

Assassination Records Review Board

Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10453
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

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 10

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: 4

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

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10453

RECORDS SERIES :
STAFF PARYOLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 08/29/77
PAGES : 51

SUBJECTS :
HSCA, ADMINISTRATION
JOHNSON, LILLIAN

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :
Box 2.

[R] - ITEM IS RESTRICTED

M E M O R A N D U M

TO: Thomas Howarth, Budget Officer
FROM: I. Charles Mathews, Special Counsel *I.C.M.*
DATE: December 19, 1977
RE: Lillian Johnson

This memorandum is to inform you that Lillian Johnson is on administrative leave from December 9, 1977 until January 9, 1978. She should continue on the payroll for that period of time plus any additional vacation that she has not yet taken.

If you have any questions concerning this matter, please contact me.

3 days annual leave

Terminate January 12, 1978
Howarth

ICM: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.) _____
- _____

LeVine B. Johnson
Signature of Employee

8/31/77
Date

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
Lillian B. Johnson	8/29/77
Employee Social Security Number	Type of Action
JFK Act 5 (g) (2) (D)	<input checked="" type="checkbox"/> Appointment
Employing Office or Committee	<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.)

Position Title	Gross Annual Salary
Secretary	\$13,000

(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 31, 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

FO
8/31

Copy for Initiating Office or Committee

RESUME ROUTING FORM

Johnson Lillian

Secretarial

Received 8-10-77

Logged by nps

\$13,500

☐Congressional
Referral☒

Self

☐

Other

Comments on Referral

Abstracted by

nps

Date

8-10-77

Acknowledged by

Date

Staff Component
Review by

Date

Recommended
Action:☐

File

☐

Interview

☐

Hold

☐

Refer

REQUEST FOR
APPOINTMENT

Interviewer

Hutton/Matthews

Suggested date

Suggested time

Confirmed
date

Klein

Confirmed
time

by

REQUEST FOR
REFERENCES☐

Hold for

Date

Notified

INSTRUCTIONS

Hired as of 8-29-77 JFK/Task

FINAL
INTERVIEW
REQUEST

By

Suggested date

Suggested time

Confirmed
dateConfirmed
time

by

LETTER OF
NOTIFICATION

by

☐

Acceptance/Date of employment

☐

Rejection

RESUME

LILLIAN BARBARA JOHNSON
7516 Forest Road
Landover, Maryland 20875
(301) 772-3341(H)
(202) 755-6808(O)

Position Desired - Administrative Assistant/Secretarial

Experience - District of Columbia

5/77 - Present	Department of Housing and Urban Development 451 7th Street, S.W. Clerk-typist
12/76 - 2/77	1977 Presidential Inaugural Committee 2nd & "T" Streets, S.W. Administrative Assistant/Site Coordinator
9/76 - 11/76	Congressional Budget Office 2nd & "D" Streets, S.W. Secretary
7/76 - 9/76	Stuart Temporaries, Inc. 1120 -19th Street, N.W. Secretary
8/74 - 9/75	Arent, Fox, Kintner, Plotkin & Kahn 18th & "H" Streets, N.W. Legal Secretary
11/73 - 8/74	Temporaries, Inc., 1015 18th Street, N.W. Secretary
5/13 - 6/14	Longworth House Office Building, N.J. & "C" Streets, S.E. Secretary
1/73 - 8/73	Model Inner Cities Community Organization 9th & "U" Streets, N.W. Executive Secretary
3/70 - 3/71	American Association of Junior Colleges One Dupont Circle, N.W. Secretary
2/68 - 1/70	Harbridge House, Inc. 2100 "M" Street, N.W. Support Secretary
5/67 - 1/68	Tabulating Research & Development Agency 14th & "K" Streets, N.W. Secretary
5/66 - 5/67	Georgetown University, 37th & "O" Streets, N.W. Clerk-typist

Education:

1/72 - 7/47 Strayer College, 13th & "G" Streets, N.W.
Studied Court & Conference Reporting, Stenotype,
Legal reporting and advanced vocabulary

9/63 - 6/64 Johnson's Business School, 14th & N.Y. Avenue,
N.W. Secretarial Course

9/59 - 6/62 Graduate of Dunbar High School, 1st & "N"
Streets, N.W. Commercial Courses

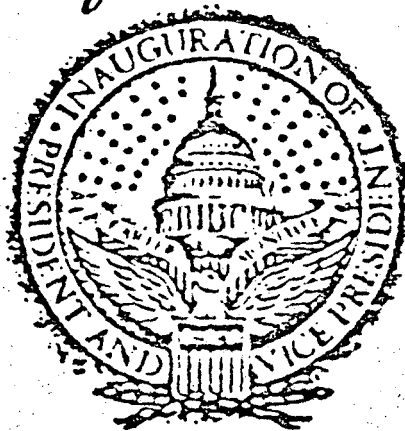
Skills: Stenotypist 100 - 140 wpm. Typist 75 - 80
Seeking opportunity for career professional position
willing to start as trainee, willing to travel occasionally

Personal:

Divorced

One daughter age 8 years.

1977 Inaugural Committee



February 7, 1977

Dear Ms. Johnson:

President Carter and Vice President Mondale have asked us to express their sincere appreciation to you for your most commendable efforts in support of the 1977 Inauguration.

The Inauguration of the President of the United States is a moment in history that serves as a vehicle to communicate to the world the commitment and spirit of the New Administration.

It is with this in mind that I forward this letter to you as a member of the Inaugural Security and Credential Committee. You displayed the highest degree of professionalism and dedication in many important tasks.

You were always willing and ready to work long hours, above and beyond the normal work day. You volunteered your services for almost anything asked of you.

Throughout the planning and implementation period, you were faced with an everchanging list of requirements. Your dedication to duty, understanding of the difficulties faced by the Inaugural Committee, and cooperative attitude are indicative of a true professional. Your overall manner of performance was truly outstanding.

If we had the power today, each of you would receive a tangible medal of citation for the highest award of Volunteer Action. Possessing only words, we say again, thank you for all the service given so unselfishly.

Sincerely,

Frank Wilson, Director
Security & Credentials Committee

Donald Brock, Deputy Chief
In Charge of Internal Security



LILLIAN BARBARA JOHNSON

served with distinction on behalf of the
Armed Forces of the United States
at the Inauguration of

Jimmy Carter

on the twentieth day of January,
one thousand, nine-hundred seventy-seven
in Washington, District of Columbia

Bardyl R. Tirana
Bardyl R. Tirana
Co-Chairpersons

Dicki Rogers
Dicki Rogers

1977 Inaugural Committee

Robert G. Herks
Robert G. Herks
Major General USA
Chairman

THE WHITE HOUSE

WASHINGTON

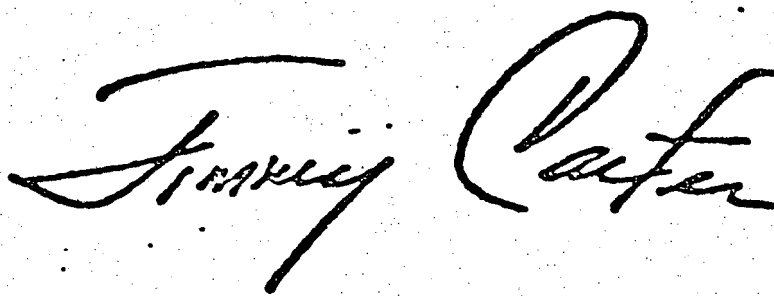
February 3, 1977

To Lillian Johnson

I deeply appreciate your dedicated and untiring work on the 1977 inauguration. The inaugural program was a great success, open to all of our citizens. This would not have been possible without the unselfish help, cheerful spirit and long hours freely given by volunteers such as you.

You have helped to set an example of what we Americans can accomplish by sharing our talents and energies with each other. Many thanks.

Sincerely,

A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink and is positioned below the word "Sincerely,".

Miss Lillian Johnson
7516 Forest Road
Landover, Maryland 20875



Your assistance with the 1977 Inauguration meant a great deal to me personally. More importantly, it was a great example of what we Americans can accomplish by sharing our talents and energies with each other.

Jimmy Carter

Life Experience: Inauguration of President and Vice President
of the United States, 1977 Presidential
Inaugural Committee, Washington, D.C.

Competency Statement

Position Descriptors

As Site Coordinator &
Administrative Assistant
of the Inaugural Committee's
Security & Credential division,
I have:

- A. Acquired knowledge as to how legislative priorities are set
- B. Held high level administrative responsibility in operating the office
- C. Supervised productivity, flow of work and overall operations of our office with top United States Secret Service officials and congressional members.
- D. Through the concept of creative office leadership I have assisted in planning, organizing and controlling the operations of presidential security
- E. Utilize techniques to help maintain good employee relations through effective supervision, delegation, evaluating, training, and thorough communications with USSS.
- F. Arranged and made contacts with top USSS agents, presidential advance team, and congressional members for indepth security conferences.

AMENDMENT TO PERSONAL QUALIFICATIONS STATEMENT

OMB
APPROVED 50-R0048

IMPORTANT: Read these instructions carefully before completing this form.

This form may be used to update your Personal Qualifications Statement provided you have had no more than three additional positions since the statement being updated was completed. Agencies are required to accept a previously completed Personal Qualifications Statement as current when this form is attached. Before completing this form, review carefully your answers to all items on the statement being updated. Use typewriter if available. Otherwise write or print legibly in dark ink.

