Released under the John F. Kennady Assassination Records Colection Act of 1982 (44 USC 2107 Nota). Case#:NW 88261 Date: 09-01-2022

Assassination Records Review Board Final Determination Notification

AGENCY : HSCA

RECORD NUMBER: 180-10068-10336

RECORD SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 7

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: 5

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

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

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

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

Date:08/20/93 Page:1

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA

RECORD NUMBER : 180-10068-10336

RECORDS SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA

FROM :

TO:

TITLE :

DATE: 12/30/77

PAGES: 7

SUBJECTS:

HSCA, ADMINISTRATION

DOWNEY, JANE

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION: U RESTRICTIONS: 3 CURRENT STATUS: P

DATE OF LAST REVIEW: 07/07/93

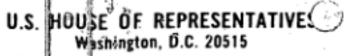
OPENING CRITERIA:

COMMENTS :

Box #:1.

PAYROL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)



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

To the Clerk of the House of Representatives:

Employee Name (First-Middle-Last)	Effective Date
	0/2/70
Jane L. Downey	3/6/79
Employee Social Security Number	Type of Action
454~52~5820	☐ Appointment
Employing Office or Committee/Subcommittee	☐ Salary Adjustment ☐ Title Change
	XX Termination (At close of business on effective date)
Rep. Harold S. Sawyer	☐ Leave without pay (Beginning with effective date above and ending
	close of businessSpecify Date
If type of action is an Appointment, Salary Adjustment, or Title (Change, complete appropriate information below.)
Position Title	Gross Annual Salary*
Staff Assistant	9,984.72
* If employee is a civil service annuitant (includes U.S. House of Representatives), to plus the salary received from the employing office.	the gross annual salary shown should include the annuity received by the emplo
If Committee Employee, complete appropriate item below.)	
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profes	ssional.
Special (Investigative staff of Standing Committee) of	or Select Committee: Authority—H. ResofCongres
3. Joint Committee.	
	v.)
If Employee of an Officer of the House, complete item below Position NumberIf applicable, Level	v.) IStep
If Employee of an Officer of the House, complete item below Position NumberIf applicable, Level	v.)
If Employee of an Officer of the House, complete item below Position Number	v.) IStep
If Employee of an Officer of the House, complete item below Position Number	on of 5 U.S.C. 3110(b), prohibiting the employment of
Position NumberIf applicable, Level I certify that this authorization is not in violatic relatives. DateFebruary 13, 1979	v.) IStep
Position NumberIf applicable, Level I certify that this authorization is not in violatic relatives. DateFebruary 13	on of 5 U.S.C. 3110(b), prohibiting the employment of Successful Sauce (Signature of Authorizing Official)
Position Number	Step on of 5 U.S.C. 3110(b), prohibiting the employment of (Signature of Authorizing Official) Harold S. Sawyer (Type or print name of Authorizing Official) 5th District - Michigan
Position Number	Step on of 5 U.S.C. 3110(b), prohibiting the employment of Signature of Authorizing Official) Harold S. Sawyer (Type or print name of Authorizing Official) 5th District - Michigan
Position Number	(Signature of Authorizing Official) Standard S. Sawyer (Type or print name of Authorizing Official) Sth District - Michigan (Title-If Member, District and State)
Position Number	Step
If Employee of an Officer of the House, complete item below Position Number	Step
Position Number	Step
If Employee of an Officer of the House, complete item below Position Number	Step
Position Number	Step
Position Number	Step
Position Number	Step

(Revised: August 1, 1977)

ORIGINAL — To Finance Office (For official personnel folder)

