

# 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

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**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

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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

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**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

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

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AGENCY INFORMATION

AGENCY : HSCA  
RECORD NUMBER : 180-10060-10463

RECORDS SERIES :  
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

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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.

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[R] - ITEM IS RESTRICTED

**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	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**

**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:

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

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

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

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

Position Title	Gross Annual Salary
	<b>\$10,400.</b>

(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

**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
Sillie Gay Larson	1/1/77
Employee Social Security Number	Type of Action
383-51-1410	<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

**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	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

To the Clerk of the House of Representatives:

6689

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
Employing Office or Committee	<input type="checkbox"/> Salary Adjustment
Select Committee on Assassinations	<input type="checkbox"/> Termination (At close of business on effective date)

(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.)

JPR 686.11

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

10 15 76 AM 8:45

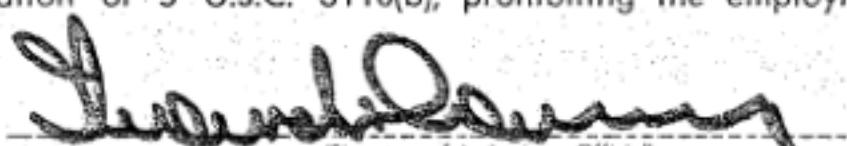
(If Employee of an Officer of the House, complete item below.)

HOF R. FINANCE OFFICE

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

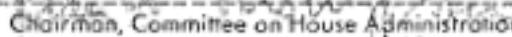
(Type or print name of Authorizing Official)

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:



Office of Finance use only:

Office Code \_\_\_\_\_

Monthly Annuity \$ \_\_\_\_\_.00



ORIGINAL - To Finance Office (For official personnel folder)

JP 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 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 <b>\$ 13,000</b>					
<b>Larson, Billie Gay</b> 514 Sixth St. SE Apt. A Washington, D. C. 20003				<b>5-19-44</b>							
2. Home phone (including Area Code)		3. Other phone (including Area Code)		11. Home State		15. Number of dependents other than self <b>0</b>					
<b>202-547-3049</b>		<b>202-225-2906</b> <i>ASK FOR HANIFAYA</i>		<b>Utah</b>							
4. Kind of job you are applying for: <b>secretarial, research, clerk</b>		12. Height <b>5 Feet 6 Inches</b>		16. Weight <b>110</b>		17. Social Security Number <b>529-460-6414</b>					
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		18. Skills <input checked="" type="checkbox"/> Typing <b>75</b> wpm. <input type="checkbox"/> Shorthand <b>80</b> 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>							
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. <b>1964</b>		20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes <b>5/62</b> <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. <b>Supervisory Development Seminar</b> <b>Foremost Insurance Company</b> <b>(one week seminar, spring '75)</b> <b>Grand Rapids, Michigan</b>					
Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) <b>debate, journalism, drama</b>						MONTU/YEAR <b>HIGHEST GRADE COMPLETED</b>					
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	
<b>University of Utah</b>		Major <b>hist.</b>	Minor <b>phil.</b>	Semester	Quarter	<b>190</b>	<b>2.7</b>	<b>62</b>	<b>69</b>	<b>BS</b>	<b>'69</b>
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.) <b>Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.</b>											
23. Other languages. (Show proficiency in speaking, writing, and reading.) <b>read some French and Spanish</b>				24. Dates of military service, if any. From: _____ To: _____ Branch: <b>NA</b> 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											
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions? ..... <input checked="" type="checkbox"/> 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.											
Item No.	<b>27</b>										
1	<b>Nancy L. Larson</b>										
2	<b>sister</b>										
3	<b>Office of Guam Federal Building San Francisco, CA</b>										
Do Not Write In This Block											
TEST RESULTS											
TYPING: <b>71</b> W.P.M. ON A 5 MINUTE TEST											
( <b>78</b> W.P.M., <b>7</b> ERRORS)											
SHORTHAND: <b>80</b> W.P.M. ON A 3 MINUTE TEST											
OTHER TEST SCORES: _____											
VERIFIED BY: <b>APW 10/76</b> DATE: <b>9/3/76</b>											

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

NW 6828

DocId:32239471 Page 13

## Describe Employment Experience On This Form.

(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.

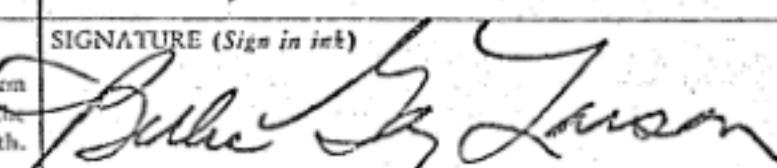
Name of Employer	Dates	Salary	Position and Duties

