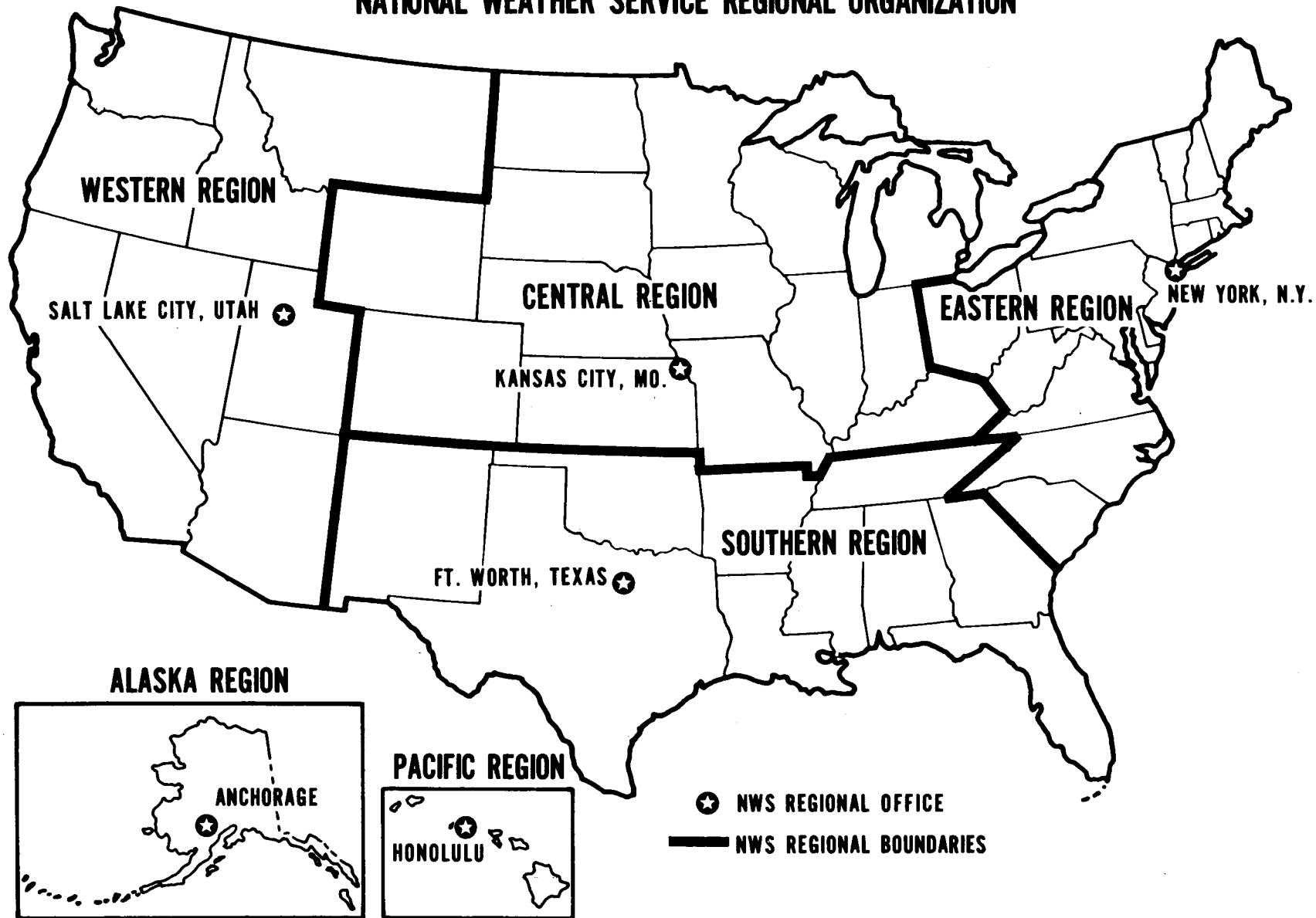


U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration

NATIONAL MARINE FISHERIES SERVICE REGIONAL ORGANIZATION



NATIONAL WEATHER SERVICE REGIONAL ORGANIZATION





DOMESTIC AND INTERNATIONAL BUSINESS ADMINISTRATION

The Domestic and International Business Administration (DIBA) was established in November 1972. The Assistant Secretary of Commerce for Domestic and International Business serves as the principle adviser to the Secretary on all domestic and international aspects of the Department's responsibilities to promote progressive business policies and growth and to strengthen the international economic position of the United States. Through four major bureaus, the Assistant Secretary directs programs involving: industry, trade, defense production and industrial preparedness of domestic industry, export administration and related economic matters. The Assistant Secretary reports directly to the Secretary, and is appointed by the President, with the advice and consent of the Senate.

