Released under the John F. Kennedy Assessination Records Collection Act of 1992 (44 USC 2107 Note). Caself: NW 68261 Date: 19-01-2022

Assassination Records Review Board Final Determination Notification

AGENCY : HSCA

RECORD NUMBER: 180-10068-10308

RECORD SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

December 8, 1995

Status of Document:

Postponed in Part

Number of releases of previously postponed information: 11

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: 10

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: 180-10068-10308

RECORDS SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA

FROM :

TO:

TITLE :

DATE : 01/01/77

PAGES: 13

SUBJECTS:

HSCA, ADMINISTRATION BERNING, ELIZABETH L.

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION: U RESTRICTIONS: 3 CURRENT STATUS: P

DATE OF LAST REVIEW: 07/07/93

OPENING CRITERIA:

COMMENTS:

Box #:1.

[R] - ITEM IS RESTRICTED

diff-ifk: record 180-10009-10308 Page 3 (diff beared) 2025 and 2022) - fresh pages only U.S. HOUSE OF REPRESENTATIVES (Please Use Typewriter (Any erasures, corrections, or changes on this form must be initialed by the or Ballpoint Pen) Washington, D.C. 20515 authorizing official.) To the Clerk of the House of Representatives: I hereby authorize the following payroll action: Employee Name (First-Middle-Last) **Effective Date** Elizabeth L. Berning 1/1/79 Employee Social Security Humber Type of Action □ Appointment 57944644548 Salary Adjustment Employing Office or Committee/Subcommittee Title Change □ Termination (At close of business on effective date) Assassinations Leave without pay (Beginning with effective date above and ending) close of business______Specify Date (If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.) Position Title Gross Annual Salary* \$24,900.00 * If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office. (If Committee Employee, complete appropriate item below.) □ Standing Committee: Staff—□ Clerical or □ Professional. 2. In Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956_of 5th_Congress. Joint Committee. (If Employee of an Officer of the House, complete item below.) Position Number______If applicable, Level_____Step____ I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives. January 2 19 79 (Signature of Authorizing Official) LOUIS STOKES (If appropriate, signature of Subcommittee Chairman or Ranking Minority Member) (Type or print name of Authorizing Official) CHAIRMAN (Type or print name and title of above official) (Title-If Member, District and State) All appointments and salary adjustments for employees under the House Classification Act and for Committee emplayees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration. APPROVED:.... Chairman, Committee on House Administration -Office of Finance use only: Office Code.____ Monthly Annuity \$____ .00 as of _____

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(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVE 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
Elizabeth L. Berning	Dacember 1, 1978
Employee Social Security Number	Type of Action
579-46-4548	☐ Appointment ☐ Salary Adjustment
Employing Office or Committee/Subcommittee	☐ Title Change
Assassinations	☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and endinclose of business
f type of action is an Appointment, Salary Adjustment, or T	itle Change, complete appropriate information below.)
Position Title	Gross Annual Salary*
-	\$33,190,00
If employee is a civil service annuitant (includes U.S. House of Representations the salary received from the employing office.	ves), the gross annual salary shown should include the annuity received by the employ
Committee Employee, complete appropriate item below	w.)
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ P	
2. D Special (Investigative staff of Standing Committee	ee) or Select Committee: Authority—H. Res. of Congres
Joint Committee. f Employee of an Officer of the House, complete item be	
	elow.)
Femployee of an Officer of the House, complete item be Position Number	elow.) evelStep blation of 5 U.S.C. 3110(b), prohibiting the employment of
Femployee of an Officer of the House, complete item be Position Number	elow.) evelStep blation of 5 U.S.C. 3110(b), prohibiting the employment of
Position NumberIf applicable, L I certify that this authorization is not in vio	elow.) evelStep plation of 5 U.S.C. 3110(b), prohibiting the employment of signature of Authorizing Official) LOUIS STOKES
Position Number	elow.) evelStep blation of 5 U.S.C. 3110(b), prohibiting the employment of Signature of Authorizing Official) (Signature of Authorizing Official) (Type or print name of Authorizing Official)
Femployee of an Officer of the House, complete item be Position Number	elow.) evelStep clation of 5 U.S.C. 3110(b), prohibiting the employment of signature of Authorizing Official) LOWES STOKES (Type or print name of Authorizing Official) Chaterials (Title-If Member, District and State)
Position Number	(Signature of Authorizing Official) (Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title-If Member, District and State) rees under the House Classification Act and for Committee em, the Committee on the Budget, and the Joint Committees, must
Position Number	Step
Position Number	(Signature of Authorizing Official) (Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title—If Member, District and State) (Title—If Member, District and State) (The Committee on the Budget, and the Joint Committees, must be committeed on the Budget, and the Joint Committees, must be committeed.
Position Number	Step