## 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 <b>Supervisor</b>	Annual Salary Starting \$ 650. mo. Present \$ 810.
Name of immediate supervisor <b>Tom Edwards</b>		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) <b>Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA</b>	
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 <b>Executive Secretary</b>	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
Name of immediate supervisor <b>Harold Kramer, President</b>		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) <b>Celestial Arts Publishing 231 Adrian Road Walnut Creek, CA</b>	
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 <b>Legal Secretary</b>	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
Name of immediate supervisor <b>Sanford M. Stoddard (deceased)</b>		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) <b>Fabian &amp; Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah</b>	
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 <b>Legal Secretary</b>	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
Name of immediate supervisor <b>Attorney General Phil L. Hansen</b>		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) <b>Office of the Attorney General Salt Lake City, Utah</b>	
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
<b>Byron L. Fisher, Esq.</b>	<b>Fabian &amp; Clendenin (see 3. above)</b>	<b>Attorney</b>
<b>David Hinds</b>	<b>763 Sixth Ave. Redwood City, CA 94163</b>	<b>publishing</b>
<b>Robert L. Hartesty</b>	<b>601 Colorado Street Austin, TX 78701</b>	<b>Asso. Deputy Chancellor U. Texas, Austin</b>
CERTIFICATION		SIGNATURE (Sign in ink)
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.		
		DATE SIGNED <b>9/13/76</b>

**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)		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	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 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>								
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"/> 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		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.: 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.) 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)? (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.	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

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**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)		10. Birth date (Month, Day, Year) <b>5-19-44</b>	14. Lowest acceptable annual salary in specific figures <b>\$ 13,000</b>							
<b>Larson, Billie Gay</b> 514 Sixth St. SE Apt. A Washington, D. C. 20003		11. Home State <b>Utah</b>	15. Number of dependents other than self <b>0</b>							
2. Home phone (including Area Code) <b>202-547-3049</b>		12. Height <b>5 Feet 6 Inches</b>	16. Weight <b>110</b>							
3. Other phone (including Area Code) <b>202-225-2906</b>		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	17. Social Security Number <b>529-40-6414</b>							
4. Kind of job you are applying for: <b>secretarial, research, clerk</b>		18. Skills <input checked="" type="checkbox"/> Typing <b>75</b> wpm. <input type="checkbox"/> Shorthand <b>80</b> 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										
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? <b>9-20-76</b>										
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. <b>1964 5/62</b>										
20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes <b>5/62</b> <input type="checkbox"/> No										
Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) <b>debate, journalism, drama</b> <small>MONTH/YEAR</small> <b>HIGHEST GRADE COMPLETED</b>										
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. <b>Supervisory Development Seminar</b> <b>Foremost Insurance Company</b> <b>(one week seminar, spring '75)</b> <b>Grand Rapids, Michigan</b>										
22. A. Name and location (City and State) of colleges or universities attended.	COURSES STUDIED		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.) <b>Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.</b>										
23. Other languages. (Show proficiency in speaking, writing, and reading.) <b>read some French and Spanish</b>	24. Dates of military service, if any. From: _____ To: _____ Branch: <b>NA</b> 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>										
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: <b>71</b> W.P.M. ON A 5 MINUTE TEST	
2	sister								( <b>78</b> W.P.M., <b>7</b> ERRORS)	
3	Office of Guam Federal Building San Francisco, CA								SHORTHAND: <b>80</b> W.P.M. ON A 3 MINUTE TEST <b>5</b>	
									OTHER TEST SCORES: _____	
									VERIFIED BY: <b>APW 10/76</b> DATE: <b>9/13/76</b>	

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

NW 68264

DocId:32239471 Page 17



# 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		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. <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>						
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Office equipment (specify) _____		<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>						
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) <i>debate, journalism, drama</i> <small>MONTU/YEAR</small> HIGHEST GRADE COMPLETED										
21. Training schools attended ( <i>for example, business, vocational, armed forces, or trade</i> ). 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										
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.							YES		NO	
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)? <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>							<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									
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: 9/13/76						

MAILING ADDRESS:

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

NW 68264

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**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>RST 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 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>									
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>									
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 <small>MONTLY/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. <b>Supervisory Development Seminar</b> 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		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.) <i>Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.</i>											
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>											
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	



**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		12. Height 5 Feet 6 Inches		16. Weight 110						
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		17. Social Security Number 529-60-6414						
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		18. Skills <input checked="" type="checkbox"/> Typing 75 wpm. <input checked="" 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>								
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 <small>(State expertise with specific systems, languages, and components.)</small>								
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>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		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)? (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								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: APW 10/76	DATE: 9/3/76