Basic Programs and Activities

- o Provide export development information and promotion services to help American businessmen trade abroad.
- o Deal with problems of industries faced with import competition.
- o Analyze the status of the fiber, textile, and apparel sector of the U.S. economy, providing data and policy recommendations which affect economic stability.
- o Promote the domestic commerce of the United States by fostering progressive business policies and growth within the American business community.
- o Develop and implement programs which will increase East-West trade, including market studies, promotional events, and collection of vital trade statistics.
- o Conducts the Department's industrial energy programs, including conservation and energy utilization.

The program elements within DIBA are:

- Bureau of International Commerce
- Bureau of Domestic Commerce
- Bureau of Resources and Trade Assistance

- Bureau of East-West Trade
- Office of Energy Programs
- Office of Field Operations

A statement of activities of these elements is found on the following pages.



L. S. MATTHEWS



Date & Place of Birth

January 6, 1922
Glendean, Kentucky

Local Residence

7 Watergate South
700 New Hampshire Ave., N.W.
Washington, D.C. 20037

Education

1948 - B.A. Northwestern University, Summa Cum Laude

Military Service

Served in U.S. Coast Guard November 1942 - April 1946

Present Position

Assistant Secretary for Domestic and International Business,
Effective July 12, 1976.

Experience Prior to Present Position

In June 1948, Mr. Matthews joined the Leo Burnett Company, Inc. of Chicago as a research analyst. He was appointed as Executive Vice President in charge of Client Services and Marketing in 1961, and became President of the Company in January 1970. He was named Vice Chairman of the Board in February 1975. From January 1976 until his present position, Mr. Matthews served as a consultant to the Leo Burnett Company, Inc.

Honors and Affiliations

Member of Dean's Council of Graduate School of Management at Northwestern University
Elected to Beta Gamma Sigma National Honorary Society for Business Schools while at Northwestern University
Trustee of the Hadley School for the Blind
Received Academic Scholarship to Indiana University

DONALD E. JOHNSON



Date & Place of Birth

June 5, 1924
Cedar Falls, Iowa

Local Residence

8809 Fircrest Pl.
Alexandria, Va.
22308

Education

1946: Iowa State University, A.B.

Military Service

U.S. Army, 1942 to 1946

Present Position

Deputy Assistant Secretary for Domestic and International Business,
September 1974.

Experience Prior to Present Position

1969-1974 Administrator of Veterans Affairs - Washington, D.C.
1965-1969 President, West Branch Farm Supply Inc. - West
Branch, Iowa
1965-1966 President, Protein Blenders, Inc. - Iowa City, Iowa
1961-1969 President, D.J. Services, Inc. - West Branch, Iowa
1947-1965 Secretary-Treasurer Johnson's Hatcheries, Inc. West
Branch, Iowa

Honors and Affiliations

National Commander, the American Legion (1964-1965)
The American Legion
AMVETS
Herbert Hoover Library Association (Trustee)
Honorary Doctor of Law, Iowa Wesleyan (1972)

Bureau of International Commerce

Introduction

The Bureau of International Commerce (BIC) was created to promote the foreign trade of the United States and to assist U.S. business in its domestic and international operations. The Deputy Assistant Secretary reports to the Assistant Secretary for Domestic and International Business.

Mission

The BIC program is designed to:

- o provide export development services and information to help American businessmen trade abroad.
- o operate overseas trade centers, send trade missions and exhibitions abroad, and provide other services which promote the sale of U.S. goods abroad.
- o coordinate program activities of the President's Export Council.
- o present the views of exporters in governmental councils.

The position of Deputy Assistant Secretary for
International Commerce is vacant. Robert G. Shaw
is acting.