(Please Use Typewriter U.S. HOUSE OF REPR	RESENTA	TIVE (Any erasures, corrections, or changes
or Ballpoint Pen) Washington, D.C		on this form must be initialed by the authorizing official.)
To the Clerk of the House of Representatives:		
I hereby outhout the following agreed and		
I hereby authorize the following payroll action:		
Employee Name (First-Middle-Last)		Effective Date
Jane L. Downey	3/1/79	
Employee Social Security Number	†	Type of Action
454-52-5820	□ Appointment □ Salary Adjustment □ Title Change □ Termination (At close of business on effective date) □ Leave without pay (Beginning with effective date above and eclose of business	
Employing Office or Committee/Subcommittee		
Rep. Harold S. Sawyer		
(If type of action is an Appointment, Salary Adjustment, or Title Chan	ge, comple	ete appropriate information below.)
Position Title		Gross Annual Salary*
Staff Assistant		45,576.60
(If Committee Employee, complete appropriate item below.) 1. Standing Committee: Staff— Clerical or Professiona 2. Special (Investigative staff of Standing Committee) or Se 3. Joint Committee. (If Employee of an Officer of the House, complete item below.) Position Number	lect Comm	
I certify that this authorization is not in violation of relatives. Date February 13	of 5 U.S.	C. 3110(b), prohibiting the employment of
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)		(Signature of Authorizing Official): Old S. Sawyer (Type or print name of Authorizing Official)
(Type or print name and title of above official)	5th	(Title-If Member, District and State)
All appointments and salary adjustments for employees under playees, except those of the Committee on Appropriations, the Competence approved by the Committee on House Administration. APPROVED:	nmittee on	the Budget, and the Joint Committees, must
	Choi	rman, Committee on House Administration
Office of Finance use only:		ID
Office Code		Benefits
Monthly Annuity \$00 as of		Payroll

ORIGINAL — To Finance Office (For official personnel folder)

(Revised: August 1, 1977)

PAYROLE AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Flen)

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

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

To the Clerk of the House of Representatives:

	Effective Date
Employee Name (First-Middle-Last)	2/1/79
Jane L. Downey	Type of Action
Employee Social Security Number	
	★Appointment □ Salary Adjustment
454±5295820	To Title Change
Employing Office or Committee/Subcommittee	☐ Termination (At clase of business on effective date) ☐ Leave without pay (Beginning with effective date above and
Rep. Harold S. Sawyer	close of businessSpecity Date
	Change complete appropriate information below.)
type of action is an Appointment, Salary Adjustment, or Title C	Gross Annual Salary*
Position Title	
Staff Assistant If employee is a civil service annuitant (includes U.S. House of Representatives), to the colory received from the employing office.	9,984.72
relatives.	ow.) velStep ation of 5 U.S.C. 3110(b), prohibiting the employ
DateFebruary_13	Bignature of Authorizing Official) Bignature of Authorizing Official) (Type or print name of Authorizing Official)
and the second s	
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)	Seb District - Michigan
and title of obove official)	5th District - Michigan
and title of obove official)	oes under the House Classification Act and for Committee on the Budget, and the Joint Committee
All appointments and salary adjustments for employed players, except those of the Committee on Appropriations, be approved by the Committee on House Administration. APPROVE	Sth District - Michigan (Intle II Member, District and Shake) yees under the House Classification Act and for Committee on the Budget, and the Joint Committee the Committee on the Budget, and the Joint Committee Charman, Committee on House Administration
All appointments and salary adjustments for employed players, except those of the Committee on Appropriations, be approved by the Committee on House Administration.	Sth District - Michigan (Intel II Member, District and Share) yees under the House Classification Act and for Committee on the Budget, and the Joint Committee Charmon, Committee on House Administration

ORIGINAL -- To Finance Office (For official personnel folder)

PAYROLL AUTHORIZATION FORM

or Ballpoint Pen)

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES Washington, D.C. 20515

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

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Jane L. Downey	March 1, 1978	
Employee Social Security Number	Type of Action	
454-52-5820	□ Appointment	
474544254126KA	②Salary Adjustment	
Employing Office or Committee/Subcommittee	☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and end close of business	
Assassinations		
type of action is an Appointment, Salary Adjustment, or Title Cha	ange, complete appropriate information below.)	
Position Title	Gross Annual Salary*	
Researcher	\$18,000	
f employee is a civil service annuitant (includes U.S. House of Representatives), the is the salary received from the employing office.	gross annual salary shown should include the annuity received by the emple	
Committee Employee, complete appropriate item below.)		
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profession		
2. Dispecial (Investigative staff of Standing Committee) or S	Select Committee: Authority—H. Res. 329 of 325 Congre	
3. Joint Committee.		
Employee of an Officer of the House, complete item below.)		
Employee of an Officer of the House, complete item below.) Position Number	Step	
Employee of an Officer of the House, complete item below.) Position Number	Step	
Employee of an Officer of the House, complete item below.) Position Number	Step	
Employee of an Officer of the House, complete item below.) Position Number	Step	
Employee of an Officer of the House, complete item below.) Position Number	of 5 U.S.C. 3110(b), prohibiting the employment	
Employee of an Officer of the House, complete item below.) Position Number	of 5 U.S.C. 3110(b), prohibiting the employment	
Position Number	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) UIS_STOKES (Type or print name of Authorizing Official)	
Position NumberIf applicable, Level	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) UIS STOKES (Type or print name of Authorizing Official)	
Employee of an Officer of the House, complete item below.) Position Number	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) UIS STOKES (Type or print name of Authorizing Official) (Title-If Member, District and State)	
Position Number	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) UIS STOKES (Type or print name of Authorizing Official) (Title—If Member, District and State) Inder, the House Classification, Act, and for Committee em	
Position Number	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) UIS STOKES (Type or print name of Authorizing Official) (Title—If Member, District and State) Inder, the House Classification, Act, and for Committee em	
Position Number	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) UIS STOKES (Type or print name of Authorizing Official) (Title—If Member, District and State) Inder, the House Classification, Act, and for Committee em	
Position Number	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) UIS STOKES (Type or print name of Authorizing Official) (Title—If Member, District and State) Inder, the House Classification, Act, and for Committee em	
Position Number	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) UIS STOKES (Type or print name of Authorizing Official) (Title—If Member, District and State) Inder, the House Classification Act, and for Committee employment the Budget, and the Joint Committees, must be chairman, Committee on House Administration	
Position Number	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title-If Member, District and State) Inder the House Classification Act and for Committee emomnittee on the Budget, and the Joint Committees, must	

