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Tourism

## UNITED STATES TRAVEL SERVICE

Introduction: The United States Travel Service (USTS) was established by the International Travel Act of 1961 (22 U.S.C. 2126) as amended. It is the official national tourism organization of the United States and has counterparts in 125 foreign countries. In 1973, USTS was vested with authority to encourage, promote and develop travel within the U. S. when the Act of July 19, 1940 (54 Stat. 773: 16 U.S.C. 18-18d) was transferred from the Secretary of the Interior to the Secretary of Commerce.

The Assistant Secretary for Tourism has overall responsibility for the policies and direction of USTS. He is appointed by and with the advice and consent of the Senate, and reports to the Secretary of Commerce.

Mission: The mission of USTS is to improve the balance of payments by further promoting travel to the U. S. from foreign countries and for other purposes, and to develop travel within the U. S. by U. S. residents, provided such activities do not compete with those of private agencies.

### Major Programs and Activities:

- . induces foreign tour operators and wholesalers to develop and market travel offerings featuring U. S. destinations by putting up seed money, arranging contacts with U. S. travel suppliers and providing factual information on U. S. tour facilities and services
- . trains and motivates foreign retail travel agents to promote and sell U. S. tour programs and arrangements
- . persuades international associations to select the U. S. as a site for a future world congress, sells U. S. associations on inviting their respective internationals to meet in the U. S., and encourages U. S. convention bureaus to compete for international business
- . conducts promotional campaigns to get the potential U. S. visitor to the point of sale where specific travel offerings may be bought, to produce tangible sales leads for foreign retail sellers of VISIT USA travel and to otherwise promote travel to the U. S.
- . performs market research to define the scope and segments of the VISIT USA market, statistical/economic analyses to determine foreign visitor volume by month, year, market and port of entry, and program evaluations to measure the impact and effectiveness of specific programs
- . promotes travel within the U. S. by U. S. citizens



CREIGHTON HOLDEN



Place & Date of Birth      Local Residence  
January 19, 1917      1425 4th Street, S.W.  
Detroit, Michigan      Washington, D. C. 20024

Education

1941      Dartmouth College, B.A.

Military Service

1942 - 1946      Army Infantry

Present Position

Assistant Secretary for Tourism, effective October 2, 1975

Experience Prior to Present Position

1948 - 1975      General Manager and President, St. Clair North Corporation  
1946 - 1948      Assistant Manager, St. Clair Inn, St. Clair, Michigan  
1946      Self-employed construction work, Delray, Florida  
1941 - 1942      Service Sales and Assistant to the Industrial Sales Manager,  
Albany Hotel, Denver, Colorado  
1941      Clerk, Albany Hotel, Denver, Colorado

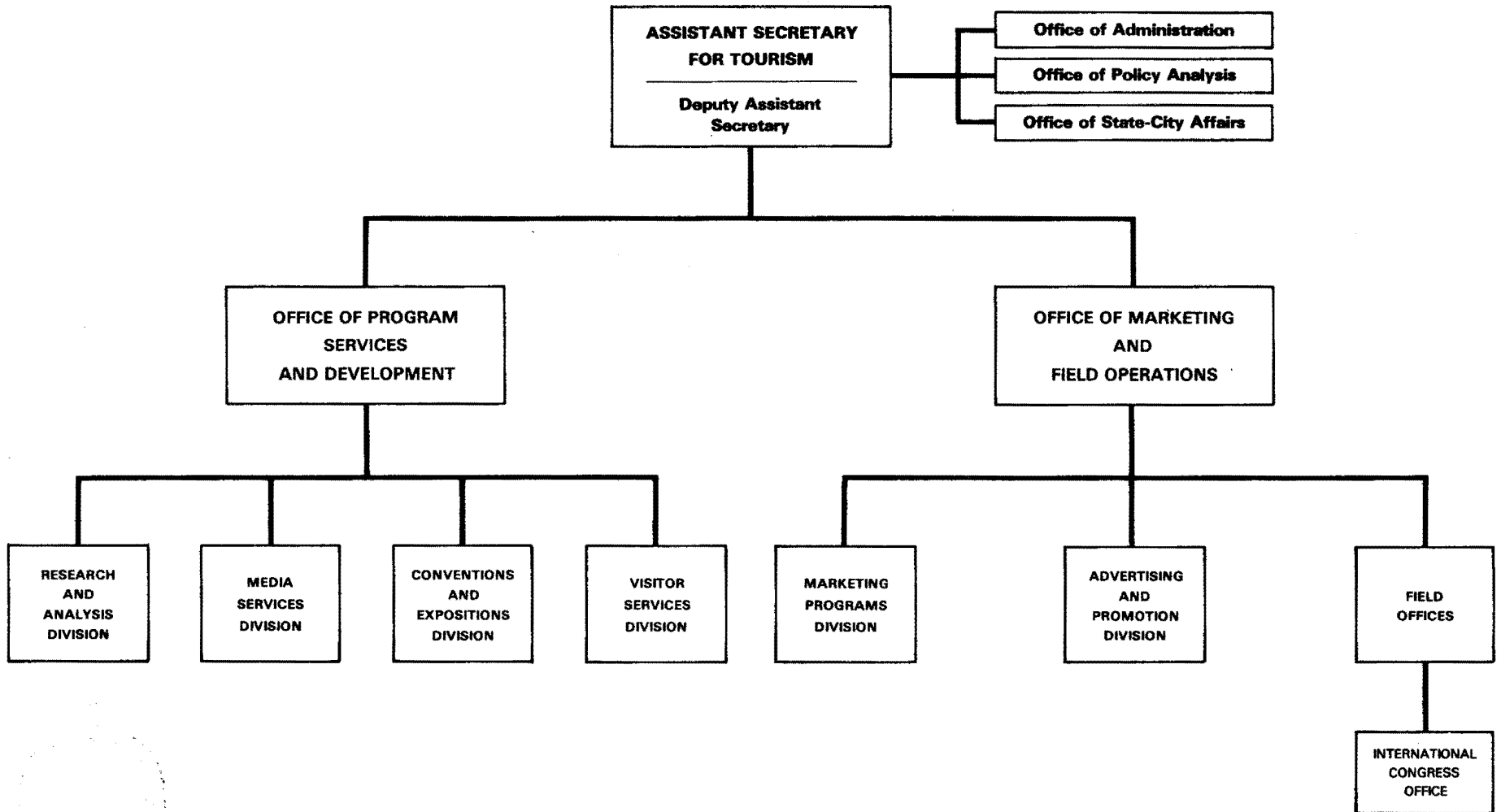
Honors and Professional Affiliations

Rotary Club, St. Clair, Michigan, Honorary  
St. Clair River Country Club  
Detroit Athletic Club, Non-resident member  
Michigan State Chamber of Commerce, Charter Director and past chairman  
Phi Gamma Delta  
Lake Superior State College, Charter Member of the Board of Control  
(Past Chairman)  
Michigan Tourist Council, Past Chairman  
American Hotel & Motel Association, Past President, Honorary  
Michigan Hotel & Motor Hotel Association, Past President  
Citizens for Michigan, a Director  
St. Clair School Board  
Board of Overseers Hanover Inn  
International Order of Characters  
Friends of Chester A. Arthur  
Disabled American Veterans



**U.S. DEPARTMENT OF COMMERCE**

**United States Travel Service**





## Assistant Secretary for Science and Technology

The Assistant Secretary for Science and Technology directs, oversees and coordinates the scientific and technological programs of the Department; she also serves as chief advisor to the Secretary and other Commerce officials on science and technology.

Specifically, the Assistant Secretary exercises policy direction and general supervision over the National Bureau of Standards, Patent and Trademark Office, National Technical Information Service, Office of Telecommunications, Office of Product Standards, and Office of Environmental Affairs. In general, the activities of all these units fall into two major categories:

1. The conduct of research to obtain data required for scientific and technical developments;
2. The promotion of the application of technology.

In carrying out the Office's mission of advancing science and technology in order to foster, serve and promote the Nation's economic development, the Assistant Secretary directs and participates in a number of activities:

- o Stimulates research and development work in the private sector, including some direct sponsorship of industry, university and nonprofit scientific activities.
- o Promotes use of Government science and technology by the private sector.
- o Develops and promulgates basic standards and regulations for protection of the consumer and of the environment.
- o Provides for recognition, protection and dissemination of technological information.
- o Develops improved methods for assessing and forecasting the status of foreign science and technology and its impact on our domestic business and international trade.
- o Works to improve the understanding of how science and technology contribute to productivity, employment, competitiveness and our overall economic well-being.

BETSY ANCKER-JOHNSON



Date and Place of Birth

April 27, 1929  
St. Louis, Mo.

Local Residence

10900 Hunt Club Road  
Reston, Virginia 22090

Education

1949 B.A. Physics, Wellesley College (with high honors)  
1953 Ph.D. Physics, Tuebingen University, Germany (magna cum laude)

Present Position

Assistant Secretary for Science and Technology, since April 16, 1973  
by Presidential appointment.

Prior Experience

Executive Management, The Boeing Company:

1972-73 Manager, study group on Institute for World Needs  
1972-73 Academic/Science Advisor to Research and Engineering Division  
1971-72 Manager, Advanced Energy Systems  
1970-71 Supervisor, Electronic Sciences, Boeing Scientific Research  
Laboratories

Teaching:

1967- Affiliate Professor, Electrical Engineering, University  
of Washington  
1964-67 Research Associate Professor, Electrical Engineering,  
University of Washington

Research:

1961-70 Research Specialist in Solid State and Plasma Physics.  
The Boeing Scientific Research Laboratories  
1958-61 Technical Staff Member, RCA Laboratories  
1956-58 Senior Physicist, Sylvania Microwave Physics Laboratory  
1954-56 Staff Member, Inter-Varsity Christian Fellowship  
1953-54 Junior Research Physicist & Lecturer in Physics,  
University of California, Berkeley

Honors and Professional Affiliations

Fellow, American Physical Society; Fellow, Institute of Electrical and  
Electronics Engineers; American Association for the Advancement of Science;  
Association of Women in Science; Performance Excellence Award, R&E Division  
of the Boeing Company; Recipient, three National Science Foundation grants;  
Phi Beta Kappa; Sigma Xi. Over 70 research papers published and several  
patents and pending patents.



## NATIONAL BUREAU OF STANDARDS

### Introduction

The National Bureau of Standards was created by Act of Congress in 1901. Historically it has been responsible for the development, maintenance, and dissemination of the Nation's measurement standards. More generally, NBS maximizes the application of the physical and engineering sciences to the advancement of industrial technology. The NBS Director reports to the Assistant Secretary for Science and Technology. The Director is appointed by the President, by and with the advice and consent of the Senate.

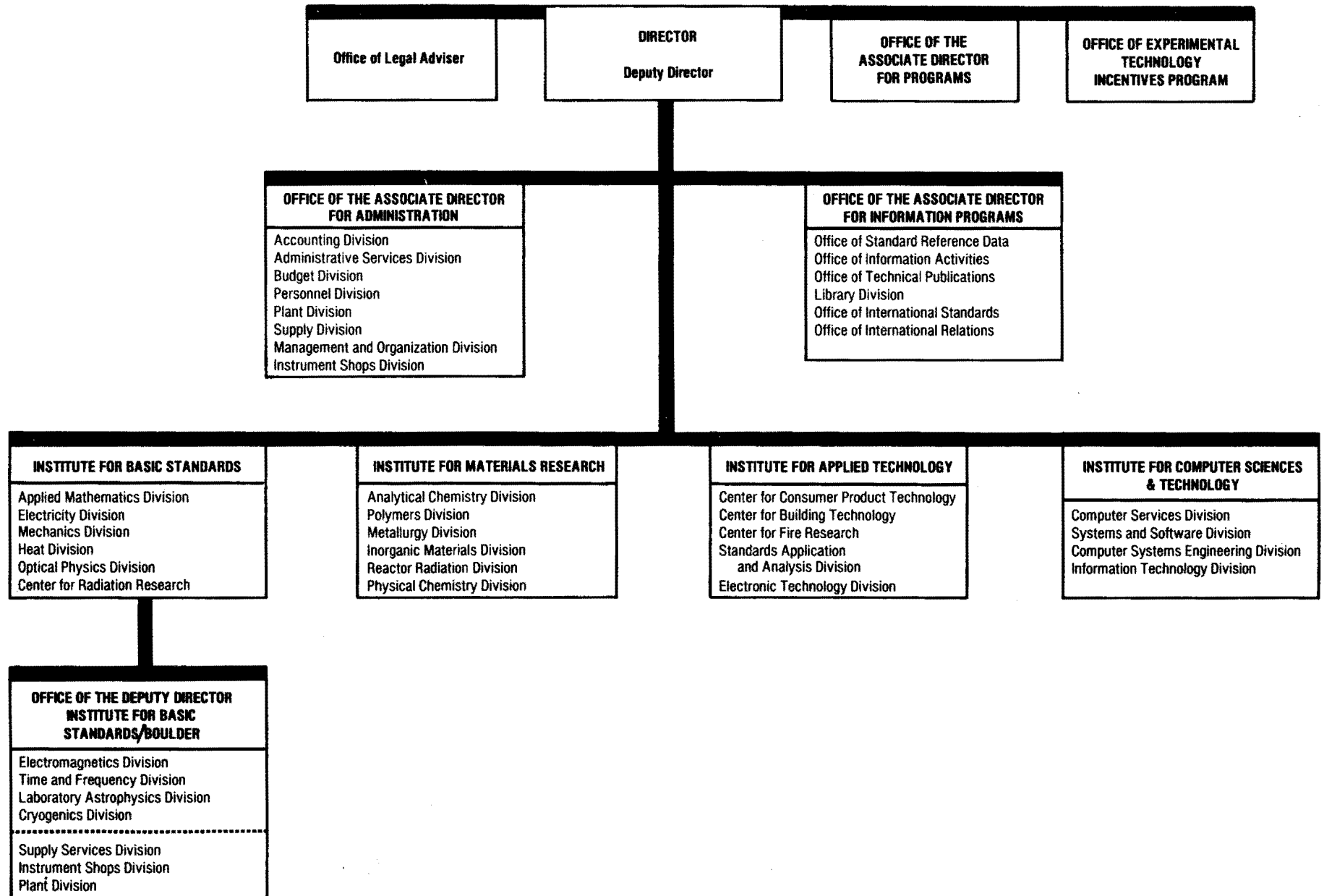
Mission: To advance the Nation's science and technology and to promote their effective application for public benefit.