1. NAME (Last) (First) (Middle) (Maiden, if any) <input type="checkbox"/> MR. <input type="checkbox"/> MISS <input type="checkbox"/> MRS. AND ADDRESS (Number, Street, City, State, and ZIP Code) <u>JOHNSON, Lillian Barbara Killens</u> <u>7516 Forest Road</u> <u>Hyattsville, Maryland 20875</u>		2. DATE OF THIS STATEMENT <u>May 17, 1977</u>	3. BIRTH DATE (month, day, year) <u>December 6, 1943</u>
4. KIND OF POSITION YOU ARE FILING FOR (Or title and number of announcement) <u>Security Assistant 15-21 (77)A</u>		5. REASON FOR SUBMISSION (Check One) <input type="checkbox"/> To update Personal Qualifications Statement in my Official Personal Folder <input type="checkbox"/> To update Personal Qualifications Statement on file with you <input checked="" type="checkbox"/> To update attached Personal Qualifications Statement <input type="checkbox"/> As requested	
6. LOWEST PAY OR GRADE YOU WILL ACCEPT PAY \$ per or GRADE 7			
7. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order) May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (A "No" will not affect your consideration for employment opportunities.)			
DATES OF EMPLOYMENT (month, year) FROM <u>May 9, 1977</u> TO PRESENT TIME		EXACT TITLE OF POSITION <u>Clerk-typist</u>	
IF FEDERAL SERVICE, CIVILIAN OR MILITARY GRADE <u>5</u>			
SALARY OR EARNINGS STARTING \$ <u>179.</u> PER WEEK FINAL \$ PER	AVG. HRS. PER WEEK <u>40</u>	PLACE OF EMPLOYMENT CITY: <u>Washington,</u> STATE: <u>D.C.</u>	NUMBER AND KIND OF EMPLOYEES SUPERVISED <u>0</u>
KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.) <u>Housing & Urban Development</u>			
NAME OF IMMEDIATE SUPERVISOR <u>Charles Field</u>		NAME OF EMPLOYER (firm, organization, etc.) AND ADDRESS (including ZIP Code, if known) <u>Department of Housing & Urban Development (HUD)</u> <u>Washington, D.C. 20410</u>	
AREA CODE AND PHONE NO. IF KNOWN			
REASON FOR WANTING TO LEAVE <u>Seeking position involving more responsibility and opportunity</u>			
DESCRIPTION OF DUTIES, RESPONSIBILITIES, AND ACCOMPLISHMENTS <u>Prepare in final form a variety of materials including correspondence, staff studies, technical papers, memoranda and issue papers which include the use of terminology that is highly specialized. Responsible for maintenance of subject matter files for the staff. (Even though this job description does not indicate), I have taken dictation and transcribed it for the Special Assistant to the Assistant Secretary for Housing and Urban Development. Perform all secretarial duties.</u>			
		FOR AGENCY USE (skill codes, etc.)	
DATES OF EMPLOYMENT (month, year) FROM TO		EXACT TITLE OF POSITION	
IF FEDERAL SERVICE, CIVILIAN OR MILITARY GRADE			
SALARY OR EARNINGS STARTING \$ PER FINAL \$ PER	AVG. HRS. PER WEEK	PLACE OF EMPLOYMENT CITY: STATE:	NUMBER AND KIND OF EMPLOYEES SUPERVISED
KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.)			
NAME OF IMMEDIATE SUPERVISOR		NAME OF EMPLOYER (firm, organization, etc.) AND ADDRESS (including ZIP Code, if known)	
AREA CODE AND PHONE NO. IF KNOWN			
REASON FOR LEAVING			
DESCRIPTION OF DUTIES, RESPONSIBILITIES, AND ACCOMPLISHMENTS			
		FOR AGENCY USE (skill codes, etc.)	

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Standard Form 172, January 1972
U.S. Civil Service Commission
172-102

GPO : 1973 O - 453-419

1A. Kind of position (job) you are filing for (or title of announcement) Administrative Asst.,		B. Announcement No.																												
C. Options for which you wish to be considered (if listed in announcement) Legislative Aide																														
D. Primary place(s) you wish to be employed Washington, D.C., Metropolitan area																														
2. Home phone (including Area Code) 772-3341 (301)		3. Office phone (including Area Code) 775-5860																												
4. Name (Last) (First) (Middle) (Maiden, if any) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State and ZIP Code) JOHNSON, Lillian Barbara Killens 7516 Forest Road Hyattsville, Maryland 20875																														
5. Legal or voting residence (State) District of Columbia																														
6. Height without shoes 5 Feet 7 1/2 inches		7. Weight 135 lbs																												
8. Birthplace (City and State, or foreign country) District of Columbia																														
9. Birth date (Month, day, year) 12/6/43		10. Social Security Account Number <div style="border: 1px solid black; padding: 2px; text-align: center;">JFK Act 5 (g) (2) (D)</div>																												
11. If you have ever been employed by the Federal Government as a civilian, give your last classification series, grade, and job title. GS-318-5 Clerk-typist Dates of service in that grade From May 9, 1977 To Present time																														
12. If you are currently on a list of eligibles for appointment to a Federal position, give the name of the announcement, the name of the office maintaining the list, the date on your notice of rating, and your rating. Stenographer and Typist United States Civil Service Commission Federal Register April 25, 1977 — Typist 4 — Steno 5																														
13. Lowest pay or grade you will accept <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PAY</td> <td style="width: 50%; text-align: center;">GRADE</td> </tr> <tr> <td style="text-align: center;">\$ per yr.</td> <td style="text-align: center;">5</td> </tr> </table>		PAY	GRADE	\$ per yr.	5	14. When will you be available? upon notification																								
PAY	GRADE																													
\$ per yr.	5																													
15. Will you accept temporary employment for: (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> <tr> <td>— 1 month or less?</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>— 1 to 4 months?</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>— 4 to 12 months?</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>			YES	NO	— 1 month or less?		<input checked="" type="checkbox"/>	— 1 to 4 months?		<input checked="" type="checkbox"/>	— 4 to 12 months?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16. Where will you accept a job? <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> <tr> <td>— Washington, D.C.</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>— Any place in the United States.</td> <td></td> <td></td> </tr> <tr> <td>— Outside of the United States.</td> <td></td> <td></td> </tr> <tr> <td>— Only in (specify): metro area</td> <td></td> <td></td> </tr> </table>			YES	NO	— Washington, D.C.	<input checked="" type="checkbox"/>		— Any place in the United States.			— Outside of the United States.			— Only in (specify): metro area		
	YES	NO																												
— 1 month or less?		<input checked="" type="checkbox"/>																												
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	YES	NO																												
— Washington, D.C.	<input checked="" type="checkbox"/>																													
— Any place in the United States.																														
— Outside of the United States.																														
— Only in (specify): metro area																														
17. Will you accept less than full (Less than 40 hours per week) <input type="checkbox"/>																														
18. Are you willing to travel? (Check one) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">NO</td> <td style="width: 50%; text-align: center;">SOM</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>				NO	SOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>																							
NO	SOM																													
<input type="checkbox"/>	<input checked="" type="checkbox"/>																													
19. VETERAN PREFERENCE. Answer all parts. If a part does not apply to you, answer "No." A. Have you ever served on active duty in the United States military service? (Exclude tours of active duty for training as a reservist or Guardsman.) B. Have you ever been discharged from the armed services under other than honorable conditions? (You may omit any such discharge changed to honorable by a Discharge Review Board or similar authority.) If "Yes," give details in Item 37. C. Do you claim 5-point preference based on active duty in the armed forces? If "Yes," you will be required to furnish records to support your claim at the time you are appointed. D. Do you claim 10-point preference? If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Claim for 10-point Veteran Preference," together with the proof in that form TYPE: <input type="checkbox"/> Compensable disability <input type="checkbox"/> Disability <input type="checkbox"/> Wife <input type="checkbox"/> Widow																														
E. List Dates, Branch, and Serial or Service Number of All Active Service (Enter "N/A" if not applicable) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">From</th> <th style="width: 30%;">To</th> <th style="width: 30%;">Branch of Service</th> <th style="width: 10%;">Serial or Service Number</th> </tr> <tr> <td style="text-align: center;">N/A</td> <td></td> <td></td> <td></td> </tr> </table>				From	To	Branch of Service	Serial or Service Number	N/A																						
From	To	Branch of Service	Serial or Service Number																											
N/A																														

**DO NOT WRITE IN THIS BLOCK
FOR USE OF EXAMINING OFFICE ONLY**

<input type="checkbox"/> Appor. <input type="checkbox"/> Nonappor.	Material <input type="checkbox"/> Submitted <input type="checkbox"/> Returned	Entered Register:
---	---	-------------------

Notations:

Form Reviewed:

Form Approved:

Option	Grade	Earned Rating	Preference	Au	Rat
			<input type="checkbox"/> 5 points (Test.)		
			<input type="checkbox"/> 10 Points Comp. Dis.		
			<input type="checkbox"/> Other 10 Points		
			<input type="checkbox"/> Disal.		
			<input type="checkbox"/> Bring Investigated		
Initials and Date					

THIS SPACE FOR USE OF APPOINTING OFFICE
Preference has been verified through proof that the applicant has been employed under honorable conditions, and other proof as required.

☐ 5-Pr. ☐ 10-Pr. Comp. Disab. ☐ 10-Pr.

Signature and Title

Agency

Date

☐ Refer for medical action

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Standard Form 171
May 1975 U.S. Civil Service Commission
171-105

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?..... ☒ Yes ☐ No
(A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

1		Dates of employment (month, year) From 12/30/76 To PRESENT TIME		Exact title of position Security-Creds. Site Coordinator/Secretary		If Federal service, civilian or military grade			
Salary or earnings Starting \$ 150.00 per wk Present \$ same per		Avg. hrs. per week 50		Place of employment City: Washington State: D.C.		Number and kind of employees supervised several-100 volunteers		Kind of business or organization (manufacturing, accounting, insurance, etc.) 1977 Inaugural Comte	
Name of immediate supervisor Frank Wilson, Director				Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) 1977 Inaugural Committee, 2nd & "D" Streets, S. Washington, D.C. 20024					
Area Code and phone No. if known 202/472-4350									
Reason for wanting to leave Job is terminating on 1/31/77									
Description of duties, responsibilities, and accomplishments Instructing several sub-committees within the Inaugural Committee on procedure and preparation of security clearance forms. Processing and preparing S.C. forms for security pick-up. Communication by phone on a very large scale with Secret Service, White House and many other agencies for Inauguration. Worked with the director preparing and designing security credentials. Sat-in on meetings Security & Press Personnel, took dictation and kept minutes. Operated the Command Post at Visitors Center. Typed letter, memorandums, etc., Presently working on After Action Report. Served as central point of information concerning activities of the office.									
For agency use (skill codes, etc.)									
2		Dates of employment (month, year) From 9/76 To 11/76		Exact title of position Secretary/Personnel Asst.		If Federal service, civilian or military grade			
Salary or earnings Starting \$ 10,096. per yr. Final \$ same per		Avg. hrs. per week 40		Place of employment City: Washington State: D.C.		Number and kind of employees supervised none		Kind of business or organization (manufacturing, accounting, insurance, etc.) Federal	
Name of immediate supervisor Carl McCarden/Alicia McPhee				Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Congressional Budget Office 2nd & "D" Streets, S.W.					
Area Code and phone No. if known 202/225-6666									
Reason for leaving Temporary position									
Description of duties, responsibilities, and accomplishments - Secretary in Budget Analysis Division, Human Resource and Personnel Office. Worked with several Analyst. Typed up proposals, budget reports, general correspondence and telephone communications. Operated the Vydec Computer in all divisions.									
For agency use (skill codes, etc.)									
3		Dates of employment (month, year) From 7/76 To 9/76		Exact title of position Secretary/Legal Asst.		If Federal service, civilian or military grade Temporary Agency			
Salary or earnings Starting \$ 4.75 per hr. Final \$ same per		Avg. hrs. per week 180.		Place of employment City: Washington State: D.C.		Number and kind of employees supervised none		Kind of business or organization (manufacturing, accounting, insurance, etc.) secretarial agency	
Name of immediate supervisor Ms. Susan Heuser				Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Stuart Temporaries, Inc. 1120 -19th Street, N.W.					
Area Code and phone No. if known									
Reason for leaving Temporary placement agency									
Description of duties, responsibilities, and accomplishments Worked on several legal assignments on short-term. Secretary to attorneys. Performed general secretarial duties, typing drafts, briefs, other correspondence, and telephone communication.									
For agency use (skill codes, etc.)									