Bureau of Domestic Commerce

Introduction

The Bureau of Domestic Commerce (BDC) promotes the domestic commerce of the United States by fostering progressive business policies and growth within the American business community. The Deputy Assistant Secretary reports to the Assistant Secretary for Domestic and International Business.

Mission

The Bureau of Domestic Commerce has responsibility for:

- o legislative and domestic business policy matters which have broad industry impact or involve broad sectors of domestic business activity.
- o commodity/industry activities essential to American economic growth and stability.
- o assuring readiness of industrial resources for national emergencies and an adequate flow of materials essential for national defense, atomic energy, and other critical programs.
- o the Department's Ombudsman program which serves as a focal point for business assistance, consultation, and advice.

MURRAY S. SCUREMAN



Date & Place of Birth

December 4, 1938
Harrisburg, Pennsylvania

Local Residence

3732 Hummer Road
Annandale, Va. 22003

Education

Princeton University Bachelor of Science in Electrical
Engineering -- 1963

Harvard Business School Master in Business Administration -- 1970

Military Service

United States Army, Artillery -- 1958-1960

Present Position

Deputy Assistant Secretary for Domestic Commerce/October 1976

Experience Prior to Present Position

1973-1976 U.S. Department of Commerce, Washington, D.C.:
Served as Executive Assistant to Ambassador
Frederick B. Dent while he was Secretary of
Commerce and in his current position as Special
Representative for Trade Negotiations.

1970-1973 Singer Business Machines, Chicago, Illinois:
Sold to Sears, Roebuck and Co. the retail industry's
first successful electronic point-of-sale computer
system. Was responsible for the project from pro-
totype hardware testing through contract negotiation
and field implementation.

1969 Arthur D. Little, Cambridge, Massachusetts:
As a Staff Consultant specialized in strategy develop-
ment and implementation of data processing projects.

1963-1968 International Business Machines, Trenton, New Jersey:
As a Systems Engineer and then Marketing Repre-
sentative sold and installed the full range of IBM's
computer systems to major manufacturing, institu-
tional and scientific customers.

Bureau of Resources and Trade Assistance

Introduction

The Bureau of Resources and Trade Assistance (BRTA) develops programs which apply to import activities. The Deputy Assistant Secretary reports directly to the Assistant Secretary for Domestic and International Business.

Mission

The Bureau of Resources and Trade Assistance has been chartered to:

- o deal with problems of industries faced with import competition.
- o analyze the status of the fiber, textile, and apparel sector of the U.S. economy, providing data and policy recommendations which affect economic stability, and negotiate international and bilateral textile agreements.

The position of Deputy Assistant Secretary for
Resources and Trade Assistance is vacant.
Robert E. Shepherd is acting.

BUREAU OF EAST-WEST TRADE

Introduction

The Bureau of East-West Trade's (BEWT) programs relate directly to trade potential with the U.S.S.R., the Peoples' Republic of China, Poland, Romania, Czechoslovakia, Hungary, and with other areas of the world having similar economic and political structures. The Deputy Assistant Secretary reports directly to the Assistant Secretary for Domestic and International Business.

Mission

The Bureau of East-West Trade has a specific mandate to:

- o develop and implement programs which will increase East-West trade, including market studies, promotional events, and collection of vital trade statistics.
- o analyze current U.S. trade and commercial relationships with these countries, making such data available to Government and business.
- o administer the provisions of the Export Administration Act of 1969, as amended which regulates the export of selected U.S. products for reasons of national security, foreign policy, or short supply.

ARTHUR T. DOWNEY



Date & Place of Birth

August 17, 1937
New York City, N.Y.

Local Residence

6629 31st Street
Washington, D.C.
20015

Education

1963: Georgetown University, LL.M.
1962: Villanova University, LL.B.
1959: St. Vincent College, A.B.

Military Service

None

Present Position

Deputy Assistant Secretary for East-West Trade, January 1975

Experience Prior to Present Position

1972-1975 Member of the law firm of Morgan, Lewis & Bockius
1969-1972 Staff member of the National Security Council
1964-1969 Lawyer at Department of State

Honors and Affiliations

Fellowship at Georgetown University Law School
American Bar Association
American Society of International Law



Office of Energy Programs

Introduction

The Office of Energy Programs is responsible for the Department's industrial energy programs, including conservation and energy utilization. The Director, Office of Energy Programs reports directly to the Assistant Secretary.

