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THE WHITE HOUSE

WASHINGTON

February 3, 1975

MEMORANDUM FOR RON NESSEN

FROM: STEPHEN HERBITS *SH*  
SPECIAL ASSISTANT TO  
BILL WALKER

In response to your memo of January 30th on Sandy Winston, because Sandy is a career civil servant, this office can be of no assistance in helping to place him. We are making every effort to remain outside of the civil service merit system and to avoid flack, current policy precludes forwarding referrals for those in the career service. Sorry we can't be more helpful.



THE WHITE HOUSE

WASHINGTON

Feb. 21

Ron:

Alan Woods in Bill Walker's office called and wants your opinion on the appointment of David Brinkley to the Wildlife Foundation which is under the Interior Department. The foundation is charged with raising money around the country to purchase land for national parks. It is a non-paying position and Lawrence Rockefeller, co-chairman of the foundation is pushing hard for Brinkley. David has been contacted and wants to serve. Of course, the foundation is after the Brinkley name too.

The position is a Secretary of the Interior appointment even though it is being handled by the Presidential appointments office.

I recommend that if you have no objection, that I tell Alan this afternoon informally, nothing in writing, that you have no objection, if that's the case.

  
Lou

~~\_\_\_\_\_~~ Tell Woods that I have no objection

\_\_\_\_\_ Tell Woods I think the appointment would be a problem

\_\_\_\_\_ Tell Woods I don't think it would be appropriate for me to have any input to the decision



TC Ron Neuen  
"eyes only"

THE WHITE HOUSE  
WASHINGTON

March 4, 1975

MEMORANDUM FOR THE PRESIDENT

THROUGH: DONALD RUMSFELD  
FROM: WILLIAM N. WALKER *Walker*  
SUBJECT: Executive Level Vacancy Report

The status of executive level vacancies is as follows:

	<u>March 4, 1975</u>	<u>February 3, 1975</u>
Total Positions	567 (100%)	563 (100%)
Not Yet Confirmed	20 (3.5%)	14 (2.5%)
Pending Signature and/or Announcement	0	2 (0.4%)
Approved and/or in Clearance	30 (5.3%)	26 (4.6%)
Pending Final Approval	0	4 (0.7%)
Not Decided, But Near Decision	9 (1.6%)	11 (2.0%)
No Decision Reached	27 (4.8%)	31 (5.5%)
<b>TOTAL</b>	<b>86 (15.2%)</b>	<b>88 (15.6%)</b>
Projected Vacancies	16	8



PENDING SENATE CONFIRMATION

<u>Name</u>	<u>Position</u>	<u>Date Sent to Senate</u>
<u>Housing and Urban Development</u>		
C. Hills	Secretary	2/20/75
T. Cody	Assistant Secretary	1/16/75
W. Greener	Assistant Secretary	1/16/75
O. Stolz	Member, Board of Directors, Community Development Corporation	1/28/75
<u>Defense Department</u>		
V. Veysey	Assistant Secretary of the Army	2/18/75
D. Brotzman	Assistant Secretary of the Army	2/20/75
<u>Department of State</u>		
N. Davis	Assistant Secretary	1/16/75
J. Reinhardt	Assistant Secretary	1/16/75
<u>Department of Labor</u>		
J. Dunlop	Secretary	2/18/75
<u>Special Trade Representative</u>		
F. Dent	Representative	2/27/75
<u>National Science Foundation</u>		
R. Atkinson	Deputy Director	3/04/75
<u>Arms Control &amp; Disarmament Agency</u>		
J. Lehman	Deputy Director	1/27/75
<u>Drug Enforcement Administration</u>		
J. Jensen	Deputy Administrator	1/23/75





APPROVED AND/OR IN CLEARANCE

A. Adams                    Commissioner, Rehabilitation Services  
                                 Administration (HEW)

A. Fletcher                 Judge, U.S. Court of Military Appeals  
                                 (Defense)

G. Heilmeier                Director, Defense Advanced Research Projects  
                                 Agency (Defense)

H. Hodgkinson             Director, National Institute of Education  
                                 (HEW)

J. Eden                     Assistant Secretary for Administration  
                                 (Commerce)

D. Oberlin                 Administrator, St. Lawrence Seaway  
                                 Corporation (Transportation)

C. Mann                    Assistant Administrator for Program and  
                                 Management Services (AID)

C. Farrar                   Assistant Administrator for Technical  
                                 Assistance Bureau (AID)

I. Burgess                 Member  
                                 (National Transportation Safety Board)

L. Burton                  Commissioner, Automated Data and Telecom-  
                                 munication Services (GSA)

C. DuPont                 Chairman  
                                 (Postal Rate Commission)

P. Miltich                 Member  
                                 (Postal Rate Commission)

L. Lane                    Commissioner General, International Oceans  
                                 Exposition - Okinawa (State)

