

Assassination Records Review Board Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10463
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

Released under the John F.
Kennedy Assassination
Records Collection Act of
1992 (44 USC 2107 Note).
Case#:NW 68261 Date:
09-01-2022

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 19

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: 15

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 : 180-10060-10463

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 10/12/76
PAGES : 29

SUBJECTS :
HSCA, ADMINISTRATION
LARSON, BILLIE GAY

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :

Box 2.

[R] - ITEM IS RESTRICTED

(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 initiated 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
Billie Gay Larson	3/6/77
Employee Social Security Number	Type of Action
529 60 6414	<input type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input checked="" type="checkbox"/> Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary

(If Committee Employee, complete appropriate item below.)

1. Standing Committee: Staff - Clerical or Professional.
2. Special or Select Committee: Authority - H. Res. 222 of 95th Congress.
3. 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.

Date March 16, 1977

(Signature of Authorizing Official)

Louis Stokes, Chairman

(Type or print name of Authorizing Official)

Select Committee on Assassinations

(Title - If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, 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

b po, lns Mail
3/21

Copy for Initiating Office or Committee

**Select Committee on Assassinations
U.S. House of Representatives
3342 HOUSE OFFICE BUILDING, ANNEX 2
WASHINGTON, D.C. 20515**

March 2, 1977

**Richard A. Sprague
Chief Counsel and Director
Select Committee on Assassinations
Washington, D.C.**

Dear Mr. Sprague:

As we discussed today, I have accepted a position in the Office of the Speaker of the House effective Monday, March 7.

I would like to convey to you my personal admiration and feel we are very fortunate to have a person of your caliber in the service of the Congress.

Your continued leadership of the investigations is absolutely vital and I wish you every success.

Respectfully,

Billie Gay Larson

(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 initiated 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
Billie Gay Larson	2-1-77
Employee Social Security Number	Type of Action
529-60-6414	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	\$10,000.

(If Committee Employee, complete appropriate item below.)

1. Standing Committee: Staff - Clerical or Professional.
2. Special or Select Committee: Authority - H. Res. 11 of 95 Congress.
3. 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.

Date

2-28-77

19

(Signature of Authorizing Official)

Henry B. Gonzalez

(Type or print name of Authorizing Official)

Chairman

(Title - If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, 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

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM(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 initiated 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
Billie Gay Larson	1/3/77 Type of Action
Employee Social Security Number 529 60 6474	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination (At close of business on effective date) XX
Employing Office or Committee Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	\$10,400.

(If Committee Employee, complete appropriate item below.)

1. Standing Committee: Staff— Clerical or Professional.
2. Special or Select Committee: Authority—H. Res. **11** of **95** Congress.
3. 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.

Date **1977**

(Signature of Authorizing Official)

Henry B. Gonzalez

(Type or print name of Authorizing Official)

Chairman

(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, 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**

(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 initiated 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
Sillie Gay Larson	1/1/77
Employee Social Security Number	Type of Action
389-51-1410	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Secretary	\$16,000

(If Committee Employee, complete appropriate item below.)

1. Standing Committee: Staff - Clerical or Professional.
2. Special or Select Committee: Authority - H. Res. 1540 of 94th Congress.
3. 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.

Date December 29, 1975

(Signature of Authorizing Official)

Thomas H. Downing, Chairman

(Type or print name of Authorizing Official)

Select Committee on ASSASSINATIONS

(Title - If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, 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

Copy for Initiating Office or Committee

(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 initiated 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
Billie Gay Larson	12/1/76
Employee Social Security Number	Type of Action
529-68-6414	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Secretary	\$14,000

(If Committee Employee, complete appropriate item below.)

1. Standing Committee: Staff— Clerical or Professional.
2. Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
3. 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.

Date December 2, 1976

(Signature of Authorizing Official)

Thomas N. Downing, Chairman

(Type or print name of Authorizing Official)

Select Committee on Assassinations

(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, 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

Copy for Initiating Office or Committee

PAYROLL ACTION FORM(Please Use Typewriter
or Ballpoint Pen)**U.S. HOUSE OF REPRESENTATIVES**
Washington, D.C. 20515C
Changes or changes
on this form must be initiated 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
Billie Gay Larson	October 12, 1976
Employee Social Security Number	Type of Action
529-60-6414	<input checked="" type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Secretary	\$13,000

(If Committee Employee, complete appropriate item below.)

1. Standing Committee: Staff— Clerical or Professional.
2. Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
3. 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.

Date October 14, 1976

(Signature of Authorizing Official)

Thomas N. Downing

(Type or print name of Authorizing Official)

Chairman

(Title—if Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, 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

JP

ORIGINAL - To Finance Office (For official personnel folder)

AS.

M E M O R A N D U M

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:

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		

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

Approved
Richard A. Sprague

I am not related X

I am related by the following relationship _____


Signature of Employee

January 10, 1977
Date

RE

March 4, 1977

Ms. Billie Gay Larson
514 Sixth Street, S.W.
Apt. A
Washington, D.C. 20003

Dear Billie:

Although I am sorry to see you leave this staff, I fully understand the reasons and think the position that has been offered you in the office of the Speaker of the House is wonderful and on your behalf I am most happy to see you move into that position.

