## Assassination Records Review Board Final Determination Notification

AGENCY : HSCA

RECORD NUMBER : 180-10070-10144

RECORD SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

Released under the John F. Kermody Assessination Records Collection Act of 1992 (44 USC 2107 Note). Cess#thfe/ \$8281 Date: 09:01-2022

December 8, 1995

Status of Document: Postpo

Postponed in Part

### Number of releases of previously postponed information: 5

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

### Number of Postponements: 3

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

Released under the John F. Kennedy Assassination Records Collection Act of 1992 (44 USC 2107 Note). Case# NW 88326 Date: 2025

Date: 08/20/93 Page: 1

#### JFK ASSASSINATION SYSTEM

### IDENTIFICATION FORM

### AGENCY INFORMATION

AGENCY : HSCA

RECORD NUMBER: 180-10070-10144

RECORDS SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER:

### DOCUMENT INFORMATION

ORIGINATOR : HSCA

FROM:

TITLE :

DATE: 03/06/78

PAGES: 8

SUBJECTS:

HSCA; ADMINISTRATION

RIFE, REBECCA A.

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION: U RESTRICTIONS: 3

CURRENT STATUS : P

DATE OF LAST REVIEW: 07/16/93

OPENING CRITERIA:

COMMENTS:

Box 3.

or Ballpoint Pen) Washington,	D.G. 20515	on this form must be initialed by the authorizing official.)
To the Clerk of the House of Representatives:		
I hereby authorize the following payroll action:		
Employee Name (First-Middle-Last)		Effective Date
Rebecca A. Rife		12/31/78
Employee Social Security Number		Type of Action
JP4921-341:078101	☐ Appoi	Adjustment
Employing Office or Committee/Subcommittee	☐ Title C	hange
Assessinations	□ Leave	ation (At close of business on effective date) without pay (Beginning with effective date above and ending of business) Specify Date
(If type of action is an Appointment, Salary Adjustment, or Title (	Change, compl	ete appropriate information below.)
Position Title		Gross Annual Salary*
plus the salary received from the employing office.		
<ol> <li>Standing Committee: Staff—□ Clerical or □ Profes</li> <li>⑤ Special (Investigative staff of Standing Committee) of</li> <li>□ Joint Committee.</li> </ol>	r Select Comm	
1. Standing Committee: Staff— Clerical or Profes 2. Special (Investigative staff of Standing Committee) of 3. Joint Committee.  If Employee of an Officer of the House, complete item below Position Number	r Select Comm	P
1. Standing Committee: Staff— Clerical or Profes 2. Special (Investigative staff of Standing Committee) of 3. Joint Committee.  If Employee of an Officer of the House, complete item below Position Number If applicable, Level I certify that this authorization is not in violation relatives.  Date January 2 19 79	Ste	C. 3110(b), prohibiting the employment of
1. Standing Committee: Staff— Clerical or Profes 2. Special (Investigative staff of Standing Committee) of 3. Joint Committee.  If Employee of an Officer of the House, complete item below Position Number If applicable, Level I certify that this authorization is not in violation relatives.  Date January 2 19 79	Ste	P
1. Standing Committee: Staff— Clerical or Profes 2. Special (Investigative staff of Standing Committee) of 3. Joint Committee.  If Employee of an Officer of the House, complete item below Position Number If applicable, Level I certify that this authorization is not in violation relatives.  Date January 2 19 79	Ste	C. 3110(b), prohibiting the employment of  [Signature of Authorizing Official)  [Type or print name of Authorizing Official)
2.  Special (Investigative staff of Standing Committee) of 3.  Joint Committee.  (If Employee of an Officer of the House, complete item below Position Number	Ste on of 5 U.S  LO CE under the Ho	DIS STORES  Type or print name of Authorizing Official)  ATRIAN  (Title—If Member, District and State)  use Classification Act and for Committee emnit the Budget, and the Joint Committees, must
1. Standing Committee: Staff— Clerical or Profes 2. Special (Investigative staff of Standing Committee) of 3. Joint Committee.  If Employee of an Officer of the House, complete item below Position Number	Ste on of 5 U.S  LO CE under the Ho	DIS STOKES  (Type or print name of Authorizing Official)  ATRIMAN  (Title—If Member, District and State)  use Classification Act and for Committee emit the Budget, and the Joint Committees, must
1. Standing Committee: Staff— Clerical or Profes 2. Special (Investigative staff of Standing Committee) of 3. Joint Committee.  If Employee of an Officer of the House, complete item below Position Number	Ste on of 5 U.S  LO CE under the Ho	C. 3110(b), prohibiting the employment of  Signature of Authorizing Official  UIS STOKES  (Type or print name of Authorizing Official)  ATRIMAN  (Title—If Member, District and State)  suse Classification Act and for Committee emin the Budget, and the Joint Committees, must
1. Standing Committee: Staff— Clerical or Profes 2. Special (Investigative staff of Standing Committee) of 3. Joint Committee.  (If Employee of an Officer of the House, complete item below Position Number	Ste on of 5 U.S  LO CE under the Ho	DIS STORES  Type or print name of Authorizing Official)  ATRIAN  (Title—If Member, District and State)  use Classification Act and for Committee emnit the Budget, and the Joint Committees, must