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BLANK SHEETS
SEE INSTRUCTION SHEET

20. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order.)					
May inquiry be made of your present employer regarding your character, qualifications, and record of employment?.....					<input type="checkbox"/> Yes <input type="checkbox"/> No (A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)
4	Dates of employment (month, year)		Exact title of position		If Federal service, civilian or military grade
	From 8/74 To PRESENT TIME		Legal Secretary		
Salary or earnings		Avg. hrs. per week	Place of employment	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Starting \$ 10,500 per Yr.		37-1/2	City: Washington	0	Law Firm
Present \$ same per			State: D.C.		
Name of immediate supervisor			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)		
JoAnna McAtee			Arent, Fox, Kintner, Plotkin & Kahn		
Area Code and phone No. if known			1815 "H" Street, N.W., Washington, D.C.		
Reason for wanting to leave laid off					
Description of duties, responsibilities, and accomplishments Legal Secretary to several attorneys in the firm, in areas of litigation, real estate, tax, labor, Federal Communications—took dictation, wrote letters of general correspondence, kept records, typed briefs, proposals, etc. Telephone communications with clients and other firms, etc.					
For agency use (skill codes, etc.) 1/72-6/74					
(THE NEXT THREE JOBS LISTED BELOW WERE COURSE RELATED WHILE ATTENDING STRAYER COLLEGE)					
5	Dates of employment (month, year)		Exact title of position		If Federal service, civilian or military grade
	From 11/73 To 8/74		Secretary		
Salary or earnings		Avg. hrs. per week	Place of employment	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Starting \$ 4.50 per hr.		20	City: Washington	0	Secretarial Service
Final \$ per			State: D.C.		
Name of immediate supervisor			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)		
Clara, Bob			Temporaries, Inc., 1015 -18th Street, N.W.		
Area Code and phone No. if known			Washington, D.C.		
Reason for leaving temporary job					
Description of duties, responsibilities, and accomplishments Gained experienced in working with many law firms in the area as Legal, Executive, Statistical and Technical Secretary on short-term assignments.					
For agency use (skill codes, etc.)					
6	Dates of employment (month, year)		Exact title of position		If Federal service, civilian or military grade
	From 4/73 To 6/73		Transcriber		
Salary or earnings		Avg. hrs. per week	Place of employment	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Starting \$ 3.50 per hr.		20	City: Washington	0	Reporting Agency
Final \$ per			State: D.C.		
Name of immediate supervisor			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)		
Doris Hoover			Hoover Reporting Agency		
Area Code and phone No. if known			3rd & Mass. Ave., N.E., Washington, D.C.		
Reason for leaving Course related - for experience mostly.					
Description of duties, responsibilities, and accomplishments Transcriber of reporters notes from courtroom hearings.					
For agency use (skill codes, etc.)					

IF YOU NEED ADDITIONAL EXPERIENCE FORMS USE STANDARD FORM 171-A OR BUREAU STANDARD
SEE INSTRUCTION SHEET

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?..... ☐ Yes ☐ No
(A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

7	Dates of employment (month, year) 7/74 From 9/73 To PRESENT TIME		Exact title of position Student reporter		If Federal service, civilian or military grade
Salary or earnings Starting \$ 0 per Present \$ per		Avg. hrs. per week 15	Place of employment City: Washington State: D.C.	Number and kind of employees supervised 0	Kind of business or organization (manufacturing, accounting, insurance, etc.) Reporting Agency
Name of immediate supervisor Bernie Richards			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) BGH Reporting Agency 24th & Penn. Ave., N.W., Washington, D.C.		
Area Code and phone No. if known					
Reason for wanting to leave Course related - for experience only.					
Description of duties, responsibilities, and accomplishments Sat-in on public hearings and took minutes of hearings and observed courtroom procedures. Transcribed notes.					
					For agency use (skill codes, etc.)
8	Dates of employment (month, year) From 5/13/74 To 6/14/74		Exact title of position Legal Secretary		If Federal service, civilian or military grade
Salary or earnings Starting \$ 4.50 per hr. Final \$ same per		Avg. hrs. per week 37-1/2	Place of employment City: Washington, State: D.C.	Number and kind of employees supervised 0	Kind of business or organization (manufacturing, accounting, insurance, etc.) Congressional Office
Name of immediate supervisor Marilyn Shapiro			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Congresswoman Elizabeth Holtzman Longworth House Office Bldg., 3rd & C Sts. S.E.		
Area Code and phone No. if known					
Reason for leaving Temporary position					
Description of duties, responsibilities, and accomplishments Worked with research group on impeachment of Pres. Richard M. Nixon, wrote letters to constituency around the country, handled phones, took dictation and transcribed.					
					For agency use (skill codes, etc.)
9	Dates of employment (month, year) From 3/70 To 3/71		Exact title of position Secretary		If Federal service, civilian or military grade
Salary or earnings Starting \$ 6,500 per yr. Final \$ 7,000 per		Avg. hrs. per week 37-1/2	Place of employment City: Washington, State: D.C.	Number and kind of employees supervised 0	Kind of business or organization (manufacturing, accounting, insurance, etc.) Educational Asso.
Name of immediate supervisor Dr. John Mallan			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) American Association of Junior Colleges One Dupont Circle, N.W., Washington, D.C.		
Area Code and phone No. if known					
Reason for leaving Moved to N.Y.C.					
Description of duties, responsibilities, and accomplishments Secretary to Director of Veteran Programs, kept records, arranged for travel and conferences, handled phones, typed general correspondence.					
					For agency use (skill codes, etc.)

IF YOU NEED ADDITIONAL EXPERIENCE RECORDS, STANDARD FORM 171-A OR BLANK SHEET
SEE INSTRUCTION SHEET

20. EXPERIENCE (Start with your first job.) May inquiry be made of your present employer regarding your character, qualifications, and record of employment? ☐ Yes ☐ No
(A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

10	Dates of employment (month, year) 1/70 From 2/68 To PRESENT TIME		Exact title of position Secretary		If Federal service, civilian or military grade
	Salary or earnings Starting \$ 6.000 per yr. Present \$ per		Avg. hrs. per week 37-1/2	Place of employment City: Washington, D.C. State: D.C.	Number and kind of employees supervised 2
Name of immediate supervisor Layle Luckett			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Harbridge House, Inc. 2100 "M" Street, N.W., Washington, D.C.		
Area Code and phone No. if known					
Reason for wanting to leave Due to illness, Hepatitis					
Description of duties, responsibilities, and accomplishments Secretary to four management consultants, wrote letters of general correspondence, kept records, arranged for conferences and travel, typed gov't. proposals, traveled occasionally.					
					For agency use (skill codes, etc.)
11	Dates of employment (month, year) From 5/67 To 1/68		Exact title of position Secretary		If Federal service, civilian or military grade
	Salary or earnings Starting \$ 8500 per yr. Final \$ per		Avg. hrs. per week 37-1/2	Place of employment City: Washington, D.C. State: D.C.	Number and kind of employees supervised 2
Name of immediate supervisor Joyce Sarsfield			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Tabulating Research and Development Agency 14th & "K" Streets, N.W., Washington, D.C.		
Area Code and phone No. if known					
Reason for leaving Company went bankrupt					
Description of duties, responsibilities, and accomplishments Secretary to two job counselors. Typed up resumes for system analyst and programmers, filed records, typed general correspondence					
					For agency use (skill codes, etc.)
12	Dates of employment (month, year) From 4/66 To 5/67		Exact title of position Clerk-typist		If Federal service, civilian or military grade
	Salary or earnings Starting \$ 4200 per yr. Final \$ per		Avg. hrs. per week 40	Place of employment City: Washington, D.C. State: D.C.	Number and kind of employees supervised 0
Name of immediate supervisor Nadine Flack			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Georgetown University, 37th & "O" Sts., N.W. Washington, D.C.		
Area Code and phone No. if known					
Reason for leaving resigned for higher paying position.					
Description of duties, responsibilities, and accomplishments typed letters of general correspondence and filed student records, arranged for student loans, registered students.					
					For agency use (skill codes, etc.)

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BLANK SHEETS •
SEE INSTRUCTION SHEET

• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

21. A. Special qualifications and skills (skills with machines; patents or inventions; your most important publications (do not submit copies unless requested); your public speaking and publications experience; membership in professional or scientific societies; etc.)

Operate Vydec Computer

Most IBM typewriters, Selectric II, Standard Electric, Executive, etc.

Operate Court Reporters model—Stenotype machine for dictation

Operate the stenorette, IBM Dictaphones & others

10 key adding & calculator machines

B. Kind of License or Certificate (For example, pilot, registered nurse, lawyer, radio operator, C.P.A., etc.)

C. State or other licensing authority

D. Year of first license or certificate

E. Year of latest license or certificate

F. Approximate number of words per minute:
Typing Shorthand
75-80 120-140

D.C. Drivers permit

22. A. Did you graduate from high school, or will you graduate within the next nine months?

YES	MONTH/YEAR	NO	HIGHEST GRADE COMPLETED
<input checked="" type="checkbox"/>	6/62	<input type="checkbox"/>	12

B. Name and location (city and State) of last high school attended

Dunbar High School, 1st & "N" Streets, N.W.
Washington, D.C.