I do want to thank you for all of your efforts on our behalf. You have not only performed your job exceedingly well, but you have been a great help to me personally in many of your comments and suggestions. Beyond that, I have admired you as a person and have enjoyed the feeling of closeness and friendship with you.

Best of wishes to you. I remain

Sincerely yours,

Richard A. Sprague
Chief Counsel and Director

RAS:elb

Select Committee on Assassinations
U.S. House of Representatives
3342 HOUSE OFFICE BUILDING, ANNEX 2
WASHINGTON, D.C. 20515

March 2, 1977

Richard A. Sprague
Chief Counsel and Director
Select Committee on Assassinations
Washington, D.C.

Dear Mr. Sprague:

As we discussed today, I have accepted a position in the Office of the Speaker of the House effective Monday, March 7.

I would like to convey to you my personal admiration and feel we are very fortunate to have a person of your caliber in the service of the Congress.

Your continued leadership of the investigations is absolutely vital and I wish you every success.

Respectfully,



Billie
Billie Gay Larson

Congress of the United States
Employment Information Form

1. Name (Last, First, Middle) and Address (Number, Street, City, State, and ZIP Code)		<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs.		10. Birth date (Month, Day, Year)		14. Lowest acceptable annual salary in specific figures \$ 13,000					
Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003				5-19-44							
2. Home phone (including Area Code)		3. Other phone (including Area Code)		11. Home State		15. Number of dependents other than self 0					
202-547-3049		202-225-2906 <i>ASK FOR MARIE</i>		Utah							
4. Kind of job you are applying for: secretarial, research, clerk		12. Height 5 Feet 6 Inches		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		16. Weight 110					
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		17. Skills		18. Social Security Number 529-460-6414							
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Typing 75 wpm. <input type="checkbox"/> Shorthand 80 wpm. <i>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</i>									
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Office equipment (specify) _____									
8. When will you be available? 9-20-76		<input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <i>(State expertise with specific systems, languages, and components.)</i>									
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964											
20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes 5/62 <input type="checkbox"/> No											
Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) debate, journalism, drama <small>MONTU/YEAR</small> HIGHEST GRADE COMPLETED											
21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. Supervisory Development Seminar Foremost Insurance Company (one week seminar, spring '75) Grand Rapids, Michigan											
22. A. Name and location (City and State) of colleges or universities attended.		COURSES STUDIED		CREDITS COMPLETED		Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended		Type of Degree	Year of Degree
		Major	Minor	Semester	Quarter			From	To		
University of Utah		hist.	phil.	190	2.7	62	69	BS	'69		
B. Chief undergraduate college subjects		CREDITS COMPLETED		C. Chief graduate college subjects				CREDITS COMPLETED		Semester	Quarter
		Semester	Quarter								
D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.) Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.											
23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish				24. Dates of military service, if any. Branch: NA Rank: Serial No.: <small>From: To:</small>							
Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)								YES	NO		
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)								X	X		
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?								X			
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? <i>(If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)</i>											
28. Space for detailed answers. Indicate item number to which answers apply.								Do Not Write In This Block			
Item No.	27							TEST RESULTS			
1	Nancy L. Larson							TYPING: 71 W.P.M. ON A 5 MINUTE TEST			
2	sister							(78 W.P.M., 7 ERRORS)			
3	Office of Guam Federal Building San Francisco, CA							SHORTHAND: 80 W.P.M. ON A 3 MINUTE TEST -5			
								OTHER TEST SCORES: _____			
								VERIFIED BY: APW 10/76 DATE: 9/3/76			

NW 68281 MAILING ADDRESS:

JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

(A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

Describe Employment Experience On This Form.

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year) From 3/75 To PRESENT TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. 810. Present \$
----	---	--	---

Name of immediate supervisor Tom Edwards	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA
Area Code and Phone No., if known 415/934-1400	

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--	--	---	-----------------------------

Reason for wanting to leave	Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.
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2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
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Name of immediate supervisor Harold Kramer, President	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publishing 231 Adrian Road Walnut Creek, CA
Area Code and Phone No., if known 415/692-4500	

Reason for leaving	moved from San Bruno to Moraga (approx. 35 miles from office)
--------------------	---

Description of work	Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.
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3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
----	--	---	--

Name of immediate supervisor Sanford M. Stoddard (deceased)	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah
Area Code and Phone No., if known	

Reason for leaving	moved from Utah to California
--------------------	-------------------------------

Description of work	Prepared legal documents and correspondence for senior partner
---------------------	--

	Responsible for ordering all office supplies used by staff of 22.
--	---

4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
----	--	---	--

Name of immediate supervisor Attorney General Phil L. Hansen	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah
Area Code and Phone No., if known	

Reason for leaving	end of Mr. Hansen's term of office
--------------------	------------------------------------

Description of work	Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.
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31. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.
--

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor U. Texas, Austin

CERTIFICATION

I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.	SIGNATURE (Sign in ink)	DATE SIGNED
--	-------------------------	-------------