J. Peterson                Administrator, Fire Safety & Prevention  
                                 (Commerce)

D. Lucht                    Deputy Administrator, Fire Safety & Prevention  
                                 (Commerce)



H. Smith Chairman, International Joint Commission  
U.S. and Canada (State)

J. Hill Deputy Administrator  
(FEA)

G. Smith Assistant Administrator, Operations, Regula-  
tions & Compliance (FEA)

J. Askew Associate Deputy Administrator  
(FEA)

W. Kendrick Commissioner  
(EEOC)

J. Watt Commissioner  
(Federal Power Commission)

W. Meinecke Assistant Director, Administration and  
Finance (ACTION)

R. Gervas Associate Director, Domestic Operations  
(ACTION)

J. Dellenback Associate Director, International  
Operations (ACTION)

R. Johnson General Counsel  
(ERDA)

P. White Assistant Administrator, Fossil Energy  
(ERDA)

A. Starbird Assistant Administrator, National Security  
(ERDA)

R. Holmquist Chairman  
(Renegotiation Board)

T. Cooper Assistant Secretary for Health  
(HEW)

D. Fredrickson Director, National Institutes of Health  
(HEW)





W. Bagley                    Chairman  
                              (Commodity Futures Trading Commission)

R. Price                     Member  
                              (Commodity Futures Trading Commission)

J. Rainbolt                 Member  
                              (Commodity Futures Trading Commission)

R. Dunn                     Member  
                              (Commodity Futures Trading Commission)

G. Seevers                 Member  
                              (Commodity Futures Trading Commission)



NOT DECIDED, BUT NEAR DECISION

		<u>Date Became Vacant</u>	<u>Comment</u>
<u>Renegotiation Board</u>	Member PAS - Level V	1/31/75 ✓	Search underway.
<u>LEAA</u>	Deputy Administrator Policy Development PAS - Level V		On hold, per Justice's request.
<u>Commission on Supplies &amp; Shortages</u>	Executive Director Schedule C - Level III	New Position	Final candidates submitted to OMB for Congressional review.
<u>Federal Energy Administration</u>	Deputy Administrator Policy PAS - Level III	New Position	On hold.
<u>Environmental Protection Agency</u>	Assistant Administrator for Enforcement PAS - Level IV		Johnson "Acting"; candid as being considered.
<u>Civil Service Commission</u>	Commissioner PAS - Level IV	3/1/75	Andolsek's term expiring.
<u>AID</u>	General Counsel Schedule C - Level V		Gladson recommended; other candidates being reviewed.



General Services  
Administration

Commissioner, Public  
Building Services  
Schedule C - Level V

In staffing.

Small Business  
Administration


Associate Administrator  
for Operations  
Schedule C - Level V

Kingsley identified.

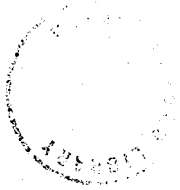


NO DECISION REACHED

		<u>Date Became Vacant</u>	<u>Comment</u>
<u>General Services Administration</u>	Assistant Administrator Schedule C - Level V	10/74	Looking at candidates.
<u>Health, Education, &amp; Welfare</u>	Under Secretary PAS - Level II	12/74	Carlucci resigned; search underway.
	Administrator, Health Services Administration Schedule C - Level IV	2/1/75	Buzzell resigned; search underway.
	Administrator ADAMHA PAS - Level IV	New Position	Reevaluating candidates.
<u>Transportation</u>	Administrator, FAA PAS - Level II	3/75	Butterfield resigning; looking for candidates.
	Administrator, Federal Railroad Administration PAS - Level III		Search underway.
	Asst. Secretary Congres- sional & Intergovernmental Relations PAS - Level IV	9/74	Search underway.
	Asst. Secretary, Systems Development and Technology PAS - Level IV	8/74	Search underway.



<u>OTP</u>	Director PAS - Level III	9/74	Search underway.
<u>Special Trade Representative</u>	Deputy Representative PAS - Level IV		On hold.
<u>Library of Congress</u>	Librarian of Congress PAS - Level IV	12/74	New search underway.
<u>Housing and Urban Development</u>	Asst. Secretary Housing Production & Mortgage Credit PAS - Level IV		Search underway.
	Administrator, Federal Insurance Administration Schedule C-Level IV		Search underway.
<u>Council on Economic Advisors</u>	Member PAS - Level IV	2/75	Fellner resigned; search underway.
<u>Commodity Futures Trading Commission</u>	Executive Director Schedule C - Level V	New Position	Looking at candidates.



Arms Control  
& Disarmament  
Agency

Justice

Asst. Director, International  
Relations Bureau  
PAS - Level IV

Deputy Attorney General  
PAS - Level II

Asst. Attorney General  
Criminal Division  
PAS - Level IV

Asst. Attorney General  
Congressional Relations  
PAS - Level IV

12/74

1/75

Associate Administrator,  
Finance-Investment  
Schedule C - Level V

1/75

Under Secretary  
PAS - Level III

2/75

Administrator, Wage &  
Hour Administration  
PAS - Level V

2/75

Assistant Administrator  
Nuclear Energy  
PAS - Level IV

New  
Position

Assistant Administrator  
Conservation  
PAS - Level IV

New  
Position

Candidates being evaluated

Silberman resigned; search  
underway.

On hold.

To be discussed with the  
Attorney General.

Wollard resigned; searching  
for candidates.

Shubert resigned; search  
underway.

Betty Murphy reassigned;  
search underway.

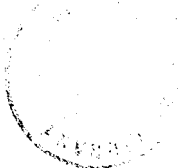
Looking for candidates.