PAYROLL AUTHORIZATION FORM

## PAYROLL AUTHORIZATION FOTA

(Please Use Typewriter or Ballpoint Pen)

## U.S. HOUSE OF REPRESENTATIVES Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

## To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date				
Rebecca A. Rife	3/6/78				
Employee Social Security Number	Type of Action				
	<b>□</b> . Арроі	iment			
JP4 52- 34407810)	Adjustment				
Employing Office or Committee/Subcommittee		hange			
Select Committee on Assassinations		ation (Ai close of business on effective date) without pay (Beginning with effective date above and endin			
Select committee on resussifications	close of business				
If type of action is an Appointment, Salary Adjustment, or Title Cha	ange, compl	ete appropriate information below.)			
Position Title		Gross Annual Salary*			
Secretary	13,500.00				
* If employee is a civil service annuitant (includes U.S. Hause of Representatives), the plus the salary received from the employing office.	gross annual so	fary shown should include the annuity received by the employ			
If Committee Employee, complete appropriate item below.)					
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profession		870 8541			
<ol> <li>XXSpecial (Investigative staff of Standing Committee) or 5</li> </ol>	Select Comm	sittee: Authority—H. Res. 879of 95t Congres			
3. Doint Committee.		4.7			
If Employee of an Officer of the House, complete item below.)  Position Number	Ste	P			
I certify that this authorization is not in violation					
	of 5 U.S	C 3110(b) prohibiting the employment of			
relatives.	of 5 U.S	.C. 3110(b), prohibiting the employment of			
	of 5 U.S	.C. 3110(b), prohibiting the employment of			
Date3/6	of 5 U.S	.C. 3110(b), prohibiting the employment o			
Date 3/6 19_78	Louis S	Signature of Authorizing Official			
Date 3/6 19_78	Julie	(Signature of Authorizing Official)  Stokes (Type or print name of Authorizing Official)			
Date 3/6 19 78	Louis Chairm	(Signature of Authorizing Official) Stokes (Type or print name of Authorizing Official) In (Title—If Member, District and State) ouse Classification Act and for Committee em-			
Orate 3/6 19 78  Of appropriate, signature of Subcommittee Chairman or Ranking Minority Member)  Of appropriate, signature of Subcommittee Chairman or Ranking Minority Member)  All appointments and salary adjustments for employees unplayees, except those of the Committee on Appropriations, the Committee on Appropriations, the Committee on Appropriations.	Louis Chairmander the Ho	(Signature of Authorizing Official) Stokes (Type or print name of Authorizing Official) III (Title—If Member, District and State) ouse Classification Act and for Committee emmthe Budget, and the Joint Committees, must			
Of appropriate, signature of Subcommittee Chairman or Ranking Minority Member)  (Type or print name and title of above official)  All appointments and salary adjustments for employees unplayees, except those of the Committee on Appropriations, the Committee approved by the Committee on House Administration.	Louis Chairmander the Ho	(Signature of Authorizing Official)  Stokes (Type or print name of Authorizing Official)  In (Title - If Member, Datrict and State)  ruse Classification Act and for Committee emmthe Budget, and the Joint Committees, must			
Orate 3/6 19 78  Of appropriate, signature of Subcommittee Chairman or Ranking Minority Member)  (Type or print name and title of above official)  All appointments and salary adjustments for employees unalloyees, except those of the Committee on Appropriations, the Committee approved by the Committee on House Administration.  APPROVED:	Louis Chairmander the Ho	Stokes (Type or print name of Authorizing Official) (Title - If Member, Datrict and State)  ruse Classification Act and for Committee emmethe Budget, and the Joint Committees, must birman, Committee on House Administration			
Date	Louis Chairminder the Hoommittee of	Stokes (Type or print name of Authorizing Official)  (Title - If Member, District and State)  ouse Classification Act and for Committee eminthe Budget, and the Joint Committees, must  priman, Committee on House Administration			