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES or Ballpoint Pen) Washington, D.C. 20515

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

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

	1.01	
Jane L. Downey	December 30, 1977	
Employee Social Security Number	Type of Action	
454#52#5820		
Employing Office or Committee/Subcommittee		
Assassinations	Leave without pay (Beginning with effective date above and close of business	
	Specify Date	
type of action is an Appointment, Salary Adjustment, or Title Chan		
Position Title	Gross Annual Salary*	
Secretary	\$15,000	
If employee is a civil service annuitant (includes U.S. House of Representatives), the group the salary received from the employing office.	oss annual salary shown should include the annuity received by the e	
Committee Employee, complete appropriate item below.)	and the training of the state of the	
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profession	al de la companya de	
2. 15 Special (Investigative staff of Standing Committee) or Se	nect Committee: Authority—H. Res. 452 _ of _ 432 Con	
3. Joint Committee.		
Employee of an Officer of the House, complete item below.)		
Employee of an Officer of the House, complete item below.) Position Number	Step	
Employee of an Officer of the House, complete item below.)	Step	
Employee of an Officer of the House, complete item below.) Position Number	of 5 U.S.C. 3110(b), prohibiting the employme	
Employee of an Officer of the House, complete item below.) Position Number	of 5 U.S.C. 3110(b), prohibiting the employme	
Employee of an Officer of the House, complete item below.) Position Number	StepStep of 5 U.S.C. 3110(b), prohibiting the employme (Signature of Authorizing Official)	
Employee of an Officer of the House, complete item below.) Position Number	Step	
Employee of an Officer of the House, complete item below.) Position Number	StepStep	
Employee of an Officer of the House, complete item below.) Position Number	Step	
Employee of an Officer of the House, complete item below.) Position Number	Step	
Position Number	Step	
Employee of an Officer of the House, complete item below.) Position Number	Step	
Position Number	Step	
Position Number	Step	
Position Number	Step	
Position Number	Stokes (Signature of Authorizing Official) (Signature of Authorizing Official) (Title—If Member, District and State) (Title—If Member, District and State) (The House Classification Act and for Committee mmittee on the Budget, and the Joint Committees, Chairman, Committee on House Administration	
Position Number	Step	

NW 68286 Docld:32243302 Page 7

MEMORANDUM

TO: ALL STAFF

RE: Payroll Certification

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

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

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

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

I am not related to any current	(95th Congress) Member of Congress
☐ I am related to a current (95th (Please specify.)	Congress) Member of Congress.

12-30-77

Date

MEMORANDUM

TO: Thomas Howarth, Budget Officer

Elizabeth Berning, Chief Clerk

FROM: I. Charles Mathews, Special Counsel of C. M.

DATE: December 21, 1977

RE: Ms. Jane Downey

This memorandum is to advise you that Ms. Jane L. Downey has accepted the position of Secretary with the John F. Kennedy Task Force. Her starting date will be December 28, 1977, and her starting salary will be \$15,000.00.

Your cooperation will be greatly appreciated in familiarizing Ms. Downey with staff procedures and welcoming her aboara.

ICM: jl