- o To provide the custody, maintenance, and development of the national standards of measurement and the provision of means and methods for making measurements consistent with those standards.
- o To determine physical constants and properties of materials when such data are of great importance to scientific or manufacturing interests and are not to be obtained of sufficient accuracy elsewhere.
- o To develop methods for testing materials, mechanisms and structures, and the testing of materials, supplies and equipment, when specifically requested by Government agencies.
- o To cooperate with other governmental agencies and with private organizations in the establishment of standard practices, incorporated in codes and specifications.
- o To advise other Government agencies on scientific and technical problems.
- o To invent and develop devices to serve special needs of the Government.

The position of Director, National Bureau of Standards is vacant. Ernest Ambler is acting.

**U.S. DEPARTMENT OF COMMERCE**

**National Bureau of Standards**



## National Technical Information Service

The National Technical Information (NTIS) was established by the Secretary on September 2, 1970. The NTIS Director is appointed by the Secretary and reports to the Assistant Secretary for Science and Technology.

The NTIS mission is to make the results of scientific and technological research and development and other information related to business and industry more readily available to the nation. Its mandate is to:

- o collect from world-wide sources, classify and catalog technical and other publications, film, computer programs, data files, engineering drawings, computer printouts, and other records.
- o disseminate such information to business and industry, through the preparation of abstracts, digests, translations, bibliographies, indexes, and microfilms, and other reproductions of original publications.
- o promote wider private sector use of Government inventions.

The sale of products and services currently recovers 96% of routine operating costs and NTIS expects to be fully self-sustaining by FY 1977.

WILLIAM T. KNOX



Date & Place of Birth

August 24, 1917  
Social Circle, Georgia

Local Residence

3563 Hamlet Place  
Chevy Chase, Maryland 20015

Education

1933-1937 Mercer University, AB, 1937  
1937-1938 Virginia Polytechnic Institute, MS, 1938

Military Service

None

Present Position

Director, National Technical Information Service,  
Career Appointment

Experience Prior to Appointment to Present Position

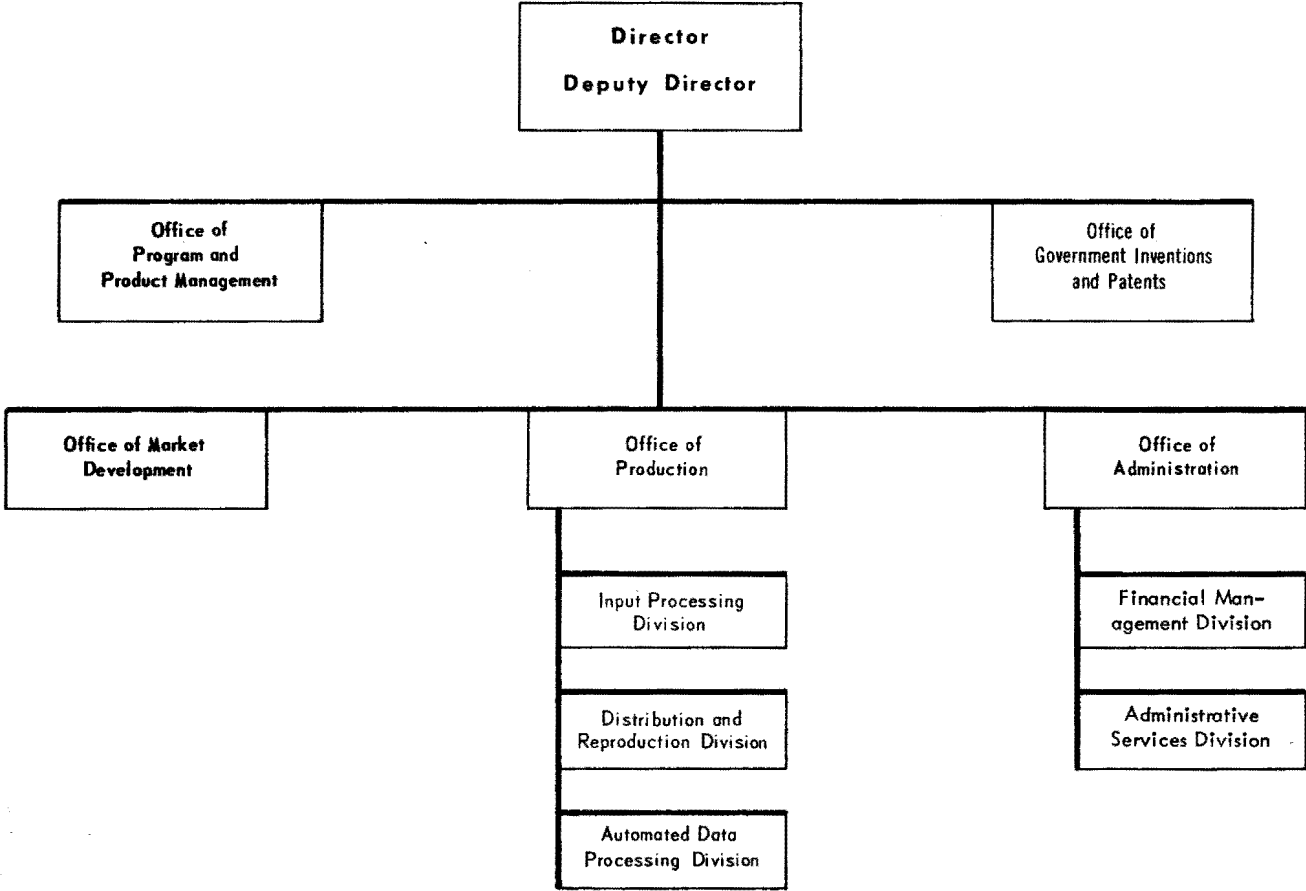
Consultant, National Technical Information Service  
Vice President, McGraw-Hill, Inc.  
Technical Assistant, Office of Science & Technology,  
Executive Offices of the President  
Manager, Corporate Planning, Esso Research & Engineering  
Company  
Manager, Technical Information Division, Esso Research  
& Engineering Company  
Research Chemist to Research Manager, Esso Research  
& Engineering Company

Honors and Professional Affiliations

Founder, Council on Communication  
Founder, Information Industry Association  
Former Member, Computer Science and Engineering  
Board, NAS  
Former Member, Advisory Committee on Scientific  
Information, National Institute for Neurological  
Diseases and Stroke  
Trustee, Engineering Index, Inc.  
American Chemical Society  
American Institute of Chemists  
American Institute of Chemical Engineers  
Association for Computing Machinery  
American Society for Information Science  
Licensing Executives Society  
Chemists Club, New York  
Cosmos Club, Washington



**U.S. DEPARTMENT OF COMMERCE  
National Technical Information Service**



## OFFICE OF TELECOMMUNICATIONS

### Introduction

The Office of Telecommunications is the inheritor of a distinguished Department of Commerce telecommunications legacy dating to the early 1920's. The Office was organized in September 1970, when important new telecommunications responsibilities were assigned to the Department. The Secretary combined existing organizations with newly created units to give telecommunications research a coherence and concentration never previously achieved.

### Mission

The Office exists to aid the Department "by improving man's comprehension of telecommunications science and by assuring effective use and growth of the nation's telecommunications resources." To do this, the Office is continuing the Department's long history of telecommunications research, a significant proportion of which is done for other Government agencies on a reimbursable basis. In addition, OT provides support to the Office of Telecommunications Policy.

### Major Programs and Activities

1. The Institute for Telecommunication Sciences, located in Boulder, Colorado, performs applied research on all aspects of telecommunications, with about 70 percent of its work done for other agencies.
2. The Spectrum Management Support Division conducts research pertaining to the frequency spectrum, with special emphasis on frequency assignments, the expansion of the usable spectrum, and interference. SMSD also provides the Secretariat for the Interdepartment Radio Advisory Committee, a major advisor to OTP, on the assignment of Federal frequencies.
3. The Analytical Support Division provides analysis and operational support for the Office of Telecommunications Policy toward the evaluation and formulation of communications policies primarily in the areas of international communications and Federal Government communications activities.

4. The Policy Research Division shall, as requested by the Office of Telecommunications Policy, provide in-depth, interdisciplinary research looking toward the understanding, development, and effective implementation of present and potential national communications policies.



JOHN M. RICHARDSON



Date & Place of Birth

September 5, 1921  
Rock Island, Illinois

Local Residence

7116 Armat Drive  
Bethesda, Maryland

Education

1938 - 1942      University of Colorado, B.A.  
1942 - 1943      Harvard University  
1946 - 1951      Harvard University, M.A. & Ph.D.  
1966 - 1967      Harvard University, Kennedy School  
                         of Government

Military Service

U.S. Naval Officer, 1943-1946

Present Position

Director, Office of Telecommunications, effective June 6, 1976

Experiences Prior to Present Position

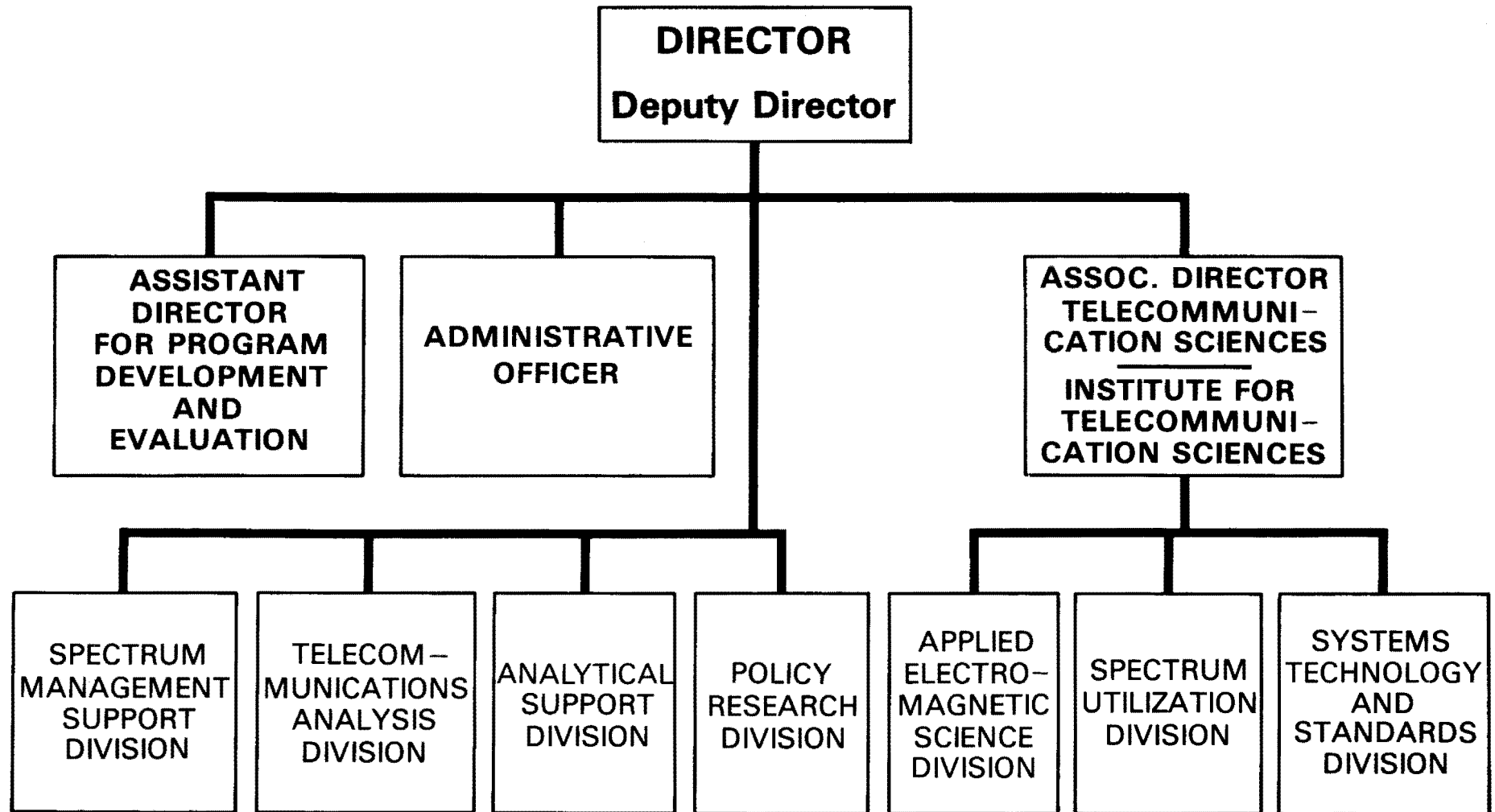
1972 - 1976      Acting Director, Office of Telecommunications  
1970 - 1972      Deputy Director, Office of Telecommunications  
1969 - 1970      Special Assistant to the Assistant Secretary  
                         for Science and Technology  
1967 - 1969      Executive Secretary, Committee on Telecommunica-  
                         tions, National Academy of Engineering  
1967 - 1969      Director, Office of Standards Review,  
                         U.S. Department of Commerce  
1963 - 1967      Deputy Director for Radio Standards, Institute  
                         for Basic Standards, National Bureau of  
                         Standards  
1959 - 1963      Physicist, National Bureau of Standards