### MEMORANDUM

TO: ALL STAFF

RE: Payroll Certification

The Regulations and Accounting Procedures for Allowances and Expenses of Committees, Members and Employees of the U.S. House of Representatives require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress. This certification is signed monthly by our Chairman.

The following are the relationships to be included in the certification:

father nephew brother-in-law mother niece sister-in-law son husband stepfather daughter wife stepmother brother father-in-law stepbrother sister mother-in-law stepsister uncle son-in-law half-brother aunt daughter-in-law half-sister first cousin

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel file. If this status changes, you must notify the Committee's Budget Office immediately of the change.

X	I am	not r	elated	to any c	urrent	<b>(</b> 95th	Con	gresš)	Memb	er of	Congr	^ess.
			ed to a	current	<b>(</b> 95th	Congr	ess)	Member	of	Congre	ess.	
	•	•				.54	N week	te		****		

Signature of Employee

March 6 1978

# Congress of the United States

Employment Information Form

A	
1. Name (Last, First, Middle)  in Mcdaess (Number, Street, City, State, and ZIP Code)	☐ Mrs. 10. Birth date (Monté, Day, Year) 14. Lowest acceptable annual salary in specific figures \$ 10,500
Rife, Rebecca Anne	11. Home State 15. Number of dependents other
125 South Reynolds St., Apt. J.	-410 Pennsylvania 0
Alexandria, Va. 22304	12. Heicht 16. Weight
2. Home whose distribution days Color   2. Other whose distribution day	Feet 5 Inches 61/5 125
2. Him: phase (including Area Code) 3. Other phone (including Area 370-6755 Friend Judy Sullivan	697-1173 X Yes   No 12. Social Section No. 12. Social Section No. 15. Social Section No. 15
4. Kind of job you are applying for: Deave messages Secretarial/Staff Assistant	18. Skills  Typing 75_80 wpm. DyShorthand @85-90 wpm.
5. Term of Employment: T Full Time Summer	(To be considered for positions involving typing or shorthand, applicants must
6. Will you accept temperary employment? M Yes D No	undergo tests actually administered either by the Placement Office or by the U.S. Civil Service Commission, If the latter is used, attach Notice of Rasing dated
7. Will you accept pare-time employment? X Yes No	Office equipment (specify)
s. When will you be available? Immediately	
<ol> <li>Are you presently employed by the U.S. Senate, the U.S. House of Rep tives, or other office of the Congress?      Yes      No</li> </ol>	Computer: Terminal Operator, Programmer, Systems Analyst ocesents. (State expensive with specific systems, languages, and components.)
19. List eligible ratings attained on U.S. Civil Service Commission erami	
	er. On Mid-Level Register and Clerk-Typ
20. Did you graduate from high school, or will you graduate within the	MONTH/YER: HIGHEST GRADE COMPLETE
Course emphasis: XI Academic,   Business,   Other (specify)  21. Training schools attended (for example, business, rocational, armed	
Manage home. But I was a Cabaca .	forces, or trade). Give for each the name and location of school, dates attended, subjects and any other pretioned data.
	aynesboro, Pennsylvania - Attended duri
high school and studied typing	g and speed-writing.
2. A. Name and Jacatian (City and State) of COURSES STU	Average on   in   Amended   Lyne or   Lear of
	dina Schiener Courter Trom 10
Chatham College, Pgh., Psyc/Soc	c. 3.2 Upper ≥ 1950-64 B.
Pennsylvania	
era er gett av sitt att av til ett gjelde.	
LAEDITS COMP	PLETED - CREDITS COMPLETED
	buarter C. Chief graduate college subjects Semester Quarter
Strong liberal arts	
The state of the s	ding political science)
Psychology/sociology major	
D. Special achievements and awards. (People all scholastic achieveme egisticite, and in professional and scientific societies.)	ms and honors and show participation in extracurricular, civic, community and similar
Awarded full college scholars	hip from Fairchild Aircraft Corporation
Hagerstown, Maryland	
25. Other languages. (Show profesency in speaking, writing, and real	ding.) 24. Dutes of military service, if any. From: To:
Some French	Beanch: N.A. Rank: Serial No.:
Answer the following questions. (If you answer "Yes" to any of these q	tuentions, give all pertinent details in Itam 28.) YES NO
23. Have you been convicted of any offense against the law or foofeited at the first and evolutions and any offense committed prior to your North Offense for him to your	d collateral or are you now under charges for any offense against the law? 22st birthday which was finally adjudicated in juvenile court or under a
26. While in the military service, were you convicted by general court-m	
27. Does the U.S. Government employ in a civilian capacity any relative of	
(It your conver is "Yes," list in Item 28 for each celmine: [1] full	name; [2] relationships and [3] department, agency, or office.)
28. Space for detailed answers. Indicate Item number to which answers app	ply. Do Not Write In This Block
itm/No.	77 TEST RESULTS
	TYPING: W.P.M. ON A 5 MINUTE TEST
	9/ W.P.M. 4 ERRORS)
	SHORTHAND: W.P.M. ON A 3 MINUTE TEST
	OTHER TEST SCORES:
	$\bigcirc$ 11
	VERIFIED BY: OATE:

NW 68234 DOCIDED DO BESPAGE 6SELECT COMMITTEE ON CONGRESSIONAL OPERATIONS

Describe Employment Experience On This Form. (A resume is not a substitute for this form. Any resume submitted should be limited

Describe Employment Experience On This F	to 2 pages.)
29. PART-TIME And SUMMER Employment I	During The Last Three Years.
	Dates Salary Position and Duties
Worked for Sen. Gary Hart	for a month in 1975 when one of his secreta
was on vacation. Worked i	in office of Cong. Stanley Lundine for a mon
	ion in 1976. Typed invitations to a luncheon
30 FULL-TIME Employment (List Most Page	and fact minus free! Dom. Not 17. Comm. Discourse Contract of the Comm.
30. TOLE-TIME Employment. (List Most Reter	ent Experience First.) Dem. Nat 1. Comm. Dinner Comm.
1. Dates of employment (month, year) December	1977 Exact title of position Annual Salary Starting 8 10,800
From August 1976 To XXXXXXXX	Secretary (temp. position) Present \$ 11,500
Name of immediate supervisor	
	Name of employer (prm, organization, etc.) and address (including ZIP Code, if known)
Fred Hansen	ACTION, 806 Connecticut Avenue, N.W.,
Area Code and Phone No. if house Of I 5000	Washington, D.C.
Area Code and Phone No., if known 254-5232	
May inquiry be made of your present employer regarding your	ar character, qualifications, and record of employment? X Yes No
Reason for wanting to leave Temporary posi	tion ended. Seeking permanent employment.
Description of work Performed clerica	al duties: typing, sorting mail, answering
phones, answered telephone	inquiries, composed own correspondence at
Fimes Holmod coordinate	riquities, composed own correspondence at
ormes. Herped Coordinate o	office during reorganization.
Dates of employment (month, year)	Exact title of position  Secret 2774 (2)  Annual Salary 8500  Starting 8
From JanMarch 1975	
	Leaving \$ 000
Name of immediate supervisor	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)
Mr. Bill Wise	Birch Bayh for President in '76, K St.N.
	Washington, D.C. (Call Sen. Bayh's office
Area Code and Phone No., if known	danielos, b.o. (odia boii. bajii b oliji
Reason for leaving Campaign folded.	
Description of work Worked for press	sagnetany tuned among molecular and comment
dence moiled maga molecus	secretary, typed press releases and correspondence
achee, mailed press releases	es to national mailing list; maintained press
release files and national r	mailing list; answered routine calls from pr
staped of Onloyton (maite) thank-voi	ou notes meand whelp with financial seport.
	Starting S. O
From Apr. 1974 to Jan. 1975	Legal Secretary Leaving \$ 0,000
Name of immediate supervisor	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)
	Wilkingon Chagun and Rankon 1725 Nove
Mr. Andrew Pepsin	Wilkinson, Cragun and Barker, 1735 New
Area Code and Phone No., if known 833-9800	York Avenue, N.W., Washington, D.C.