Several candidates under  
consideration.

Small Business  
Administration

Labor

ERDA



Nuclear  
Regulatory  
Commission

General Counsel  
Schedule C - Level V

New  
Position

Looking for candidates.

Director, Office of  
Safeguards  
PAS - Level IV

New  
Position

Looking for candidates.

Executive Director  
Schedule C - Level IV

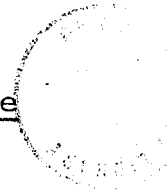
New  
Position

Looking for candidates.



PROJECTED VACANCIES

<u>LEAA</u>	Deputy Administrator for Administration PAS - Level V	Potentially vacant if incumbent promoted, as expected.
<u>OSHRC</u>	Member (Republican) PAS - Level IV	VanNamee's term expires 4/27/75.
<u>FPC</u>	Chairman (Republican) PAS - Level III	Nassikas' term expires 6/22/75
<u>FCC</u>	Commissioner (Republican) PAS - Level IV	Washburn's term expires 6/30/75.
<u>SEC</u>	Commissioner (Democrat) PAS - Level IV	Pollack's term expires 6/5/75.
<u>FHLBB</u>	Member (Republican) PAS - Level IV	Marston's term expires 6/30/75
<u>FEA</u>	Asst Admin. Policy & Analysis PAS - Level IV	Potentially vacant if incumbent promoted, as expected.
	Asst Admin, Energy Resource Development PAS - Level IV	Ligon's resignation has been accepted ( ) the President, effective 3/15/75.
<u>State</u>	Deputy Under Secretary PAS - Level IV	Brown's resignation has been accepted by the President.
<u>Justice</u>	Asst Attorney General for Civil Division PAS - Level IV	Vacant upon Hills' confirmation.





Defense

Asst. Secretary for  
Installations & Logistics  
PAS - Level IV

A. Mendolia to resign 3/31/75.

AID

Assistant Administrator  
Population & Humanitarian  
Assistance  
PAS - Level IV

Kieffer resignation effective 4/1/75.

CEA

Member  
PAS - Level IV

Vacant upon Seevers' confirmation.

Agriculture

General Counsel  
PAS - Level IV

Knebel resigning.

Commerce

Secretary  
PAS - Level I

Vacant upon Dent's confirmation

U.S. International  
Trade  
Commission

Member (Democrat)  
PAS - Level V

Leonard's term expires 6/16/75.



THE WHITE HOUSE  
WASHINGTON

March 14, 1975

TO: BILL WALKER

FROM: RON NESSEN *RHN*

I know this woman vaguely from years ago at NBC She is pretty flighty and I have no recommendation to make.



March 14, 1975

Dear Inga:

It was good to hear from you again.

I can assure you that Bill Walker's response to you was not a "form letter." He was serious when he said that you will be given serious consideration.

Nevertheless, I have sent on to him the packet of material you sent me.

Best wishes,

Sincerely,

Ron Nessen  
Press Secretary to the President

Ms. Inga Rundvold  
9719 Bezhill Drive  
Kensington, Maryland 20795

RN:jg

bcc: Wm. Walker



American Revolution  
Bicentennial Administration  
736 Jackson Place N.W.  
Washington, D.C. 20276  
(202) 382-1776



March 12, 1975

Mr. Ron Nessen  
Press Secretary to the President  
THE WHITE HOUSE  
Washington, D. C.

Dear Ron,

I'm following your career with great interest and remembering the 'good ole days at NBC.'

It may be presumptuous of me...perhaps pushy...to ask your assistance...but nevertheless, here goes...

President Ford has written two letters of recommendation and endorsement for me to serve on the Bicentennial. Those together with a summary of professional experience, which all agree far exceeds most around here, hasn't gotten me very far.

I wish to use my talents and serve my country and the Republican party in a more deserving role.

Enclosed is Mr. William Walker's reply to my letter, however I feel the response might be a form letter.

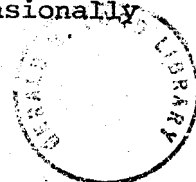
Would you please personally send my enclosed materials to the private attention of Mr. Walker? It would please me very much. May I hear from you?

Best regards

A handwritten signature in cursive script, appearing to read "Inga".

Inga Rundvold (Hook)  
Travel Industry Coordinator

My regards to your mother too. I've run into her occasionally...she's so proud of you...we all are....





THE VICE PRESIDENT  
WASHINGTON

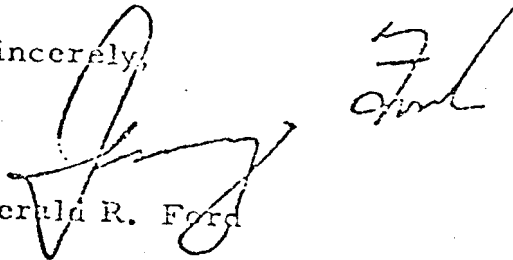
January 16, 1974

Mrs. Anne Armstrong  
Counsellor to the President  
The White House  
Washington, D. C.

Dear Anne:

I understand that Inga Rundvold (Mrs. Lester J. Hook) is being considered for a position with the American Revolution Bicentennial Administration. I am happy to endorse her candidacy, and enclose a letter which I wrote in 1970 urging that she be considered for an appointment as Director of Communications and Information with the American Revolution Bicentennial Commission.