C. Name and location (city, State, and ZIP Code if known) of college or university. (If you expect to graduate within 9 months, give MONTH and year you expect degree.)

Dates attended

Years Completed

No. of credits compl.
Semester hours Quarter hours

Type of degree (B.A., etc.) Year of degree

Strayer College

From To

Day

Night

18

9

Special

13th & "G" Streets, N.W.

student

D. Chief undergraduate college subjects

No. of credits compl.
Semester hours Quarter hours

E. Chief graduate college subjects

No. of credits compl.
Semester hours Quarter hours

F. Major field of study at highest level of college work

Court & Conference Reporting

G. Other schools or training (for example, trade, vocational, armed forces, or business). Give for each the name and location (city, State, and ZIP Code if known) of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.

Johnson's Business School, 14th & N.Y., Avenue, N.W. 1964
Secretarial Course, typing, speedwriting, clerical

23. HONORS, AWARDS, AND FELLOWSHIPS RECEIVED

1977 Inaugural Committee
Certificate of Appreciation
White House letter
Jury Duty Certificate

24. LANGUAGES OTHER THAN ENGLISH

List the languages and indicate your knowledge of each by placing "X" in proper columns

Reading			Speaking			Understanding			Writing		
Excl	Good	Fair	Excl	Good	Fair	Excl	Good	Fair	Excl	Good	Fair

none

25. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 20, EXPERIENCE.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State and ZIP Code)	BUSINESS OR OCCUPATION
Rev. Robert Harrison	New Samaritan Baptist Church 6th & Maryland Avenue, N.E.	Minister
Ellis Mayo	Manpower Office 6th & Pennsylvania Avenue, N.W.	Job counselor
Maureen Plummer	National Center on Black Aged 1730 "M" Street, N.W.	Comptroller

Your Statement cannot be processed until you have answered all questions, including items 26 through 36 above. Be sure you have placed an "X" to the left of EVERY marker (◀) above, either in the "Yes" or the "No" column.

ATTENTION — THIS STATEMENT MUST BE SIGNED

A false answer to any question in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All the information you give will be considered in reviewing your Statement and is subject to investigation. A false answer to Items 27 or 28 could deprive you of your right to an annuity when you reach retirement age in addition to the penalties described above.

Page 4

CFO 62-15-81434-3 474-40

NOTICE OF RATING

APPLICANT MUST FILL IN ALL BLANKS IN THIS SECTION ONLY

TITLE OF EXAMINATION Stenographer and Typist	PLACE OF EXAMINATION Washington, D.C.	DATE OF TEST April 25, 1977
NAME AND ADDRESS (Number, Street, City, State and ZIP Code) Lillian B. Johnson 7516 Forest Road Landover, Maryland 20875		<i>This is not a notice of appointment. It is a record of your rating. It is important that you keep it.</i> PERIOD OF CONSIDERATION FROM ISSUE DATE <input type="checkbox"/> 6 MONTHS <input type="checkbox"/> 12 MONTHS <input checked="" type="checkbox"/> 3 years SEE REVERSE SIDE

☒ You are ELIGIBLE for the following grade(s):

CLERK-TYPIST	CLERK-STENOGRAPHER	CLERK-DICTATING MACHINE TRANSCRIBER	CLERK-STENOGRAPHER (TRAINEE)	YOUR NUMERICAL RATING IS	FOR CIVIL SERVICE COMMISSION USE ONLY
<input type="checkbox"/> GS-2 <input type="checkbox"/> GS-3 <input checked="" type="checkbox"/> GS-4	<input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4 <input checked="" type="checkbox"/> GS-5	<input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4	<input type="checkbox"/> GS-2	82.0	TEST SCORES
AMOUNT OF VETERAN PREFERENCE INCLUDED IN YOUR RATING: 5-PTS <input type="checkbox"/> 10-PTS <input type="checkbox"/>					I GENERAL TEST (CLERICAL PLUS VERBAL) 102

☐ You are INELIGIBLE for the following grade(s):

CLERK-TYPIST	CLERK-STENOGRAPHER	CLERK-DICTATING MACHINE TRANSCRIBER	CLERK-STENOGRAPHER (TRAINEE)
<input type="checkbox"/> GS-2 <input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4	<input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4 <input type="checkbox"/> GS-5	<input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4	<input type="checkbox"/> GS-2

REASON FOR INELIGIBILITY:

- ☐ You did not earn a passing score for the grade(s), checked ineligible, therefore no numerical rating is assigned for them.
- ☐ You did not pass the typing performance test.
- ☐ You did not pass the stenography performance test.
- ☐ Your lowest acceptable salary is higher than that of the position in which you qualify.
- ☐ Your qualifications statement does not show that you meet the minimum experience or education required for the grade(s) checked ineligible.
- ☐ You failed to reply to official correspondence.

II	TYPING 64/6
III	DICTATION 119
IV	CLERICAL 61
V	VERBAL 41

THE ITEMS CHECKED BELOW APPLY TO YOU:

- ☐ You passed the general tests. If you recompute, you need retake only the typing part (and dictating part if you apply for stenographer) of the test. You must also present this notice and a Personal Qualifications Statement, Standard Form 171.
- ☐ You failed the stenography test only. If you recompute, you need retake only that test. You must also present this notice and a Personal Qualifications Statement, S.F. 171.
- ☐ You may not enter on duty until completion of required education is shown.
- ☐ Your qualifications statement is attached in case you wish to apply for a different position.

SEE OTHER SIDE FOR EXPLANATION OF SCORES

DATE OF ISSUE April 25, 1977	ISSUING OFFICE United States Civil Service Commission 1900 E Street, N.W. Washington, D.C. 20415
--	--

BE SURE TO READ THE IMPORTANT MESSAGES ON THE BACK OF THIS FORM

Part I

CSC FORM 4008-C
OCTOBER 1973

Superior Court of the District of Columbia

Certificate of Appreciation

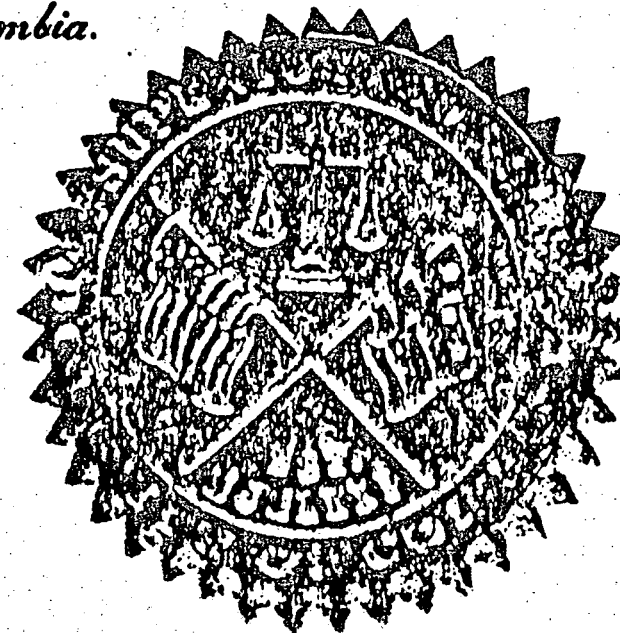
LILLIAN B. JOHNSON, having served with distinction as a juror in the Superior
Court of the District of Columbia during the month of JANUARY 19 75,
is presented this certificate of appreciation for significant community service by the Judges of
the Court on behalf of the grateful citizens of the District of Columbia.

Donald H. Gurne

CHIEF JUDGE

Arnell J. Ruskoch

EXECUTIVE OFFICER,
DISTRICT OF COLUMBIA COURTS



Select Committee on Assassinations

U.S. House of Representatives

WASHINGTON, D.C. 20515

August 16, 1977

TO: BECKY

FROM: NANCY

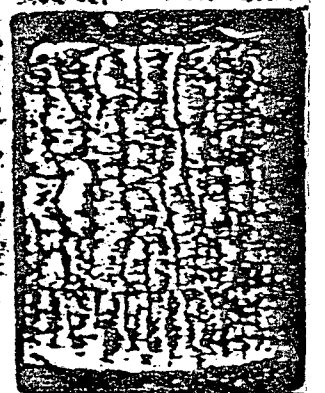
RE: LILLIAN JOHNSON

Thought you would want a copy
of her resume. She will be
starting 8-29-77.



Your assistance with the 1977 Inauguration meant a great deal to me personally. More importantly, it was a great example of what we Americans can accomplish by sharing our talents and energies with each other.

Jimmy Carter



RESUME

LILLIAN BARBARA JOHNSON
7516 Forest Road
Landover, Maryland 20875
(301) 772-3341(H)
(202) 755-6808(O)

Position Desired - Administrative Assistant/Secretarial

Experience - District of Columbia

5/77 - Present	Department of Housing and Urban Development 451 7th Street, S.W. Clerk-typist
12/76 - 2/77	1977 Presidential Inaugural Committee 2nd & "T" Streets, S.W. Administrative Assistant/Site Coordinator
9/76 - 11/76	Congressional Budget Office 2nd & "D" Streets, S.W. Secretary
7/76 - 9/76	Stuart Temporaries, Inc. 1120 -19th Street, N.W. Secretary
8/74 - 9/75	Arent, Fox, Kintner, Plotkin & Kahn 18th & "H" Streets, N.W. Legal Secretary
11/73 - 8/74	Temporaries, Inc., 1015 18th Street, N.W. Secretary
5/13 - 6/14	Longworth House Office Building, N.J. & "C" Streets, S.E. Secretary
1/73 - 8/73	Model Inner Cities Community Organization 9th & "U" Streets, N.W. Executive Secretary
3/70 - 3/71	American Association of Junior Colleges One Dupont Circle, N.W. Secretary
2/68 - 1/70	Harbridge House, Inc. 2100 "M" Street, N.W. Support Secretary
5/67 - 1/68	Tabulating Research & Development Agency 14th & "K" Streets, N.W. Secretary
5/66 - 5/67	Georgetown University, 37th & "O" Streets, N.W. Clerk-typist

Education:

1/72 - 7/47

Strayer College, 13th & "G" Streets, N.W.
Studied Court & Conference Reporting, Stenotype,
Legal reporting and advanced vocabulary

9/63 - 6/64

Johnson's Business School, 14th & N.Y. Avenue,
N.W. Secretarial Course

9/59 - 6/62

Graduate of Dunbar High School, 1st & "N"
Streets, N.W. Commercial Courses

Skills:

Stenotypist 100 - 140 wpm. Typist 75 - 80

Seeking opportunity for career professional position
willing to start as trainee, willing to travel occasionally

Personal:

Divorced

One daughter age 8 years.

