

Assassination Records Review Board

Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10463
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: 19

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: 15

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 : 180-10060-10463

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 10/12/76
PAGES : 29

SUBJECTS :
HSCA, ADMINISTRATION
LARSON, BILLIE GAY

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

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
Billie Gay Larson	3/6/77
Employee Social Security Number	Type of Action
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment
Employing Office or Committee	<input type="checkbox"/> Salary Adjustment
Select Committee on Assassinations	<input checked="" 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

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 222 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 March 16, 1977

(Signature of Authorizing Official)

Louis Stokes, Chairman

(Type or print name of Authorizing Official)

Select Committee on Assassinations

(Title—If Member, District and State)

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

APPROVED: _____

Chairman, Committee on House Administration

Office of Finance use only:

Office Code _____

Monthly Annuity \$ _____ .00

*to FO, Ins Mail
3/21*

Copy for Initiating Office or Committee

Select Committee on Assassinations

U.S. House of Representatives

3342 HOUSE OFFICE BUILDING, ANNEX 2

WASHINGTON, D.C. 20515

March 2, 1977

Richard A. Sprague
Chief Counsel and Director
Select Committee on Assassinations
Washington, D.C.

Dear Mr. Sprague:

As we discussed today, I have accepted a position in the Office of the Speaker of the House effective Monday, March 7.

I would like to convey to you my personal admiration and feel we are very fortunate to have a person of your caliber in the service of the Congress.

Your continued leadership of the investigations is absolutely vital and I wish you every success.

Respectfully,

Billie Gay Larson

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
Billie Gay Larson	2-1-77
Employee Social Security Number	Type of Action
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment
Employing Office or Committee	<input checked="" type="checkbox"/> Salary Adjustment
Select Committee on 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
	\$10,000.

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 11 of 95 Congress.
- ☐ Joint Committee.

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

Position Number _____ If applicable, Level _____ Step _____

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

Date 2-28-77, 19 (Signature of Authorizing Official)
Henry B. Gonzalez(Type or print name of Authorizing Official)
Chairman

(Title—If Member, District and State)

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

APPROVED: _____

Chairman, Committee on House Administration

Office of Finance use only:

Office Code _____

Monthly Annuity \$ _____ .00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM(Please Use Typewriter
or Ballpoint Pen)**U.S. HOUSE OF REPRESENTATIVES**
Washington, D.C. 20515(Any erasures, corrections, or changes
on this form must be initialed by the
authorizing official.)**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Gay Larson	1/3/77
Employee Social Security Number	Type of Action
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment
Employing Office or Committee	<input checked="" type="checkbox"/> Salary Adjustment
Select Committee on 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
	\$10,400.

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. **11** of **95** Congress.
- ☐ Joint Committee.

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

Position Number _____ If applicable, Level _____ Step _____

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

Date _____, 19**77**

(Signature of Authorizing Official)

Henry B. Gonzalez

(Type or print name of Authorizing Official)

Chairman

(Title—If Member, District and State)

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

APPROVED: _____

Chairman, Committee on House Administration

Office of Finance use only:

Office Code _____

Monthly Annuity \$ _____ .00

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
Billie Gay Larson	1/1/77
Employee Social Security Number	Type of Action
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment
Employing Office or Committee	<input checked="" type="checkbox"/> Salary Adjustment
Select Committee on 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	\$15,000

(If Committee Employee, complete appropriate item below.)

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

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

Position Number _____ If applicable, Level _____ Step _____

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

Date December 29, 1976

(Signature of Authorizing Official)

Thomas H. Downing, Chairman

(Type or print name of Authorizing Official)

Select Committee on Assassinations

(Title—If Member, District and State)

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

APPROVED: _____

Chairman, Committee on House Administration

Office of Finance use only:

Office Code _____

Monthly Annuity \$ _____ .00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM(Please 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
Billie Gay Larson	12/1/76
Employee Social Security Number	Type of Action
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment
Employing Office or Committee	<input checked="" type="checkbox"/> Salary Adjustment
Select Committee on 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	\$14,000

(If Committee Employee, complete appropriate item below.)