Sincerely,

  
Gerald R. Ford

GRF:rtb

encl.



## CURRICULUM VITAE

Inga Rundvold Hook

### Summary of Present Position:

1974 to Date: Private Sector Liaison, American Revolution Bicentennial Administration

### Responsibilities:

The Coordination of major National professional Associations, Association Executives, and Key Professional Associations Councils; to motivate and assist these professional groups in planning, developing, and executing national programs of significance for the observance of the Bicentennial.

This activity requires a comprehensive knowledge of programs of national appeal, program development, production skills, marketing techniques and effective program preparation for the mass media.

The Coordination of Travel Industry Associations devoted to encouraging travel to and within the United States through cooperative industry programs and in association with travel related government interests.

To acquaint the widely diversified travel industry with BINET, the central source of Bicentennial events information, to motivate the industry, to market and promote National Bicentennial activities and to develop and implement programs which benefit the United States Traveler.



## CURRICULUM VITAE

Inga Rundvold Hook

### Summary of Professional Experience:

1973 - 1974: Special Events Coordinator, Communications Specialist, and Program Developer for the Women's Participation Unit of the ARBA involving National Women's Professional and Private organizations. (Consultant Status)

1974: Program Developer and Media Specialist and Supervisor for NATIONAL TRUST FOR HISTORIC PRESERVATION. (Consultant Status)

1971 to Date: Free-lance travel writer for New York Daily News, Chicago Tribune, Los Angeles Times, and Christian Science Monitor with 110 syndicated newspapers.

1972 - 1973: Travel Industry Liaison and Program Developer for ARBC. (Consultant Status)

1973: Media Program Producer, National Trust Historic Preservation. (Consultant Status)

1971 - 1972: Senior Program Coordinator, National Voluntary Organizations, American Revolution Bicentennial Commission. (Consultant Status)

1968 - 1971: Television Writer/Producer of foreign travel series "Let's Go Places;" Travel Reporter for NBC-TV "Today" show.

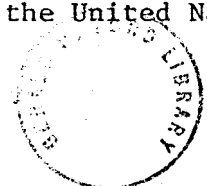
1950 - 1967: Originator, Writer/Producer, "Today with Inga" show; Commentator for NBC-TV owned and operated Washington, D.C. affiliate WRC-TV.

1945 - 1950: Fashion Editor and Daily Columnist for Washington Times Herald.

### Responsibilities:

1973 - 1974: Consultant to Women's Participation Unit of ARBA.

Evaluated and researched liaison with national and international people of accomplishment in the arts whose backgrounds would lend guidance in the development of an International Women's Arts Festival in connection with the United Nations Women's Year in 1975.



Responsibilities (Continued)

1973 - 1974:

- Participated in the preparation of meeting materials and reported on status of program development.
- Arranged and assisted in coordinating meetings and conferences for the development of policy goals and implementation for programs.
- Made preparations essential to a National Women's Organization meeting held under the auspices of the ARBA, December 7, 1973, for the adoption of three national programs. Task included both facility preparation (hotel, travel, and government regulations), as well as coordination of meeting materials.
- Briefed participating national organizations and their representatives on the goals and aspirations of the ARBA to link ideas, resources and people.
- Assisted in the follow-up on actions taken at the meeting which were applicable to Bicentennial goals.
- Served as Media and Press Specialist to establish an exclusive network of women's communications for the ARBA, White House, and United Nations Women's Year. The network included both electronic and print media with emphasis on Women Power in the United States. Researched and evaluated hard-news press, newspaper women and media women, magazine editors, feminist publications, free-lance writers, editors of professional associations and private organizations, national and international women's organizations, women's caucuses and task forces in professional associations, and Federal women departmental and agency leaders.

1974: Special Events Creator and Developer for Programs for the National Trust for Historic Preservation.

- Researched and analyzed media of 20 major markets for the creation of network and local programs on the appreciation of historic preservation.
- Following research and analysis, arranged interviews for Preservation Specialist to enhance public awareness of historic preservation as a Bicentennial community goal. Created, wrote, and produced scripts and visuals for program material relating to public consciousness (re LOST AMERICA which emphasizes preservation of America's landmarks...and preservation of movie palaces and theaters for contemporary use).





Inga Rundvold Hook

Responsibilities (Continued)

1974:

- Created, produced and directed national and public service radio and TV spots for Communications Department of the National Trust for Historic Preservation.
- Developed and set standards for celebrity bank of international and national stars to promote efforts of preservation of American landmarks. Personalities included Helen Hayes, Ann Baxter, Eddie Albert, Ginger Rogers, Jean Simmons, etc., etc.
- Consultant to National Trust Advisory Board to determine issues of significance to maintain appropriate follow-up on programs and direct activities to carry out major programs and goals in the Bicentennial Era.

1971 to Date:

- Free-lance travel writer for major american newspapers involving U.S. and world travel to evaluate, advise, and report on the worldwide travel industry. Worked with U.S. State Tourist offices and national travel organizations to establish suitable destinations and development of tourism, national historic sights and attractions. Worked with international Boards of Foreign tourism to relate the status of travel, accommodations and attractions overseas.