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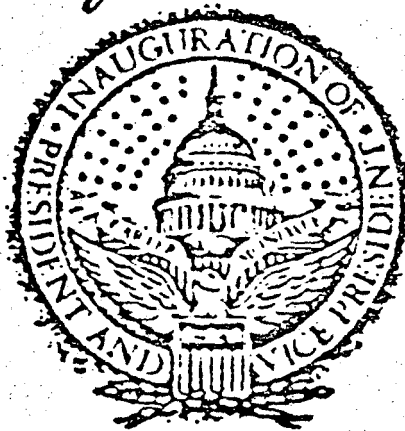
Seeking opportunity for career professional position
willing to start as trainee, willing to travel occasional

Personal:

Divorced

One daughter age 8 years.

1977 Inaugural Committee



February 7, 1977

Dear Ms. Johnson:

President Carter and Vice President Mondale have asked us to express their sincere appreciation to you for your most commendable efforts in support of the 1977 Inauguration.

The Inauguration of the President of the United States is a moment in history that serves as a vehicle to communicate to the world the commitment and spirit of the New Administration.

It is with this in mind that I forward this letter to you as a member of the Inaugural Security and Credential Committee. You displayed the highest degree of professionalism and dedication in many important tasks.

You were always willing and ready to work long hours, above and beyond the normal work day. You volunteered your services for almost anything asked of you.

Throughout the planning and implementation period, you were faced with an everchanging list of requirements. Your dedication to duty, understanding of the difficulties faced by the Inaugural Committee, and cooperative attitude are indicative of a true professional. Your overall manner of performance was truly outstanding.

If we had the power today, each of you would receive a tangible medal of citation for the highest award of Volunteer Action. Possessing only words, we say again, thank you for all the service given so unselfishly.

Sincerely,

Frank Wilson, Director
Security & Credentials Committee

Donald Brock, Deputy Chief
In Charge of Internal Security



LILLIAN BARBARA JOHNSON

served with distinction on behalf of the
Armed Forces of the United States
at the Inauguration of

Jimmy Carter

on the twentieth day of January,
one thousand, nine-hundred seventy-seven
in Washington, District of Columbia

Bardyl R. Tirana
Bardyl R. Tirana

Vicki Rogers
Vicki Rogers

Robert G. Herks
Robert G. Herks

Co-Chairpersons

Major General USA

1977 Inaugural Committee

Chairman

THE WHITE HOUSE

WASHINGTON

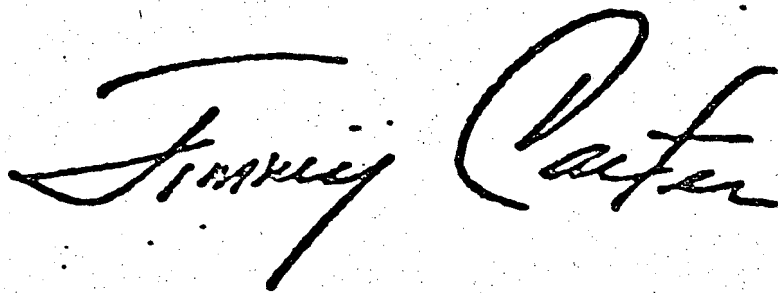
February 3, 1977

To Lillian Johnson

I deeply appreciate your dedicated and untiring work on the 1977 inauguration. The inaugural program was a great success, open to all of our citizens. This would not have been possible without the unselfish help, cheerful spirit and long hours freely given by volunteers such as you.

You have helped to set an example of what we Americans can accomplish by sharing our talents and energies with each other. Many thanks.

Sincerely,

A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink and is positioned below the word "Sincerely,".

Miss Lillian Johnson
7516 Forest Road
Landover, Maryland 20875



Your assistance with the 1977 Inauguration meant a great deal to me personally. More importantly, it was a great example of what we Americans can accomplish by sharing our talents and energies with each other.

Jimmy Carter

Life Experience: Inauguration of President and Vice President
of the United States, 1977 Presidential
Inaugural Committee, Washington, D.C.

Competency Statement

Position Descriptors

As Site Coordinator &
Administrative Assistant
of the Inaugural Committee's
Security & Credential division,
I have:

- A. Acquired knowledge as to how legislative priorities are set
- B. Held high level administrative responsibility in operating the office
- C. Supervised productivity, flow of work and overall operations of our office with top United States Secret Service officials and congressional members.
- D. Through the concept of creative office leadership I have assisted in planning, organizing and controlling the operations of presidential security
- E. Utilize techniques to help maintain good employee relations through effective supervision, delegation, evaluating, training, and thorough communications with USSS.
- F. Arranged and made contacts with top USSS agents, presidential advance team, and congressional members for indepth security conferences.

**AMENDMENT TO
PERSONAL QUALIFICATIONS STATEMENT**

OMB
APPROVED 50-R0048

IMPORTANT: Read these instructions carefully before completing this form.

This form may be used to update your Personal Qualifications Statement provided you have had no more than three additional positions since the statement being updated was completed. Agencies are required to accept a previously completed Personal Qualifications Statement as current when this form is attached. Before completing this form, review carefully your answers to all items on the statement being updated. Use typewriter if available. Otherwise write or print legibly in dark ink.

1. NAME (Last) (First) (Middle) (Maiden, if any) <input type="checkbox"/> MR. <input type="checkbox"/> MISS <input type="checkbox"/> MRS. AND ADDRESS (Number, Street, City, State, and ZIP Code) JOHNSON, Lillian Barbara Killens 7516 Forest Road Hyattsville, Maryland 20875		2. DATE OF THIS STATEMENT May 17, 1977	3. BIRTH DATE (month, day, year) December 6, 1943				
4. KIND OF POSITION YOU ARE FILING FOR (Or title and number of announcement) Security Assistant 15-21 (77)A		5. REASON FOR SUBMISSION (Check One) <input type="checkbox"/> To update Personal Qualifications Statement in my Official Personal Folder <input type="checkbox"/> To update Personal Qualifications Statement on file with you <input checked="" type="checkbox"/> To update attached Personal Qualifications Statement <input type="checkbox"/> As requested					
6. LOWEST PAY OR GRADE YOU WILL ACCEPT <table style="width:100%;"><tr><td style="text-align: center;">PAY</td><td style="text-align: center;">GRADE</td></tr><tr><td>\$ <input type="text"/> per <input type="text"/></td><td>or <input type="text"/></td></tr></table>		PAY	GRADE	\$ <input type="text"/> per <input type="text"/>	or <input type="text"/>		
PAY	GRADE						
\$ <input type="text"/> per <input type="text"/>	or <input type="text"/>						
7. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order) May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (A "No" will not affect your consideration for employment opportunities.)							
DATES OF EMPLOYMENT (month, year) FROM May 9, 1977 TO PRESENT TIME		EXACT TITLE OF POSITION Clerk-typist					
IF FEDERAL SERVICE, CIVILIAN OR MILITARY GRADE 5							
SALARY OR EARNINGS STARTING \$ 179. PER week FINAL \$ PER	AVG. HRS. PER WEEK 40	PLACE OF EMPLOYMENT CITY: Washington, STATE: D.C.	NUMBER AND KIND OF EMPLOYEES SUPERVISED 0				
KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.) Housing & Urban Development							
NAME OF IMMEDIATE SUPERVISOR Charles Field		NAME OF EMPLOYER (firm, organization, etc.) AND ADDRESS (including ZIP Code, if known) Department of Housing & Urban Development (HUD) Washington, D.C. 20410					
AREA CODE AND PHONE NO. IF KNOWN							
REASON FOR WANTING TO LEAVE Seeking position involving more responsibility and opportunity							
DESCRIPTION OF DUTIES, RESPONSIBILITIES, AND ACCOMPLISHMENTS Prepare in final form a variety of materials including correspondence, staff studies, technical papers, memoranda and issue papers which include the use of terminology that is highly specialized. Responsible for maintenance of subject matter files for the staff. (Even though this job description does not indicate), I have taken dictation and transcribed it for the Special Assistant to the Assistant Secretary for Housing and Urban Development. Perform all secretarial duties.							
DATES OF EMPLOYMENT (month, year) FROM TO		EXACT TITLE OF POSITION					
IF FEDERAL SERVICE, CIVILIAN OR MILITARY GRADE		FOR AGENCY USE (skill codes, etc.)					
SALARY OR EARNINGS STARTING \$ PER FINAL \$ PER	AVG. HRS. PER WEEK	PLACE OF EMPLOYMENT CITY: STATE:	NUMBER AND KIND OF EMPLOYEES SUPERVISED				
KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.)							
NAME OF IMMEDIATE SUPERVISOR		NAME OF EMPLOYER (firm, organization, etc.) AND ADDRESS (including ZIP Code, if known)					
AREA CODE AND PHONE NO. IF KNOWN							
REASON FOR LEAVING							
DESCRIPTION OF DUTIES, RESPONSIBILITIES, AND ACCOMPLISHMENTS							
DATES OF EMPLOYMENT (month, year) FROM TO		EXACT TITLE OF POSITION					
IF FEDERAL SERVICE, CIVILIAN OR MILITARY GRADE		FOR AGENCY USE (skill codes, etc.)					
SALARY OR EARNINGS STARTING \$ PER FINAL \$ PER	AVG. HRS. PER WEEK	PLACE OF EMPLOYMENT CITY: STATE:	NUMBER AND KIND OF EMPLOYEES SUPERVISED				
KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.)							
NAME OF IMMEDIATE SUPERVISOR		NAME OF EMPLOYER (firm, organization, etc.) AND ADDRESS (including ZIP Code, if known)					
AREA CODE AND PHONE NO. IF KNOWN							
REASON FOR LEAVING							
DESCRIPTION OF DUTIES, RESPONSIBILITIES, AND ACCOMPLISHMENTS							
DATES OF EMPLOYMENT (month, year) FROM TO		EXACT TITLE OF POSITION					
IF FEDERAL SERVICE, CIVILIAN OR MILITARY GRADE		FOR AGENCY USE (skill codes, etc.)					
SALARY OR EARNINGS STARTING \$ PER FINAL \$ PER	AVG. HRS. PER WEEK	PLACE OF EMPLOYMENT CITY: STATE:	NUMBER AND KIND OF EMPLOYEES SUPERVISED				
KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.)							
NAME OF IMMEDIATE SUPERVISOR		NAME OF EMPLOYER (firm, organization, etc.) AND ADDRESS (including ZIP Code, if known)					
AREA CODE AND PHONE NO. IF KNOWN							
REASON FOR LEAVING							
DESCRIPTION OF DUTIES, RESPONSIBILITIES, AND ACCOMPLISHMENTS							