9/13/76

Congress of the United States

Employment Information Form

1. Name (Last, First, Middle) Larson, Billie Gay and Address (Number, Street, City, State, and ZIP Code) 514 Sixth St. SE Apt. A Washington, D. C. 20003		10. Birth date (Month, Day, Year) 5-19-44		14. Lowest acceptable annual salary in specific figures \$ 13,000					
		11. Home State Utah		15. Number of dependents other than self 0					
		12. Height 5 Feet 6 Inches		16. Weight 110					
2. Home phone (including Area Code) 202-547-3049		3. Other phone (including Area Code) 202-225-2906		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
4. Kind of job you are applying for: secretarial, research, clerk				17. Social Security Number 529-60-6414					
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer				18. Skills <input checked="" type="checkbox"/> Typing 75 wpm. <input type="checkbox"/> Shorthand 80 wpm. <small>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</small>					
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Office equipment (specify) _____					
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				<input type="checkbox"/> Computer; <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <small>(State expertise with specific systems, languages, and components.)</small>					
8. When will you be available? 9-20-76									
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964									
20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes 5/62 <input type="checkbox"/> No									
Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Others (specify) debate, journalism, drama <small>MONTH/YEAR</small> HIGHEST GRADE COMPLETED									
21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. Supervisory Development Seminar Foremost Insurance Company Grand Rapids, Michigan (one week seminar, spring '75)									
22. A. Name and location (City and State) of colleges or universities attended.		COURSES STUDIED		CREDITS COMPLETED					
		Major	Minor	Semester	Quarter	Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended	Type of Degree
University of Utah		hist.	phil.	190	2.7	62	69	BS	'69
B. Chief undergraduate college subjects		CREDITS COMPLETED		C. Chief graduate college subjects				CREDITS COMPLETED	
		Semester	Quarter					Semester	Quarter
D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.) Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.									
23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish				24. Dates of military service, if any. From: _____ To: _____ Branch: NA Rank: _____ Serial No.: _____					
Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)									
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.) <input checked="" type="checkbox"/> X <input type="checkbox"/> X									
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions? <input type="checkbox"/> X									
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.) <input type="checkbox"/> X									
28. Space for detailed answers. Indicate item number to which answers apply.									
Item No.	27								
1	Nancy L. Larson								
2	sister								
3	Office of Guam Federal Building San Francisco, CA								
Do Not Write In This Block									
TEST RESULTS									
TYPING: 71 W.P.M. ON A 5 MINUTE TEST									
(78 W.P.M., 7 ERRORS)									
SHORTHAND: 80 W.P.M. ON A 3 MINUTE TEST									
OTHER TEST SCORES: 5									
VERIFIED BY: APW 10/76 DATE: 9/13/76									

NW 68264

JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
----	---	--	---

Name of immediate supervisor

Tom Edwards

Area Code and Phone No., if known 415/934-1400

Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)
Foremost Insurance Company
100 Wiget Lane
Walnut Creek, CAMay inquiry be made of your present employer regarding your character, qualifications, and record of employment? Yes No

Reason for wanting to leave

Description of work **Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.**

2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
----	--	---	---

Name of immediate supervisor

Harold Kramer, President

Area Code and Phone No., if known 415/692-4500

Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)
Celestial Arts Publishing
231 Adrian Road
Walnut Creek, CA

Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)

Description of work **Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.**

3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
----	--	---	---

Name of immediate supervisor

Sanford M. Stoddard (deceased)

Area Code and Phone No., if known

Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)
Fabian & Clendenin (law firm)
800 Continental Bank Building
Salt Lake City, Utah

Reason for leaving moved from Utah to California

Description of work **Prepared legal documents and correspondence for senior partner. Responsible for ordering all office supplies used by staff of 22.**

4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
----	--	---	---

Name of immediate supervisor

Attorney General Phil L. Hansen

Area Code and Phone No., if known

Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)
Office of the Attorney General
Salt Lake City, Utah

Reason for leaving end of Mr. Hansen's term of office

Description of work **Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.**

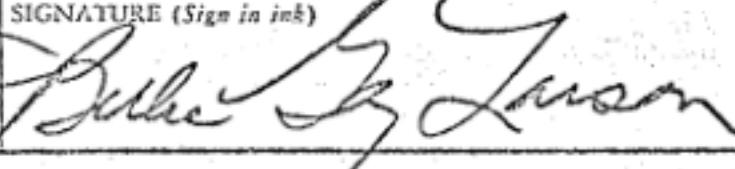
31. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor U. Texas, Austin

CERTIFICATION

I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE (Sign in ink)