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

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

Position Number _____ If applicable, Level _____ Step _____

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

Date December 2, 1976

(Signature of Authorizing Official)

Thomas N. Downing, Chairman

(Type or print name of Authorizing Official)

Select Committee on Assassinations

(Title—If Member, District and State)

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

APPROVED: _____

Chairman, Committee on House Administration

Office of Finance use only:

Office Code _____

Monthly Annuity \$ _____ .00

Copy for Initiating Office or Committee

(Please Use Typewriter
or Ballpoint Pen)

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

ns, or changes
on this form must be initialed by the
authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Billie Gay Larson	October 12, 1976
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
Select Committee on 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.)

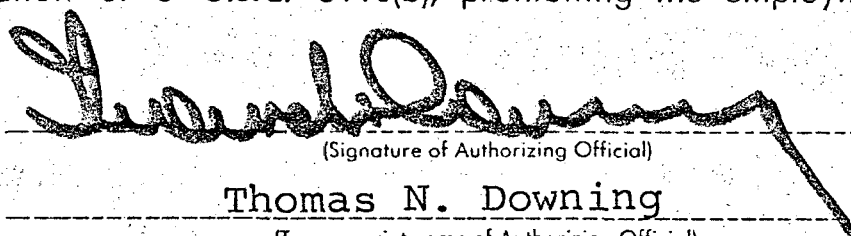
- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
- ☐ Joint Committee.

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

Position Number _____ If applicable, Level _____ Step _____

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

Date October 14, 19 76


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

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

APPROVED: _____

Chairman, Committee on House Administration

Office of Finance use only:

Office Code _____

Monthly Annuity \$ _____ .00

ORIGINAL - To Finance Office (For official personnel folder)

MEMORANDUM

TO: All Staff Employees
FROM: Budget Officer
DATE: January 3, 1977
RE: Payroll Certification

Starting with the January, 1977 payroll, the certification to the House Finance Office requires, among other things, the relationship, if any, of each staff employee to any current Member of Congress (those taking office January 3, 1977).

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

father
mother
son
daughter
brother
sister
uncle
aunt
first cousin

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

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

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

Approved
Richard A. Sprague

I am not related X

I am related by the following relationship _____


Signature of Employee

January 10, 1977
Date

March 4, 1977

Ms. Billie Gay Larson
514 Sixth Street, S.W.
Apt. A
Washington, D.C. 20003

Dear Billie:

Although I am sorry to see you leave this staff, I fully understand the reasons and think the position that has been offered you in the office of the Speaker of the House is wonderful and on your behalf I am most happy to see you move into that position.

I do want to thank you for all of your efforts on our behalf. You have not only performed your job exceedingly well, but you have been a great help to me personally in many of your comments and suggestions. Beyond that, I have admired you as a person and have enjoyed the feeling of closeness and friendship with you.

Best of wishes to you. I remain

Sincerely yours,

Richard A. Sprague
Chief Counsel and Director

RAS:elb

Select Committee on Assassinations

U.S. House of Representatives

3342 HOUSE OFFICE BUILDING, ANNEX 2

WASHINGTON, D.C. 20515

March 2, 1977

Richard A. Sprague
Chief Counsel and Director
Select Committee on Assassinations
Washington, D.C.

Dear Mr. Sprague:

As we discussed today, I have accepted a position in the Office of the Speaker of the House effective Monday, March 7.

I would like to convey to you my personal admiration and feel we are very fortunate to have a person of your caliber in the service of the Congress.

Your continued leadership of the investigations is absolutely vital and I wish you every success.