	ming no moom for advancement in legal that
Dentity ( ) Proposed James 1 having	ring, no room for advancement in legal field
pediption of work Typed Tegal Diviers	's and correspondence, helped librarian prepa
summaries of Federal Registe	er, relieved receptionist.
Dates of employment (month, year)	Exact title of position Annual Salary 6.000
4.	1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Nov. 1972 $\cdot_{To}$ March 19	9/4 Senate Majority Press 7200
Name of immediate supervisor	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)
Mr. Vince Carocci	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)
. THE OUT OCCI	Senate Majority Press Office, Main Capit
Area Code and Phone No., if known	Harrisburg, Penna.
Reason for leaving Turned down a pron	motion to return to Washington.
Description of work Handled personal	secretarial duties; edited, typed and maile
ress releases for Dem. stat	te senators; did research. Set up a new fil
system for newspaper clipping	has Marte a 100 mage comments
2010 Biblio Bringhaper CIIDBII	ngs. Wrote a 100 page summary of a review of
ed liberentati Printind Tonge's voltage	LOPS and aw have definite knowledge of your qualifications and fitness for the position for which
you are applying. Do NOT repeat names of supervisors li	listed under Items 29 and 30.
	DRECENT DIVENIES ON MOMENTAIN
FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP, Code) TELEPHONE NUMBER
	(Number, Sircet, City, State, and ZIP Code)
* •	ACTION Administration COC C.
Mr. Theron Bell	LAULLUN AUMINISETALATE AUA CAMMAATTAUT ""
Mr. Theron Bell	ACTION Administrator, 806 Connecticut Av.,
N. T.	
N. T.	
.Nr. T	Marketing Rep. Alexandria, Va. 765-0826
Ms. Jan Fernengel	Marketing Rep. Alexandria, Va. 765-0826
Ms. Jan Fernengel	
Ms. Jan Fernengel Louis and Sandra Kushner,	Marketing Rep. Alexandria, Va. 765-0826 Esq. Dunmoyle Place, Pittsburgh, Pa.
Ms. Jan Fernengel  Louis and Sandra Kushner,	Marketing Rep. Alexandria, Va. 765-0826
Ms. Jan Fernengel  Louis and Sandra Kushner,  CERTIFICATION  CERTIFY that all of the statements made in this form  2 ony attachment are true, complete, and correct to the	Marketing Rep. Alexandria, Va. 765-0826  Esq. Dunmoyle Place, Pittsburgh, Pa.  SIGNATURE (Sign in in i)  DATE SIGNED
Ms. Jan Fernengel Louis and Sandra Kushner,	Marketing Rep. Alexandria, Va. 765-0826 Esq. Dunmoyle Place, Pittsburgh, Pa.

NW 88326 Docld:32244086 Page 7

GPO : 1977 O = 91-004

Rebecca Anne Rife 125 South Reynolds Street, J-410 Alexandria, Virginia 22304 (703)370-6755

## WORK HISTORY

July 1976-December 1977. ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. Secretary to the Director of the Peace Corps Placement Office. Performed secretarial duties, aided in coordinating office activities during a period of reorganization.