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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
Elizabeth L. Berning	December 1, 1977
Employee Social Security Number	Type of Action
579-46-4548	☐ Appointment
	式☑ Salary Adjustment
Employing Office or Committee/Subcommittee	☐ Title Change
Assassinations	☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and end
	close of business
	Specify Date
If type of action is an Appointment, Salary Adjustment, or Ti	tle Change, complete appropriate information below.)
Position Title	Gross Annual Salary*
Chief Clerk	\$23,600
If employee is a civil service annuitant (includes U.S. House of Representative) lus the salary received from the employing office.	es), the gross annual salary shown should include the annuity received by the emp
f Committee Employee, complete appropriate item belov	r.)
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Pr	ofessional
	e) or Select Committee: Authority—H. Res 55_of 5th Congr
	of of Select Committee: Authority—II. Kes. 194 _ of Select Congr
3. D. Joint Committee	
3. Joint Committee.	
If Employee of an Officer of the House, complete item be	low.)
	low.)
If Employee of an Officer of the House, complete item be Position Number	low.)
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If Employee of an Officer of the House, complete item be Position Number	low.) evelStep ation of 5 U.S.C. 3110(b), prohibiting the employment
If Employee of an Officer of the House, complete item be Position Number	ovelStep ation of 5 U.S.C. 3110(b), prohibiting the employment
If Employee of an Officer of the House, complete item be Position Number	low.) evelStep ation of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) Louis Stokes
If Employee of an Officer of the House, complete item be Position Number	low.) evelStep ation of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) Louis Stokes (Type or print name of Authorizing Official)
Position NumberIf applicable, Land I certify that this authorization is not in violatives. Date	low.) evelStep ation of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) Louis Scokes (Type or print name of Authorizing Official)
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If Employee of an Officer of the House, complete item be Position Number	low.) evelStep ation of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) Louis Stokes (Type or print name of Authorizing Official)
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Position NumberIf applicable, Locatify that this authorization is not in violatives. Date	Step
Position Number	Step
Position Number	Step
Position Number	low.) evelStep ation of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) Louis Stokes (Type or print name of Authorizing Official) (Title—If Member, District and State) ees under the House Classification Act and for Committee enthe Committee on the Budget, and the Joint Committees, model. D: Chairman, Committee on House Administration
Position Number	StepStep

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(Please Use Typewriter 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
Elizabeth L. Berning	
	October 1, 1977
Employee Social Security Number	Type of Action
579~46~4548	Appointment
Employing Office or Committee	KKSalary Adjustment
Assassinations	☐ Termination (At close of business on effective date)
(If type of action is an Appointment or Salary Adjustment, comple	te the following information.)
Position Title	Gross Annual Salary
Chief Clerk	\$22,000
(If Committee Employee, complete appropriate item below.)	
1. Standing Committee: Staff - Clerical or Profession	onal.
2. Special or Select Committee: Authority - H. Res465	of 95th Congress.
3. Doint Committee.	
(If Employee of an Officer of the House, complete item below.)	
Position NumberIf applicable, Level	*
I certify that this authorization is not in violation or relatives.	of 5 U.S.C. 3110(b), prohibiting the employment of
	The state of the s
Date October 14, 1977 75x	(Signature of Authorizing Official)
Louis	Stokes
Chall	(Type or print name of Authorizing Official)
b contract	(Title-If Member, District and State)
All appointments and salary adjustments for employees under ployees, except those of the Committee on Appropriations, the Combe approved by the Committee on House Administration. APPROVED:	nmittee on the Budget, and the Joint Committees, must
Office of Finance use only:	
Office of Finance use only: Office Code	

MEMORANDUM

TO: Thomas Howarth

FROM: G. Robert Blakey, Chief Counsel and Director

RE: Elizabeth Berning

96314-77

This is to advise that effective October 1, 1977, Elizabeth Berning will become Chief Clerk at an annual salary of \$22,000.