1972 - 1973: Travel Consultant and Program Developer for travel industry related to Bicentennial planning.

- Developed major travel forums and programs under the auspices of the Society of American Travel Writers to generate ideas, programs, and goals in various units of the industry to coordinate with Bicentennial planning.

- Evaluated and researched travel associations and organizations in the private sector to establish agendas and program material for presentation. Recommendations were presented to the Chairman of the ARBC.

- These productions for the press necessarily required intimate knowledge of timely developments in the travel industry and an awareness of goals and programs within this industry.



Inga Rundvold Hook

Responsibilities (Continued)

1972 - 1973:

- Programs included productions with Discover America Tourist Organizations, United States Travel Service, Transpo, Amtrak, National Council for Community Services to International Visitors, Travel Trade, American Society of Travel Agents, National Association of Charter Airlines, Hotel and Motel Association, Airline Pilots Association, American Automobile Association, Transportation Association, etc., etc.

1973: Media Program Producer

- Creator, writer, producer, director of media and press news features to publicize first commemoration of National Preservation Week. These activities required a comprehensive knowledge of radio and television productions and related skills, together with personal contact, acquaintance with writers, editors, commentators, producers and all others possessing professional capabilities and having preeminent places in the radio and TV media.

1971 - 1972: Senior Program Coordinator

- National Voluntary and Professional Organizations, American Revolution Bicentennial Commission, Washington, D.C. Responsible for the design and implementation of multiple programs designed to acquaint national organizations with the opportunities afforded by the national Bicentennial, and to motivate and assist these subject organizations to plan, develop and execute Bicentennial programs of meaning and consequence. The activity requires comprehensive programming of personal contact, direct mail and effective use of special interest and general mass media.

The activity was undertaken on personal initiative in order to involve large segments of the population in the Nation's Bicentennial by utilizing the existing machinery of legitimate special interest groups throughout the country. Specific assignments have included:

- direction of an intensive research program;
- administrative responsibility for the activity including planning, reports and budget preparation;
- the creation of coalitions from diverse professional organizations, e.g., transportation, finance; and
- the establishment of program standards and controls.

Inga Rundvold Hook

Responsibilities (Continued)

Assignment in the Communications and Information Department of the American Revolution Bicentennial Administration also includes assisting the press in news gathering efforts and and to assist in the development of ARBA program material for publication and broadcast. These activities require a comprehensive knowledge of TV production skills, together with personal contact and acquaintance with writers, editors, commentators and producers of noted professional capabilities and standing.

Employment:

1968 - 1971:

Free-lance TV producer, wrote, filmed, promoted and commentated a TV foreign travel series aired under the title of "Let's Go Places." These were half-hour shows, sponsored by Coca-Cola and Perpetual Building Association. Researched complete itinerary with embassies, travel organizations and airlines. When abroad, local camera crews were used to capture historic landmarks and tourist attractions. The film was edited, scripted and commentary narrated on video-tape. Also participated in promotion and publicity, using available media. Produced, wrote and recorded commercials used on shows.

Associated with Sanders World Travel (a travel agency) as a Special Representative to promote and arrange for tours by such groups as Women's National Press Club and American Newspaper Women's Club. Plan itineraries and work through diplomatic sources to arrange special press conferences with American Embassies abroad and various press groups in countries to be visited.

1950 - 1967:

Employed by National Broadcasting Company as originator, producer, writer, researcher, promoter and commentator on daily shows aired as "Ingas Angle" and "Today with Inga." These were TV public service programs featuring prominent personages who were going places and doing things in Washington.

The principal theme of the programs was to provide a public service by presenting newsworthy guests and informing the public in developments in the fields of government, culture, health, law, education, welfare, transportation, travel, child care, housing, religion and national programs. This involved featuring guests who represented government, cultural organizations, private institutions, foreign embassies, the field of fashion, advertising media, and national industry.

Inga Rundvold Hook

Responsibilities (Continued)

Some of the outstanding guests were:

National: John F. Kennedy, Lyndon B. Johnson, Hubert Humphrey, Dean Rusk, Mrs. Dwight Eisenhower, Mrs. Richard Nixon, Mrs. Earl Warren, Mrs. Robert Kennedy and many more.

Congressional: Senators Murphy, Dirksen, Robert Kennedy, Mansfield and Bayh. Congressmen Arends, Hale Boggs, Gerald Ford and many more.

Diplomatic: Ambassadors Waller, Lemberger, Platzer, Silvercruys, Weerashinghe, Roenne, Munkki, Lucet, Alphand, Lord Harlech, Thorsteinsson, Nehru, Fay, Harmon, Shimoda, Yang, Pastor and de Besche. Also, Crown Prince of Norway and many more.

Entertainment: Charlton Heston, Gregory Peck, Milton Berle, Arthur Godfrey, Adolph Menjou, Bette Davis, Rosalind Russell, Kim Novak and many more.

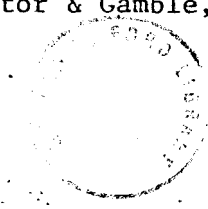
Literature: Authors Arthur Schlesinger, Ted Sorenson, Allen Dulles and many more.