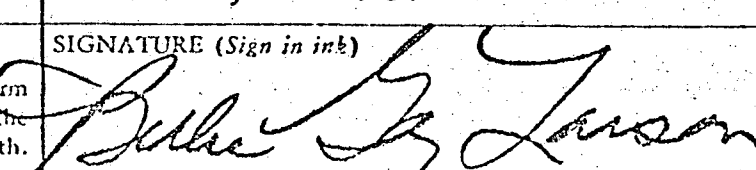
Respectfully,



Billie Gay Larson

Congress of the United States
Employment Information Form

1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code) Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003		10. Birth date (Month, Day, Year) 5-19-44	14. Lowest acceptable annual salary in specific figures \$ 13,000
2. Home phone (including Area Code) 202-547-3049		11. Home State Utah	
3. Other phone (including Area Code) 202-225-2906 <i>ASK FOR MARY</i>		15. Number of dependents other than self 0	
4. Kind of job you are applying for: secretarial, research, clerk		16. Weight 110	
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		17. Social Security Number JFK Act 5 (g) (2) (D)	
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		18. Skills <input checked="" type="checkbox"/> Typing <u>75</u> wpm. <input checked="" type="checkbox"/> Shorthand <u>80</u> wpm. <small>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</small>	
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Office equipment (specify) _____	
8. When will you be available? 9-20-76		<input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <small>(State expertise with specific systems, languages, and components.)</small>	
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964	
20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes <u>5/62</u> <input type="checkbox"/> No _____ <small>COURSE EMPHASIS: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) <u>debate, journalism, drama</u> HIGHEST GRADE COMPLETED _____</small>			
21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. Supervisory Development Seminar Foremost Insurance Company (one week seminar, spring '75) Grand Rapids, Michigan			
22. A. Name and location (City and State) of colleges or universities attended.			
University of Utah		COURSES STUDIED	
hist. phil.		CREDITS COMPLETED	
190		Grade-Point Average on 4.0 Scale	
2.7		Rank in Class	
62		Dates Attended	
69		Type of Degree	
BS		Year of Degree	
'69			
B. Chief undergraduate college subjects			
CREDITS COMPLETED		C. Chief graduate college subjects	
Semester Quarter		Semester Quarter	
D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.) Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.			
23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish		24. Dates of military service, if any. Branch: NA Rank: Serial No.: _____	
Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)			
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)			
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?			
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)			
28. Space for detailed answers. Indicate Item number to which answers apply.			
Item No. 27		Do Not Write In This Block	
1 Nancy L. Larson		Retested 9-27-76 TEST RESULTS	
2 sister		TYPING: <u>71</u> W.P.M. ON A 5 MINUTE TEST	
3 Office of Guam		(<u>78</u> W.P.M., <u>7</u> ERRORS)	
Federal Building		SHORTHAND: <u>80</u> W.P.M. ON A 3 MINUTE TEST	
San Francisco, CA		OTHER TEST SCORES: <u>5</u>	
		VERIFIED BY: <u>APW / RY</u> DATE: <u>9/13/76</u>	

29. PART-TIME And SUMMER Employment During The Last Three Years.			
Name of Employer	Dates	Salary	Position and Duties
30. FULL-TIME Employment. (List Most Recent Experience First.)			
1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
Name of immediate supervisor Tom Edwards		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA	
Area Code and Phone No., if known 415/934-1400			
May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for wanting to leave			
Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.			
2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
Name of immediate supervisor Harold Kramer, President		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publising 231 Adrian Road Walnut Creek, CA	
Area Code and Phone No., if known 415/692-4500			
Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)			
Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.			
3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
Name of immediate supervisor Sanford M. Stoddard (deceased)		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah	
Area Code and Phone No., if known			
Reason for leaving moved from Utah to California			
Description of work Prepared legal documents and correspondence for senior partner. Responsible for ordering all office supplies used by staff of 22.			
4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
Name of immediate supervisor Attorney General Phil L. Hansen		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah	
Area Code and Phone No., if known			
Reason for leaving end of Mr. Hansen's term of office			
Description of work Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.			
31. 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 Items 29 and 30.			
FULL NAME		PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.		Fabian & Clendenin (see 3. above)	Attorney
David Hinds		763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty		601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor, U. Texas, Austin
CERTIFICATION		SIGNATURE (Sign in ink)	DATE SIGNED
I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the knowledge and belief, and are made in good faith.			9/13/76

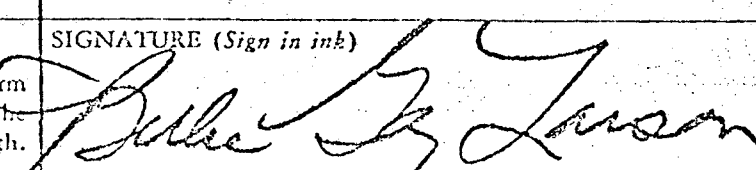
Congress of the United States
Employment Information Form