DATE SIGNED

9/13/76

Congress of the United States

Employment Information Form

1. Name (Last, First, Middle) and Address (Number, Street, City, State, and ZIP Code)		<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs.	10. Birth date (Month, Day, Year)			14. Lowest acceptable annual salary in specific figures				
Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003			5-19-44			\$ 13,000				
2. Home phone (including Area Code)		3. Other phone (including Area Code)	11. Home State			15. Number of dependents other than self				
202-547-3049		202-225-2906 <i>ASK FOR MARILYN</i>	Utah			0				
4. Kind of job you are applying for:		12. Height			16. Weight					
secretarial, research, clerk		5 Feet 6 Inches			110					
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		13. Are you a United States citizen?			17. Social Security Number					
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			529-60-6414					
6. Will you accept temporary employment?		18. Skills								
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Typing 75 wpm. <input type="checkbox"/> Shorthand 80 wpm. <i>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</i>								
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Office equipment (specify) _____								
8. When will you be available? 9-20-76		<input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <i>(State expertise with specific systems, languages, and components.)</i>								
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No										
19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964 5/62										
20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) debate, journalism, drama <small>MONTH/YEAR</small> HIGHEST GRADE COMPLETED										
21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. Supervisory Development Seminar Foremost Insurance Company (one week seminar, spring '75) Grand Rapids, Michigan										
22. A. Name and location (City and State) of colleges or universities attended.	COURSES STUDIED		CREDITS COMPLETED		Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended		Type of Degree	Year of Degree
	Major	Minor	Semester	Quarter			From	To		
University of Utah	hist.	phil.		190	2.7	62	69	BS	'69	
B. Chief undergraduate college subjects	CREDITS COMPLETED		C. Chief graduate college subjects				CREDITS COMPLETED		Semester	Quarter
	Semester	Quarter					From	To		
D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.) Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.										
23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish	24. Dates of military service, if any.			From: To: Branch: NA Rank: Serial No.: YES NO						
Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)									YES	NO
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)										
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?.....									X	
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? <i>(If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)</i>									X	
28. Space for detailed answers. Indicate Item number to which answers apply.									Do Not Write In This Block	
Item No.	9-22-76 TEST RESULTS									
1	TYPING: 71 W.P.M. ON A 5 MINUTE TEST									
2	SHORTHAND: 78 W.P.M. 7 ERRORS)									
3	OTHER TEST SCORES: 80 W.P.M. ON A 3 MINUTE TEST 5									
VERIFIED BY: APW 10/76 DATE: 9/13/76										

NW 68264

JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

(A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year) From 3/75 To PRESENT TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. 810. Present \$.
----	---	--	--

Name of immediate supervisor Tom Edwards	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA
Area Code and Phone No., if known 415/934-1400	

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? Yes No

Reason for wanting to leave
Description of work **Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.**

2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. 625. Leaving \$.
----	--	---	--

Name of immediate supervisor Harold Kramer, President	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publishing 231 Adrian Road Walnut Creek, CA
Area Code and Phone No., if known 415/692-4500	

Reason for leaving **moved from San Bruno to Moraga (approx. 35 miles from office)**

Description of work **Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.**

3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. 500. Leaving \$.
----	--	---	--

Name of immediate supervisor Sanford M. Stoddard (deceased)	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah
Area Code and Phone No., if known	

Reason for leaving **moved from Utah to California**

Description of work **Prepared legal documents and correspondence for senior partner. Responsible for ordering all office supplies used by staff of 22.**

4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. 425. Leaving \$.
----	--	---	--

Name of immediate supervisor Attorney General Phil L. Hansen	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah
Area Code and Phone No., if known	

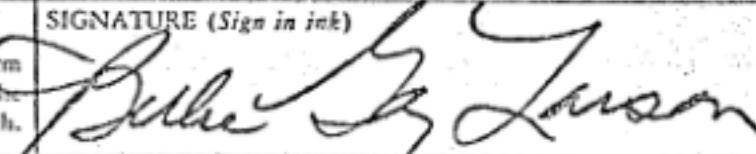
Reason for leaving **end of Mr. Hansen's term of office**

Description of work **Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.**

31. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor, U. Texas, Austin

CERTIFICATION
I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE (Sign in ink) 

DATE SIGNED **9/13/76**

Congress of the United States

Employment Information Form

1. Name (Last, First, Middle) and Address (Number, Street, City, State, and ZIP Code)		<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs.	10. Birth date (Month, Day, Year)		14. Lowest acceptable annual salary in specific figures		
Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003			5-19-44		\$ 13,000		
2. Home phone (including Area Code)		3. Other phone (including Area Code)	11. Home State		15. Number of dependents other than self		
202-547-3049		202-225-2906 ASK FOR MARILYN	Utah		0		
4. Kind of job you are applying for:		12. Height		16. Weight		17. Social Security Number	
secretarial, research, clerk		5 Feet	6 Inches	110		529-A-60-6414	
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		13. Are you a United States citizen?		18. Skills			
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Typing 75 wpm. <input type="checkbox"/> Shorthand 80 wpm. <small>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</small>			
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings.		<input type="checkbox"/> Office equipment (specify) _____			
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		1964		<input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <small>(State expertise with specific systems, languages, and components.)</small>			
8. When will you be available? 9-20-76		20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes 5/62 <input type="checkbox"/> No		21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.		HIGHEST GRADE COMPLETED	
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) debate, journalism, drama		Supervisory Development Seminar Foremost Insurance Company Grand Rapids, Michigan		(one week seminar, spring '75)	
22. A. Name and location (City and State) of colleges or universities attended.		COURSES STUDIED		CREDITS COMPLETED			
University of Utah		Major	Minor	Semester	Quarter	Grade-Point Average on 4.0 Scale	
		hist.	phil.			Rank in Class	
				190	2.7	Dates Attended From 62 To 69	
						Type of Degree BS '69	
B. Chief undergraduate college subjects		CREDITS COMPLETED		C. Chief graduate college subjects		CREDITS COMPLETED	
		Semester	Quarter			Semester	
						Quarter	
D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.)							
Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.							
23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish		24. Dates of military service, if any.		From: _____ To: _____			
		Branch: NA Rank: _____ Serial No.: _____					
Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)							
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?.....		<input checked="" type="checkbox"/>					
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? <small>(If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)</small>		<input type="checkbox"/>					
28. Space for detailed answers. Indicate item number to which answers apply.		Do Not Write In This Block					
Item No.	27	TEST RESULTS					
1	Nancy L. Larson	9-27-76	71	W.P.M. ON A 5 MINUTE TEST			
2	sister	TYPING:					
3	Office of Guam Federal Building San Francisco, CA		78	W.P.M., 7 ERRORS)			
		SHORTHAND: 80	W.P.M. ON A 3 MINUTE TEST				
		OTHER TEST SCORES: _____					
		VERIFIED BY: APR 1/76	DATE: 9/1/76				