Honors and Professional Affiliations

Fellow, American Physical Society & American Association  
for Advancement of Science  
Scientific Research Society of America - Past Branch President  
Group Member and Fellow, Institute of Electrical and Electronics  
Engineers  
Sigma Xi  
Department of Commerce Exceptional Service Award  
Phi Beta Kappa  
Member, International Union of Radio Science

# U.S. DEPARTMENT OF COMMERCE

## Office of Telecommunications



## Patent and Trademark Office

### Introduction

The first law was enacted in 1790 in accordance with Article 1, Section 8 of the Constitution, which empowers the federal government to "promote the progress of . . . useful arts, by securing for limited times to . . . inventors the exclusive right to their . . . discoveries." The Patent and Trademark Office was established as a separate agency in 1836. The Office began registering trademarks in 1870. It has been a part of the Department of Commerce since 1925.

### Mission

- o examine patent applications and grant patents, in order to provide incentives for making and disclosing inventions and for investing in and commercializing inventions.
- o examine trademark applications and register trademarks, in order to protect business investments and to protect consumers from deception.
- o collect, classify and disseminate technology disclosed in patents.

### Major Programs and Activities

- o Programs are underway aimed at improving the quality of patent examination, including:
  - . A quality review program
  - . An experimental voluntary protest program, in which members of the public may oppose the grant of patents.
- o The time between filing of a patent application and issuance of a patent, which was 37 months in 1965 and is about 19 months now, is close to the goal of 18 months.
- o A fundamental requirement for a good examination is a well classified search file. Emphasis is being placed on:
  - . The reclassification of documents in active technological fields.
  - . Efforts to introduce computerized searching.
- o Expedited handling is given applications relating to energy or the environment.
- o Congress and the Executive Branch have been working on legislation to modernize and improve the patent statute for ten years. Since 1973 the Administration, over Commerce's objection, has supported an expensive and unpopular bill drafted by the Antitrust Division of the Justice Department. Commerce recently sent separate views on the legislation to Congress.

C. MARSHALL DANN



Date & Place of Birth

March 27, 1915  
Wilksburg, Pennsylvania

Local Residence

7203 Marine Drive  
Alexandria, Virginia

Education

1935	Worcester Polytechnic Institute	B.S.
1942	University of Delaware	M.S.
1949	Georgetown University	LLB

Military Service

None

Present Position

Commissioner of Patents and Trademarks, Presidential Appointment, February 11, 1974

Experience Prior to Appointment to Present Position

1968-1974	Chief Counsel, Patent Division, Du Pont Company
1954-1968	Assistant Manager, Patent Division, Du Pont Company
1949-1954	Attorney, Patent Division, Du Pont Company
1945-1949	Patent Agent, Patent Division, Du Pont Company
1935-1945	Chemist, Du Pont Company

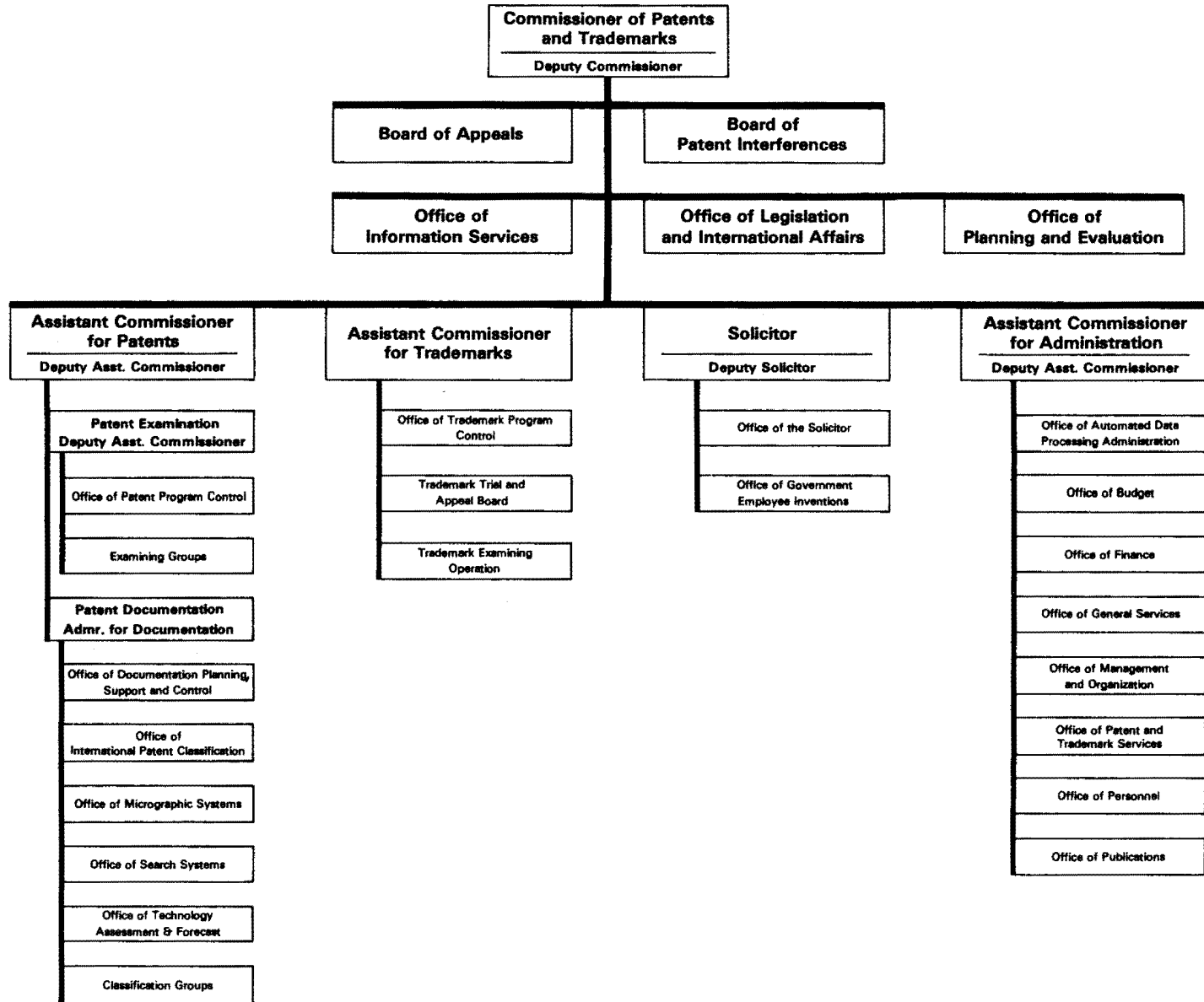
Honors and Professional Affiliations

Former President, American Patent Law Association  
Former President, Philadelphia Patent Law Association  
Member, American and Delaware Bar Associations  
Tau Beta Pi  
Trustee, Worcester Polytechnic Institute  
Robert H. Goddard Award of W.P.I. (1975)  
Chairman, U.S. Delegation to Conferences of World Intellectual Property Organization  
Chairman, Plenary Committee, ICIREPAT  
Recipient of Jefferson Medal (1976)

Admitted to Practice Before Courts of

Delaware, Maryland, District of Columbia

**U.S. DEPARTMENT OF COMMERCE  
Patent and Trademark Office**





## ECONOMIC DEVELOPMENT ADMINISTRATION

The Economic Development Administration (EDA) was established September 1, 1965, by the Secretary of Commerce, pursuant to authority vested in him by the Public Works and Economic Development Act of 1965 (79 Stat 552; 42 U.S.C. 3121).

The mission of EDA is to assist areas of substantial, persistent or potential unemployment, under-employment, and low-family income to take effective steps in planning and financing their public works and economic development. Federal assistance is provided to communities, industries, and individuals to help them in the creation of jobs and income. The EDA program objective is continued U.S. economic growth.

### Basic Programs

- o Makes public works grants and loans to help build or expand public facilities necessary for community industrial and commercial growth; makes grants to provide immediate employment in the construction of such projects; and provides grants to public and private non-profit organizations under the job opportunity program.
- o Provides long-term, low-interest business development loans and guarantees to industrial and commercial firms, local development companies, government agencies, and Indian reservations.
- o Offers technical assistance and planning grants to enable States, districts, communities, and firms to find solutions to problems that stifle economic growth and to help pay for the expertise needed to plan, implement and coordinate development programs.
- o Provides grants to States for supplemental and basic funding of Title I, II and IV activities.
- o Economic adjustment assistance.

JOHN W. EDEN



Date & Place of Birth

July 30, 1927  
Cleveland, Ohio

Local Residence

4000 Cathedral Ave., N.W.  
Washington, D.C. 20016

Military Service

Lt. USNR, 1953-1955

Education

B.A., Yale University, 1951  
Program for Management Development  
Harvard University, 1961

Present Position

Assistant Secretary for Economic Development

Experience Prior to Appointment to Present Position

Deputy Under Secretary of Commerce for Field Programs

Acting Special Assistant to the Secretary for  
Regional Economic Coordination, December 1975 to present

Executive Vice President, Graham Engineering Corporation,  
York, Pennsylvania, 1968-1975

Division General Manager, AMF, Inc.  
Stanford, Connecticut  
Shreveport, Louisiana, 1959-1967

President, Eden Corporation  
Detroit, Michigan, 1955-1959

Vice President, Production Die Cast Company  
Grand Rapids, Michigan, 1951-1953

Public Service

Candidate, Republican Nominee to U.S. Congress, 19th District of  
Pennsylvania, 1972 and 1974