1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code) Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003		10. Birth date (Month, Day, Year) 5-19-44		14. Lowest acceptable annual salary in specific figures \$ 13,000							
2. Home phone (including Area Code) 202-547-3049		3. Other phone (including Area Code) 202-225-2906 <i>ASK FOR MARY ANN</i>		11. Home State Utah		15. Number of dependents other than self 0					
				12. Height 5 Feet 6 Inches		16. Weight 110					
4. Kind of job you are applying for: secretarial, research, clerk		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		17. Social Security Number <div style="border: 1px solid black; padding: 2px;">JFK Act 5 (g) (2) (D)</div>							
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		18. Skills <input checked="" type="checkbox"/> Typing 75 wpm. <input checked="" type="checkbox"/> Shorthand 80 wpm. <small>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</small> <input type="checkbox"/> Office equipment (specify) _____ <input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <small>(State expertise with specific systems, languages, and components.)</small>									
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No											
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
8. When will you be available? 9-20-76											
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964									
20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes 5/62 <input type="checkbox"/> No Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) debate, journalism, drama HIGHEST GRADE COMPLETED											
21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. Supervisory Development Seminar Foremost Insurance Company (one week seminar, spring '75) Grand Rapids, Michigan											
22. A. Name and location (City and State) of colleges or universities attended.		COURSES STUDIED		CREDITS COMPLETED		Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended		Type of Degree	Year of Degree
		Major	Minor	Semester	Quarter			From	To		
University of Utah		hist.	phil.		190	2.7		62	69	BS	'69
B. Chief undergraduate college subjects		CREDITS COMPLETED		C. Chief graduate college subjects				CREDITS COMPLETED			
		Semester	Quarter					Semester	Quarter		
D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.) Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.											
23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish				24. Dates of military service, if any. Branch: NA Rank: Serial No.: From: To:							
Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)								YES	NO		
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)									X		
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?									X		
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)								X			
28. Space for detailed answers. Indicate Item number to which answers apply.										Do Not Write In This Block TEST RESULTS TYPING: 71 W.P.M. ON A 5 MINUTE TEST (78 W.P.M., 7 ERRORS) SHORTHAND: 80 W.P.M. ON A 3 MINUTE TEST OTHER TEST SCORES: VERIFIED BY: APW / 10/7 DATE: 9/13/76	
Item No.	27										
1	Nancy L. Larson										
2	sister										
3	Office of Guam										
	Federal Building										
	San Francisco, CA										

MAILING ADDRESS:

JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

29. PART-TIME And SUMMER Employment During The Last Three Years.			
Name of Employer	Dates	Salary	Position and Duties

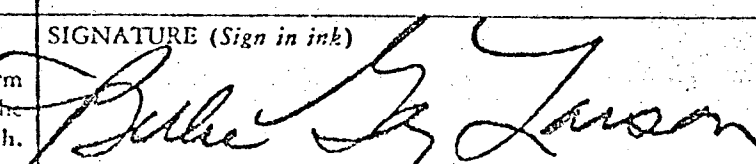
30. FULL-TIME Employment. (List Most Recent Experience First.)			
1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
Name of immediate supervisor Tom Edwards		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA	
Area Code and Phone No., if known 415/934-1400			
May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for wanting to leave			
Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.			
2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
Name of immediate supervisor Harold Kramer, President		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publisng 231 Adrian Road Walnut Creek, CA	
Area Code and Phone No., if known 415/692-4500			
Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)			
Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.			
3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
Name of immediate supervisor Sanford M. Stoddard (deceased)		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah	
Area Code and Phone No., if known			
Reason for leaving moved from Utah to California			
Description of work Prepared legal documents and correspondence for senior partne Responsible for ordering all office supplies used by staff of 22.			
4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
Name of immediate supervisor Attorney General Phil L. Hansen		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah	
Area Code and Phone No., if known			
Reason for leaving end of Mr. Hansen's term of office			
Description of work Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptioni and on telephone desk.			
31. 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 Items 29 and 30.			
FULL NAME		PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.		Fabian & Clendenin (see 3. above)	Attorney
David Hinds		763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty		601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor, U. Texas, Austin
CERTIFICATION		SIGNATURE (Sign in ink)	DATE SIGNED
I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.			9/13/76