MAILING ADDRESS:

JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

NW 68264

DocId:32239471 Page 19

(A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
Name of immediate supervisor Tom Edwards		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA	
Area Code and Phone No., if known 415/934-1400			

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Reason for wanting to leave		
Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.		

2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
Name of immediate supervisor Harold Kramer, President		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publishing 231 Adrian Road Walnut Creek, CA	
Area Code and Phone No., if known 415/692-4500			

Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)	Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.

3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
Name of immediate supervisor Sanford M. Stoddard (deceased)		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah	
Area Code and Phone No., if known			

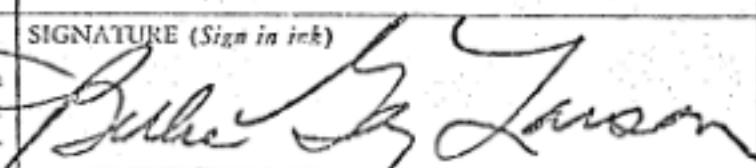
Reason for leaving moved from Utah to California	Description of work Prepared legal documents and correspondence for senior partner. Responsible for ordering all office supplies used by staff of 22.

4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
Name of immediate supervisor Attorney General Phil L. Hansen		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah	
Area Code and Phone No., if known			

Reason for leaving end of Mr. Hansen's term of office	Description of work Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.

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Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor U. Texas, Austin

CERTIFICATION	SIGNATURE (Sign in ink)	DATE SIGNED
I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.		9/13/76

Congress of the United States

Employment Information Form

1. Name (Last, First, Middle) and Address (Number, Street, City, State, and ZIP Code)		<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs.	10. Birth date (Month, Day, Year) 5-19-44		14. Lowest acceptable annual salary in specific figures \$ 13,000				
Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003		11. Home State Utah		15. Number of dependents other than self 0					
2. Home phone (including Area Code) 202-547-3049		3. Other phone (including Area Code) 202-225-2906 <i>(RE FOR MARILYN)</i>		12. Height 5 Feet 6 Inches		16. Weight 110			
4. Kind of job you are applying for: secretarial, research, clerk		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		17. Social Security Number 529-60-6414					
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		18. Skills <input checked="" type="checkbox"/> Typing _____ wpm. 75 <input type="checkbox"/> Shorthand _____ wpm. <i>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</i>				80			
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Office equipment (specify) _____							
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <i>(State expertise with specific systems, languages, and components.)</i>							
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21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. Supervisory Development Seminar Foremost Insurance Company (one week seminar, spring '75) Grand Rapids, Michigan									
22. A. Name and location (City and State) of colleges or universities attended.	COURSES STUDIED		CREDITS COMPLETED		Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended	Type of Degree	Year of Degree
	Major	Minor	Semester	Quarter					
University of Utah	hist.	phil.		190	2.7	62	69	BS	'69
B. Chief undergraduate college subjects	CREDITS COMPLETED		C. Chief graduate college subjects		CREDITS COMPLETED				
	Semester	Quarter			Semester	Quarter			
D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.) Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.									
23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish	24. Dates of military service, if any.		From:		To:				
	Branch: NA		Rank:		Serial No.:				
Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)								YES	NO
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.).....								X	
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?.....								X	
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? <i>(If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)</i>									
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Item No.	27							TEST RESULTS	
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2	sister							(78 W.P.M., 7 ERRORS)	
3	Office of Guam Federal Building San Francisco, CA							SHORTHAND: 80	W.P.M. ON A 3 MINUTE TEST
								OTHER TEST SCORES: _____	-5
								VERIFIED BY: APW 10/76	DATE: 9/3/76

MAILING ADDRESS: NW 68286

JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

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29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
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Name of immediate supervisor

Tom Edwards

Area Code and Phone No., if known 415/934-1400

Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)
Foremost Insurance Company
100 Wiget Lane
Walnut Creek, CAMay inquiry be made of your present employer regarding your character, qualifications, and record of employment? Yes No

Reason for wanting to leave

Description of work **Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.**

2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
----	--	---	---

Name of immediate supervisor

Harold Kramer, President

Area Code and Phone No., if known 415/692-4500

Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)
Celestial Arts Publishing
231 Adrian Road
Walnut Creek, CA

Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)

Description of work **Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.**

3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
----	--	---	---

Name of immediate supervisor

Sanford M. Stoddard (deceased)

Area Code and Phone No., if known

Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)
Fabian & Clendenin (law firm)
800 Continental Bank Building
Salt Lake City, Utah

Reason for leaving moved from Utah to California

Description of work **Prepared legal documents and correspondence for senior partner. Responsible for ordering all office supplies used by staff of 22.**

4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
----	--	---	---

Name of immediate supervisor

Attorney General Phil L. Hansen

Area Code and Phone No., if known

Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)
Office of the Attorney General
Salt Lake City, Utah

Reason for leaving end of Mr. Hansen's term of office

Description of work **Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.**

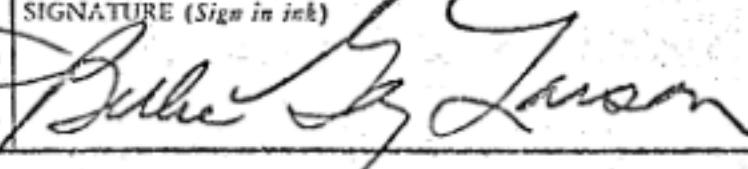
31. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor, U. Texas, Austin

CERTIFICATION

I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE (Sign in ink)



DATE SIGNED

9/13/76

Congress of the United States
Employment Information Form

1. Name (Last, First, Middle) and Address (Number, Street, City, State, and ZIP Code)		<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003	10. Birth date (Month, Day, Year) 5-19-44		14. Lowest acceptable annual salary in specific figures \$ 13,000				
2. Home phone (including Area Code)		3. Other phone (including Area Code)	11. Home State Utah		15. Number of dependents other than self 0				
202-547-3049		202-225-2906	12. Height 5 Feet 6 Inches		16. Weight 110				
4. Kind of job you are applying for: secretarial, research, clerk		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		17. Social Security Number 529-60-6414					
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		18. Skills <input checked="" type="checkbox"/> Typing 75 wpm. <input checked="" type="checkbox"/> Shorthand 80 wpm. (To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.) <input type="checkbox"/> Office equipment (specify) _____ <input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst (State expertise with specific systems, languages, and components.)							
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. When will you be available? 9-20-76					
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964		20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes 5/62 <input type="checkbox"/> No					
Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) debate, journalism, drama				MONTH/YEAR HIGHEST GRADE COMPLETED					
21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. Supervisory Development Seminar Foremost Insurance Company Grand Rapids, Michigan				(one week seminar, spring '75)					
22. A. Name and location (City and State) of colleges or universities attended.		COURSES STUDIED		CREDITS COMPLETED					
		Major	Minor	Semester	Quarter	Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended	Type of Degree
University of Utah		hist.	phil.	190	2.7	62	69	BS	'69
B. Chief undergraduate college subjects		CREDITS COMPLETED		C. Chief graduate college subjects		CREDITS COMPLETED			
		Semester	Quarter			Semester	Quarter		
D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.) Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.									
23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish		24. Dates of military service, if any.		From:		To:			
		Branch: NA		Rank:		Serial No.:			
Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)									
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.) <input checked="" type="checkbox"/>									
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions? <input checked="" type="checkbox"/>									
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)									
28. Space for detailed answers. Indicate Item number to which answers apply.									
Item No.	27								
1	Nancy L. Larson								
2	sister								
3	Office of Guam Federal Building San Francisco, CA								
Do Not Write In This Block									
TEST RESULTS									
TYPING: 71 W.P.M. ON A 5 MINUTE TEST									
(78 W.P.M., 7 ERRORS)									
SHORTHAND: 80 W.P.M. ON A 3 MINUTE TEST									
OTHER TEST SCORES: 5									
VERIFIED BY: APW /GJ DATE: 9/3/76									

MAILING ADDRESS: NW 68284

JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

DocId:32239471 Page 23

(A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year) From 3/75 To PRESENT-THRU 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. 810. Present \$
----	---	--	---

Name of immediate supervisor Tom Edwards	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA
Area Code and Phone No., if known 415/934-1400	

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? Yes No

Reason for wanting to leave

Description of work **Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.**

2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
----	--	---	--

Name of immediate supervisor Harold Kramer, President	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publishing 231 Adrian Road Walnut Creek, CA
Area Code and Phone No., if known 415/692-4500	

Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)

Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.

3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
----	--	---	--

Name of immediate supervisor Sanford M. Stoddard (deceased)	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah
Area Code and Phone No., if known	

Reason for leaving moved from Utah to California

Description of work Prepared legal documents and correspondence for senior partner. Responsible for ordering all office supplies used by staff of 22.

4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
----	--	---	--

Name of immediate supervisor Attorney General Phil L. Hansen	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah
Area Code and Phone No., if known	

Reason for leaving end of Mr. Hansen's term of office

Description of work Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.