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Standard Form 172, January 1972
U.S. Civil Service Commission
172-102

1A. Kind of position (job) you are filing for (or title of announcement) Administrative Asst.,		B. Announcement No.													
C. Options for which you wish to be considered (if listed in announcement) Legislative Aide															
D. Primary place(s) you wish to be employed Washington, D.C., Metropolitan area															
2. Home phone (including Area Code) 772-3341 (301)		3. Office phone (including Area Code) 775-5860													
4. Name (Last) (First) (Middle) (Maiden, if any) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State and ZIP Code) JOHNSON, Lillian Barbara Killens 7516 Forest Road Hyattsville, Maryland 20875															
5. Legal or voting residence (State) District of Columbia															
6. Height without shoes 5 Feet 7 1/2 inches		7. Weight 135 lbs													
8. Birthplace (City and State, or foreign country) District of Columbia															
9. Birth date (Month, day, year) 12/6/43		10. Social Security Account Number JFK Act 5 (g) (2) (D)													
11. If you have ever been employed by the Federal Government as a civilian, give your last classification series, grade, and job title. GS-318-5 Clerk-typist Dates of service in that grade From May 9, 1977 To Present time															
12. If you are currently on a list of eligibles for appointment to a Federal position, give the name of the announcement, the name of the office maintaining the list, the date on your notice of rating, and your rating. Stenographer and Typist United States Civil Service Commission Federal Register April 25, 1977 — Typist 4 — Steno 5															
13. Lowest pay or grade you will accept <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">PAY</td> <td style="text-align: center;">GRADE</td> </tr> <tr> <td style="text-align: center;">\$ per yr.</td> <td style="text-align: center;">5</td> </tr> </table> OR		PAY	GRADE	\$ per yr.	5	14. When will you be available? upon notification									
PAY	GRADE														
\$ per yr.	5														
15. Will you accept temporary employment for: (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.) — 1 month or less? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO — 1 to 4 months? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO — 4 to 12 months? <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. Where will you accept a job? <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2">— Washington, D.C.</td> </tr> <tr> <td colspan="2">— Any place in the United States.</td> </tr> <tr> <td colspan="2">— Outside of the United States.</td> </tr> <tr> <td colspan="2">— Only in (specify): metro area</td> </tr> </table>		YES	NO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	— Washington, D.C.		— Any place in the United States.		— Outside of the United States.		— Only in (specify): metro area	
YES	NO														
<input checked="" type="checkbox"/>	<input type="checkbox"/>														
— Washington, D.C.															
— Any place in the United States.															
— Outside of the United States.															
— Only in (specify): metro area															
17. Will you accept less than full time (Less than 40 hours per week) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO															
18. Are you willing to travel? (Check) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">SOME</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>				NO	SOME	<input type="checkbox"/>	<input checked="" type="checkbox"/>								
NO	SOME														
<input type="checkbox"/>	<input checked="" type="checkbox"/>														
19. VETERAN PREFERENCE. Answer all parts. If a part does not apply to you, answer "No." A. Have you ever served on active duty in the United States military service? (Exclude tours of active duty for training as a reservist or Guardsman.) B. Have you ever been discharged from the armed services under other than honorable conditions? (You may omit any such discharge changed to honorable by a Discharge Review Board or similar authority.) If "Yes," give details in Item 37. C. Do you claim 5-point preference based on active duty in the armed forces? If "Yes," you will be required to furnish records to support your claim at the time you are appointed. D. Do you claim 10-point preference? If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Claim for 10-point Veteran Preference," together with the proof in that form TYPE: <input type="checkbox"/> Compensable disability <input type="checkbox"/> Disability <input type="checkbox"/> Wife <input type="checkbox"/> Widow <input type="checkbox"/>															
E. List Dates, Branch, and Serial or Service Number of All Active Service (Enter "N/A" if not applicable) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">From</td> <td style="text-align: center;">To</td> <td style="text-align: center;">Branch of Service</td> <td style="text-align: center;">Serial or Service Number</td> </tr> <tr> <td style="text-align: center;">N/A</td> <td></td> <td></td> <td></td> </tr> </table>				From	To	Branch of Service	Serial or Service Number	N/A							
From	To	Branch of Service	Serial or Service Number												
N/A															

DO NOT WRITE IN THIS BLOCK
FOR USE OF EXAMINING OFFICE ONLY

<input type="checkbox"/> Appor.		Material <input type="checkbox"/> Submitted		Entered Register:	
<input type="checkbox"/> Nonappor.		<input type="checkbox"/> Returned			
Notations:					
Form Reviewed:					
Form Approved:					
Option	Grade	Earned Rating	Preference	Avg. Rating	
			<input type="checkbox"/> 5 points (Test.)		
			<input type="checkbox"/> 10 Points Comp. Dis.		
			<input type="checkbox"/> Other 10 Points		
			<input type="checkbox"/> Disl.		
			<input type="checkbox"/> Being Investigated		
Initials and Date					

THIS SPACE FOR USE OF APPOINTING OFFICER
Preference has been verified through proof that the sep under honorable conditions, and other proof as required.

☐ 5-Pt. ☐ 10-Pt. Comp. Disab. ☐ 10-Pt. O

Signature and Title

Agency Date

☐ Refer for medical action

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Standard Form 171
May 1975 U.S. Civil Service Com.
171-105

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?..... ☒ Yes ☐ No
(A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

1		Dates of employment (month, year) From 12/30/76 To PRESENT TIME		Exact title of position Security-Credls. Site Coordinator/Secretary		If Federal service, civilian or military grade			
Salary or earnings Starting \$ 150.00 per wk Present \$ same per		Avg. hrs. per week 50		Place of employment City: Washington State: D.C.		Number and kind of employees supervised several-100 volunteers		Kind of business or organization (manufacturing, accounting, insurance, etc.) 1977 Inaugural Comte	
Name of immediate supervisor Frank Wilson, Director				Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) 1977 Inaugural Committee, 2nd & "D" Streets, S.W. Washington, D.C. 20024					
Area Code and phone No. if known 202/472-4350									
Reason for wanting to leave Job is terminating on 1/31/77									
Description of duties, responsibilities, and accomplishments Instructing several sub-committees within the Inaugural Committee on procedure and preparation of security clearance forms. Processing and preparing S.C. forms for security pick-up. Communication by phone on a very large scale with Secret Service, White House and many other agencies for Inauguration. Worked with the director preparing and designing security credentials. Sat-in on meetings Security & Press Personnel, took dictation and kept minutes. Operated the Command Post at Visitors Center. Typed letter, memorandums, etc., Presently working on After Action Report. Served as central point of information concerning activities of the office.									
2		Dates of employment (month, year) From 9/76 To 11/76		Exact title of position Secretary/Personnel Asst.		If Federal service, civilian or military grade			
Salary or earnings Starting \$ 10,096. per yr. Final \$ same per		Avg. hrs. per week 40		Place of employment City: Washington State: D.C.		Number and kind of employees supervised none		Kind of business or organization (manufacturing, accounting, insurance, etc.) Federal	
Name of immediate supervisor Carl McCarden/Alicia McPhee				Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Congressional Budget Office 2nd & "D" Streets, S.W.					
Area Code and phone No. if known 202/225-6666									
Reason for leaving Temporary position									
Description of duties, responsibilities, and accomplishments - Secretary in Budget Analysis Division, Human Resources and Personnel Office. Worked with several Analyst. Typed up proposals, budget reports, general correspondence and telephone communications. Operated the Vydec Computer in all divisions.									
For agency use (skill codes, etc.)									
3		Dates of employment (month, year) From 7/76 To 9/76		Exact title of position Secretary/Legal Asst.		If Federal service, civilian or military grade Temporary Agency			
Salary or earnings Starting \$ 4.75 per hr. Final \$ same per		Avg. hrs. per week 180.		Place of employment City: Washington State: D.C.		Number and kind of employees supervised none		Kind of business or organization (manufacturing, accounting, insurance, etc.) secretarial agency	
Name of immediate supervisor Ms. Susan Heuser				Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Stuart Temporaries, Inc. 1120 -19th Street, N.W.					
Area Code and phone No. if known									
Reason for leaving Temporary placement agency.									
Description of duties, responsibilities, and accomplishments Worked on several legal assignments on short-term. Secretary to attorneys. Performed general secretarial duties, typing drafts, briefs, other correspondence, and telephone communication.									
For agency use (skill codes, etc.)									

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BLANK SHEETS
SEE INSTRUCTION SHEET

20. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order.)					
May inquiry be made of your present employer regarding your character, qualifications, and record of employment?.....					<input type="checkbox"/> Yes <input type="checkbox"/> No
(A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)					
4	Dates of employment (month, year)		Exact title of position		If Federal service, civilian or military grade
	From 8/74 To PRESENT TIME 9/75		Legal Secretary		
Salary or earnings		Avg. hrs. per week	Place of employment	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Starting \$ 10,500 per Yr.		37-1/2	City: Washington	0	Law Firm
Present \$ same per			State: D.C.		
Name of immediate supervisor			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)		
JoAnna McAtee			Arent, Fox, Kintner, Plotkin & Kahn		
Area Code and phone No. if known			1815 "H" Street, N.W., Washington, D.C.		
Reason for wanting to leave laid off					
Description of duties, responsibilities, and accomplishments Legal Secretary to several attorneys in the firm, in areas of litigation, real estate, tax, labor, Federal Communications—took dictation, wrote letters of general correspondence, kept records, typed briefs, proposals, etc. Telephone communications with clients and other firms, etc.					
					For agency use (skill codes, etc.) 1/72-6/74
(THE NEXT THREE JOBS LISTED BELOW WERE COURSE RELATED WHILE ATTENDING STRAYER COLLEGE)					
5	Dates of employment (month, year)		Exact title of position		If Federal service, civilian or military grade
	From 11/73 To 8/74		Secretary		
Salary or earnings		Avg. hrs. per week	Place of employment	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Starting \$ 4.50 per hr.		20	City: Washington	0	Secretarial Service
Final \$ per			State: D.C.		
Name of immediate supervisor			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)		
Clara, Bob			Temporaries, Inc., 1015 -18th Street, N.W.		
Area Code and phone No. if known			Washington, D.C.		
Reason for leaving temporary job					
Description of duties, responsibilities, and accomplishments Gained experienced in working with many law firms in the area as Legal, Executive, Statistical and Technical Secretary on short-term assignments.					
					For agency use (skill codes, etc.)
6	Dates of employment (month, year)		Exact title of position		If Federal service, civilian or military grade
	From 4/73 To 6/73		Transcriber		
Salary or earnings		Avg. hrs. per week	Place of employment	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Starting \$ 3.50 per hr.		20	City: Washington	0	Reporting Agency
Final \$ per			State: D.C.		
Name of immediate supervisor			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)		
Doris Hoover			Hoover Reporting Agency		
Area Code and phone No. if known			3rd & Mass. Ave., N.E., Washington, D.C.		
Reason for leaving Course related - for experience mostly.					
Description of duties, responsibilities, and accomplishments Transcriber of reporters notes from courtroom hearings.					
					For agency use (skill codes, etc.)