Employment Information Form

1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code) Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003		10. Birth date (Month, Day, Year) 5-19-44		14. Lowest acceptable annual salary in specific figures \$ 13,000	
2. Home phone (including Area Code) 202-547-3049		3. Other phone (including Area Code) 202-225-2906 ASK FOR MARILYN		11. Home State Utah	
4. Kind of job you are applying for: secretarial, research, clerk		5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		12. Height 5 Feet 6 Inches	
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8. When will you be available? 9-20-76		9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		15. Number of dependents other than self 0	
19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964		20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) debate, journalism, drama		16. Weight 110	
21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. Supervisory Development Seminar Foremost Insurance Company Grand Rapids, Michigan (one week seminar, spring '75)		22. A. Name and location (City and State) of colleges or universities attended. University of Utah		17. Social Security Number JFK Act 5 (g) (2) (D)	
22. B. Chief undergraduate college subjects		C. Chief graduate college subjects		18. Skills <input checked="" type="checkbox"/> Typing 75 wpm. <input checked="" type="checkbox"/> Shorthand 80 wpm. (To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.) <input type="checkbox"/> Office equipment (specify) <input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst (State expertise with specific systems, languages, and components.)	
23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish		24. Dates of military service, if any. Branch: NA Rank: Serial No.:		19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964	
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)		26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)	
28. Space for detailed answers. Indicate Item number to which answers apply.		29. Space for detailed answers. Indicate Item number to which answers apply.		30. Space for detailed answers. Indicate Item number to which answers apply.	
Item No. 27 1 Nancy L. Larson 2 sister 3 Office of Guam Federal Building San Francisco, CA		Item No. 28 1 Nancy L. Larson 2 sister 3 Office of Guam Federal Building San Francisco, CA		Item No. 29 1 Nancy L. Larson 2 sister 3 Office of Guam Federal Building San Francisco, CA	
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67. Space for detailed answers. Indicate Item number to which answers apply.		68. Space for detailed answers. Indicate Item number to which answers apply.		69. Space for detailed answers. Indicate Item number to which answers apply.	
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73. Space for detailed answers. Indicate Item number to which answers apply.		74. Space for detailed answers. Indicate Item number to which answers apply.		75. Space for detailed answers. Indicate Item number to which answers apply.	
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82. Space for detailed answers. Indicate Item number to which answers apply.		83. Space for detailed answers. Indicate Item number to which answers apply.		84. Space for detailed answers. Indicate Item number to which answers apply.	
85. Space for detailed answers. Indicate Item number to which answers apply.		86. Space for detailed answers. Indicate Item number to which answers apply.		87. Space for detailed answers. Indicate Item number to which answers apply.	
88. Space for detailed answers. Indicate Item number to which answers apply.		89. Space for detailed answers. Indicate Item number to which answers apply.		90. Space for detailed answers. Indicate Item number to which answers apply.	
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97. Space for detailed answers. Indicate Item number to which answers apply.		98. Space for detailed answers. Indicate Item number to which answers apply.		99. Space for detailed answers. Indicate Item number to which answers apply.	
100. Space for detailed answers. Indicate Item number to which answers apply.		101. Space for detailed answers. Indicate Item number to which answers apply.		102. Space for detailed answers. Indicate Item number to which answers apply.	
103. Space for detailed answers. Indicate Item number to which answers apply.		104. Space for detailed answers. Indicate Item number to which answers apply.		105. Space for detailed answers. Indicate Item number to which answers apply.	
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109. Space for detailed answers. Indicate Item number to which answers apply.		110. Space for detailed answers. Indicate Item number to which answers apply.		111. Space for detailed answers. Indicate Item number to which answers apply.	
112. Space for detailed answers. Indicate Item number to which answers apply.		113. Space for detailed answers. Indicate Item number to which answers apply.		114. Space for detailed answers. Indicate Item number to which answers apply.	
115. Space for detailed answers. Indicate Item number to which answers apply.		116. Space for detailed answers. Indicate Item number to which answers apply.		117. Space for detailed answers. Indicate Item number to which answers apply.	
118. Space for detailed answers. Indicate Item number to which answers apply.		119. Space for detailed answers. Indicate Item number to which answers apply.		120. Space for detailed answers. Indicate Item number to which answers apply.	
121. Space for detailed answers. Indicate Item number to which answers apply.		122. Space for detailed answers. Indicate Item number to which answers apply.		123. Space for detailed answers. Indicate Item number to which answers apply.	
124. Space for detailed answers. Indicate Item number to which answers apply.		125. Space for detailed answers. Indicate Item number to which answers apply.		126. Space for detailed answers. Indicate Item number to which answers apply.	
127. Space for detailed answers. Indicate Item number to which answers apply.		128. Space for detailed answers. Indicate Item number to which answers apply.		129. Space for detailed answers. Indicate Item number to which answers apply.	
130. Space for detailed answers. Indicate Item number to which answers apply.		131. Space for detailed answers.			