In addition to the shows described above, other activities during 17 years on television included: Commentator for first color presentations made to Federal Communications Commission during period 1950-1953. Director of Color, Mr. Elmer W. Engstrom, later to be named Chairman of the Board, Radio Corporation of America.

Served as Inaugural Ball TV commentator for President Eisenhower's inaugurations. Duties were to interview celebrities on camera for network programming.

For NBC Monitor radio network recorded programs in Europe, Near East, Far East and South America, featuring celebrities and on-the-spot interviews.

Recorded (TV and radio) commercials for national industries, magazines, local stores and local business firms. This included some writing and production. (Swift, Proctor & Gamble, McCall's, Woodward & Lothrop, Coca-Cola, etc.)



Inga Rundvold Hook

Responsibilities (Continued)

Conducted twelve TV Beauty Schools, usually running daily for six week periods. Aimed at improving housewives and teenagers in poise, voice, diction, make-up, wardrobe and protocol.

Frequent fashion show commentator by leading designers and retailers.

Sales and production: Sold more than one-half of all commercial accounts on "Today With Inga" and "Inga's Angle" during 17-year period. Contacts were advertising agencies, spot and program buyers and local merchandisers. Responsible for major portion of shows, resulting in acquisition of expert knowledge in lighting, camera usage, engineering limitations and the basic techniques involved in television productions.

1945 - 1950:

Fashion Editor and Columnist for the Washington Times Herald. Traveled extensively to report fashions from abroad and photograph fashions on location, featuring society personalities. Wrote daily column "Beauty Forever" for Woman's Page, stressing self-improvement and good health.

Affiliations:

Women's Federal Forum  
Society of American Travel Writers (National Officer  
and Board Member)  
Women's National Press Club  
American Newspaper Women's Club  
American Women in Radio and Television  
National Trust for Historic Preservation  
American Federation of Radio and Television Artists  
Columbia Country Club

Public Service:

Republican Inaugural Ball Committee  
1969: Youth Activities  
1973: Director of Ethnic Entertainment

Chairman, National Cherry Blossom  
Fashion Show: 1966 and 1968

Area Chairman, March of Dimes: 1966



Inga Rundvold Hook

Public Service (Continued)

Chairman, Lief Erikson Day for Americans  
1965 - 1966 - 1967

Member, Metropolitan Committee for Washington,  
PROJECT HOPE

Warner Memorial Presbyterian Church  
Sunday School Teacher: 1954 - 1958

St. Paul's Lutheran Church  
Sunday School Teacher: 1967  
Publicity Committee: 1967 - 1972

D.C. League of Women Voters

Florence Crittenden Home

Salvation Army

Goodwill Industries

Washington Board of Trade

Kiwanis Club

Eastern Star

Washington Home for Incurables

Operations Crossroads

General Federation of Womens Clubs

Soroptimist Club of Washington

B'nai B'rith

Ki-Wives Club of Washington

Cancer Crusade

Junior Village Voluntary Advisory Council

Christ Child Society

D.C. Medical Society

D.C. Dental Society

Fund Drives: March of Dimes, Multiple Sclerosis  
and many others.



Inga Rundvold Hook

Awards:

"For Excellence in Broadcasting"  
from American Women in Radio and Television

"Service for Handicapped People"  
from Goodwill Industries

"Daughter of the Year"  
from Sons and Daughters Foundation

"Award for Outstanding Service"  
from CARE

"Community Service Award"  
from D.C. Bar Association

"Award for Public Service"  
from State of Maryland

"Outstanding Lady Award"  
from the Hecht Company

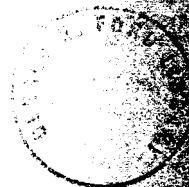
"Award for Community Service"  
from D.C. Savings Bonds

"Outstanding Public Service, Lady Knight of the State"  
from State of Minnesota

Residence:

9719 West Bexhill Drive  
Kensington, Maryland 20795

Telephone: Area Code 301/949-7900





THE VICE PRESIDENT  
WASHINGTON

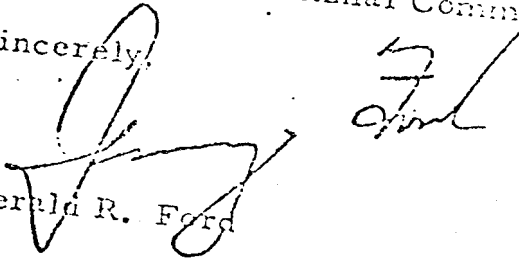
January 16, 1974

Mrs. Anne Armstrong  
Counsellor to the President  
The White House  
Washington, D. C.

Dear Anne:

I understand that Inga Rundvold (Mrs. Lester J. Hook) is being considered for a position with the American Revolution Bicentennial Administration. I am happy to endorse her candidacy, and enclose a letter which I wrote in 1970 urging that she be considered for an appointment as Director of Communications and Information with the American Revolution Bicentennial Commission.

Sincerely,

  
Gerald R. Ford

GRF:rtb

encl.





Congress of the United States  
Office of the Minority Leader  
House of Representatives  
Washington, D.C. 20515

September 5, 1969

Mr. Peter M. Flanigan  
Assistant to the President  
The White House  
Washington, D.C.

