

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10068-10353

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 10/01/76
PAGES : 15

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

SUBJECTS :
HSCA, ADMINISTRATION
GAY, DONOVAN L.

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 07/07/93

OPENING CRITERIA :

COMMENTS :
Box #:1.

[R] - ITEM IS RESTRICTED

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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:

Employee Name (First-Middle-Last)	Effective Date
Donovan L. Gay	January 31, 1978
Employee Social Security Number	Type of Action
272-42-7056	☐ Appointment ☐ Salary Adjustment ☐ Title Change ☒ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____) Specify Date
Employing Office or Committee/Subcommittee	
Assassinations	

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

Position Title	Gross Annual Salary*

* 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. 879 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 January 23, 19 78

Louis Stokes

(Signature of Authorizing Official)

(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

(Type or print name of Authorizing Official)

Chairman

(Type or print name and title of above official)

(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:	ID _____
Office Code _____	Benefits _____
Monthly Annuity \$ _____ .00 as of _____	Payroll _____

(Revised: August 1, 1977)

Copy for Initiating Office or Committee

GAY, Donovan

Name of Employee

Address

Address

Phone Number

Position Title

Position Number

Level

Step

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

1978

YEAR

DATE OF APPOINTMENT

10-1-76

ANNUAL LEAVE
CATEGORY1.0 ☐1.5 ☐2.0 ☐

PRIOR FEDERAL SERVICE

Years Months

BALANCE BROUGHT
FORWARD FROM
PRECEDING YEAR

Annual Leave	Sick Leave
5	15

Position Number		Level		Step		Years		Months		2.0		ACCRUED THIS MONTH		AVAILABLE THIS MONTH		USED THIS MONTH		BALANCE AT CLOSE OF MONTH		EMPLOYEE INITIALS																			
Month	DAY OF MONTH																															Annual Leave	Sick Leave	Annual Leave	Sick Leave	Annual Leave	Sick Leave	Annual Leave	Sick Leave
Jan.	Administrative																																						
Feb.																																							
Mar.																																							
Apr.																																							
May																																							
June																																							
July																																							
Aug.																																							
Sept.																																							
Oct.	Terminated 1/31/78																																						
Nov.																																							
Dec.																																							



= 0.5 day annual leave



= 1.0 day annual leave



= 0.5 day sick leave



S or SS = 1.0 day sick leave



= 0.5 day administrative leave



A or AA = 1.0 day administrative leave



= 0.5 day unauthorized absence



U or UU = 1.0 day unauthorized absence



= 0.5 day leave without pay



= 1.0 day leave without pay

CERTIFIED CORRECT:

Employee's Signature

(If employee refuses to sign, state reason below.)

Date

Chief's Signature

Date

Approved:

Clerk of the House

Date

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

MEMORANDUM

TO: Tom Howarth, Budget Officer

FROM: G. Robert Blakey, Chief Counsel and Director

DATE: December 27, 1977

RE: Donovan Gay

RB
12-27-77

This memorandum is written to inform you that Mr. Gay's employment with the Select Committee will be terminated, effective January 31, 1978.

Mr. Gay will be on administrative leave after Thursday, December 29, 1977.

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:

Employee Name (First-Middle-Last)	Effective Date
Donovan L. Gay	11/1/77
Employee Social Security Number	Type of Action
272-42-7056	☐ Appointment
Employing Office or Committee	☒ Salary Adjustment
Assassinations	☐ 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
Chief Researcher	\$38,500

(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 November 8, 19 77

(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

To: Thomas Howarth, Budget Officer
From: G. Robert Blakey, Chief Counsel and Staff Director
Date: November 7, 1977
Re: Salary Adjustment - one year anniversary

GRB
11-7-77

Adjust the salaries of the following individuals as indicated
effective November 1, 1977

<u>Employee</u>	<u>Present Salary</u>	<u>7.05% Increase</u>	<u>New Salary</u>
Akers	\$24,000	\$1,700	\$25,700 ✓
Blackmer	24,000	1,700	25,700 ✓
Gay	36,000	2,500	38,500 ✓
Hess	26,000	1,800	27,800 ✓
McPherson	16,000	1,100	17,100 ✓
Orr, Patricia	17,500	1,200	18,700 ✓