Mission

The Office of Energy Programs has a specific mandate to:

- o Work with business and industry to increase their awareness of, and to promote, energy conservation and efficiency.
- o Conduct studies on issues affecting energy resources/energy utilization policies and programs.
- o Maintain liaison with energy intensive industries and trade associations to implement programs for optimum use of energy resources.
- o Monitor key energy industries including the oil, gas, coal, electric power and other energy industries.



ROBERT E. SHEPHERD



Date & Place of Birth

March 11, 1927
Garden City, Kansas

Local Residence

4111 Vacation Lane
Arlington, Va.
22207

Education

1951-1953: Oxford University
1948-1951: State University of Iowa, A.B.
1946-1948: Eastern Oregon College

Military Service

1945-1946: U.S. Navy

Present Position

Director, Office of Energy Programs, effective June 6, 1976

Experience Prior to Present Position

1975-1976: Deputy Director, Acting Director and Director,
Office of Energy Programs
1974-1975: Acting Deputy Director, Bureau of Resources
and Trade Assistance
1973-1974: Director, Office of Energy Programs
1969-1973: Office of Emergency Preparedness; Chief,
Oil and Energy Division
1956-1969: Policy Analysis and program development with
the Office of the Secretary of Defense and
the United States European Command

Honors and Affiliations

Rhodes Scholarship
Siam Society
Several Outstanding Performance Awards from the Office
of Energy Programs and the Department of Defense

OFFICE OF FIELD OPERATIONS

Introduction

The Office of Field Operations serves as the Department's principal medium of contact with the business community at local levels. These contacts are performed through forty-three District Offices and twenty Satellite Offices located in major industrial and commercial centers throughout the United States and Puerto Rico. The Deputy Assistant Secretary reports directly to the Assistant Secretary for Domestic and International Business

Mission

The Office of Field Operations has a specific mandate to:

- o Ascertain the needs and desires for information and assistance relevant to the private economy that fall within the scope of Commerce's responsibilities, arrange or participate in the effective delivery of Commerce's business-related information products, and assist in the planning and design of additional business information.
- o Provide local assistance and service to business communities in utilizing information and related business aids of Commerce and of other agencies, and perform the field work and services involved in the programs of DIBA, and for other organizations of Commerce as may be arranged from time to time.
- o Promote participation of the general business community in the resolution of economic and business problems of the Nation.
- o Publish the "Commerce Business Daily".
- o Serve as the Department's principal coordinator at the regional level for Federal Preparedness Planning Crisis Management and Energy Operations through the District or Satellite Offices located in the ten Uniform Federal Regional Council Cities.

JOHN P. GLEASON, JR.



Date & Place of Birth

November 11, 1941
New York, New York

Local Residence

504 Dartmouth Avenue
Silver Spring, Md.
20910

Education

1972 Harvard Graduate School of Business
(Program for Management Development)
1959-1963 Georgetown University, B.S., F.S., Foreign Trade