Director, American Red Cross  
York County, Pennsylvania

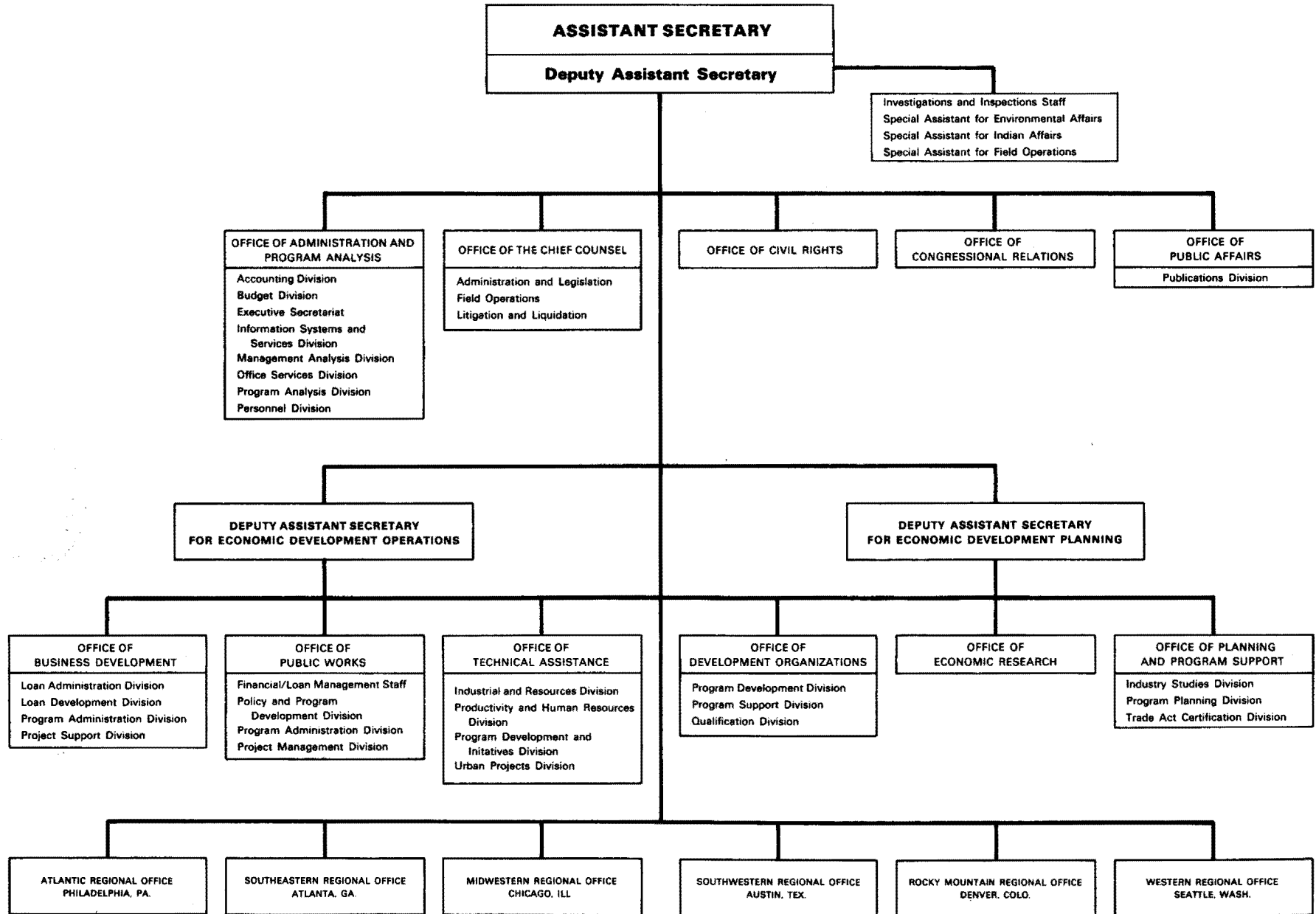
Vice Chairman, United Fund

School Board Member

Lt. USNR, 1953-1955



# EDA ORGANIZATION



# ECONOMIC DEVELOPMENT ADMINISTRATION REGIONS AND REGIONAL OFFICES





## National Fire Prevention and Control Administration

Introduction: The National Fire Prevention and Control Administration (NFPCA) was created on November 1, 1974 in response to the Federal Fire Prevention and Control Act of 1974 (P.L. 93-498).

The NFPCA Administrator reports directly to the Secretary. The Administrator's position was established by the 1974 Act at Executive Level IV. The Administrator is appointed by the President, by and with the advice and consent of the Senate.

Mission: The mission of NFPCA as declared by Congress is to

- reduce the Nation's losses caused by fire through better fire prevention and control; and
- supplement existing programs of research, training, and education, and to encourage new and improved programs and activities by State and local governments.

The overall goal of NFPCA, as suggested by the National Commission on Fire Prevention and Control, is to reduce annual fire losses in the U.S. by 50% over the next generation.

### Major Programs and Activities:

1. Education and training - This activity includes both the programs of the National Fire Academy System which will provide training for fire services across the Nation and the Public Education Office who will determine what steps are necessary to educate the public as to fire prevention.
2. National Fire Data Center - The National Fire Data Center will establish a system for collecting national data on the Nation's fire experience.
3. Research and Development - This activity includes both the Fire Safety Research and Development program being conducted by the NFPCA and the Fire Research Center located at the National Bureau of Standards Gaithersburg facility.

HOWARD D. TIPTON



Date & Place of Birth

July 1, 1938  
Los Angeles, California

Local Residence

4911 Althea Drive  
Annandale, Virginia

Education

1958 University of Redlands - B.A.  
1969 University of Southern California - M.P.A.

Present Position

Administrator, National Fire Prevention and Control Administration,  
effective August 17, 1975

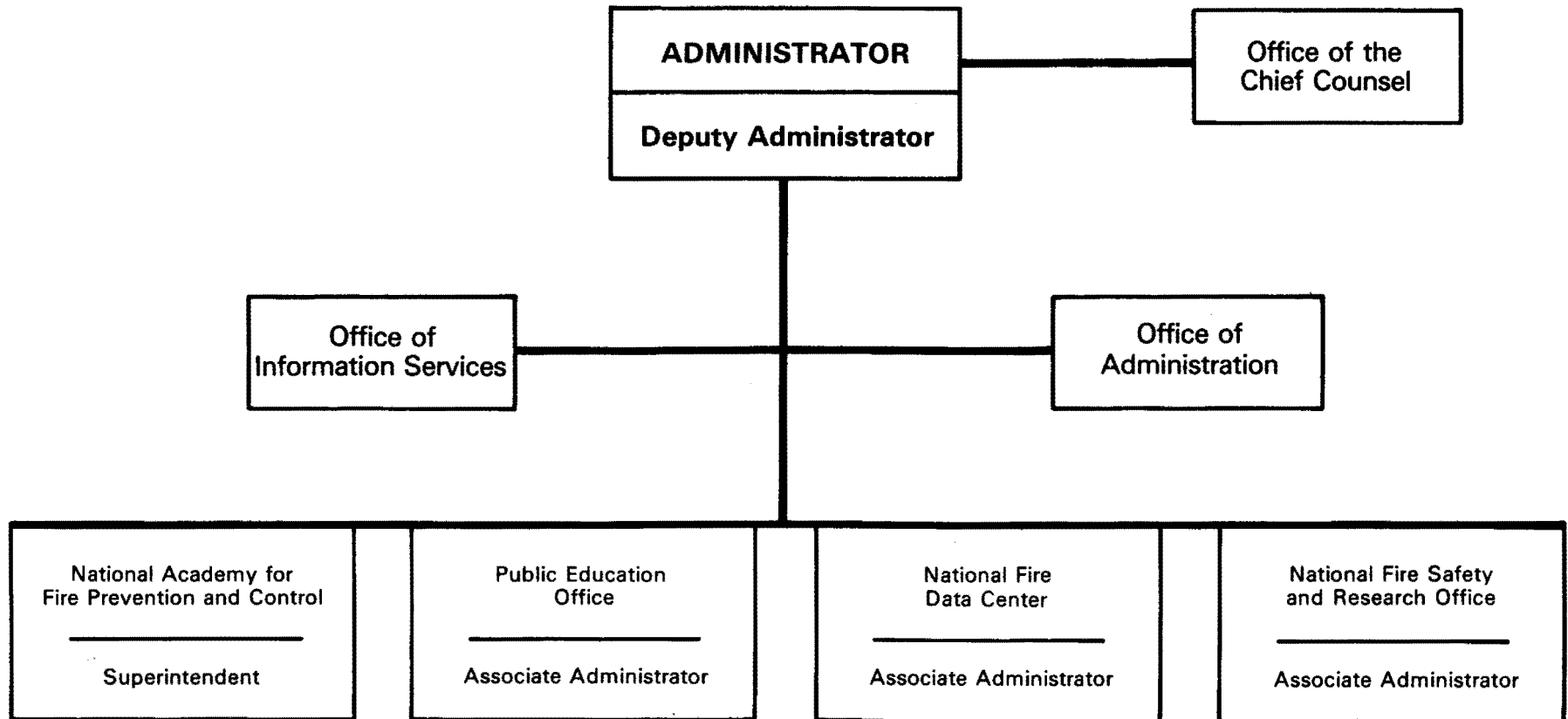
Experience Prior to Present Position

1974 - 1975	Director of Intergovernmental Affairs for County of San Diego, California
1973 - 1974	Director of Intergovernmental Affairs for Department of Transportation
1971 - 1973	Executive Director, National Commission on Fire Prevention and Control
1969 - 1971	General Manager and Vice President of Lampmann and Associates of Pomona, California
1962 - 1969	City Manager, Glendora, California

Honors and Professional Affiliations

C.O.R.O. Foundation Public Affairs Fellowship

**U.S. DEPARTMENT OF COMMERCE  
NATIONAL FIRE PREVENTION AND CONTROL ADMINISTRATION**





## Chief Economist for the Department of Commerce

The Chief Economist for the Department of Commerce serves as the principal economic adviser to the Secretary. This responsibility covers broad, long-range economic matters such as Federal fiscal and monetary policy, anti-inflationary measures, problems of capital formation, maintenance of full employment, and similar matters. He also advises other Department operating units on economic policy as it impacts upon their program responsibilities. The Chief Economist serves as the Department's liaison with the Council of Economic Advisers and works closely with key officials of other agencies in the formulation of economic policy being considered by the Executive Branch. The Chief Economist also has policy supervision over the Bureau of the Census and the Bureau of Economic Analysis.

### Basic Programs

- o collects, interprets and publishes general purpose statistics dealing with economic, social and demographic phenomena.
- o develops econometric and other research techniques for analysis of the U.S. economy, short- and long-range.
- o provides analyses of the economic impact of alternative business and financial policies.





## BUREAU OF THE CENSUS

### Introduction

The Bureau of the Census was established as a permanent Bureau by the Act of March 6, 1902 (32 Stat. 51). Laws pertaining to the Bureau's statistical program are encompassed in Title 13 of the United States Code. The Director of the Bureau of the Census is a statutory position subject to appointment by the President and confirmation by the United States Senate. The Director reports to the Chief Economist.

### Mission

The Bureau's mission is to provide basic statistics about the people and the economy of the Nation to the Congress, the executive branch, and the general public.

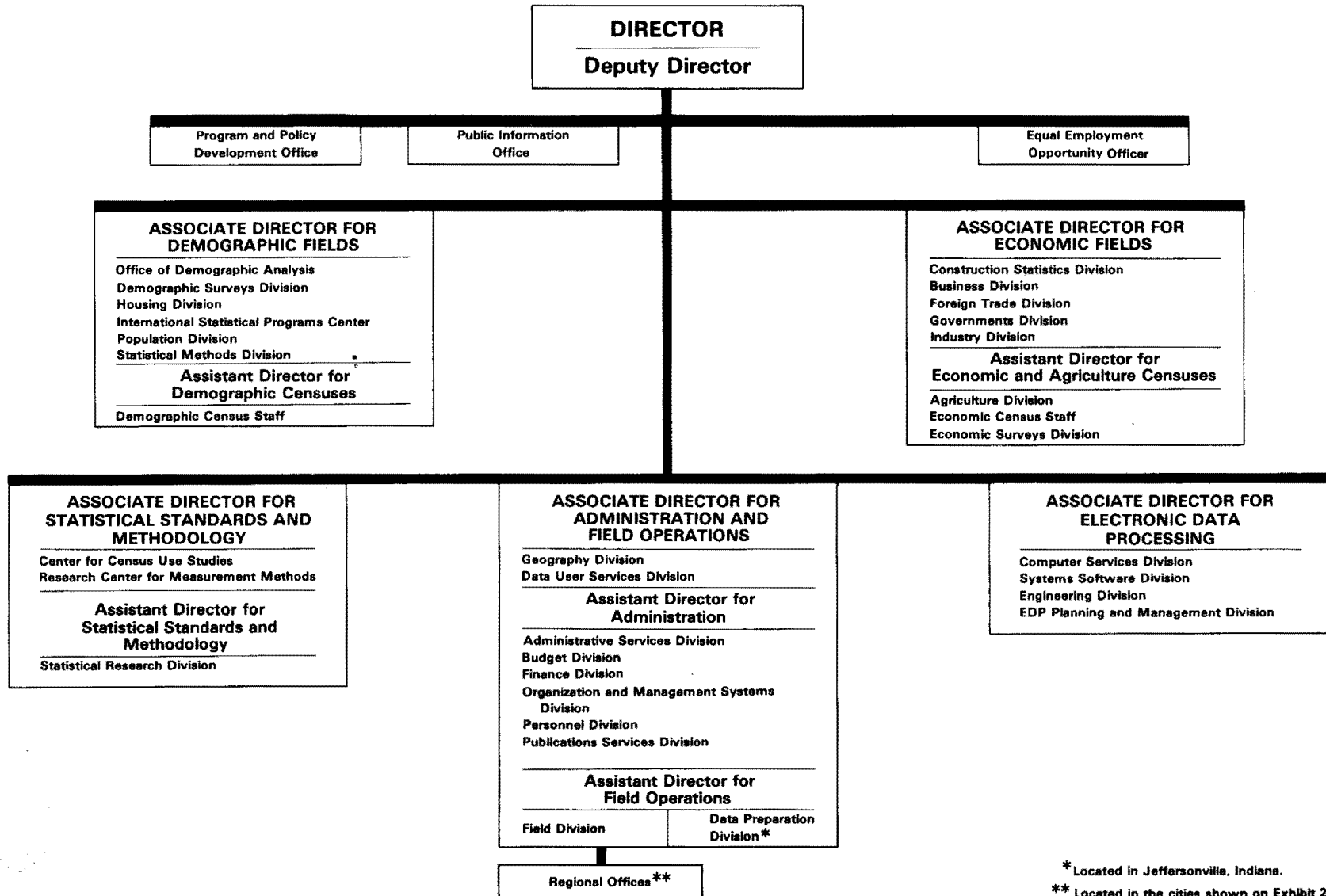
### Major Programs and Activities

- o Conduct censuses at 10-year intervals in the field of population, housing, irrigation, and drainage; and at 5-year intervals in the field of agriculture, business, manufactures, mineral industries, transportation, State and local governments; and, beginning in 1985, a mid-decade census of population and housing.
- o Collect and publish current data in many fields covered by the censuses and the official statistics on U.S. foreign trade.
- o Describe the changing structure and characteristics of the Nation's economy and population. This information is fundamental to the analytical and decisionmaking processes of government agencies responsible for monetary, manpower, and other broad economic and social programs and policies.
- o Provide essential information for making projections on a wide variety of topics such as population growth and dispersion, public education, highways, welfare, and water utilization. It is also fundamental to the efficient operation of private business, labor, and other organizations engaged in economic and social decision-making. The apportionment of the national and State legislatures, and the determination of congressional districts are based on census data.
- o Provide certification to individuals regarding their age and citizenship status, as shown in decennial census records, upon the request of the individuals.