31. REFERENCES: List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor U. Texas, Austin

CERTIFICATION

SIGNATURE (Sign in ink)

DATE SIGNED

I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Belle L. Johnson

9/13/76

Congress of the United States
Employment Information Form

1. Name (Last, First, Middle) and Address (Number, Street, City, State, and ZIP Code)		<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs.		10. Birth date (Month, Day, Year)		14. Lowest acceptable annual salary in specific figures \$ 13,000						
Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003				5-19-44								
2. Home phone (including Area Code)		3. Other phone (including Area Code)		11. Home State		15. Number of dependents other than self 0						
202-547-3049		202-225-2906		Utah								
4. Kind of job you are applying for: secretarial, research, clerk		5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		12. Height 5 Feet 6 Inches		16. Weight 110						
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		17. Social Security Number 529-A60-6414						
8. When will you be available? 9-20-76		9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Skills <input checked="" type="checkbox"/> Typing 75 wpm. <input checked="" type="checkbox"/> Shorthand 80 wpm. (To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.) <input type="checkbox"/> Office equipment (specify) _____ <input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst (State expertise with specific systems, languages, and components.)								
19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964												
20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes 5/62 <input type="checkbox"/> No												
Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) debate, journalism, drama <small>MONTU/YEAR</small> HIGHEST GRADE COMPLETED												
21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. Supervisory Development Seminar Foremost Insurance Company (one week seminar, spring '75) Grand Rapids, Michigan												
22. A. Name and location (City and State) of colleges or universities attended.	COURSES STUDIED		CREDITS COMPLETED		Grade Point Average on 4.0 Scale	Rank in Class	Dates Attended		Type of Degree	Year of Degree		
	Major	Minor	Semester	Quarter			From	To				
University of Utah	hist.	phil.		190	2.7	62	69	BS	'69			
B. Chief undergraduate college subjects	CREDITS COMPLETED		C. Chief graduate college subjects				CREDITS COMPLETED		Semester	Quarter		
	Semester	Quarter										
D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.) Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.												
23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish	24. Dates of military service, if any. From: _____ To: _____ Branch: NA Rank: _____ Serial No.: _____											
Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)											YES	NO
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)											<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?.....											<input type="checkbox"/>	<input checked="" type="checkbox"/>
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)												
28. Space for detailed answers. Indicate Item number to which answers apply.											Do Not Write In This Block	
Item No.	27										TEST RESULTS	
1	Nancy L. Larson										TYPING: 71 W.P.M. ON A 5 MINUTE TEST	
2	sister										SHORTHAND: 78 W.P.M., 7 ERRORS)	
3	Office of Guam Federal Building San Francisco, CA										OTHER TEST SCORES: _____	
VERIFIED BY: APW 10/76											DATE: 9/13/76	

MAILING ADDRESS:

JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

NW 68260

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29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. 810. Present \$
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Name of immediate supervisor Tom Edwards	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA
Area Code and Phone No., if known 415/934-1400	

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? Yes No

Reason for wanting to leave

Description of work **Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.**

2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
----	--	---	--

Name of immediate supervisor Harold Kramer, President	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publishing 231 Adrian Road Walnut Creek, CA
Area Code and Phone No., if known 415/692-4500	

Reason for leaving **moved from San Bruno to Moraga (approx. 35 miles from office)**

Description of work **Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.**

3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
----	--	---	--

Name of immediate supervisor Sanford M. Stoddard (deceased)	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah
Area Code and Phone No., if known	

Reason for leaving **moved from Utah to California**

Description of work **Prepared legal documents and correspondence for senior partner. Responsible for ordering all office supplies used by staff of 22.**

4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
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Name of immediate supervisor Attorney General Phil L. Hansen	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah
Area Code and Phone No., if known	

Reason for leaving **end of Mr. Hansen's term of office**

Description of work **Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.**

31. REFERENCES: List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
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CERTIFICATION

I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE (Sign in ink)

DATE SIGNED

9/13/76

Congress of the United States
Employment Information Form

1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code) Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003		10. Birth date (Month, Day, Year) 5-19-44	14. Lowest acceptable annual salary in specific figures \$ 13,000
		11. Home State Utah	15. Number of dependents other than self 0
		12. Height 5 Feet 6 Inches	16. Weight 110
2. Home phone (including Area Code) 202-547-3049		3. Other phone (including Area Code) 202-225-2906	17. Social Security Number 529-60-6414
4. Kind of job you are applying for: secretarial, research, clerk		18. Skills <input checked="" type="checkbox"/> Typing 75 wpm. <input type="checkbox"/> Shorthand 80 wpm. <small>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</small> <input type="checkbox"/> Office equipment (specify) _____ <input type="checkbox"/> Computer; <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <small>(State expertise with specific systems, languages, and components.)</small>	
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964	
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes 5/62 <input type="checkbox"/> No	
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) debate, journalism, drama <small>MONTH/YEAR HIGHEST GRADE COMPLETED</small>	
8. When will you be available? 9-20-76		21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. Supervisory Development Seminar Foremost Insurance Company (one week seminar, spring '75) Grand Rapids, Michigan	
22. A. Name and location (City and State) of colleges or universities attended. University of Utah		COURSES STUDIED	CREDITS COMPLETED
		Major	Minor
		Semester	Quarter
B. Chief undergraduate college subjects		CREDITS COMPLETED	
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D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.) Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.			
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26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions? _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
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28. Space for detailed answers. Indicate Item number to which answers apply.			
Item No.	Do Not Write In This Block		
1	TEST RESULTS		
2	TYPING: 71 W.P.M. ON A 5 MINUTE TEST		
3	78 W.P.M., 7 ERRORS)		
	SHORTHAND: 80 W.P.M. ON A 3 MINUTE TEST		
	OTHER TEST SCORES: _____		
	VERIFIED BY: APW 10/76 DATE: 9/3/76		