January-April 1976. Birch Bayh for President in '76, 1735 K Street, N.W., Washington, D.C. Worked for Senator Bayh's press secretary during his presireleases to national mailing list, maintained growing lists of persons to receive information, maintained files, answered inquiries mainly from the press regarding the Senator's schedule and stands on issues. Stayed on at request after campaign ended to write thank you notes and to help prepare Federal Election Campaign Report.

1975. Traveled to Europe and worked for Olsten Temporaries and Potomac Temporaries while searching for permanent employment. Also found temporary positions on my own initiative in the offices of Senator Gary Hart and WETA, the public television station in Arlington, Va., and Lord and Taylor's. Performed secretarial duties and sometimes administrative functions. I value this experience as I learned to adapt quickly to all kinds of working situations and in general broadened my knowledge.

April 1974-January 1975. Legal Secretary, Wilkinson, Cragun and Barker, 1735 New York Avenue, N.W., Washington, D.C. Typed legal briefs and correspondence, thelped librarian prepare summaries of Federal Register, and relieved recep-

November 1972-March 1974. Secretary to Vince Carocci, Senate Majority Press Officer, Capitol, Harrisburg, Pennsylvania. Handled personal secretarial duties for the director and five other persons in the office; edited, typed and mailed press releases for all the Democratic state senators; did some research. Was now filing system for newspaper clippings. Wrote a hundred page summary of a review of Pennsylvania's Public Employees Relations Law. Turned down a promotion to return to Washington.

Fall of 1972. Office manager during the 1972 Presidential campaign of the Democratic Headquarters in Waynesboro, Pennsylvania (my home town). Recruited and coordinated office and field staff (approximately 60 people), managed the budget, attended meetings and rallies with them. Planned campaign strategy with county political ledders. Liaison person with the national campaign headquarters.

Street, N.W., Washington, D.C. Counseled unwed mothers who applied for adoption services, placed their infants for adoption. Had extensive contact with other referral social agencies. Prepared adoption reports. Left social work to change

1964-1967. Caseaid at Family and Children's Service, 327 Fifth Avenue, ricusburgh, Pennsylvania. Placed pre-adoptive infants in foster homes, counseled foster mothers in their care and prepared evaluations of the infants and foster homes. Supervised some adoptive placements.

Summer of 1963. Employed as a summer intern at Franklin County Children's Aid Society, Miller Street, Chambersburg, Pennsylvania. Observed and aided the social workers, did some counseling, interviewed and evaluated foster parent applicants. Worked with the director of the agency in a public relations effort: contacted and visited county residents, particularly leading citizens, to make them more aware of the agency and its functions and to locate prospective foster parents. Left to return to senior year of college.

### EDUCATION

1970-1971. Took courses through the U.S. Department of Agriculture Graduate. School in free lance writing, urban affairs and duties of Capitol Hill Assistants.

1964. Awarded a B.A. in Psychology/Sociology from Chatham College, Pittsburgh, Pennsylvania. Strong liberal arts background. Awarded full college scholarship.

1960. Graduated from Waynesboro Area Senior High School, Waynesboro, Pennsylvania. Academic course.

1957-1958. Studied typing and speed-writing during summers at the Waynesboro Business College, Waynesboro, Pennsylvania.

References available upon request.

### $\underline{\mathtt{M}} \ \underline{\mathtt{E}} \ \underline{\mathtt{M}} \ \underline{\mathtt{O}} \ \underline{\mathtt{R}} \ \underline{\mathtt{A}} \ \underline{\mathtt{N}} \ \underline{\mathtt{D}} \ \underline{\mathtt{U}} \ \underline{\mathtt{M}}$

TO: Thomas Howarth, Budget Officer

FROM: I. Charles Mathews, Special Counsel  $\mathcal{S}$ .  $\mathcal{C}$ .  $\mathcal{M}$ .

DATE: March 1, 1978

RE: Ms. Rebecca A. Rife

Please be advised that effective Monday, March 6, 1978, Ms. Rebecca Rife has accepted the position of Secretary with the John F. Kennedy Task Force. Her effective starting salary will be \$13,500.00.

ICM:j