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THE WHITE HOUSE  
WASHINGTON

March 5, 1975

MEMORANDUM FOR: MR. TERRY O'DONNELL  
FROM: WARREN RUSTAND *WR*  
SUBJECT: Approved Presidential Activity

Please take the necessary steps to implement the following and confirm with Mrs. Nell Yates, ext. 2699. The appropriate briefing paper should be submitted to Dr. David Hoopes by 4:00 p.m. of the preceding day.

Meeting: Swearing-In Ceremony for Carla Hills as Secretary of HUD

Date: Monday, March 10, Time: 12:00 noon Duration: 15 minutes  
1975

Location: The East Room

Press Coverage: Full Press Coverage

Purpose:

cc: Mr. Hartmann  
Mr. Marsh  
Mr. Cheney  
Dr. Connor  
Dr. Hoopes  
Mr. Jones  
Mr. Nessen  
Mrs. Yates  
Mr. Theis  
Mrs. Howe  
Miss Porter  
✓ Mrs. Weidenfeld  
Mrs. Ruwe

THE WHITE HOUSE

WASHINGTON

SWEARING IN OF  
CARLA A. HILLS AS SECRETARY OF HOUSING AND URBAN DEVELOPMENT

MONDAY - MARCH 10, 1975

12:00 Noon - The East Room

From: Terry O'Donnell

BACKGROUND:

Carla Anderson Hills was nominated as Secretary of Housing and Urban Development on February 13 and confirmed by the Senate on March 5, 1975. She will serve as the fourth Secretary of HUD, her predecessors being Robert Weaver, George Romney and James Lynn. A biographical sketch of the Secretary-designate is attached at TAB A.

You will greet the Secretary-designate and her husband in the Red Room and then proceed to the East Room where you will deliver remarks before approximately 220 guests, including Members of the Cabinet, Members of Congress, Administration officials, and relatives, friends and associates of the Hills'. Following your statement, Mr. Justice Byron White will administer the oath, Secretary Hills will deliver remarks and you will invite the guests to proceed to the State Dining Room for coffee and pastries.

There will be full press coverage of the East Room ceremony and no press coverage of the informal reception. A list of platform guests is attached at TAB B. A list of special guests seated in the front rows is included at TAB C. Suggested remarks will be forwarded separately.

SEQUENCE:

12:00 Noon

You depart Oval Office and proceed to the Red Room to greet Secretary-designate Hills and Mr. Hills.

2.

NOTE: The platform guests (TAB B) with the exception of Secretary-designate and Mr. Hills, will have departed the Red Room to take their standing positions on the platform just prior to your arrival at the Red Room.

12:05 p. m.

Accompanied by the Secretary-designate and Mr. Hills, you proceed to the East Room center doors, pause for announcements, then move to the platform near the East Wall.

You proceed directly to the podium.

To your left several feet from the podium will be Secretary-designate Hills, then Mr. Hills, then Mr. Justice White.

12:07 p. m.

YOU DELIVER YOUR REMARKS.

FULL PRESS COVERAGE  
ATTENDANCE: 220

At the conclusion of your remarks, you ask Mr. Justice White to administer the oath, then move to the Secretary's right as the oath is recited.

12:14 p. m.

Secretary Hills delivers remarks. At the conclusion of her remarks, you join her at the podium and invite the guests for coffee and pastries in the State Dining Room.

NOTE: The Marine Orchestra will play as the guests move to the State Dining Room.

3.

12:15 p.m.

You and Secretary Hills, and Mr. Hills proceed to the State Dining Room followed by the platform guests and the seated guests. En route to the State Dining Room, you may wish to greet Congressional guests and other family members seated in the front row.

INFORMAL RECEPTION  
NO PRESS COVERAGE  
NO RECEPTION LINE

12:30 p.m.

You depart the reception and return to the Oval Office.

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CARLA ANDERSON HILLS

Secretary of Housing and Urban Development

Carla Anderson Hills was sworn in as Secretary of Housing and Urban Development by President Gerald Ford on March 10, 1975. She had been nominated for the post by the President on February 13, 1975, and confirmed by the Senate on March 5, 1975.

As Secretary of HUD, Mrs. Hills becomes the third woman to hold cabinet rank in the Nation's history.

Prior to becoming HUD Secretary, Mrs. Hills for 11 months headed the Department of Justice Civil Division as the first woman to serve as Assistant Attorney General in 40 years.

Born January 3, 1934, in Los Angeles, she received her B.A. degree from Stanford University, after studying at Oxford University. She earned her LL.B. degree from Yale University Law School in 1958.

Mrs. Hills was admitted to the California State Bar in 1959, serving as an Assistant United States Attorney in Los Angeles from 1959 to 1961. From 1962 to 1974, she was a partner in the law firm of Munger, Tolles, Hills, and Rickershauser of Los Angeles. During the 1972 Spring term, she also served as an adjunct professor at the University of California at Los Angeles.

An authority on Federal practice and anti-trust, Mrs. Hills is co-author of Federal Civil Practice and editor and co-author of Antitrust Advisor. She is a former president of the Women's Lawyer Association.

She and her husband, Roderick M. Hills, and their four children -- Laura, Ricky, Megan, and Alison -- live in Washington, D. C.

March 1975

LIST OF PEOPLE ON PLATFORM (19 TOTAL)

CEREMONY

PRESIDENT FORD

MRS. FORD

JUSTICE WHITE

MRS. HILLS

MR. HILLS

WHITE HOUSE

VICE PRESIDENT ROCKEFELLER

FAMILY

LAURA HILLS

RODERICK HILLS, JR.

MEGAN HILLS

ALISON HILLS

MRS. G. A. WAGNER

CONGRESSIONAL

SENATOR CRANSTON

SENATOR TUNNEY

SENATOR WILLIAMS

SENATOR GARN

MR. REUSS

MR. A. JOHNSON

MR. BARRETT

MR. BROWN

VIP LIST FOR PREFERENTIAL SEATING (TOTAL 43)

(NON PLATFORM GUESTS)

FAMILY (4 MEMBERS TO BE SEATED ON THE FRONT ROW TO THE RIGHT OF THE PLATFORM  
AS YOU FACE PLATFORM)

MR. STEPHEN H. ANDERSON

MS. KIMBERLY ANDERSON

MS. LYNNE ANDERSON

MRS. NELLY SPOELDERS

CABINET

E. H. LEVI

R. C. B. MORTON

E. L. BUTZ

F. B. DENT

P. J. BRENNAN

W. T. COLEMAN

J. T. LYNN

CONGRESSIONAL

THOMAS 'LUD' ASHLEY

MARK HANNAFORD

JOHN ROUSSELOT

LES AU COIN

PHILIP HAYES

RICHARD SCHULZE

JAMES BLANCHARD

CARROLL HUBBARD

GLADYS SPELLMAN

LINDY BOGGS

RICHARD KELLEY

FERNAND ST GERMAIN

EDWARD BOLAND

JOHN LAFALCE

J. WILLIAM STANTON

BUTLER DERRICK

JOSEPH MINISH

ROBERT STEPHENS

JOE EVINS

JOSEPH M. McDADE

LOUIS STOKES

MILLICENT FENWICK

STEWART B. MCKINNEY

BURT TALCOTT

HAROLD FORD

STEPHEN NEAL

BOB TRAXLER

JAMES HANLEY

WRIGHT PATMAN

PAUL TSONGAS

OTHER

MR. AND MRS. JAMES MITCHELL, UNDER SECRETARY, HUD