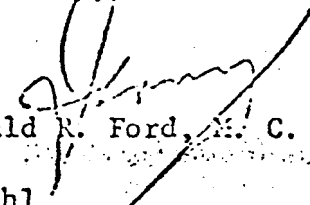
Dear Peter:

I think you will agree that if the Nixon Administration is still looking for talented women to appoint to positions of responsibility that Inga Ruvold (Mrs. Lester J. Hook) merits more than passing attention.

Inga is as competent as she is charming and as articulate as she is attractive. Her background in broadcasting is excellent and her civic credentials are of a high order. I'm sure she would carry out any assignment with credit and am happy to recommend her for the most serious consideration.

With warm regards,

Sincerely,

  
Gerald R. Ford, M. C.

GRF:hl

Enclosure

LIBRARY

Congress of the United States AMERICAN  
REVOLUTION

Office of the Minority Leader  
House of Representatives  
Washington, D.C. 20515

AUG 19 10 16 AM '70  
# 1  
BICENTENNIAL  
COMMISSION

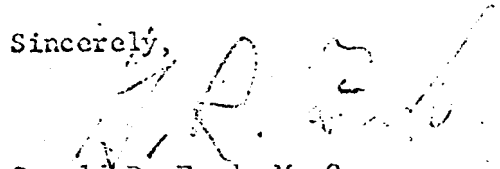
August 10, 1970

Mr. Melbourne Spector  
Executive Director  
American Revolution Bicentennial Commission  
736 Jackson Place  
Washington, D. C.

Dear Mr. Spector:

I am advised that Inga Rundvold (Mrs. Lester J. Hook) is being considered for an appointment as Director of Communications and Information with your Commission. I am happy to endorse her candidacy and enclose a copy of a letter which I wrote some months ago to the White House urging that the Nixon Administration avail itself of her talent in the communications field. I will appreciate your giving Mrs. Hook every consideration.

Sincerely,



Gerald R. Ford, M. C.

GRF:rn  
Enclosure

A R B C		
	ACT	INFO
EXD	X	
DEX		
EXA		
P. P.		
RES		
EXS	X	
ADM		



JAMES G. EASTMAN, JR., CHAIRMAN  
JAMES L. MOYER, CLERK  
JAMES J. BRADY, JR., CHIEF OF STAFF  
THOMAS J. PETERSON, CHIEF OF STAFF  
THOMAS A. HUNT, CHIEF OF STAFF  
EDWARD P. KELLEY, CHIEF OF STAFF  
BIRCH BAYNE, CHIEF OF STAFF  
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QUINTIN H. TROTT, CHIEF OF STAFF  
ROBERT C. BYRD, CHIEF OF STAFF

50. 69

United States Senate

COMMITTEE ON THE JUDICIARY  
WASHINGTON, D.C. 20510

JOHN H. McLOVAN III  
CHIEF COUNSEL AND STAFF DIRECTOR

August 15, 1969

Mr. Peter Flanigan  
Special Assistant to the President  
The White House  
Washington

Dear Mr. Flanigan:

It has been brought to my attention that Mrs. Inga Rundvold Hook's dossier has been sent to your attention by my colleague, Congressman Gerald Ford, in connection with her interest in serving the new Administration. By way of this letter, I would like to join the House Minority Leader in his endorsement of Mrs. Hook and to ask that every consideration be extended to her commensurate with her outstanding background and qualifications.

With best wishes,

Sincerely,

*Charles McC. Mathias, Jr.*  
Charles McC. Mathias, Jr.  
United States Senator

CM/cvn



GILBERT GUDE  
SANDERS, MARYLAND

COMMITTEES:  
DISTRICT OF COLUMBIA  
SUBCOMMITTEES NOS. 2, 4, AND 5  
GOVERNMENT OPERATIONS

SUBCOMMITTEES:  
CONSERVATION AND NATURAL  
RESOURCES  
LEGAL AND MONETARY AFFAIRS

3  
Congress of the United States  
House of Representatives  
Washington, D.C. 20515

(Handwritten signature)

CONGRESSIONAL  
ADMINISTRATIVE SERVICES  
220 CAPITOL HILL, OFFICE 10  
WASHINGTON, D.C. 20541

JOSEPH H. WISDOM  
FIELD REPRESENTATIVE

DISTRICT OFFICE:  
11141 GEORGIA AVENUE  
WILMINGTON, MARYLAND 20  
TELEPHONE: 933-2300

10227 WINDSOR CIRCLE  
COLUMBIA, MARYLAND 21  
TELEPHONE: 351-737-03

September 24, 1969

Mr. Harry Flemming  
Special Assistant to the President  
The White House

Dear Mr. Flemming:

I am writing with reference to Mrs. Inga Rudvold Hook, who is interested in obtaining a position with the Administration in either the FCC or Voice of America. Mrs. Hook's personal resume was forwarded to Mr. Peter Flanigan with a cover letter from Congressman Gerald Ford.

Mrs. Hook might best be known as the television personality, Inga, as she was the star of "Inga's Angle" and "Today with Inga." She has an excellent background in the field of broadcasting and I am confident would be an asset to the Administration.