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or Ballpoint Pen)

(Please Use Typewriter 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)	0.12.122
Elizabeth L. Berning	8/1/77
Employee Social Security Number	Type of Action
579-45-4548	☐ Appointment
Employing Office or Committee	Salary Adjustment
Assassinations	☐ Termination (At close of business on effective date)
type of action is an Appointment or Salary Adjustment, complet	te the following information.)
Position Title	Gross Annual Salary
Secretary	\$21,500
Committee Employee, complete appropriate item below.)	and a treat paying
1. Standing Committee: Staff - Clerical or Profession	onal. week themes are a second
2. A Special or Select Committee: Authority—H. Res.: 465	
3. Joint Committee.	
Employee of an Officer of the House, complete item below.)	
	Step
Employee of an Officer of the House, complete item below.) Position Number	•
Employee of an Officer of the House, complete item below.) Position Number	•
Employee of an Officer of the House, complete item below.) Position Number	f 5 U.S.C. 3110(b), prohibiting the employment
Employee of an Officer of the House, complete item below.) Position Number	(Signature of Authorizing Official)
Employee of an Officer of the House, complete item below.) Position Number	(Signature of Authorizing Official) OUIS STOKES (Type or print name of Authorizing Official)
Employee of an Officer of the House, complete item below.) Position Number	(Signature of Authorizing Official)
Employee of an Officer of the House, complete item below.) Position Number	(Signature of Authorizing Official) OUIS STOKES (Type or print name of Authorizing Official) HAIRMAN (Title—If Member, District and State) or the House Classification Act and for Committee elements on the Budget, and the Joint Committees, minimitee on the Budget, and the Joint Committees, minimitees,
Employee of an Officer of the House, complete item below.) Position Number	(Signature of Authorizing Official) OUIS STOKES (Type or print name of Authorizing Official) HAIRMAN (Title—If Member, District and State) or the House Classification Act and for Committee elemittee on the Budget, and the Joint Committees, mi
Position Number	(Signature of Authorizing Official) OUIS STOKES (Type or print name of Authorizing Official) HAIRMAN (Title—If Member, District and State) or the House Classification Act and for Committee elementate on the Budget, and the Joint Committees, middle on the Budget, and the Joint Committees, middle of the Committee on the Budget on House Administration
Position Number	(Signature of Authorizing Official) OUIS STOKES (Type or print name of Authorizing Official) HAIRMAN (Title—If Member, District and State) or the House Classification Act and for Committee elementate on the Budget, and the Joint Committees, middle on the Budget, and the Joint Committees, middle of the Committee on the Budget on House Administration

NW 68286

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(Please Use Typewriter: U.S. HOUSE OF REPRESENTATIVES (Any erasures, corrections, or changes Washington, D.C. 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
Elizabeth L. Berning	5/1/77
Employee Social Security Number	Type of Action
579±4604548	☐ Appointment
Employing Office or Committee	Salary Adjustment
Assassinations	☐ Termination (At close of business on effective date)
(If type of action is an Appointment or Salary Adjustment, comple	te the following information.)
Position Title	Gross Annual Salary
	\$16,000
(If Committee Employee, complete appropriate item below.)	
1. Standing Committee: Staff—Clerical or Professi	onal.
2. X Special or Select Committee: Authority—H. Res. 46	5 of 95th Congress.
3. Joint Committee.	
(If Employee of an Officer of the House, complete item below.)	en de la calendar de de la compaña de la calendar d
Position NumberIf applicable, Level	Step
relatives.	of 5 U.S.C., 3110(b), prohibiting the employment of
	and the same of th
Date May 10 19 77	(Signature of Authorizing Official)
	Louis Stokes [Type or print name of Authorizing Official]
	Chairman (Title-If Member, District and State)
All appointments and salary adjustments for employees und playees, except those of the Committee on Appropriations, the Corbe approved by the Committee on House Administration. APPROVED:	nmittee on the Budget, and the Joint Committees; must
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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
Elizabeth L. Berning	4/1/77
Employee Social Security Number	Type of Action
579-46-A5A8	☐ Appointment
Employing Office or Committee	☐(Salary Adjustment
Assassinations	☐ Termination (At close of business on effective date)
type of action is an Appointment or Salary Adjustment, comple	ete the following information.)
Position Title	Gross Annual Salary
	\$33,600
Committee Employee, complete appropriate item below.)	
1. Standing Committee: Staff- Clerical or Profession	onal.
2. Special or Select Committee: Authority-H. Res465	5of_95thCongress.
3. Doint Committee.	
S. Som Committee.	
Employee of an Officer of the House, complete item below.)	
Employee of an Officer of the House, complete item below.) Position Number	Step
Employee of an Officer of the House, complete item below.) Position Number	Step
Employee of an Officer of the House, complete item below.) Position Number	StepStepof 5 U.S.C. 3110(b), prohibiting the employment
Employee of an Officer of the House, complete item below.) Position Number	of 5 U.S.C. 3110(b), prohibiting the employment
Employee of an Officer of the House, complete item below.) Position Number	StepStepof 5 U.S.C. 3110(b), prohibiting the employment
Employee of an Officer of the House, complete item below.) Position Number	StepStep of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) is Stokes (Type or print name of Authorizing Official) irman
Employee of an Officer of the House, complete item below.) Position Number	Step of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) is Stokes (Type or print name of Authorizing Official)
Position Number	Step
Employee of an Officer of the House, complete item below.) Position Number	Step
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(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES (Any erasures, corrections, or changes.) Washington, D.C. 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:

Elizabeth L. Berning Employee Social Security Number	
Employee Social Security Number	2-1-77
Employee Social Security Humber	Type of Action
579-46-4548	☐ Appointment
Employing Office or Committee	Salary Adjustment
Select Committee on Assassinations	☐ Termination (At close of business on effective date)
type of action is an Appointment or Salary Adjustment, comple	ete the following information.)
Position Title	Gross Annual Salary
	\$10,000.
Committee Employee, complete appropriate item below.) 1. Standing Committee: Staff— Clerical or Professi 2. Special or Select Committee: Authority—H. Res. 11 3. Joint Committee. Employee of an Officer of the House, complete item below.)	of 95 Congress.
Position NumberIf applicable, Level I. certify that this authorization is not in violation of latives.	
2-28-77	
He	(Signature of Authorizing Official)
	(Type or print name of Authorizing Official)
. Ch	airman

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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
Edisabeth L. Serning	1/3/	77
Employee Social Security Number	.,,	Type of Action
		Type of House
379ct;33(44549)	☐ Appo	intment
Employing Office or Committee	;□ Salar	y Adjustment
Select Committee on Assassinations	☐ Term	ination (At close of business on effective date)
type of action is an Appointment or Salary Adjustment, comple	te the fol	lowing information.)
Position Title	, ,	Gross Annual Salary
		C \$107500.
Committee Employee, complete appropriate item below.)	.'.	
1. Standing Committee: Staff- Clerical or Profession	onal.	
2. Special or Select Committee: Authority-H. Res	of 97	Congress
2. E. operar or series committee. Notificity 11. Reserve		Congress.
3. Doint Committee.	-	
		,
Employee of an Officer of the House, complete item below.)		
Position NumberIf applicable, Level	Sto	
I certify that this authorization is not in violation of latives.	of .5 U.S	.C. 3110(b), prohibiting the employment
idiiyes.		,
77		(Singature of Authoriting Official)
	Henry	(Signature of Authorizing Official)
		(Type or print name of Authorizing Official)
ite	Chair	(Type or print name of Authorizing Official)
nte	Chair	/ 3。 CanzaTer (Type or print name of Authorizing Official) いわか
nte	Chair er the Ho	(Type or print name of Authorizing Official) (Title—If Member, District and State) ouse Classification Act and for Committee el
All appointments and salary adjustments for employees und byees, except those of the Committee on Appropriations, the Con approved by the Committee on House Administration.	Chall er the Ho nmittee o	(Type or print name of Authorizing Official) (Title—If Member, District and State) ouse Classification Act and for Committee en in the Budget; and the Joint Committees, me
All appointments and salary adjustments for employees und eyees, except those of the Committee on Appropriations, the Con approved by the Committee on House Administration.	Chall er the Ho nmittee o	(Type or print name of Authorizing Official) (Title—If Member, District and State) ouse Classification Act and for Committee el
All appointments and salary adjustments for employees und eyees, except those of the Committee on Appropriations, the Con approved by the Committee on House Administration.	Chall er the Ho nmittee o	(Type or print name of Authorizing Official) (Title—If Member, District and State) ouse. Classification. Act and for Committee et a the Budget; and the Joint Committees, mo
All appointments and salary adjustments for employees und yees, except those of the Committee on Appropriations, the Comproved by the Committee on House Administration. APPROVED:	Chall er the Ho nmittee o	(Type or print name of Authorizing Official) (Title—If Member, District and State) ouse. Classification. Act and for Committee et a the Budget; and the Joint Committees, mo
All appointments and salary adjustments for employees und byees, except those of the Committee on Appropriations, the Comparing approved by the Committee on House Administration. APPROVED:	Chall er the Ho nmittee o	(Type or print name of Authorizing Official) (Title—If Member, District and State) ouse. Classification. Act and for Committee et nother Budget; and the Joint Committees, mo
All appointments and salary adjustments for employees und byees, except those of the Committee on Appropriations, the Comparing approved by the Committee on House Administration. APPROVED: Office of Finance use only:	Chall er the Ho nmittee o	(Type or print name of Authorizing Official) (Title—If Member, District and State) ouse. Classification. Act and for Committee er in the Budget; and the Joint Committees, mu