Military Service

None

Present Position

Deputy Assistant Secretary for Field Operations

Experience Prior to Present Position

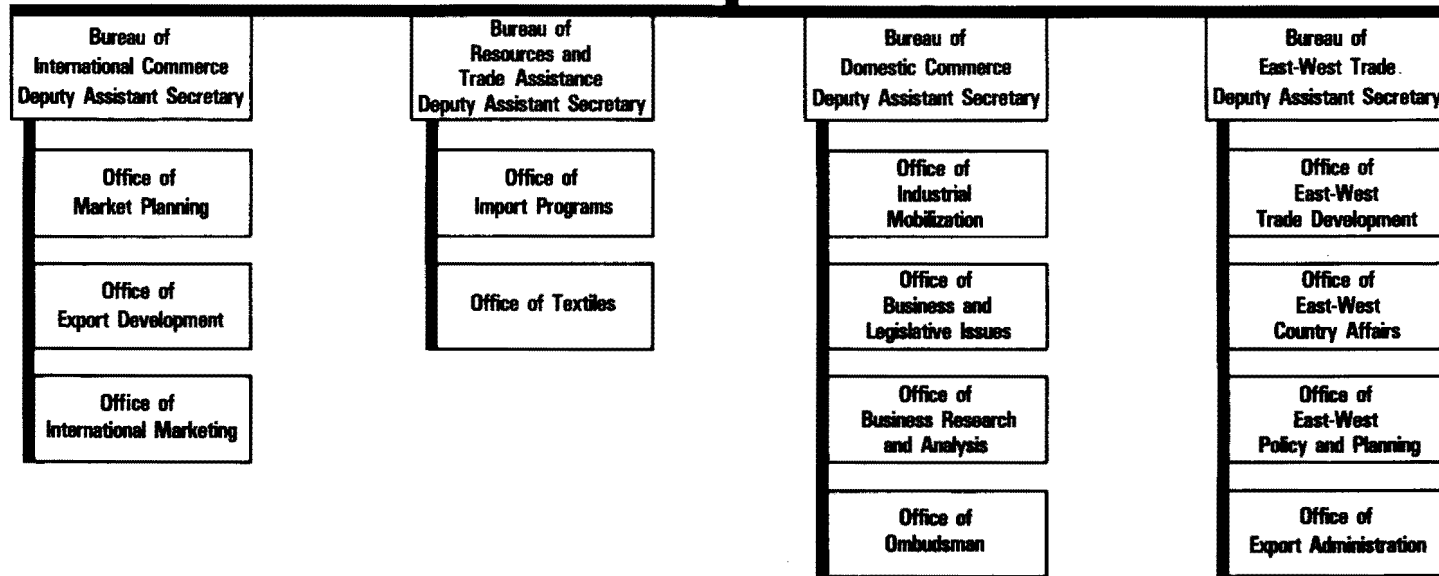
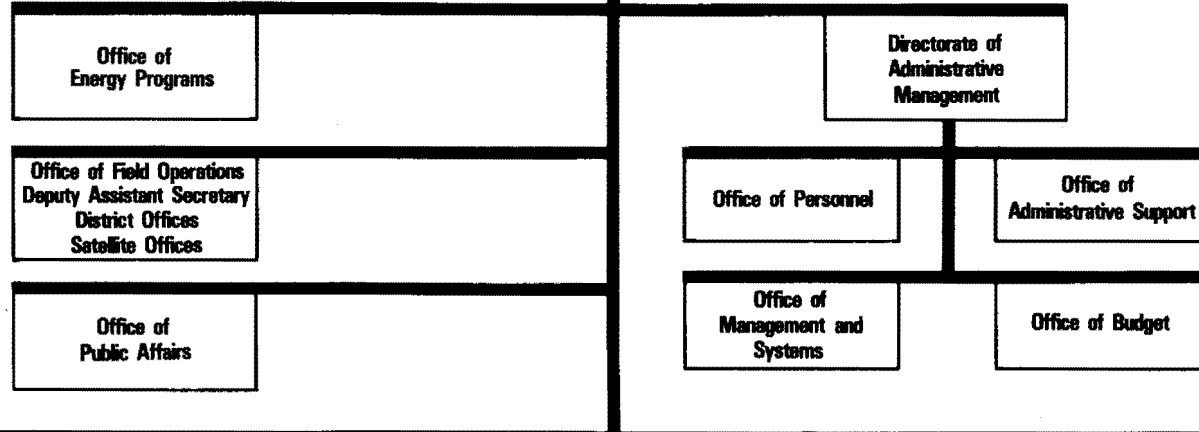
1973-1975: Executive Assistant to the Assistant Secretary for Domestic and International Business
1970-1973: Director of the Special Projects Staff and Assistant to the Director of the Bureau of International Commerce
1968-1970: Investment Banker with Blyth, Eastman Dillon, Inc.
1967-1968: Export Project Manager, Office of International Marketing/Bureau of International Commerce
1964-1967: General Manager with Papagallo, Inc. (Retail shoe chain)

Honors and Affiliations

1972 : Department of Commerce Special Achievement Award
1973 : Department of Commerce Special Achievement Award
1975 : Department of Commerce Special Achievement Award
1976 : Department of Commerce Silver Medal Award for Meritorious Federal Service