I would appreciate your reviewing her resume and considering her for a position commensurate with her abilities and experience. Thank you for your time and attention to this matter and I am looking forward to hearing from you as to any developments.

Sincerely,

Gilbert Gude



THE WHITE HOUSE

WASHINGTON

February 26, 1973

Dear Mrs. Hook:

The 1973 Inauguration was a huge success, a carefully planned and smoothly executed balance of public ceremony and personal celebration of the renewed opportunity to serve our nation.

It was evident throughout that a tremendous amount of time, dedication, and talent went into each event, and I know you gave generously of all these qualities.

While I can never adequately thank you, I will always be grateful for your outstanding contribution to a memorable occasion.

With my very best wishes for the future,

Sincerely,



Mrs. Lester J. Hook  
9719 Bexhill Drive, West  
Kensington, Maryland 20795



THE WHITE HOUSE

WASHINGTON

May 21, 1973

Dear Mrs. Rundvold:

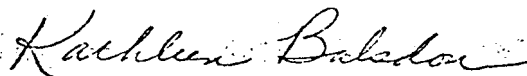
President Nixon recently signed a Proclamation designating the week of May 6, 1973, as National Historic Preservation Week.

In his Proclamation, the President stated that "...Americans more than ever before need a lively awareness of our roots and origins in the past on which to base our sense of identity in the present and our directions for the future."

Knowing of your association with the National Trust for Historic Preservation, the President has asked me to send you a signed copy of this Proclamation.

With best wishes,

Sincerely,



Kathleen Wilson Balsdon  
Staff Assistant

Enclosure



January 4, 1974

Mrs. Vera Hirschberg  
Old Executive Office Building  
Room 195  
Washington, D.C. 20500

Dear Mrs. Hirschberg:

Thank you for your interest in my qualifications for leadership in the American Revolution Bicentennial Administration. I am most eager to serve where I am best qualified to direct specific Bicentennial goals.

My talent and experience are strongest in the following areas:

1. Liaison with the travel industry: Because of my extensive and diversified experience in this field, I would like to coordinate activities with Bicentennial programs and cooperate with corporations and associations to publicize United States landmarks, historical sites, travel destinations, and scenic activities. I have worked closely with the United States Travel Council ... Discover America Tourist Organizations ... American College of Travel Agents ... National Tourist Offices ... Society of American Travel Writers ... American International Visitors Bureau ... National Association of Computer Airlines... Civil Aeronautics Board ... Transportation Association ... Hotel and Motel Association ... Automobile Manufacturing Association ... National Recreation Association ... National Park Service ... National Industrial Recreation Association ... and many more.

2. Liaison with the private sector: Because of two years experience as special consultant to the Bicentennial Commission in this area, I would like to develop, motivate and assist national voluntary and professional organizations to plan, develop, and execute Bicentennial programs of meaning and consequence.

3. Administrative Program Developer: Because of 20 years experience as an ABC TV broadcaster, commentator, producer, and program originator ... I have a comprehensive knowledge of all TV production and skills, together with personal contact and acquaintance with writers, editors, commentators and producers of noted professional capabilities and standing. I have been responsible for program continuity and research in many fields of cultural and professional areas.

Your guidance would be appreciated.

Very truly yours,

January 11, 1974

MEMORANDUM FOR: Ms. Perdita Huston

SUBJECT: "The Emerging Woman" Film Preview

Again, hats off for the great job you all did in arranging the film showing of "The Emerging Woman."

I thought it was an outstanding film with a clear-cut message done in good text, that with some technical improvement will surely further the women's effort in this country and, in fact, in the whole world.

I met with Dan Buser and discussed with him some thoughts and ideas on how we might assist the group in getting wide distribution of the film.

I know you will express to Inga our joint congratulations on all she did to make the showing a tremendous success with unbelievable turnout in absolutely terrible weather.

I am forwarding a copy of this memo to Dottie Gertz and asking her to place it in your personnel folder.

*Hugh A. Hall*

Hugh A. Hall

Copy to: Mrs. Gertz





March 14, 1975

MEMORANDUM FOR:

**BILL WALKER**

FROM:

**RON NESSEN**

Jack Hushen said someone from your office called today and asked about former Assistant Defense Secretary Phil Goulding, who apparently is under consideration for an appointment in the Ford Administration.

I knew Phil some years ago but not very well. He later wrote a book highly critical of Pentagon information policies during the Vietnam war period.

My only concern about this is I wonder why we are re-treading Johnson Administration officials for the Ford Administration. I am sure there are many people friendly and loyal to President Ford who we could find. For instance, Bob Kelly, who works for me, could be available for a top government information job.

**RNK**

**RN:jg**



Ron:

Phil Goulding, former Assistant Secretary of Defense under Johnson, is being considered for an appointment by this Administration I received a call yesterday from Walker's office asking me if I knew him and could support his nomination. I said I didn't know him but that there were some of our people who ought to be considered before we go looking in the otherx camp. (Bob Kelley, for instance.) Jerry Warren was contacted by Walker's office first and referred them to me. I said I'd check with you to see if you knew Goulding and wanted to give him a recommendation. My caller was a Lynn Pace (female),x in case you want to give her some guidance.

JWH \* 3-14-75