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BENCH SHEET
SEE INSTRUCTION SHEET

☐ Yes ☐ No

For agency use (skill codes, etc.)

Page 2

20. EXPERIENCE (Start with your PRESENT position and work back, allowing for periods of unemployment, if any.)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?..... ☐ Yes ☐ No
(A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

10	Dates of employment (month, year)		Exact title of position		If Federal service, civilian or military grade
	From 2/68	To PRESENT TIME	Secretary		
Salary or earnings		Avg. hrs. per week	Place of employment	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Starting \$ 6.000 per yr.		37-1/2	City: Washington, State: D.C.	2	
Name of immediate supervisor			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)		
Layle Luckett			Harbridge House, Inc. 2100 "M" Street, N.W., Washington, D.C.		
Area Code and phone No. if known					
Reason for wanting to leave Due to illness, Hepatitis					
Description of duties, responsibilities, and accomplishments Secretary to four management consultants, wrote letters of general correspondence, kept records, arranged for conferences and travel, typed gov't. proposals, traveled occasionally.					
					For agency use (skill codes, etc.)
11	Dates of employment (month, year)		Exact title of position		If Federal service, civilian or military grade
	From 5/67	To 1/68	Secretary		
Salary or earnings		Avg. hrs. per week	Place of employment	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Starting \$ 8500 per yr.		37-1/2	City: Washington, State: D.C.	2	
Name of immediate supervisor			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)		
Joyce Sarsfield			Tabulating Research and Development Agency 14th & "K" Streets, N.W., Washington, D.C.		
Area Code and phone No. if known					
Reason for leaving Company went bankrupt					
Description of duties, responsibilities, and accomplishments Secretary to two job counselors. Typed up resumes for system analyst and programmers, filed records, typed general correspondence.					
					For agency use (skill codes, etc.)
12	Dates of employment (month, year)		Exact title of position		If Federal service, civilian or military grade
	From 4/66	To 5/67	Clerk-typist		
Salary or earnings		Avg. hrs. per week	Place of employment	Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Starting \$ 4200 per yr.		40	City: Washington, State: D.C.	0	
Name of immediate supervisor			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)		
Nadine Flack			Georgetown University, 37th & "O" Sts., N.W. Washington, D.C.		
Area Code and phone No. if known					
Reason for leaving resigned for higher paying position.					
Description of duties, responsibilities, and accomplishments typed letters of general correspondence and filed student records, arranged for student loans, registered students.					
					For agency use (skill codes, etc.)

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BLANK SHEETS •
SEE INSTRUCTION SHEET

21 A. Special qualifications and skills (skills with machines; patents or inventions; your most important publications (do not submit copies unless requested); your public speaking and publications experience; membership in professional or scientific societies; etc.)

Operate Vydec Computer
Most IBM typewriters, Selectric II, Standard Electric, Executive, etc.
Operate Court Reporters model—Stenotype machine for dictation
Operate the stenorette, IBM Dictaphones & others
10 key adding & calculator machines

B. Kind of License or Certificate (For example, pilot, registered nurse, lawyer, radio operator, C.P.A., etc.)	C. State or other licensing authority	D. Year of first license or certificate	E. Year of latest license or certificate	F. Approximate number of words per minute: Typing Shorthand
	D.C. Drivers permit			75-80 120-14

22. A. Did you graduate from high school, or will you graduate within the next nine months?	B. Name and location (city and State) of last high school attended								
<table border="1"> <tr> <th>YES</th> <th>MONTH/YEAR</th> <th>NO</th> <th>HIGHEST GRADE COMPLETED</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>6/62</td> <td><input type="checkbox"/></td> <td>12</td> </tr> </table>	YES	MONTH/YEAR	NO	HIGHEST GRADE COMPLETED	<input checked="" type="checkbox"/>	6/62	<input type="checkbox"/>	12	Dunbar High School, 1st & "N" Streets, N.W. Washington, D.C.
YES	MONTH/YEAR	NO	HIGHEST GRADE COMPLETED						
<input checked="" type="checkbox"/>	6/62	<input type="checkbox"/>	12						

C. Name and location (city, State, and ZIP Code if known) of college or university. (If you expect to graduate within 9 months, give MONTH and year you expect degree.)	Dates attended		Years Completed		No. of credits compl.		Type of degree (B.A., etc.)	Year of degree
	From	To	Day	Night	Semester hours	Quarter hours		
Strayer College 13th & "G" Streets, N.W.	1/72	7/74	2	2	18	9	Special	
							student	

D. Chief undergraduate college subjects	No. of credits compl.		E. Chief graduate college subjects	No. of credits compl.	
	Semester hours	Quarter hours		Semester hours	Quarter hours

F. Major field of study at highest level of college work
Court & Conference Reporting

G. Other schools or training (for example, trade, vocational, armed forces, or business). Give for each the name and location (city, State, and ZIP Code if known) of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.

Johnson's Business School, 14th & N.Y., Avenue, N.W. 1964
Secretarial Course, typing, speedwriting, clerical

23. HONORS, AWARDS, AND FELLOWSHIPS RECEIVED

1977 Inaugural Committee
Certificate of Appreciation
White House letter
Jury Duty Certificate

24. LANGUAGES OTHER THAN ENGLISH

List the languages and indicate your knowledge of each by placing "X" in proper columns

none

Reading			Speaking			Understanding			Writing		
Excl	Good	Fair	Excl	Good	Fair	Excl	Good	Fair	Excl	Good	Fair

25. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 20, EXPERIENCE.

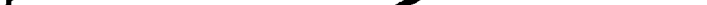
FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State and ZIP Code)	BUSINESS OR OCCUPATION
Rev. Robert Harrison	New Samaritan Baptist Church 6th & Maryland Avenue, N.E.	Minister
Ellis Mayo	Manpower Office 6th & Pennsylvania Avenue, N.W.	Job counselor
Maureen Plummer	National Center on Black Aged 1730 "M" Street, N.W.	Comptroller

ANSWER ITEMS 26 THROUGH 36 BY PLACING AN "X" IN THE PROPER COLUMN		Yes	No
26. Are you a citizen of the United States?..... If "No," give country of which you are a citizen:		X	
Before answering these questions read Items 27 and 28 in the attached instructions.			
27. Are you now a member of the Communist Party, U.S.A., or any subdivision of the Communist Party, U.S.A.?.....			X
28. (a) Are you now, or within the last ten years have you been, a member of any organization, or group of persons including but not limited to the Communist Party, U.S.A., or any subdivision of the Communist Party, U.S.A., which during the period of your membership you knew was advocating or teaching that the government of the United States or any political subdivision thereof should be overthrown or overturned by force, violence, or any unlawful means?.....			X
28. (b) If your answer to (a) is in the affirmative, did you, during the period of such membership, have the specific intent to further the aims of such organization or group of persons to overthrow or overturn the government of the United States or any state or any political subdivision thereof by force, violence, or any unlawful means?.....			X
29. If your answer to 27 or 28(a) above is in the affirmative state the names of such organizations and the dates of your membership in each in item 37.			
30. Within the last five years have you been fired from any job for any reason?.....			X
31. Within the last five years have you quit a job after being notified that you would be fired?..... If your answer to 30 or 31 above is "Yes," give details in Item 37. Show the name and address (including ZIP Code) of employer, approximate date, and reasons in each case. This information should agree with your answers in Item 20, EXPERIENCE.			X
32. Have you ever been convicted of an offense against the law or forfeited collateral, or are you now under charges for any offense against the law? (You may omit: (1) traffic violations for which you paid a fine of \$30.00 or less; and (2) any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a Youth Offender law.).....			X
33. While in the military service were you ever convicted by general court-martial?..... If your answer to 32 or 33 is "Yes," give details in Item 37. Show for each offense: (1) date; (2) charge; (3) place; (4) court; and (5) action taken.			n/a
34. Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours (by blood or marriage)? (See Items 34 and 35 in the attached instruction sheet.).....			X
35. Do you live with, or within the past 12 months have you lived with, any of these relatives who are employed in a civilian capacity?..... If your answer to 34 is "Yes," give in Item 37 for such relatives: (1) full name; (2) present address (including ZIP Code); (3) relationship; (4) department, agency, or branch of the Armed Forces. If your answer to 35 is "Yes," also give the kind of appointment held by the relative(s) you live with or have lived with within the past 12 months.			X
36. Do you receive or do you have a pending application for retirement or retainer pay, pension, or other compensation based upon military, Federal civilian, or District of Columbia Government service?..... If your answer is "Yes," give details in Item 37.			X

[illegible]

ATTENTION — THIS STATEMENT MUST BE SIGNED

A false answer to any question in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All the information you give will be considered in reviewing your Statement and is subject to investigation. A false answer to items 27 or 28 could deprive you of your right to an annuity when you reach retirement age in addition to the penalties described above.