The position of Director, Bureau of the Census is  
vacant. Robert L. Hagan is acting.

# U.S. DEPARTMENT OF COMMERCE

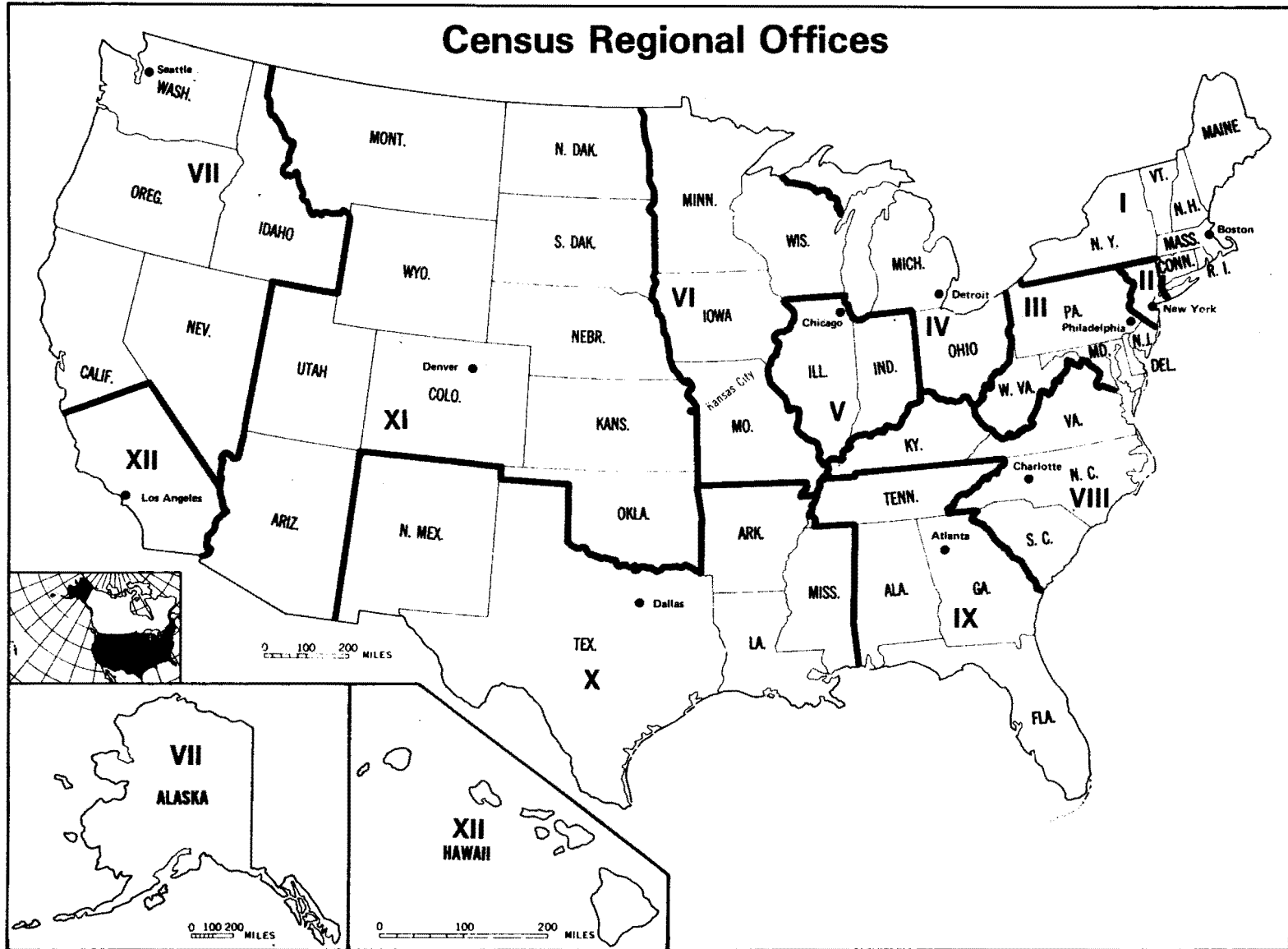
## Bureau of the Census



\* Located in Jeffersonville, Indiana.

\*\* Located in the cities shown on Exhibit 2.

# Census Regional Offices



## Bureau of Economic Analysis

### Introduction

The Bureau of Economic Analysis (BEA) (formerly the Office of Business Economics) was one of four offices originally established within the Bureau of Foreign and Domestic Commerce under Department Order No. 10, effective December 18, 1945. Department Order No. 15, effective December 1, 1953, pursuant to authority contained in Reorganization Plan No. 5 of 1950, further designated BEA as a primary operating unit of the Department. Department Order 35-4A, effective January 1, 1972, established the Social and Economic Statistics Administration, and designated BEA as a main line component. (The present bureau title stems from that reorganization.) Department Order 35-1A, effective August 4, 1975, as amended, reestablished BEA as a primary operating unit of the Department responsible to the Chief Economist of the Department.

### Mission

The goal of BEA is to provide a clear picture of the state of the economy through the preparation, development, and interpretation of the economic accounts of the United States. These accounts provide a realistic quantitative view of the economic process in terms of the production, distribution, and use of the Nation's output.

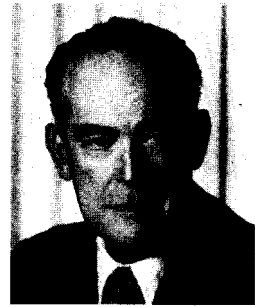
### Major Programs and Activities

- o prepare and interpret the national income and product accounts, summarized by the gross national product (GNP), which provide a bird's eye view of the economic process.
- o prepare and interpret wealth accounts which show the business and other components of national wealth.
- o prepare and apply the input-output accounts which show how the Nation's industries interact to produce GNP.
- o prepare and interpret the regional accounts which provide detail on economic activity by State, metropolitan area, and county.

- o prepare and interpret the balance of payments accounts which give detail on U. S. transactions with foreign countries.

The work on the economic accounts is supplemented by the preparation and analysis of other measures of economic activity, including various tools for forecasting economic developments, such as surveys of the investment outlays and plans of U. S. business, econometric models of the U. S. economy, and a system of economic indicators. The measures and analyses prepared by BEA are disseminated mainly through its monthly publications, the Survey of Current Business (including periodic supplements to the Survey), Business Conditions Digest, and Defense Indicators.

GEORGE JASZI



<u>Date and Place of Birth</u>	<u>Local Residence</u>
September 23, 1915 Budapest, Hungary	4910 Cumberland Avenue Chevy Chase, Maryland

Education

1931-1933	Oberlin College
1933-1936	London School of Economics, London, England - B.S.
1938-1940	Harvard University, Ph.D, 1946

Military Service

None

Present Position

Director, Bureau of Economic Analysis, effective July 18, 1963

Experience Prior to Present Position

1959-1963	Assistant Director for National Accounts, Office of Business Economics
1949-1959	Chief, National Income Division
1945-1949	Chief, National Accounts Section, National Income Division
1942-1945	Economic Analyst, National Income Division
1937-1942	Junior Economist and Economic Assistant, Federal Reserve Board
	Consultant to the United Nations (1952, 1964, 1966, and 1968) to Central Bank of Columbia (1953), and to League of Nations (1945)

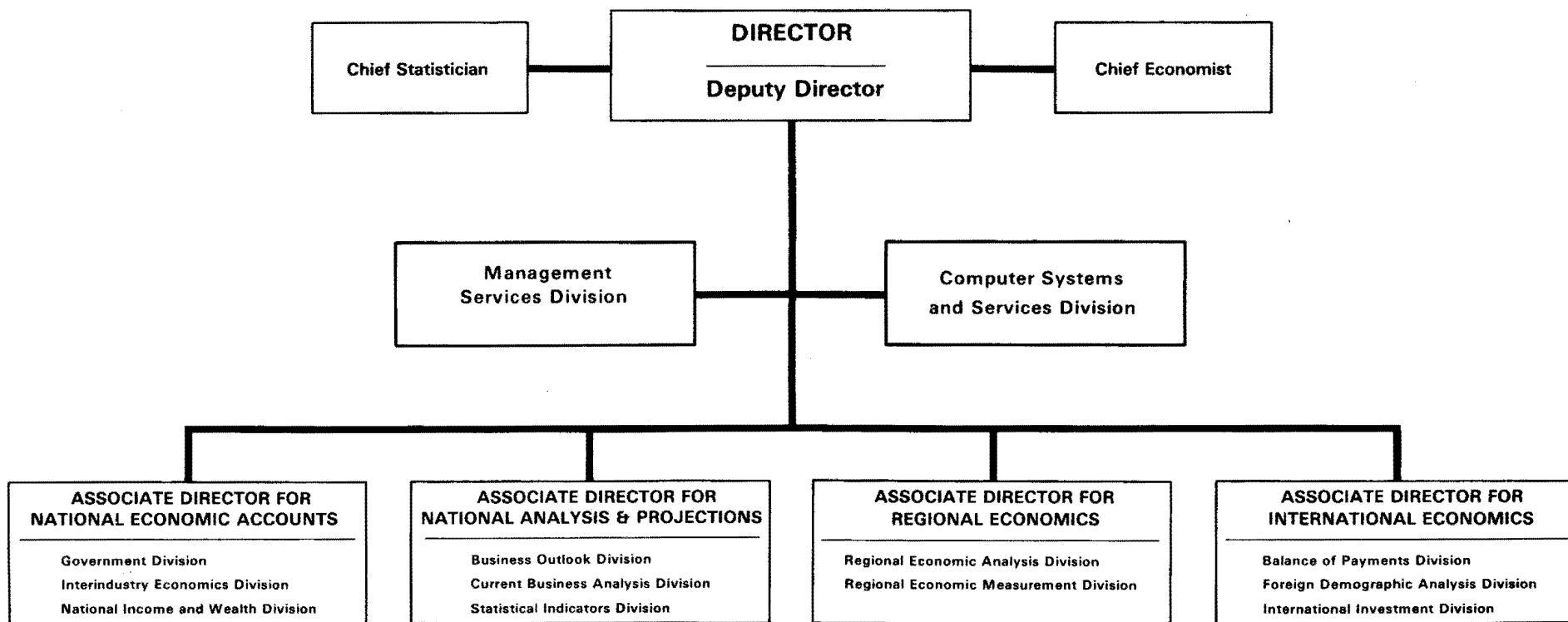
Honors and Professional Affiliations

Rockefeller Public Service Award for Professional Accomplishment - 1974  
Secretarial (Commerce) Citation for Distinguished Achievement in Federal Service - 1969;  
Career Service Award of National Civil Service League - 1965;  
Fellow, American Statistical Association - 1965; Commerce Gold Medal Award - 1956; Member, American Economic Association; Chairman, International Association for Research in Income and Wealth - 1973-75; Permanent Member, Conference on Research in Income and Wealth - 1968; Member and Fellow, National Association of Business Economists - 1972. London School of Economics: Gladstone Memorial Prize - 1934, Tooke Scholarship - 1934-1936; First Class Honors - 1936, Gonner Prize - 1936; Harvard University Littauer Fellowships - 1938-1939, David A. Wells Prize - 1947.



# U.S. DEPARTMENT OF COMMERCE

## Bureau of Economic Analysis





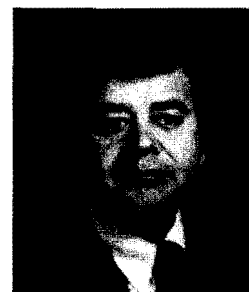
## OFFICE OF MINORITY BUSINESS ENTERPRISE

The Director reports directly to the Secretary and serves as his principal advisor on minority business related matters. As the head of the Office, the Director represents the Department with other Federal agencies, State and local government and private organizations in matters related to minority business starts, expansions, and ongoing assistance.