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:

Employee Name (First-Middle-Last)	Effective Date
Donovan L. Gay	8/1/77
Employee Social Security Number	Type of Action
272-42-7056	☐ Appointment
Employing Office or Committee	☒ Salary Adjustment
Assassinations	☐ 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
Chief Researcher	36,000

(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 August 2, 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

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:

Employee Name (First-Middle-Last)	Effective Date
Donovan L. Gay	5/29/77
Employee Social Security Number	Type of Action
272 42 7056	☐ Appointment
Employing Office or Committee	☒ Salary Adjustment
Assassinations	☐ 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
	\$30,000

(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 May 10, 19 77

(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

FD 5/11

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:

Employee Name (First-Middle-Last)	Effective Date
Donovan L. Gay	4/1/77
Employee Social Security Number	Type of Action
272 42 7056	☐ Appointment
Employing Office or Committee	☒ Salary Adjustment
Assassinations	☐ 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
	\$47,500

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 565 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 April 29, 19 77

(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

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:

Employee Name (First-Middle-Last)	Effective Date
Donovan L. Gay	2-1-77
Employee Social Security Number	Type of Action
272-42-7056	☐ Appointment
Employing Office or Committee	☒ Salary Adjustment
Select Committee on Assassinations	☐ 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
	\$18,450.

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 11 of 95 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 2-28-77, 19____**Henry B. Gonzalez**

(Signature of Authorizing Official)

Chairman

(Type or print name of Authorizing Official)

(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 initialed 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
Donovan Lamar Gay	1/3/77
Employee Social Security Number	Type of Action
272 42 7056	☐ Appointment
Employing Office or Committee	☒ Salary Adjustment
Select Committee on Assassinations	☐ 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
	\$19,500.

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 11 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 _____, 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

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:

Employee Name (First-Middle-Last)	Effective Date
Donovan L. Gay	1/1/77
Employee Social Security Number	Type of Action
272 42 7056	☐ Appointment
Employing Office or Committee	☒ Salary Adjustment
Select Committee on Assassinations	☐ 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
Chief Researcher	\$30,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- 2X ☒ 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, 19 76

(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 Print Name and Title)
or Ballpoint Pen)

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

ns. 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:

Employee Name (First-Middle-Last)	Effective Date
Donovan LaMar Gay	October 1, 1976
Employee Social Security Number	Type of Action
272-42-7056	☒ Appointment
Employing Office or Committee	☐ Salary Adjustment
Select Committee on Assassinations	☐ 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
Research Assistant	\$24,000.00

(If Committee Employee, complete appropriate item below.)

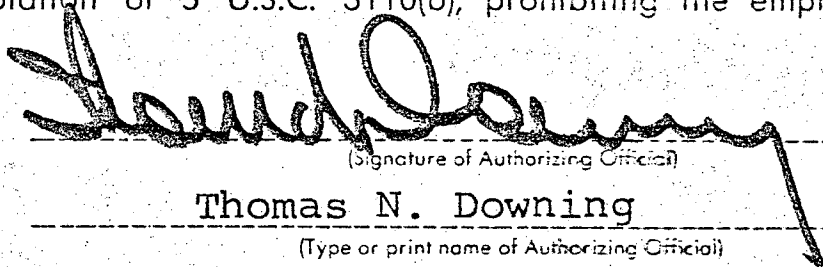
- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
- ☐ Joint Committee.

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

Position Number _____ If applicable, Level _____ Step _____

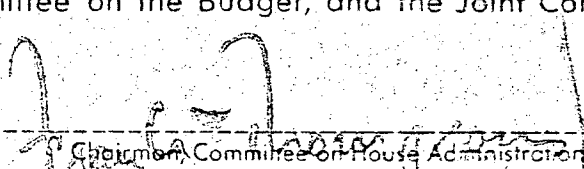
I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date October 7, 1976


(Signature of Authorizing Official)
Thomas N. Downing
(Type or print name of Authorizing Official)
Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: _____


Chairman, Committee on House Administration

Office of Finance use only:
Office Code _____
Monthly Annuity \$ _____ .00

ORIGINAL - To Finance Office (For official personnel folder)

