

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

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AGENCY INFORMATION

AGENCY : HSCA  
RECORD NUMBER : 180-10060-10474

RECORDS SERIES :  
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

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DOCUMENT INFORMATION

ORIGINATOR : HSCA  
FROM :  
TO :

TITLE :

DATE : 09/08/77  
PAGES : 6

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

SUBJECTS :  
HSCA, ADMINISTRATION  
MARS, MITCHELL

DOCUMENT TYPE : PRINTED FORM  
CLASSIFICATION : U  
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DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :  
Box 2.

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[R] - ITEM IS RESTRICTED

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MARS, Mitch

Name of Employee

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES  
PERSONAL LEAVE RECORD

1978

YEAR

BALANCE BROUGHT FORWARD FROM PRECEDING YEAR

Annual Leave	Sick Leave
0	4

Address

Address

Phone Number

Position Title

Position Number

Level

Step

DATE OF APPOINTMENT  
9-8-77

ANNUAL LEAVE CATEGORY

1.0











1.5

2.0

PRIOR FEDERAL SERVICE  
..... Years ..... Months

Month	DAY OF MONTH																															ACCRUED THIS MONTH		AVAILABLE THIS MONTH		USED THIS MONTH		BALANCE AT CLOSE OF MONTH		EMPLOYEE INITIALS							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Annual Leave	Sick Leave	Annual Leave	Sick Leave	Annual Leave	Sick Leave	Annual Leave	Sick Leave								
Jan.																																			1	1							1	5			
Feb.																																			1	1							2	6			
Mar.																																			1	1							3	7			
Apr.																																			1	1							4	8			
May																																			1	1							5	9			
June																																			1	1			6	10	3		3	10			
July				X	X	X																																	3	10	3		0	10			
Aug.																																															
Sept.																																															
Oct.																																															
Nov.																																															
Dec.																																															

Terminated 7/9/78

-  = 0.5 day annual leave
-  = 1.0 day annual leave
-  = 0.5 day sick leave
-  = 1.0 day sick leave
-  = 0.5 day administrative leave
-  = 1.0 day administrative leave
-  = 0.5 day unauthorized absence
-  = 1.0 day unauthorized absence
-  = 0.5 day leave without pay
-  = 1.0 day leave without pay

CERTIFIED CORRECT:

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_ Chief's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (If employee refuses to sign, state reason below.)

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
 Clerk of the House

This record will be forwarded to the Clerk of the House at the end of each calendar year, or in case of termination, along with the request for termination. Upon approval, the record will be filed in the employee's official personnel folder.

EXHIBIT I

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.

**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 initialed 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>
Mitchell A. Mars	7/9/78
<b>Employee Social Security Number</b>	<b>Type of Action</b>
338-48-1298	<input type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business _____) <small>Specify Date</small>
<b>Employing Office or Committee/Subcommittee</b>	
Assassinations	

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

<b>Position Title</b>	<b>Gross Annual Salary*</b>

\* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

- Standing Committee: Staff— Clerical or  Professional.
- Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
- Joint Committee.

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

Position Number \_\_\_\_\_ If applicable, Level \_\_\_\_\_ Step \_\_\_\_\_

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date July 7, 1978

_____	(Signature of Authorizing Official) <b>LOUIS STOKES, CHAIRMAN</b>
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)	(Type or print name of Authorizing Official)
_____	(Title - If Member, District and State)
(Type or print name and title of above official)	

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

<b>Office of Finance use only:</b>	ID _____
Office Code _____	Benefits _____
Monthly Annuity \$ <u>      </u> .00 as of _____	Payroll _____

(Revised: August 1, 1977)

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 initialed 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>
Mitchell A. Mars	9/8/77
<b>Employee Social Security Number</b>	<b>Type of Action</b>
338 48 1298	<input checked="" type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination (At close of business on effective date)
<b>Employing Office or Committee</b>	
Assassinations	

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

<b>Position Title</b>	<b>Gross Annual Salary</b>
Researcher	\$18,000

(If Committee Employee, complete appropriate item below.)

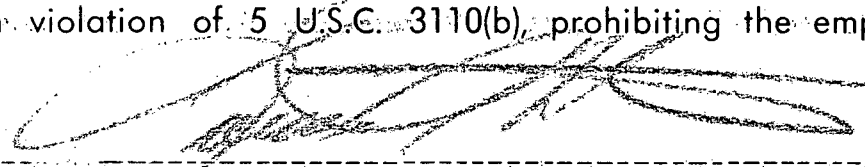
- Standing Committee: Staff— Clerical or  Professional.
- Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
- Joint Committee.

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

Position Number \_\_\_\_\_ If applicable, Level \_\_\_\_\_ Step \_\_\_\_\_

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date September 15, 1977



(Signature of Authorizing Official)

**Louis Stokes**

(Type or print name of Authorizing Official)

**Chairman**

(Title—If Member, District and State)

All appointments and salary adjustments for employees 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**

MEMORANDUM

TO: T. Howarth, Budget Officer  
FROM: G. Robert Blakey, Chief Counsel and Director  
DATE: September 7, 1977  
RE: Mr. Mitchell Mars

GRB  
9-17-77

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 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.

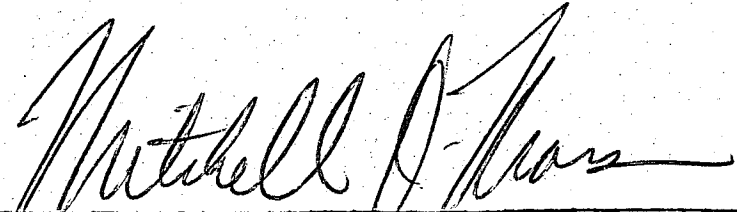
The following are the relationships to be included in the certification:


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 Congress) Member of Congress.

I am related to a current (95th Congress) Member of Congress.  
(Please specify.) \_\_\_\_\_

  
\_\_\_\_\_  
Signature of Employee

  
\_\_\_\_\_  
Date