TO WHOM IT MAY CONCERN

Please consider this verification that
Elizabeth L. Berning began employment, permanent
full-time status, with the House of Representatives
Select Committee on Assassinations January 1, 1977.

Rebecca Wheeler Martin Chief Clerk

January 31, 1977

o the Clerk of the House of Representatives:	The second of th
I hereby authorize the following payroll action:	
Employee Name (First-Middle-Last)	Effective Date
Elizabeth L. Berning	- 1/1/77
Employee Social Security Number	Type of Action
	⊠ Appointment
Employing Office or Committee	☐ Salary Adjustment
Setoct Committee on Assassinations	☐ Termination (At close of business on effective date)
type of action is an Appointment or Salary Adjustment, o	complete the following information.)
Position Title	Gross Annual Salary
Secretary	\$16,000
atives.	
Employee of an Officer of the House, complete item belowers in Position NumberIf applicable, Level certify that this authorization is not in viola atives. December 30190	velStep ation of 5 U.S.C. 3110(b), prohibiting the employment
Employee of an Officer of the House, complete item below Position NumberIf applicable, Level I certify that this authorization is not in viola latives. December 30190	StepStep ation of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) Thomas N. Downing Chairman (Type or print name of Authorizing Official)
Employee of an Officer of the House, complete item below Position NumberIf applicable, Level I certify that this authorization is not in viola latives. December 30190	otion of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) Thomas N. Downing, Chairman
Employee of an Officer of the House, complete item below Position Number	Step
Employee of an Officer of the House, complete item belowers. I certify that this authorization is not in violatives. December 30 , 190 All appointments and salary adjustments for employee yees, except those of the Committee on Appropriations the	Step
Employee of an Officer of the House, complete item below Position Number	(Signature of Authorizing Official) Thomas N. Downing, Chairman (Type or print name of Authorizing Official) Select Committee on Assassination (Title-If Member, District and State) es under the House Classification Act and for Committee enter Committee on the Budget; and the Joint Committees, mu
Employee of an Officer of the House, complete item below Position Number	(Signature of Authorizing Official) Thomas N. Downing, Chairman (Type or print name of Authorizing Official) Select Committee on Assassination (Title-If Member, District and State) es under the House Classification Act and for Committee enter Committee on the Budget; and the Joint Committees, mu

NW 68206

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MEMORANDUM

TO: All Staff Employees

FROM: Budget Officer

DATE: January 3, 1977

RE: Payroll Certification

Starting with the January, 1977 payroll, the certification to the House Finance Office requires, among other things, the relationship, if any, of each staff employee to any current Member of Congress (those taking office January 3, 1977).

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

nephew father niece mother husband sonwife daughter father-in-law brother mother-in-law sister son-in-law uncle daughter-in-law aunt

brother-in-law sister-in-law stepfather stepmother stepbrother stepsister half-brother half-sister

All staff employees are requested to complete this form and return it to the Budget officer.

Approved Richard A. Sprague

first cousin

Signature of Employee

1-10-77