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
mother
son
daughter
brother
sister
uncle
aunt
first cousin

nephew
niece
husband
wife
father-in-law
mother-in-law
son-in-law
daughter-in-law

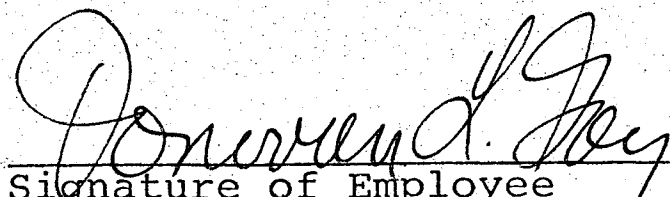
brother-in-law
sister-in-law
stepfather
stepmother
stepbrother
stepsister
half-brother
half-sister

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

Approved
Richard A. Sprague

I am not related

I am related by the following relationship


Signature of Employee

1/10/77
Date

Donovan L. Gay
Resume

Congressional Black Caucus
U.S. House of Representatives
Position: Director of Research
Dates: January, 1976, Present

Current duties and responsibilities as Director of Research are two-fold: 1) Legislative Research, and 2) Communications Research. I am responsible for identifying and analyzing key legislative issue areas impacting primarily on Black, poor and minority constituents. Responsibilities also include the overall development and management of the Congressional Black Caucus' communications strategies. This includes the production, coordination and dissemination of all articles, editorials, press releases, etc.

Library of Congress
Congressional Research Service
Political Analyst
October 8, 1973 - January, 1976

Was responsible for the preparation of exhaustive reports on national policy for congressional deliberation consisting of specialized analytical surveys, authoritative studies, and comparative analyses. Conferred with Members of Congress and their professional staffs advising them on background consideration for drafting legislation and conducting Congressional Hearings. Formulated sound critical judgment in the evaluation of services and demonstrated skill in organizing and writing presentations that set forth a balanced, unbiased, realistic picture of the subject under consideration.

Natural Foods on the Hill
T/A Sesame Seed
Co-Proprietor
July, 1971- Present

Conducted market feasibility studies, procured equipment and merchandise required for the operation of a successful establishment. Was responsible for the understanding and application of corporate procedures in general. Had prime responsibility for the supervision of para-professionals and clericals; developed and executed wage and compensation systems, and designed and monitored staffing patterns. **Have since delegated all managerial and administrative responsibilities to corporate associates.

University of Dayton
Graduate Department of African & Afro-American Studies
Departmental Chairman
August, 1969 - November, 1970

p/ 2

Resume, Donovan L. Gay

Graduate Department of African and Afro-American Studies. Undertook the prime responsibility for the recruitment and supervision of faculty, para-professionals, and clericals. Designed, conducted and supervised seminars relevant to Black and minority affairs. Was consultant and lecturer at academic institutions; compiled extensive bibliographies; evaluated College Board Examinations; and established policy affecting University admission standards. Was directly responsible for full administrative budget. Resigned post to begin lecture tour throughout the West Coast and the Midwest.

EDUCATION:

B.A. University of Dayton
1967
Communication Arts and Philosophy

PhD. Antioch College, Union Graduate School
1973 (incomplete)
Urban Affairs

Certificate of Language Proficiency
Defense Language Institute
1968
Vietnamese
French

MILITARY:

United States Marine Corps, Nov. 1967- April, 1969
Combat Interpreter,
Republic of South Vietnam
National Defense Service Medal, Vietnam Campaign Ribbon
Purple Heart

PUBLICATIONS:

- The Assassination of President John F. Kennedy: The Warren Commission Report and Subsequent Interest; Library of Congress, JK 516 A5 Spetember, 1975, 75-204GGR
- Voting Rights Act 1965, As Amended: History, Effects, and Alternatives; Library of Congress, E 185 D November, 1975, 75-243 GGR
- Black Congresspersons of the U.S. House of Representatives, 94th Congress: Statistical Demographic Survey of Their Congressional Districts; Library of Congress, JK 1052 F February, 1975, 75-6GGR

PERSONAL:

Date of Birth: Dec. 5, 1945
Excellent Health
321 F Street, N.E.
Washington, D.C. 20002
202-547-3979