NW 68284

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

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**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 <b>\$ 13,000</b>	
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 <b>0</b>	
202-547-3049		202-225-2906		Utah			
4. Kind of job you are applying for: <b>secretarial, research, clerk</b>		5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		12. Height 5 Feet 6 Inches		16. Weight <b>110</b>	
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 <b>529-A60-6414</b>	
8. When will you be available? <b>9-20-76</b>		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			
19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. <b>1964</b>							
20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes <b>5/62</b> <input type="checkbox"/> No		Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) <b>debate, journalism, drama</b>				MONTH/YEAR <b>HIGHEST GRADE COMPLETED</b>	
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. <b>Supervisory Development Seminar</b> Foremost Insurance Company 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	
University of Utah		Major	Minor	Semester	Quarter	Rank in Class	Dates Attended
						From	To
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.) <b>Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.</b>							
23. Other languages. (Show proficiency in speaking, writing, and reading.) <b>read some French and Spanish</b>		24. Dates of military service, if any. From: _____ To: _____ Branch: <b>NA</b> 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.)							
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?							
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: <b>71</b> W.P.M. ON A 5 MINUTE TEST							
( <b>78</b> W.P.M., <b>7</b> ERRORS )							
SHORTHAND: <b>80</b> W.P.M. ON A 3 MINUTE TEST							
OTHER TEST SCORES: <b>5</b>							
VERIFIED BY: <b>APW 10/76</b> DATE: <b>9/13/76</b>							

NW 6826

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



**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)		10. Birth date (Month, Day, Year) <b>5-19-44</b>	14. Lowest acceptable annual salary in specific figures <b>\$ 13,000</b>							
<b>Larson, Billie Gay</b> 514 Sixth St. SE Apt. A Washington, D. C. 20003		11. Home State <b>Utah</b>	15. Number of dependents other than self <b>0</b>							
2. Home phone (including Area Code) <b>202-547-3049</b>		12. Height <b>5 Feet 6 Inches</b>	16. Weight <b>110</b>							
3. Other phone (including Area Code) <b>202-225-2906</b> <i>ASK FOR MARILYN</i>		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	17. Social Security Number <b>529-60-6414</b>							
4. Kind of job you are applying for: <b>secretarial, research, clerk</b>		18. Skills <input checked="" type="checkbox"/> Typing <b>75</b> wpm. <input type="checkbox"/> Shorthand <b>80</b> 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> <input type="checkbox"/> Office equipment (specify) _____ <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>								
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. <b>1964</b>								
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 <b>5/62</b> <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) <b>debate, journalism, drama</b> <small>MONTH/YEAR</small> <b>HIGHEST GRADE COMPLETED</b>								
8. When will you be available? <b>9-20-76</b>		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. <b>Supervisory Development Seminar</b> <b>Foremost Insurance Company</b> <b>(one week seminar, spring '75)</b> <b>Grand Rapids, Michigan</b>								
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.) <b>Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.</b>										
23. Other languages. (Show proficiency in speaking, writing, and reading.) <b>read some French and Spanish</b>		24. Dates of military service, if any. Branch: <b>NA</b> Rank: Serial No.: <b>                        </b>		From: <b>                        </b> To: <b>                        </b>		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"/>										X
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions? <input checked="" 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.)										
28. Space for detailed answers. Indicate Item number to which answers apply.										
Item No.	Do Not Write In This Block 9-27-76 TEST RESULTS TYPING: <b>71</b> W.P.M. ON A 5 MINUTE TEST SHORTHAND: <b>80</b> W.P.M. ON A 3 MINUTE TEST OTHER TEST SCORES: _____ VERIFIED BY: <b>APW 10/76</b> DATE: <b>9/3/76</b>									
1	Nancy L. Larson									
2	sister									
3	Office of Guam Federal Building San Francisco, CA									

MAILING ADDRESS:

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

NW 68264

DocId:32239471 Page 27



**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) <b>Larson, Billie Gay</b> <b>514 Sixth St. SE Apt. A</b> <b>Washington, D. C. 20003</b>		10. Birth date (Month, Day, Year) <b>5-19-44</b>	14. Lowest acceptable annual salary in specific figures <b>\$ 13,000</b>					
		11. Home State <b>Utah</b>	15. Number of dependents other than self <b>0</b>					
		12. Height <b>5 Feet 6 Inches</b>	16. Weight <b>110</b>					
2. Home phone (including Area Code) <b>202-547-3049</b>		3. Other phone (including Area Code) <b>202-225-2906</b>	17. Social Security Number <b>529-60-6414</b>					
4. Kind of job you are applying for: <b>secretarial, research, clerk</b>		18. Skills <input checked="" type="checkbox"/> Typing _____ wpm. <b>75</b> <input checked="" type="checkbox"/> Shorthand _____ 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.)						
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer								
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? <b>9-20-76</b>								
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. <b>1964</b>								
20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes <b>5/62</b> <input type="checkbox"/> No								
Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) <b>debate, journalism, drama</b> <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. <b>Supervisory Development Seminar</b> <b>Foremost Insurance Company</b> <b>(one week seminar, spring '75)</b> <b>Grand Rapids, Michigan</b>								
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.) <b>Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.</b>								
23. Other languages. (Show proficiency in speaking, writing, and reading.) <b>read some French and Spanish</b>		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"/> X								
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions? <input checked="" 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 checked="" type="checkbox"/> X								
28. Space for detailed answers. Indicate Item number to which answers apply.								
Item No.	Do Not Write In This Block							
27	TEST RESULTS							
1	Nancy L. Larson	TYPING:	71	W.P.M. ON A 5 MINUTE TEST				
2	sister							
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:	APW 10/76	DATE: 9/13/76				

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