

# Assassination Records Review Board

## Final Determination Notification

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AGENCY : HSCA  
RECORD NUMBER : 180-10060-10449  
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:** 11

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

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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

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

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AGENCY INFORMATION

AGENCY : HSCA  
RECORD NUMBER : 180-10060-10449

RECORDS SERIES :  
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

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DOCUMENT INFORMATION

ORIGINATOR : HSCA  
FROM :  
TO :

TITLE :

DATE : 06/01/77  
PAGES : 10

SUBJECTS :  
HSCA, ADMINISTRATION  
JACKSON, MARGO

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:

<b>Employee Name (First-Middle-Last)</b>	<b>Effective Date</b>
Margo E. Jackson	12/31/78
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment
<b>Employing Office or Committee/Subcommittee</b>	<input type="checkbox"/> Salary Adjustment
Assassinations	<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 _____) Specify Date

(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 January 2, 1979

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

(Type or print name and title of above official)

(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:	ID _____
Office Code _____	Benefits _____
Monthly Annuity \$ _____ .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>
Margo E. Jackson	6/1/78
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input 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 _____) Specify Date _____
<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>
	\$16,100

\* 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 June 7, 19 78

(Signature of Authorizing Official)

LOUIS STOKES, CHAIRMAN

(Type or print name of Authorizing Official)

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

(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)

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**PAYROLL AUTHORIZATION FORM**(Please Use Typewriter  
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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>
Margo E. Jackson	December 1, 1977
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment
<b>Employing Office or Committee/Subcommittee</b>	<input checked="" type="checkbox"/> Salary Adjustment
Assassinations	<input type="checkbox"/> Title Change
	<input 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 _____) Specify Date

(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>
Document Clerk	\$15,000

\* 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. 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 December 1, 1977Louis Stokes

(Signature of Authorizing Official)

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

Chairman

(Type or print name of Authorizing Official)

(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

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

Copy for Initiating Office or Committee

(Revised August 1, 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

<b>Employee Name (First-Middle-Last)</b>	<b>Effective Date</b>
Margo E. Jackson	8/2/77
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment
<b>Employing Office or Committee</b>	<input checked="" type="checkbox"/> Salary Adjustment
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)

<b>Position Title</b>	<b>Gross Annual Salary</b>
Document Clerk	12,000

(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 USC 3110(b), prohibiting the employment of relatives

Date August 2 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 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>
Margo E. Jackson	6/1/77
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input checked="" type="checkbox"/> Appointment
<b>Employing Office or Committee</b>	<input type="checkbox"/> Salary Adjustment
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)

<b>Position Title</b>	<b>Gross Annual Salary</b>
Document Clerk	\$10,000

(If Committee Employee, complete appropriate item below)

1. ☐ Standing Committee Staff—☐ Clerical or ☐ Professional
2. ☒ Special or Select Committee: Authority—H Res 465 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 June 1, 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 6/2

Copy for Initiating Office or Committee

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.) \_\_\_\_\_
- \_\_\_\_\_

Margaret E. Jackson  
Signature of Employee

June 1, 1977  
Date



MEMORANDUM

TO: Tom Howarth

FROM: Steve Fallis

DATE: May 25, 1977

RE: Employment of Margo Jackson and Budget Assistant

We have received approval to hire a staff assistant for the Budget Office and Margo Jackson as a document clerk for research. Please notify Donovan re Jackson and get starting date. I believe she is available immediately. Please see accompanying papers.

MEMORANDUM

TO: Tom Lambeth *OK*  
FROM: Steve Fallis *118*  
DATE: May 23, 1977  
RE: Employment of Margo Jackson *OK*

Research has interviewed and wishes to hire Margo Jackson for the position of document clerk. She is available immediately. I have spoken to Ms. Jackson and find her suitable. I have offered her a position for \$10,000 per year subject to approval by the Chairman. I have attached her resume. Please notify me when the Chairman approves her appointment.

MEMORANDUM  
OF CALL

TO:

*Donovan*

☒ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

*Margo Jackson*

OF (Organization)

*re: Jim Harper*

☒ PLEASE CALL —→ PHONE NO. *331-2457*  
CODE/EXT.

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

*Working # 526-7023*  
*home*

*\* Jane Gaffney has  
Resume*

RECEIVED BY

DATE

TIME

STANDARD FORM 63

REVISED AUGUST 1967

GSA FPMR (41 CFR) 101-11.6

GPO : 1969-O-48-16-80341-1 332-389

63-108

MEMORANDUM  
OF CALL

TO:

*Donovan*

☒ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

*Margo Jackson*

OF (Organization)

☐ PLEASE CALL —→ PHONE NO. CODE/EXT. \_\_\_\_\_

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

*331-2439*

*MR.*  
RECEIVED BY *Mary* | DATE *5-18* | TIME *1:45*  
STANDARD FORM 63  
REVISED AUGUST 1967  
GSA FPMR (41 CFR) 101-11.6

GPO : 1969-O-48-16-80841-1 332-389 63-108

## RESUME ROUTING FORM

JACKSON

SECRETARY

Received 4/20/77 Logged by \_\_\_\_\_☐ Congressional Referral \_\_\_\_\_ ☒ Self ☐ Other \_\_\_\_\_

Comments on Referral \_\_\_\_\_

Abstracted by dlm Date 4/27/77Acknowledged by dlm Date 4/27/77

Staff Component Review by \_\_\_\_\_ Date \_\_\_\_\_

Recommended Action: ☐ File ☐ Interview ☐ Hold ☐ Refer \_\_\_\_\_

## REQUEST FOR APPOINTMENT

Interviewer \_\_\_\_\_ Suggested date \_\_\_\_\_  
Suggested time \_\_\_\_\_

Confirmed date \_\_\_\_\_ Confirmed time \_\_\_\_\_ by \_\_\_\_\_

## REQUEST FOR REFERENCES

☐ Hold for \_\_\_\_\_ Date Notified \_\_\_\_\_

## INSTRUCTIONS

## SPRAGUE INTERVIEW REQUEST

By \_\_\_\_\_ Suggested date \_\_\_\_\_  
Suggested time \_\_\_\_\_

Confirmed date \_\_\_\_\_ Confirmed time \_\_\_\_\_ by \_\_\_\_\_

## LETTER OF NOTIFICATION


by \_\_\_\_\_ ☐ Acceptance/Date of employment \_\_\_\_\_  
☐ Rejection \_\_\_\_\_

Donovan  
OK \$10,000/year  
quit

M E M O R A N D U M

May 26, 1977

TO: Tom Howarth  
Budget Officer

FROM: Donovan L. Gay   
Chief Researcher

RE: Margo Jackson

Please be advised that pursuant to the approval by Chairman Stokes, Ms. Margo Jackson is to join the Research/Document Unit as a Document Clerk on June 1, 1977. She shall report directly to me.

Thank you.

mcp