**U.S. DEPARTMENT OF COMMERCE
Domestic and International Business Administration**

**ASSISTANT SECRETARY
FOR DOMESTIC AND
INTERNATIONAL BUSINESS
DEPUTY ASSISTANT
SECRETARY**



Domestic and International Business Administration OFFICE OF FIELD OPERATIONS

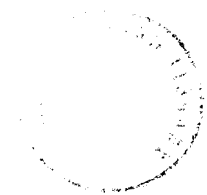
Locations of District and Satellite Offices

DISTRICT OFFICES

Albuquerque	Indianapolis
Anchorage	Los Angeles City
Atlanta	Memphis
Baltimore	Miami
Birmingham	Milwaukee
Boston	Minneapolis
Buffalo	Newark
Charleston, W. Va.	New Orleans
Cheyenne	New York City
Chicago	Omaha
Cincinnati	Philadelphia
Cleveland	Phoenix
Columbia	Pittsburgh
Dallas	Portland, Oregon
Denver	Reno
Des Moines	Richmond
Detroit	St. Louis
Greensboro	Salt Lake City
Hartford	San Francisco
Honolulu	San Juan
Houston	Savannah
	Seattle

SATELLITE OFFICES

Ann Arbor	Kansas City, Missouri
Asheville, N.C.	Little Rock
Boise	Nashville
Butte	Oklahoma City
Charleston, S.C.	Portland, Maine
Clearwater	Providence
Frankfort	San Antonio
Grand Rapids	San Diego
Jackson, Miss.	Tallahassee
Jacksonville, Florida	Wichita



MARITIME ADMINISTRATION

Introduction: The Maritime Administration was established by Reorganization Plan 21 of 1950, as one of the successor agencies to the former United States Maritime Commission.

The Assistant Secretary for Maritime Affairs, who is ex-officio Maritime Administrator, is the head of the Maritime Administration. He is appointed by the President by and with the advice and consent of the Senate, and reports to the Secretary of Commerce.

Mission: The mission of the Maritime Administration is to promote the development and maintenance of an adequate, well-balanced American-owned merchant marine, sufficient to carry the nation's domestic waterborne commerce and a substantial portion of its waterborne foreign commerce, and capable of serving as a naval and military auxiliary in time of war or national emergency. The Merchant Marine Act, 1936, as amended, and related shipping statutes are prime responsibilities of the Maritime Administration.

Major Programs and Activities of the Maritime Administration are as follows:

- o Awards construction-differential subsidy contracts and operating-differential subsidy contracts to aid U.S. shipyards and operators of U.S.-flag ships.
- o Provides guarantees on ship financing obtained from private sources for ship construction and reconstruction.
- o Enters into agreements for establishment of tax-deferred capital construction funds and construction reserve funds.
- o Provides assistance to the shipping industry to generate increased trade and cargo shipments for U.S.-flag ships.
- o Oversees the administration of cargo preference statutes.
- o Promotes development of ports, port facilities, and intermodal transportation.

ROBERT J. BLACKWELL



Date & Place of Birth

February 26, 1925
Brooklyn, New York

Local Residence

626 A Street, S.E.
Washington, D.C.

Education

Syracuse University - 1948 to 1950, B.S. 1950
Harvard Law School - 1951 to 1954, LL.B. 1954

Present Position

Presidential Appointment as Assistant Secretary of Commerce for Maritime
Affairs, July 7, 1972

