Date: 08/20/93 Page:1

### JFK ASSASSINATION SYSTEM

#### IDENTIFICATION FORM

# AGENCY INFORMATION

AGENCY : HSCA

RECORD NUMBER: 180-10060-10474

RECORDS SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER:

# DOCUMENT INFORMATION

ORIGINATOR: HSCA

FROM: TO:

TITLE:

DATE: 09/08/77

PAGES: 6

SUBJECTS: HSCA, ADMINISTRATION

MARS, MITCHELL

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION: U RESTRICTIONS : 3 CURRENT STATUS: P

DATE OF LAST REVIEW: 06/04/93

OPENING CRITERIA:

COMMENTS:

Box 2.

Released under the John F. Kennedy Assassination Records Collection Act of 1992 (44 USC 2107 Note). Case#:NW 66000 Date: 11-04-2021

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MARS, Mitch		OFFICE OF T	THE CLERK				
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U or U = 1.0 day unauthorized absence	This record will be forwarded to with the request for termination	the Clerk of the He Upon approval, th	louse at the end re record will be	of each calenda filed in the emp	ar year, or in colloyee's official	ase of termination personnel folder.	, along
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= 1.0 day leave without pay							

NW 66000 Docld:32239482 Page 2 TO: Thomas Howarth

FROM: Mitchell A. Mars

Date: June 26, 1978

As per our previous conversation, this is to confirm that my resignation will be effective as of the close of business July 9, 1978; due to earned annual leave, my final working date will be June 27, 1978.

(Please Use Typewriter or Ballpoint Pen)	FORM U.S. HOUSE OF REPI Washington, D.C.		(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 follow	ing payroll action:				
Employee Name	(First-Middle-Last)		Effective Date		
20 C 7 7 C 20 C		7/9/78			
<u>Mitchell A. Mar</u> Employee Socia	'Security Number	Type of Action			
338-48-1298	· · · · · · · · · · · · · · · · · · ·	☐ Appointment			
Employing Office or (	Committee/Subcommittee	☐ Salary Adjustment ☐ Title Change			
Assassinations		Termination (At close of business on effective date)  Leave without pay (Beginning with effective date above and er close of business			
	nt, Salary Adjustment, or Title Cha	nge, complete appropri			
	Position Title		Gross Annual Salary*		
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Copy for Initiating Office or Committee

(Revised: August 1, 1977)

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(Please Use Typewrifer U.S. HOUSE OF REPRESENTATIVES on this form must be initialed by the authorizing official.)

# To the Clerk of the House of Representatives: The second beautiful and the control of the House of Representatives:

Althereby authorize the following payroll action: The second of the second of

Employee Social Security Number  338 48 1298  Employing Office or Committee  Assassinations  type of action is an Appointment or Salary Adjustment, composition Title  Researcher  Committee Employee, complete appropriate item below.)  1. Standing Committee: Staff.— Clerical or Pro  2. Special or Select Committee: Authority—H. Res.—  3. Joint Committee.	Termination (At close of business on effective date)  mplete the following information.)  Gross Annual Salary  \$18,000
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3.   Joint Committee.	
Employee of an Officer of the House, complete item below	MANAGER STANDER
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	(Title-If Member, District and State)
	(Title II Welliber, District and State)
All appointments and salary adjustments for employees byees, except those of the Committee on Appropriations, the	s under the House Classification Act and for Committee emerger Committee on the Budget, and the Joint Committees must
approved by the Committee on House Administration.	
APPROVED:	
	Chairman, Committee on House Administration
Office of Finance use only:	
Office Code	
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## **MEMORANDUM**

TO: T. Howarth, Budget Officer

FROM: G. Robert Blakey, Chief Counsel and Director (3)

DATE: September 7, 1977

RE: Mr. Mitchell Mars

This is to inform you that Mr. Mitchell Mars has accepted the position of Research Attorney with the Committee staff. Mr. Mars' effective starting date will be September 8, 1977, starting salary will be \$18,000.00

Your co-operation in familiarizing him with the operation of the staff will be appreciated.

GRB/jl

# MEMORANDUM

TO: ALL STAFF

RE: Payroll Certification

The <u>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.</u>

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

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

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

I am not related	to any current	(95th Con	gress) Memb	per of Congress
/ // I am related to a (Please specify.)		Congress)	Member of	Congress.

Mithell Mass
Signature of Employee

10/14/77 Date