### Basic Programs

- o Identify private sector business opportunities and promotes this sector's involvement in the overall OMBE effort of increasing and strengthening minority business development growth and expansion.
- o Coordinate the efforts of the Federal Government with those of other government levels toward establishing, preserving, and strengthening minority business.
- o Provide financial assistance to public and private organizations for rendering technical and managerial assistance to minority businesses.
- o Conduct economic and business analysis and applied research in various facets for the development of minority business growth.
- o Develop five-year goals, in terms of gross receipts, which will serve as milestones toward the ultimate goal of parity.
- o Develop and disseminate information that will be helpful in undertaking and successfully operating a minority business.

ALEX ARMENDARIS



Date and Place of Birth

March 25, 1930  
Chicago, Illinois

Local Residence

1613 Woodmoor Lane  
McLean, Virginia 22101

Education

1948-1950 Chicago College  
1954-1955 Bryant Stratton College

Military

1950-1954 U.S. Navy

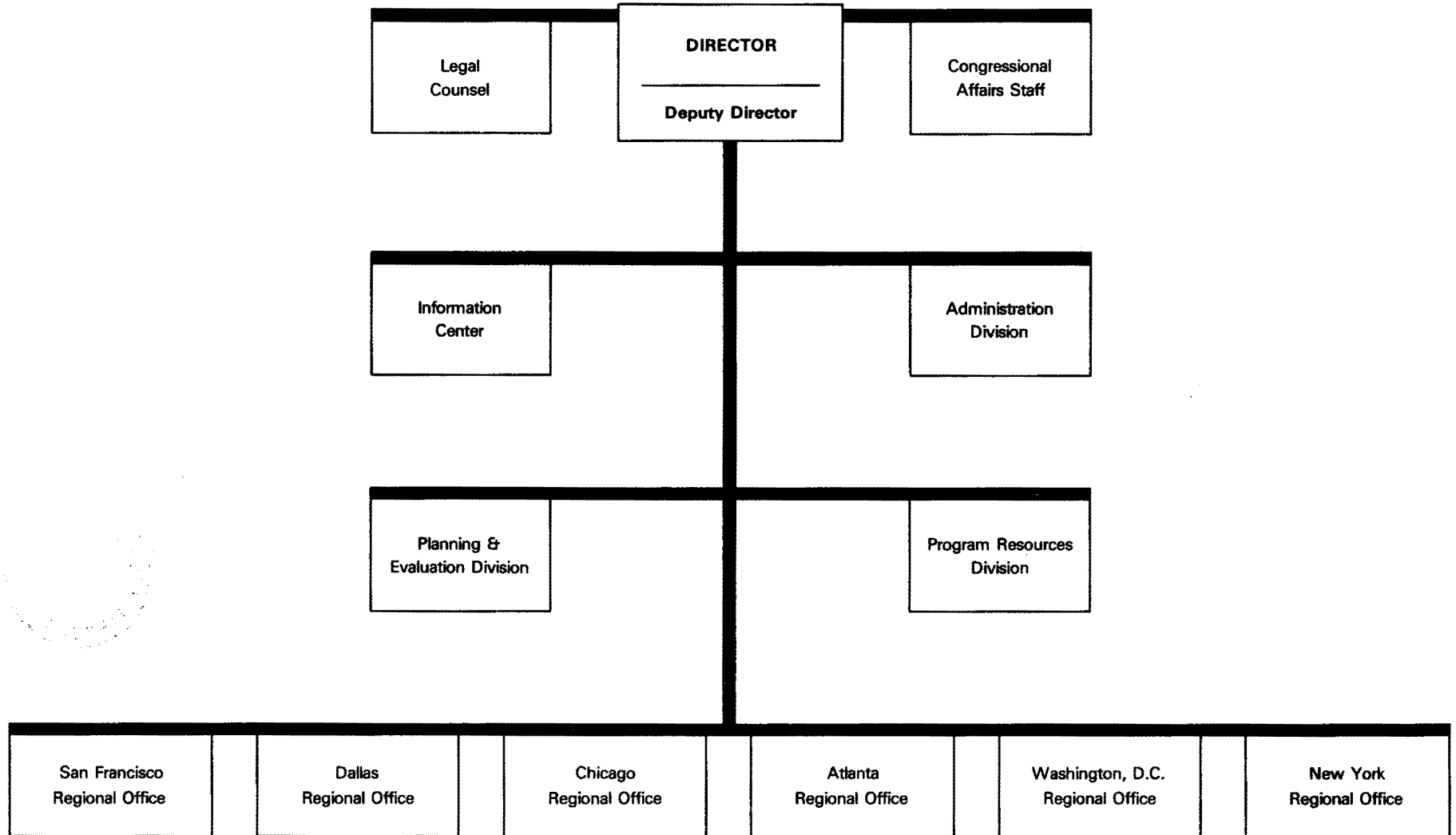
Present Position

Director, Office of Minority Business Enterprise, effective  
April 10, 1973, GS-18

Experience Prior to Appointment to Present Position

November 1972 to April 1973	Consultant, Office of Economic Opportunity
February 1972 to November 1972	Director of Spanish Speaking Division, Committee for the Re-election of the President
September 1971 to February 1972	Consultant, Office of Economic Opportunity
June 1971 to September 1971	Consultant, President's Advisory Council for Minority Enterprise
June 1971 to June 1971	President, Armenstreet Corporation, South Bend, Indiana
February 1968 to February 1970	Vice President, Al Bagley & Associates, South Bend, Indiana
January 1966 to January 1968	Corporate Public Relations, Wheelabrator Corp. Mishawaka, Indiana
January 1950 to January 1966	Manager, Remington Rand, South Bend, Indiana

**U.S. DEPARTMENT OF COMMERCE  
Office of Minority Business Enterprise**



**U.S. DEPARTMENT OF COMMERCE  
Office of Minority Business Enterprise  
Regional Organization**



To San Francisco Region



## Federal Cochairmen of Regional Commissions

Under provisions of Title V of the Public Works and Economic Development Act of 1965, as amended, seven (7) regional commissions have been established for particular areas of the country. They include all or parts of 32 States. Each regional commission is composed of a Federal Co-chairman appointed by the President with the advice and consent of the Senate, as well as State Members (the Governors of each State in the Commission).

An eighth region, the Southwest Border Region, was designated on October 23, 1976, but the regional commission has not been organized (as of November 10, 1976). Designation of the Southwest Border Region increases the number of States in the Title V Regional Program to 34.

Another regional commission exists by virtue of the Appalachian Regional Development Act, as amended.

The Federal Cochairmen represent the Federal Executive Branch on their Commissions and the viewpoints of the States to the Federal Government. They help coordinate Federal programs and activities in the interest of regional economic development.

The Secretary is charged by Executive Order 11386 with providing guidance and policy direction to the Federal Cochairmen. The Departmental Office of Regional Economic Coordination assists the Secretary in carrying out these responsibilities.

### Basic Programs

The regional commissions are charged with: (1) planning for regional long-range comprehensive development, including assistance to State planning research and study; (2) technical assistance, including demonstration projects and training programs; and (3) supplemental grants to help States and localities fund public works projects. A regional excess property program is being phased out as a result of the enactment of Public Law 94-519 which will reorganize a number of Federal property disposal programs effective October 1977.



RAYMOND C. ANDERSON



<u>Date and Place of Birth</u>	<u>Local Residence</u>
March 5, 1912 Grand Rapids, Michigan	300 S. Van Dorn Street Alexandria, Virginia 22304

Education

1932 Grand Rapids - Junior College, A.A.

Military Service

1944-1946 U.S. Navy, Officer

Present Position

12/4/73 Federal Cochairman, Upper Great Lakes Regional Commission,  
Level IV

Experience Prior to Appointment to Present Position

11/73-12/73 Special Assistant, Office of Economic Development  
Coordination, Department of Commerce, Washington, D. C.  
1971-11/73 Retired  
1969-1971 Executive Assistant to Michigan Governor William G.  
Milliken, Lansing, Michigan  
1964-1969 Retired  
1959-1964 Administrative Assistant to Congressman Robert R. Griffin,  
Washington, D. C.  
1952-1959 Administrative Assistant to Senator Charles E. Potter  
(Michigan), Washington, D. C.  
1937-1952 Administrative Assistant to Congressman Roy O. Woodruff  
(Michigan), Washington, D. C. (Interrupted for two  
years, 1944-46 while serving in U. S. Navy.)  
1935-1937 Executive Assistant to Congressman Carl E. Mapes (Michigan),  
Washington, D. C.

Honors and Professional Affiliations

None

BILL H. FRIBLEY



Date and Place of Birth

January 8, 1926  
Miami, Oklahoma

Local Residence

153 D. Street, S.E.  
Washington, D.C. 20003

Education

1943 Riverton High School, Kansas

Military Service

1944-1947 U.S. Army Corporal

Present Position

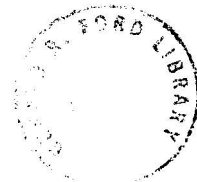
10/73 Federal Cochairman, Ozarks Regional Commission, Washington, D.C.  
Level IV

Experience Prior to Appointment to Present Position

11/69-10/73 Special Assistant to the Alternate Federal Cochairman,  
Ozarks Regional Commission, Washington, D.C.  
1940-1969 Member, Kansas State House of Representatives

Honors and Professional Affiliations

Past National Commander, Disabled American Veterans



R. JACK HAWKE



Date and Place of Birth

April 3, 1941  
New Milford, Pennsylvania

Local Residence

Not established  
Family now resides:  
5809 Devon Circle  
Raleigh, North Carolina

Education

Drew University, Madison, New Jersey, B.A.  
Duke University, Durham, North Carolina, LL.B

Military Service

None

Present Position

4/23/74 Federal Cochairman, Coastal Plains Regional Commission,  
Level IV

Experience Prior to Appointment to Present Position

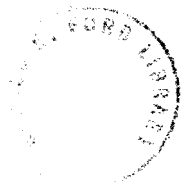
2/73-5/74 Deputy Secretary, Department of Transportation, North  
Carolina  
12/70-2/74 President, Aladco, Inc., Raleigh, North Carolina  
2/70-12/70 Candidate for U.S. Congress, Fourth District of North  
Carolina, Raleigh  
2/69-2/70 Special Assistant to Federal Cochairman, Coastal Plains  
Regional Commission, Washington, D. C.  
5/68-2/69 Campaign Manager for Candidate for Congress, Fourth District  
of North Carolina, Raleigh  
1/67-5/68 Administrative Assistant to Congressman James Gardner,  
Fourth District of North Carolina, Washington/Raleigh  
2/66-1/67 Campaign Manager for Candidate for Congress, Fourth District  
of North Carolina, Raleigh  
7/65-2/66 Special Assistant to North Carolina Republican State Chairman,  
Raleigh

Honors and Professional Affiliations

Outstanding Young Men of America, 1971 Edition  
Raleigh Jaycees, North Raleigh Rotary, Ancient Free and Accepted Masons,  
Phi Alpha Delta Legal Fraternity, Southeastern Regional Manpower  
Advisory Committee of the Department of Labor, Transportation Committee  
of Southern Legislative Conference

Publications

"Is There A Noose Around the Neuse?", Triangle Magazine, March 1973



RUSSELL F. MERRIMAN



Date and Place of Birth

December 23, 1928  
New Bedford, Massachusetts

Local Residence

Mayflower Hotel  
Washington, D. C.

Permanent Residence

134 Seagull Lane  
Chatham, Massachusetts 02633

Education

1948-1950 Vermont College, Montpelier, Vermont

Military Service

1946-47 U.S. Army, Rank T/4

Present Position

11/1/72 Federal Cochairman, New England Regional Commission, Executive  
Level IV

Experience Prior to Appointment to Present Position

10/71-11/72 Full-time Chairman, Vermont Republican State Committee  
1/56-10/71 Special Agent, State Agent, Superintendent of Agencies,  
Assistant to President, Corporate Secretary; Union  
Mutual Fire Insurance Company, Montpelier, Vermont  
Fall '53- Special Agent, Peerless Insurance Company, Montpelier,  
1/56 Vermont  
6/50- Claims Adjuster, Peerless Insurance Company and National  
Fall '53 Grange Insurance Company, Hartford, Connecticut

Honors and Professional Affiliations

Past Vice President and Director of Montpelier Chamber of Commerce; Former Member, Board of Trustees of Vermont College; Served six terms as President of Vermont College Alumni Association; Member of Masons and Shriners, and Past Member of Kiwanis and Elks; Past Member and Chairman of Montpelier Republican City Committee and Past Member of Washington County Republican Committee. Delegate to 1972 and 1968 Republican State Conventions and member of 1972, 1970 and 1968 Republican Platform Committees. Served as Vermont Chairman for the Reelection of the President. Member of Republican National Committee 1968-1972; Chairman, Vermont Republican State Committee, November 1968-1972.