Prior Experience

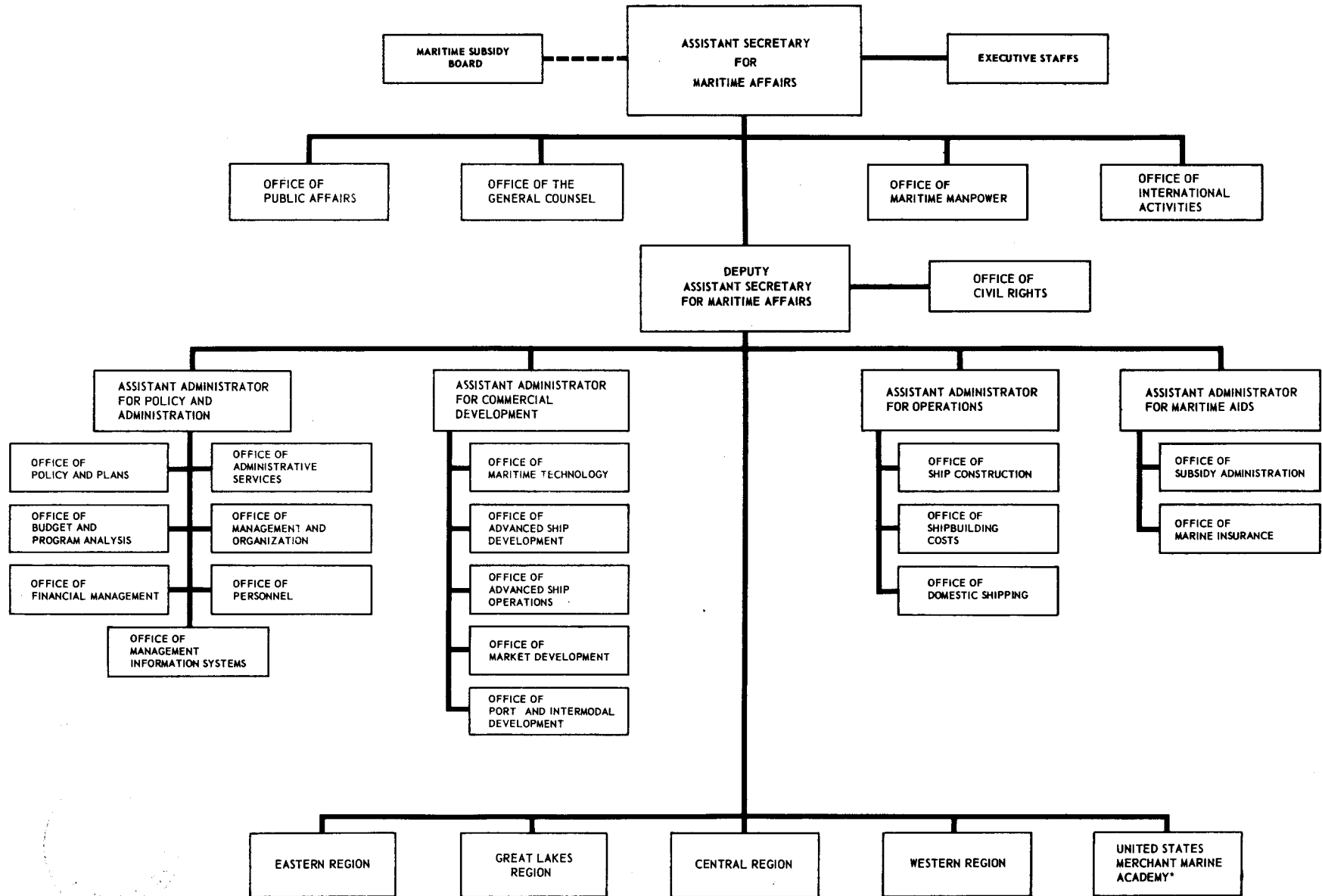
5/69 - 7/72	Deputy Assistant Secretary for Maritime Affairs,
2/68 - 5/69	Director, Office of Facilitation, Department of Transportation
10/65 - 2/68	Director, Bureau of Compliance, Federal Maritime Commission
4/62 - 10/65	Director, Bureau of Administrative Proceedings, Federal Maritime Commission
7/54 - 4/62	Trial Attorney - Federal Maritime Board
4/51 - 9/53	Jr. Assistant Purser, United States Lines Company, New York, New York

Honors & Professional Affiliations

Maritime Administrative Bar Association
Federal Bar Association
Syracuse University 1950 - Cum Laude
Outstanding Performance, 1958, 1964, 1965, 1966
Certificate of Commendation, 1964
Superior Performance, 1965
Department of Commerce Gold Medal Award, 1971
National Navy League Award, 1974
Career Service Award, 1975 (National Civil Service League)



**U.S. DEPARTMENT OF COMMERCE
MARITIME ADMINISTRATION**



*Kings Point, N.Y.

FIELD ORGANIZATION
U. S. DEPARTMENT OF COMMERCE
MARITIME ADMINISTRATION