<p>CERTIFICATION</p> <p>I CERTIFY that all of the statements made in this Statement are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.</p>	<p>SIGNATURE (<i>Sign in ink</i>)</p> 	<p>DATE SIGNED</p> <p>May 17, 1977</p>
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NOTICE OF RATING

APPLICANT MUST FILL IN ALL BLANKS IN THIS SECTION ONLY

TITLE OF EXAMINATION Stenographer and Typist	PLACE OF EXAMINATION Washington, D.C.	DATE OF TEST April 25, 1977
NAME AND ADDRESS (Number, Street, City, State and ZIP Code) Lillian B. Johnson 7516 Forest Road Landover, Maryland 20875		<i>This is not a notice of appointment. It is a record of your rating. It is important that you keep it.</i> PERIOD OF CONSIDERATION FROM ISSUE DATE <input type="checkbox"/> 6 MONTHS <input type="checkbox"/> 12 MONTHS <input checked="" type="checkbox"/> 3 years SEE REVERSE SIDE

☒ You are ELIGIBLE for the following grade(s):

CLERK-TYPIST	CLERK-STENOGRAPHER	CLERK-DICTATING MACHINE TRANSCRIBER	CLERK-STENOGRAPHER (TRAINEE)	YOUR NUMERICAL RATING IS	FOR CIVIL SERVICE COMMISSION USE ONLY
<input type="checkbox"/> GS-2 <input type="checkbox"/> GS-3 <input checked="" type="checkbox"/> GS-4	<input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4 <input checked="" type="checkbox"/> GS-5	<input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4	<input type="checkbox"/> GS-2	82.0	TEST SCORES
AMOUNT OF VETERAN PREFERENCE INCLUDED IN YOUR RATING: 5-PTS <input type="checkbox"/> 10-PTS <input type="checkbox"/>					I GENERAL TEST (CLERICAL PLUS VERBAL) 102

☐ You are INELIGIBLE for the following grade(s):

CLERK-TYPIST	CLERK-STENOGRAPHER	CLERK-DICTATING MACHINE TRANSCRIBER	CLERK-STENOGRAPHER (TRAINEE)
<input type="checkbox"/> GS-2 <input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4	<input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4 <input type="checkbox"/> GS-5	<input type="checkbox"/> GS-3 <input type="checkbox"/> GS-4	<input type="checkbox"/> GS-2

REASON FOR INELIGIBILITY:

- ☐ You did not earn a passing score for the grade(s), checked ineligible, therefore no numerical rating is assigned for them.
- ☐ You did not pass the typing performance test.
- ☐ You did not pass the stenography performance test.
- ☐ Your lowest acceptable salary is higher than that of the position in which you qualify.
- ☐ Your qualifications statement does not show that you meet the minimum experience or education required for the grade(s) checked ineligible.
- ☐ You failed to reply to official correspondence.
- ☐

THE ITEMS CHECKED BELOW APPLY TO YOU:

- ☐ You passed the general tests. If you recompute, you need retake only the typing part (and dictating part if you apply for stenographer) of the test. You must also present this notice and a Personal Qualifications Statement, Standard Form 171.
- ☐ You failed the stenography test only. If you recompute, you need retake only that test. You must also present this notice and a Personal Qualifications Statement, S.F. 171.
- ☐ You may not enter on duty until completion of required education is shown.
- ☐ Your qualifications statement is attached in case you wish to apply for a different position.

DATE OF ISSUE April 25, 1977	ISSUING OFFICE United States Civil Service Commission 1900 E Street, N.W. Washington, D.C. 20415 <i>#99</i>
--	--

SEE OTHER SIDE FOR EXPLANATION OF SCORES

II	TYPING 64/6
III	DICTATION 119
IV	CLERICAL 61
V	VERBAL 41

BE SURE TO READ THE IMPORTANT MESSAGES ON THE BACK OF THIS FORM

Part I

CSC FORM 4008-C
OCTOBER 1973

Superior Court of the District of Columbia

Certificate of Appreciation

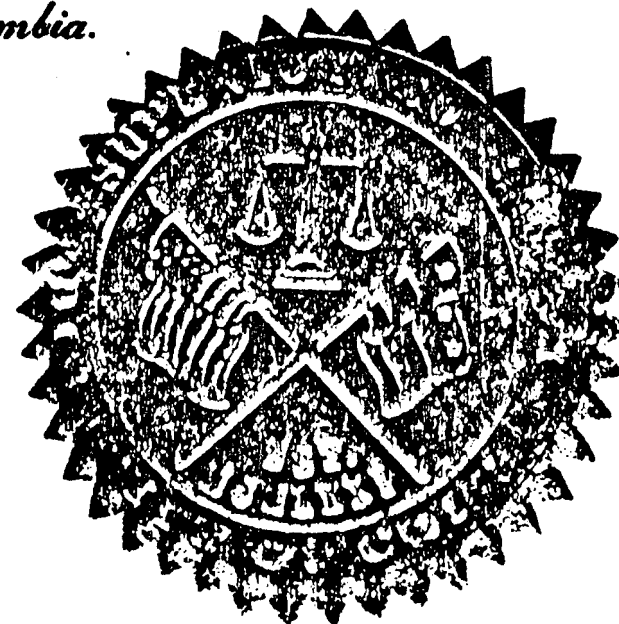
LILLIAN B. JOHNSON, having served with distinction as a juror in the Superior Court of the District of Columbia during the month of JANUARY 19 ⁷⁵, is presented this certificate of appreciation for significant community service by the Judges of the Court on behalf of the grateful citizens of the District of Columbia.

Donald H. Gurne

CHIEF JUDGE

Arnold J. Qualech

EXECUTIVE OFFICER,
DISTRICT OF COLUMBIA COURTS



1977 Inaugural Committee



February 7, 1977

Dear Ms. Johnson:

President Carter and Vice President Mondale have asked us to express their sincere appreciation to you for your most commendable efforts in support of the 1977 Inauguration.

The Inauguration of the President of the United States is a moment in history that serves as a vehicle to communicate to the world the commitment and spirit of the New Administration.

It is with this in mind that I forward this letter to you as a member of the Inaugural Security and Credential Committee. You displayed the highest degree of professionalism and dedication in many important tasks.

You were always willing and ready to work long hours, above and beyond the normal work day. You volunteered your services for almost anything asked of you.

Throughout the planning and implementation period, you were faced with an everchanging list of requirements. Your dedication to duty, understanding of the difficulties faced by the Inaugural Committee, and cooperative attitude are indicative of a true professional. Your overall manner of performance was truly outstanding.

If we had the power today, each of you would receive a tangible medal of citation for the highest award of Volunteer Action. Possessing only words, we say again, thank you for all the service given so unselfishly.

Sincerely,

Frank Wilson
Frank Wilson, Director
Security & Credentials Committee

Donald Brock
Donald Brock, Deputy Chief
In Charge of Internal Security



LILLIAN BARBARA JOHNSON

served with distinction on behalf of the
Armed Forces of the United States
at the Inauguration of

Jimmy Carter

on the twentieth day of January,
one thousand, nine-hundred seventy-seven
in Washington, District of Columbia

Bardyl R. Tirana
Bardyl R. Tirana

Vicki Rogers
Vicki Rogers

Co-Chairpersons

1977 Inaugural Committee

R. G. Verks
Robert G. Verks

Major General USA

Chairman

THE WHITE HOUSE

WASHINGTON

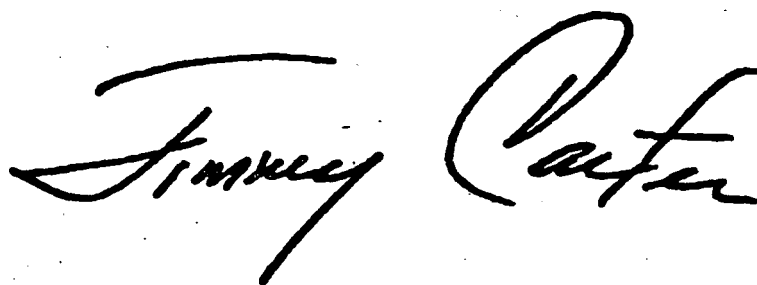
February 3, 1977

To Lillian Johnson

I deeply appreciate your dedicated and untiring work on the 1977 inauguration. The inaugural program was a great success, open to all of our citizens. This would not have been possible without the unselfish help, cheerful spirit and long hours freely given by volunteers such as you.

You have helped to set an example of what we Americans can accomplish by sharing our talents and energies with each other. Many thanks.

Sincerely,

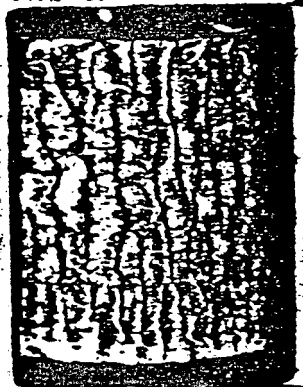
A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink and is positioned below the word "Sincerely,".

Miss Lillian Johnson
7516 Forest Road
Landover, Maryland 20875



Your assistance with the 1977 Inauguration meant a great deal to me personally. More importantly, it was a great example of what we Americans can accomplish by sharing our talents and energies with each other.

Jimmy Carter



1977 Inaugural Committee



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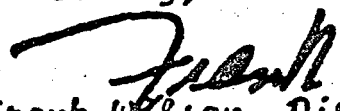
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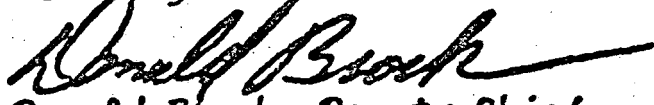
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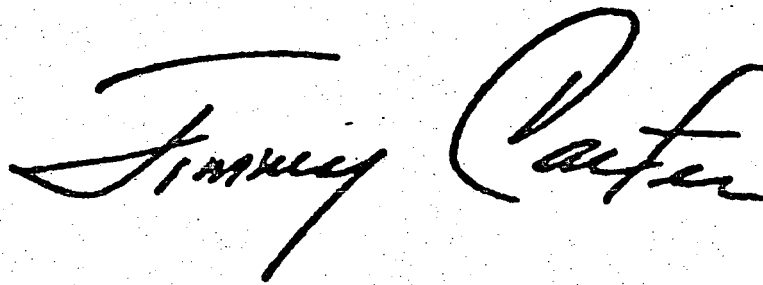
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Sincerely,

A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink and is positioned below the word "Sincerely,".

Miss Lillian Johnson
7516 Forest Road
Landover, Maryland 20875

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
Lillian B. Johnson	January 12, 1978
Employee Social Security Number	Type of Action
JFK Act 5 (g) (2) (D)	<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 _____)
Employing Office or Committee/Subcommittee	Specify Date
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. 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 29, 19 77

Louis Stokes
(Signature of Authorizing Official)

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

Louis Stokes

(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

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or Ballpoint Pen)

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

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Employing Office or Committee/Subcommittee	
Assassinations	

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