JACK O. PADRICK



Date and Place of Birth

April 2, 1929  
Chehalis, Washington

Local Residence

8229 Riding Ridge Place  
Greenway Heights  
McLean, Virginia 22101

Education

1947-1951 Washington State University, B.A., with honors  
1951-1953 University of Washington, School of Law  
1953-1954 George Washington University, School of Law, J.D. (with honors)  
1956-1957 McGill University, Institute of International Air  
Law, Certificate  
1963 Harvard Graduate School of Business, Certificate

Military Service

9/54-8/56 U.S. Air Force, Lieutenant, Office of the Judge Advocate  
General

Present Position

10/5/72 Federal Cochairman, Pacific Northwest Regional Commission,  
Level IV

Experience Prior to Appointment to Present Position

3/69-10/72 Director, Office of Business Services (Non-Career  
Executive Assignment)  
2/69-3/69 Consultant to the Office of the Secretary, Department of  
Commerce  
11/68-2/69 Staff Member, Office of the President (Elect)  
8/68-11/68 Director of Programs, United Citizens for Campaign  
6/61-7/68 President and General Counsel, Nassau International, Inc.,  
Washington, D.C.  
8/60-4/61 Assistant to the Vice Chairman, The Pacific Corporation,  
Washington, D.C.  
8/56-8/60 Corporate Counsel, D.C. Transit System, Inc.  
6/57-7/58 Attorney, Civil Aeronautics Board

Honors and Professional Affiliations

Awarded the Presidential Management Improvement Certificate, November 1970,  
for "excellence in improvement of Government Operations."  
Admitted to practice law before Supreme Court of the U.S.; U.S. Tax Court;  
Bar of the District of Columbia, State of Washington and State of California.

STANLEY WOMER

Date and Place of Birth

August 3, 1911  
El Paso, Texas

Local Residence

2117 E Street, N.W.  
Washington, D. C. 20037



Education

9/30-6/34 Washburn University, Topeka, Kansas, Ph.B.  
6/38-6/39 Northwestern University, Evanston, Illinois, M.B.A.

Military Service

None

Present Position

9/21/70 Federal Cochairman, Four Corners Regional Commission, Level IV

Experience Prior to Appointment to Present Position

1967-1970 Staff Administrator, Office of Governor, State of Arizona  
1956-1966 Management Consultant, Stanley Womer Associates  
President and Director, Fiesta Foods Corporation, Phoenix,  
Arizona  
Vice President and Director, Southwestern Research and  
General Development Co., Phoenix, Arizona  
Director of several local corporations  
1954-1956 Executive Director, Arizona Development Board, Phoenix,  
Arizona  
1941-1954 Executive Vice President and Director, Marketing Research  
Corporation of America, Chicago-New York

Honors and Professional Affiliations

None



WARREN C. WOOD



Date and Place of Birth

January 27, 1941  
Gering, Nebraska

Local Residence

15016 Whitegate Rd.  
Silver Spring, Maryland 20904

Education

1967 University of Nebraska, B.A.S. (Political Science)

Military Service

None

Present Position

10/73 Federal Cochairman, Old West Regional Commission, Washington  
D.C.

Experience Prior to Appointment to Present Position

6/72-10/73 Special Assistant to the Alternate Federal Cochairman,  
Old West Regional Commission, Washington, D.C.  
7/71-6/72 Consultant, Environmental Protection Agency, Washington,  
D.C.  
9/64-7/71 Assistant to Senator Hruska, U.S. Senate, Washington,  
D.C.

Honors and Professional Affiliations

None







## ORDER OF SUCCESSION

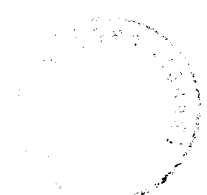
By law, the Under Secretary performs the duties of the Secretary of Commerce in case of absence, sickness, death or resignation of the Secretary.

By Executive Order 11880, the Secretary is authorized to establish the Order of Succession in which other officials of the Department shall perform the duties of the Secretary when neither the Secretary nor the Under Secretary is available. Until October 2, 1975, only an Assistant Secretary or the General Counsel could act as Secretary. On that date, however, the President signed Executive Order 11880 which authorizes the Secretary to include in the Order of Succession any official of the Department appointed by the President and confirmed by the Senate.

Secretary's Circular 16, dated February 24, 1976, prescribes the current Order of Succession.

- General Counsel
- Assistant Secretary for Administration
- Assistant Secretary for Policy
- Administrator, National Oceanic and Atmospheric Administration
- Assistant Secretary for Domestic and International Business
- Assistant Secretary for Maritime Affairs
- Assistant Secretary for Tourism
- Assistant Secretary for Science and Technology
- Assistant Secretary for Economic Development
- Administrator, National Fire Prevention and Control Administration

If no Order of Succession is in effect, Executive Order 11880 provides that an Assistant Secretary or the General Counsel shall act as Secretary, in the order in which they took office.



SECRETARIAL OFFICERS, HEADS OF PRIMARY OPERATING  
UNITS, AND OTHER TOP PAY LEVEL POSITIONS AUTHORIZED

Number of Executive Salary Level Positions:

Level I	(\$63,000 per annum)	1
Level III	(\$42,000 per annum)	2
Level IV	(\$39,900 per annum)	13
Level V	(\$37,800 per annum)	8

Table 1 Executive Salary Schedule (ESS) Positions

STATUS\*

	Incumbent	Excepted		Career Secy/Pres
		PAS	Sch C	
<u>Level I</u> Secretary of Commerce	Elliot L. Richardson	X		
<u>Level III</u> Under Secretary Administrator of NOAA	Edward O. Vetter Robert M. White	X X		
<u>Level IV</u> General Counsel	John T. Smith, III	X		
Assistant Secretary for Administration	Joseph E. Kasputys	X		
Assistant Secretary for Policy	Richard G. Darman	X		
Assistant Secretary for DIBA	Leonard S. Matthews	X		
Assistant Secretary for Maritime Affairs	Robert J. Blackwell	X		
Assistant Secretary for Tourism	Creighton D. Holden	X		
Assistant Secretary for Science & Technology	Betsy Ancker-Johnson	X		
Assistant Secretary for Economic Development	John W. Eden	X		
Administrator, National Fire Prevention and Control Administration	Howard D. Tipton	X		
Chief Economist	John W. Kendrick		X	

\*Definitions at bottom of next page



	Incumbent	Excepted		Career Secy/Pres
		PAS	Sch C	
<u>Level IV</u>				
Deputy Administrator, NOAA	Howard W. Pollock	X		
Associate Administrator, NOAA	John W. Townsend	X		
Commissioner, Interama Counsellor for	Not Est.	(PA)		
Congressional Affairs	Mansfield D. Sprague		X	
<u>Level V</u>				
Associate Adminis- trator for Marine Resources, NOAA	David H. Wallace			X
Associate Administrator for Environmental Monitoring and Pre- diction, NOAA	Edward S. Epstein			X
Associate Administrator for Coastal Zone Management	Vacant	X		
Deputy Assistant Secretary, DIBA	Donald E. Johnson		X	
Deputy Assistant Secretary, National Export Expansion Coordinator, DIBA	Vacant		X	
Director, Census Bureau	Vacant	X		
Commissioner of Patents and Trademarks	C. Marshall Dann	X		
Director, National Bureau of Standards	Vacant	X		
Deputy Administrator, National Fire Pre- vention and Control Administration	David A. Lucht	X		

\*Status

Definitions

- PAS - Presidential appointment with Senate confirmation.
- PA - Presidential appointment without Senate confirmation.
- Sch C - Positions excepted from competitive service.
- Career - Career position or positions in the competitive service with appointment made through the merit staffing procedures.
- Secy/Pres - Certain positions authorized by statute to be established by the Secretary with the approval of the President.

COMMITTEES CHAIRED BY THE SECRETARY OF COMMERCE

DOC ADVISORY COMMITTEES

Secretary's Alternate (A)  
Representative (R)

Industry Policy Advisory  
Committee for Multilateral  
Trade Negotiations (Note:  
The Secretary and the  
Special Representative for  
Trade Negotiations serve  
as co-chairmen.)

National Industrial Energy  
Council

Secretary's Advisory Council

Under Secretary chairs in  
absence of Secretary

INTERAGENCY COMMITTEES

Adjustment Assistance Advisory  
Board

Under Secretary (R)

Cabinet Task Force on Question-  
able Payments Abroad

(General Counsel and AS/Policy  
cochair)

Energy Resources Council

Export Administration Review  
Board

Export Expansion Advisory  
Committee

Assistant Secretary for DIB

Federal Advisory Council on  
Regional Economic Development

Special Assistant for Regional  
Economic Development (A)

Foreign-Trade Zones Board

Interdepartmental Savings  
Bond Committee

J.A. Lola, (OAS&P) (A)

President's Interagency Com-  
mittee on Export Expansion

COMMITTEES OF WHICH THE SECRETARY OF COMMERCE  
IS A MEMBER

PUBLIC COMMITTEES

Secretary's Alternate (A)  
Representative (R)

---

Advisory Council on Historic  
Preservation

John E. Hansel, EDA (A)

Board of Directors, National  
Center for Productivity and  
Quality of Working Life

National Commission for Man-  
power Policy

Assistant Secretary for ED (A)

National Power Survey Executive  
Advisory Committee

President's Committee on Employ-  
ment of the Handicapped

(Secretary is Associate Member,  
Director, O/Personnel (A) )

INTERAGENCY COMMITTEES

Advisory Council on Employment  
of the Handicapped (Advises  
President's Committee above)

Director of Personnel (A)

Advisory Council on Service-  
men's Group Life Insurance

Agriculture Policy Committee

Robert S. Milligan (A)  
Richard G. Darman (R)

Council on International  
Economic Policy

Under Secretary (A)

Council on Wage and Price  
Stability

Domestic Council

-- Committee on the Right  
of Privacy (Also called  
V/P's Committee on etc.)

-- Committee on Illegal  
Aliens

General Counsel (R)

COMMITTEES OF WHICH THE SECRETARY OF COMMERCE  
IS A MEMBER Cont'd

<u>INTERAGENCY COMMITTEES</u>	<u>Secretary's Alternate (A) Representative (R)</u>
East-West Foreign Trade Board	
Federal Financing Bank Advisory Council	Assistant Secretary for Policy (A)
Interagency Economic Adjustment Committee	Assistant Secretary for ED
Interdepartmental Committee on the Status of Women	Special Assistant to Under Secretary (A)
National Advisory Council on International Monetary and Financial Policies	Assistant Secretary for Policy
President's Committee on Urban Development & Neighborhood Revitalization	Assistant Secretary for Policy
President's Council on Aging (Inactive)	
President's Economic Policy Board	Assistant Secretary for Policy (A)
Trade Policy Committee	Assistant Secretary for Policy
Water Resources Council	Robert S. Milligan (A) Ronald E. Kramer (R) Donald R. Baker (A/R)

## SPECIAL FACILITIES AND SERVICES

Secretary's Dining Room is located in Room 5843; it seats up to 25 persons and is equipped with a full kitchen.

Staff Dining Room is located in the cafeteria area of the basement in Room B-833. The staff dining room may be reserved for the Secretary and staff members to whom the Secretary has extended this privilege.

Secretary's Exercise Area is located in Room 5847 and is equipped with exercise equipment, sauna, shower and toilet facilities. It is reserved for the use of the Secretary and those members of the staff to whom he extends this privilege.

Auditorium - The Commerce Auditorium is located on the first floor in the center of the building. It has a seating capacity of 509 persons. A room in the rear (Room 1851) serves as a waiting room for officials and doubles as a conference room when the auditorium is not in use. It is assigned on a request basis and is made available to other Federal agencies for official and sponsored functions. Departmental requests take precedence over other use.

Conference Facilities - Room 5851 is a small conference facility for the exclusive use of the Secretary; it seats 15 people. Portable projection and recording equipment are provided as required.

Room 4830 is called the Secretary's Conference Room and is reserved primarily for the Secretary, Under Secretary and Assistant Secretaries with requirements of the Secretary taking precedence over all others. It seats 70 people comfortably and is equipped with a public address system, 16mm sound equipment and recording equipment. Other portable projection equipment is provided as required.

There are thirteen other conference and training rooms in strategic locations throughout the building with seating capacities of 20 to 75 persons. Four are equipped with various types of P.A., TV, projection and recording equipment.

Secretary's Recording Studio is located in Room 5407. This studio is equipped with sophisticated recording equipment, primarily used for preparing radio spot announcements.

Secretary's Elevator - Elevator number 11 located at the three and eight corridors is reserved for the use of the Secretary and those members of his staff to whom he extends this privilege.

Library Services - The Library will procure and assign on Indefinite Loan any books or periodicals for the Secretary's use and his office bookshelves. It will perform research services, lend publications for shorter periods and route current issues of journals and newspapers to him.

Secretary's Car - An official limousine and chauffeur are assigned to the Secretary for use in his official capacity including transportation between home and office. The vehicle is customarily leased by the Department on an annual basis. It is equipped with a mobile radio telephone, red flashing warning lights, and an interior reading lamp.

The chauffeur is paid under the Wage Board pay scale (i.e. at prevailing rates) at WG-7. In addition he is paid overtime at the rate of time and a half. He also receives a yearly allowance of \$125 for uniforms. This is comparable with wages and allowances received by chauffeurs in other cabinet level departments.