MAILING ADDRESS:

JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

NW 68264

DocId:32239471 Page 27

(A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

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Name of Employer	Dates	Salary	Position and Duties

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Area Code and Phone No., if known 415/934-1400	

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? Yes No

Reason for wanting to leave
Description of work **Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.**

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Name of immediate supervisor Harold Kramer, President	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publishing 231 Adrian Road Walnut Creek, CA
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Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)

Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.

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Name of immediate supervisor Sanford M. Stoddard (deceased)	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah
Area Code and Phone No., if known	

Reason for leaving moved from Utah to California

Description of work Prepared legal documents and correspondence for senior partner. Responsible for ordering all office supplies used by staff of 22.

4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
----	--	---	--

Name of immediate supervisor Attorney General Phil L. Hansen	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah
Area Code and Phone No., if known	

Reason for leaving end of Mr. Hansen's term of office

Description of work Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.

31. REFERENCES: List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor U. Texas, Austin

CERTIFICATION

I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE (Sign in ink)

DATE SIGNED

9/13/76

Congress of the United States
Employment Information Form

1. Name (Last, First, Middle) and Address (Number, Street, City, State, and ZIP Code)		<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs.		10. Birth date (Month, Day, Year)		14. Lowest acceptable annual salary in specific figures			
Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003				5-19-44		\$ 13,000			
2. Home phone (including Area Code)		3. Other phone (including Area Code)		11. Home State		15. Number of dependents other than self			
202-547-3049		202-225-2906		Utah		0			
4. Kind of job you are applying for: secretarial, research, clerk		12. Height		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		16. Weight			
		5 Feet 6 Inches				110			
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		17. Social Security Number							
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
8. When will you be available? 9-20-76									
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
18. Skills									
<input checked="" type="checkbox"/> Typing _____ wpm. <input checked="" type="checkbox"/> Shorthand _____ wpm. <small>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</small>									
<input type="checkbox"/> Office equipment (specify) _____									
<input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <small>(State expertise with specific systems, languages, and components.)</small>									
19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964									
20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes 5/62 <input type="checkbox"/> No									
Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) debate, journalism, drama <small>MONTH/YEAR</small> <small>HIGHEST GRADE COMPLETED</small>									
21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.									
Supervisory Development Seminar Foremost Insurance Company (one week seminar, spring '75) Grand Rapids, Michigan									
22. A. Name and location (City and State) of colleges or universities attended.	COURSES STUDIED		CREDITS COMPLETED		Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended From _____ To _____	Type of Degree	Year of Degree
	Major	Minor	Semester	Quarter					
University of Utah	hist.	phil.		190	2.7	62	69	BS	'69
B. Chief undergraduate college subjects	CREDITS COMPLETED		C. Chief graduate college subjects				CREDITS COMPLETED		
	Semester	Quarter					Semester	Quarter	
D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.) Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.									
23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish	24. Dates of military service, if any.		From: _____ To: _____		YES		NO		
Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)									
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)								<input checked="" type="checkbox"/>	
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?.....								<input checked="" type="checkbox"/>	
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)								<input checked="" type="checkbox"/>	
28. Space for detailed answers. Indicate Item number to which answers apply.								Do Not Write In This Block	
Item No.	27							TEST RESULTS	
1	Nancy L. Larson							TYPING: 71 W.P.M. ON A 5 MINUTE TEST	
2	sister							(78 W.P.M., 7 ERRORS)	
3	Office of Guam Federal Building San Francisco, CA							SHORTHAND: 80 W.P.M. ON A 3 MINUTE TEST	
								OTHER TEST SCORES: _____	
								VERIFIED BY: APR 18 1976 DATE: 9/13/76	

MAILING ADDRESS:

JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT

WASHINGTON, D.C. 20515

NW 68264

DocId:32239471 Page 29

(A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year) From 3/75 To PRESENT TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. 810. Present \$.
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Name of immediate supervisor Tom Edwards	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA
Area Code and Phone No., if known 415/934-1400	

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? Yes NoReason for wanting to leave
Description of work **Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.**

2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
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Name of immediate supervisor Harold Kramer, President	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publishing 231 Adrian Road Walnut Creek, CA
Area Code and Phone No., if known 415/692-4500	

Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)

Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.

3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
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Name of immediate supervisor Sanford M. Stoddard (deceased)	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah
Area Code and Phone No., if known	

Reason for leaving moved from Utah to California

Description of work Prepared legal documents and correspondence for senior partner. Responsible for ordering all office supplies used by staff of 22.

4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
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Name of immediate supervisor Attorney General Phil L. Hansen	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah
Area Code and Phone No., if known	

Reason for leaving end of Mr. Hansen's term of office
Description of work Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.

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CERTIFICATION

SIGNATURE (Sign in ink)

DATE SIGNED

I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Belle S. Larson

9/13/76