Cars for Other Officials - On a leased basis, two medium and three compact sedans are available for official use only by the Under Secretary, Assistant Secretaries, the General Counsel, other designated officials of their staffs and the Secretary's staff. Transportation between home and office is not permitted. These vehicles are chauffeured by full-time permanent Department employees.

Communications - AP and UPI wire service is located in Room 4182, in the Office of Public Affairs. Teletype and facsimile transmission equipment is located in Room 6844. All building telephones are part of the Federal Telecommunications System (FTS), a low cost communications arrangement for official calls to any telephone exchange in the 50 states. Telephone credit cards are generally restricted to the Assistant Secretary level and above. Cards are issued to other officials only when fully justified.

Private Telephone Line to the White House - A line on the Secretary's telephone is connected to the White House switchboard. Installation and changes to telephones are arranged by the Department's Office of Administrative Services and Procurement.



OFFICE OF THE SECRETARY BUDGET DATA

<u>Office</u>	<u>1976 (ACTUAL) 15 MONTHS</u>		<u>Salaries and</u>		<u>Working</u>		<u>Reimbursable</u>		<u>Total</u>
			<u>Expenses</u>		<u>Capital Fund</u>		<u>Projects</u>		
	<u>Perm.</u>	<u>Amount</u>	<u>Perm.</u>	<u>Amount</u>	<u>Perm.</u>	<u>Amount</u>	<u>Perm.</u>	<u>Amount</u>	
	<u>Pos.</u>		<u>Pos.</u>	<u>Pos.</u>	<u>Amount</u>	<u>Pos.</u>	<u>Amount</u>	<u>Pos.</u>	
Immediate Office of the Sec. and U/Sec.....	25	\$ 1,061,500	...	\$ ...	268	\$ 2,831,700	293		
Office of the Chief Economist.....	8	320,800	...	...	9	64,800	17		
A/S for Economic Development.....	2	103,700	...	...	...	...	2		
A/S for DIBA.....	7	268,800	...	...	...	...	7		
A/S for Science and Technology.....	8	316,200	...	...	...	247,000	8		
A/S for Administration.....	8	317,000	...	...	5	755,800	13		
A/S for Policy.....	...	...	...	...	...	...	...		
A/S for Maritime Affairs.....	4	102,900	...	...	...	...	4		
A/S for Tourism.....	4	124,400	...	...	...	...	4		
General Counsel.....	43	1,536,700	...	...	3	83,800	46		
Congressional Relations.....	9	351,200	...	...	...	...	9		
Office of Communications.....	13	615,100	...	...	17	867,800	30		
Policy Development.....	22	1,241,000	...	...	3	126,300	25		
Appeals Board.....	...	22,500	...	...	2	86,900	2		
Administrative Services & Procurement.....	11	426,500	174	6,697,000	11	597,100	196		
Audits.....	70	2,393,000	4 1/	464,800	27	1,246,100	101		
Budget and Program Analysis.....	27	1,096,300	...	...	...	...	27		
Emergency Readiness.....	2	64,400	4	190,000	...	...	6		
Security and Investigations.....	10	285,800	...	...	9	556,400	19		
Organization and Management Systems.....	24	961,100	49 2/	2,739,900	7	414,500	80		
Personnel.....	22	996,900	51	1,898,800	3	999,500	76		
Publications.....	6	213,600	164	9,315,300	...	...	170		
Environmental Affairs.....	21	1,066,100	...	...	...	...	21		
Program Evaluation.....	13	301,700	...	...	...	...	13		
ADP Management.....	...	...	...	...	...	...	...		
International Economic Policy & Research...	...	...	...	...	...	...	...		
International Commodities.....	...	...	...	...	...	...	...		
Financial Management Services.....	...	...	68	2,106,900	...	...	68		
Other Expenses.....	...	2,385,400	...	...	...	8,687,200	...		
<b>Total.....</b>	<b>359</b>	<b>\$16,572,600</b>	<b>514</b>	<b>\$23,412,700</b>	<b>364</b>	<b>\$17,564,900</b>	<b>1,237</b>		

1/ Interagency Auditor Training

2/ This is ADP Operating Division.

Working Capital Fund: A reservoir of monies appropriated for central service operations, for which there is later reimbursement by those units which purchase the services.

OFFICE OF THE SECRETARY BUDGET DATA

<u>FISCAL YEAR 1977</u>	<u>Salaries and Expenses</u>		<u>Working Capital Fund</u>		<u>Reimbursable Projects</u>		<u>Total Positions</u>
	<u>Perm. Pos.</u>	<u>Amount</u>	<u>Perm. Pos.</u>	<u>Amount</u>	<u>Perm. Pos.</u>	<u>Amount</u>	
Immediate Office of the Sec. and U/Sec.....	32	\$848,900	...	...	34	\$914,600	66
Office of the Chief Economist.....	13	345,100	...	...	9	319,100	22
A/S for Economic Development.....	3	113,800	...	...	...	...	3
A/S for DIBA.....	8	272,100	...	...	...	...	8
A/S for Science and Technology.....	9	272,900	...	...	...	...	9
A/S for Administration.....	14	300,800	8	100,500	9	724,500	31
A/S for Policy.....	6	177,700	...	...	13	528,800	19
A/S for Maritime Affairs.....	3	84,900	...	...	...	...	3
A/S for Tourism.....	3	102,000	...	...	...	...	3
General Counsel.....	47	1,306,200	...	...	3	106,000	50
Congressional Relations.....	7	210,900	...	...	...	...	7
Communications.....	15	428,600	...	...	17	846,700	32
Policy Development.....	40	1,492,200	...	...	4	109,300	44
Appeals Board.....	2	17,000	...	...	...	63,600	2
Administrative Services & Procurement.....	13	378,300	205	6,444,900	13	540,500	231
Audits.....	77	2,069,100	6 1/	354,700	28	1,041,700	111
Budget & Program Analysis.....	25	794,100	...	...	...	...	25
Emergency Readiness.....	2	61,500	6	162,600	...	...	8
Security and Investigations.....	11	235,900	...	...	10	441,600	21
Organization and Management Systems.....	17	505,300	...	...	7	439,000	24
Personnel.....	22	854,100	65	1,846,900	3	545,300	90
Publications.....	6	189,800	195	6,828,600	...	...	201
Environmental Affairs.....	21	885,300	...	...	...	240,000	21
Program Evaluation.....	7	242,800	...	...	...	...	7
ADP Management.....	5	130,000	61 2/	2,353,700	...	550,000	66
International Economic Policy and Research.....	216	6,454,300	...	...	...	...	216
International Commodities.....	11	322,000	...	...	...	...	11
Financial Management Services.....	...	...	71	1,842,600	...	...	71
Other Expenses.....	...	3,018,400	...	...	...	7,328,900	...
TOTAL.....	<u>635</u>	<u>\$22,114,000</u>	<u>617</u>	<u>\$19,934,500</u>	<u>150</u>	<u>14,739,600</u>	<u>1,402</u>

1/ 6 positions for Interagency Auditor Training

2/ This is ADP Operating Division

Working Capital Fund: A reservoir of monies appropriated for central service operations, for which there is later reimbursement by those units which purchase the services.

The above figures include additional amounts requested to provide funding for the October 1976 pay raise of \$1,803,800.

OFFICE OF THE SECRETARY BUDGET DATA

<u>FISCAL YEAR 1978 (AS REQUESTED)</u>	<u>Salaries and Expenses</u>		<u>Working Capital Fund</u>		<u>Reimbursable Projects</u>		<u>Total Pos.</u>
	<u>Perm. Pos.</u>	<u>Amount</u>	<u>Perm. Pos.</u>	<u>Amount</u>	<u>Perm. Pos.</u>	<u>Amount</u>	
	<u>Office</u>						
Immediate Office of the Sec. & U/Sec.....	32	\$ 874,000	...	\$ ...	34	\$ 921,700	66
Office of the Chief Economist.....	13	343,600	...	...	9	321,600	22
A/S for Economic Development.....	3	122,600	...	...	...	...	3
A/S for DIBA.....	8	286,700	...	...	...	...	8
A/S for Science and Technology.....	9	279,800	...	...	...	...	9
A/S for Administration.....	14	307,300	8	97,700	9	730,100	31
A/S for Policy.....	6	185,800	...	...	13	532,900	16
A/S for Maritime Affairs.....	3	91,700	...	...	...	...	3
A/S for Tourism.....	3	108,900	...	...	...	...	6
General Counsel.....	51	1,366,000	...	...	3	106,800	54
Congressional Relations.....	7	218,100	...	...	...	...	7
Office of Communications.....	15	430,400	...	...	17	853,300	32
Policy Development.....	40	1,466,100	...	...	4	110,100	44
Appeals Board.....	2	17,000	...	...	...	64,100	2
Administrative Services & Procurement.....	13	379,800	205	6,516,000	13	544,700	231
Audits.....	77	2,049,400	6 1/	357,100	28	1,049,700	111
Budget & Program Analysis.....	25	799,700	...	...	...	...	25
Emergency Readiness.....	2	62,700	6	164,300	...	...	8
Security and Investigations.....	11	236,300	...	...	10	445,000	21
Organization and Management Systems.....	24	648,400	...	...	7	442,400	31
Personnel.....	28	1,013,700	65	1,870,900	3	549,500	96
Publications.....	6	190,200	195	6,872,100	...	...	201
Environmental Affairs.....	23	1,519,200	...	...	...	241,900	23
Program Evaluation.....	7	244,200	...	...	...	...	7
ADP Management.....	8	219,100	61 2/	2,357,600	...	554,300	69
International Economic Policy & Research..	219	6,479,200	...	...	...	...	219
International Commodities.....	13	378,500	...	...	...	...	13
Financial Management Services.....	...	...	71	1,773,100	...	...	71
Other Expenses.....	...	3,098,900	...	...	...	7,328,900	...
<b>Total.....</b>	<b>662</b>	<b>\$23,417,300</b>	<b>617</b>	<b>\$20,008,800</b>	<b>150</b>	<b>\$14,797,000</b>	<b>1,429</b>

1/ Six positions for Interagency Auditor Training

2/ This is ADP Operating Division

Working Capital Fund: A reservoir of monies appropriated for central service operations, for which there is later reimbursement by those units which purchase the services.

The above figures include additional amounts requested to provide funding for the October 1976 pay raise of \$1,994,100.

**DEPARTMENT OF COMMERCE**  
**Budget Authority**  
(In thousands of dollars)

	Fiscal Year 1977			Fiscal Year 1978	
	1976 Actual	Appropriation Enacted to Date	Supplemental Appropriation Request	Total	Budget Request
General Administration....	13,813	21,158	...	21,158	22,531
Bureau of the Census.....	75,327	90,687	659	91,346	118,835
Bureau of Economic Analysis.....	11,759	12,300	274	12,574	13,295
Economic Development Administration.....	759,378	2,386,725	...	2,386,725	276,321
Regional Action Planning Commissions.....	64,068	63,500	...	63,500	44,200
Domestic and International Business Administration	62,617	57,524	...	57,524	57,587
Minority Business Enterprise.....	49,850	50,000	...	50,000	49,811
U.S. Travel Service.....	12,799	14,470	...	14,470	13,864
National Oceanic and Atmospheric Admin.....	533,661	585,296	178,000	763,296	879,562
National Fire Prevention & Control Administration..	8,718	12,239	5,000	17,239	15,505
Patent & Trademark Office	85,350	86,400	...	86,400	80,250
Science and Technology: National Bureau of Standards.....	61,658	66,205	...	66,205	71,891
National Technical Information Service...	1,685	1,166	...	1,166	1,363
Office of Telecommunications.....	1,361	1,414	...	1,414	1,676
Subtotal, Science & Technology.....	64,704	68,785	...	68,785	74,930
Maritime Administration...	530,593	432,872	...	432,872	536,491
Contingency Items.....	...	...	...	...	5,318
<b>Total, Department of   Commerce.....</b>	<b>2,272,637</b>	<b>3,881,956</b>	<b>183,933</b>	<b>4,065,889</b>	<b>2,188,500</b>

DEPARTMENT OF COMMERCE  
Permanent End-of-Year Employment

	1976 Actual	Fiscal Year 1977 Budget Request	Fiscal Year 1978 Budget Request
General Administration....	1,041	1,295	1,317
Bureau of the Census.....	3,959	3,985	3,993
Bureau of Economic Analysis.....	472	514	533
Economic Development Administration.....	760	815	745
Regional Action Planning Commissions.....	56	89	91
Domestic and International Business Administration.	1,770	1,604	1,617
Minority Business Enterprise.....	202	206	206
U.S. Travel Service.....	110	127	127
National Oceanic and Atmospheric Admin.....	12,630	13,785	14,075
National Fire Prevention & Control Administration..	59	92	126
Patent & Trademark Office	2,725	2,694	2,770
Science and Technology: National Bureau of Standards.....	3,097	3,088	3,141
National Technical Information Service...	363	409	425
Office of Telecommunications.....	247	264	268
Subtotal, Science & Technology.....	3,707	3,761	3,834
Maritime Administration...	1,378	1,392	1,429
Total, Department of Commerce.....	28,869	30,359	30,863