Describe Employment Experience On This Form.

(A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.			
Name of Employer	Dates	Salary	Position and Duties
30. FULL-TIME Employment. (List Most Recent Experience First.)			
1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
Name of immediate supervisor Tom Edwards		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA	
Area Code and Phone No., if known 415/934-1400			
May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for wanting to leave			
Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.			
2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
Name of immediate supervisor Harold Kramer, President		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publisng 231 Adrian Road Walnut Creek, CA	
Area Code and Phone No., if known 415/692-4500			
Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)			
Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.			
3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
Name of immediate supervisor Sanford M. Stoddard (deceased)		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah	
Area Code and Phone No., if known			
Reason for leaving moved from Utah to California			
Description of work Prepared legal documents and correspondence for senior partne Responsible for ordering all office supplies used by staff of 22.			
4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
Name of immediate supervisor Attorney General Phil L. Hansen		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah	
Area Code and Phone No., if known			
Reason for leaving end of Mr. Hansen's term of office			
Description of work Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptioni and on telephone desk.			
31. 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 Items 29 and 30.			
FULL NAME		PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.		Fabian & Clendenin (see 3. above)	Attorney
David Hinds		763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty		601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor U. Texas, Austin
CERTIFICATION I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.		SIGNATURE (Sign in ink) 	DATE SIGNED 9/13/76

Congress of the United States

Employment Information Form

1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code) Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003		10. Birth date (Month, Day, Year) 5-19-44	14. Lowest acceptable annual salary in specific figures \$ 13,000																																																								
2. Home phone (including Area Code) 202-547-3049		11. Home State Utah	15. Number of dependents other than self 0																																																								
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4. Kind of job you are applying for: secretarial, research, clerk		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	17. Social Security Number JEF Act 5 (g) (2) (D)																																																								
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		18. Skills <input checked="" type="checkbox"/> Typing 75 wpm. <input checked="" type="checkbox"/> Shorthand 80 wpm. <i>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</i> <input type="checkbox"/> Office equipment (specify) _____ <input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <i>(State expertise with specific systems, languages, and components.)</i>																																																									
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964																																																									
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes 5/62 <input type="checkbox"/> No Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) debate, journalism, drama																																																									
8. When will you be available? 9-20-76		21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. Supervisory Development Seminar Foremost Insurance Company (one week seminar, spring '75) Grand Rapids, Michigan																																																									
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		22. A. Name and location (City and State) of colleges or universities attended. University of Utah																																																									
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">COURSES STUDIED</th> <th colspan="2">CREDITS COMPLETED</th> <th rowspan="2">Grade-Point Average on 4.0 Scale</th> <th rowspan="2">Rank in Class</th> <th colspan="2">Dates Attended</th> <th rowspan="2">Type of Degree</th> <th rowspan="2">Year of Degree</th> </tr> <tr> <th>Major</th> <th>Minor</th> <th>Semester</th> <th>Quarter</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>hist.</td> <td>phil.</td> <td></td> <td>190</td> <td>2.7</td> <td></td> <td>62</td> <td>69</td> <td>BS</td> <td>'69</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		COURSES STUDIED		CREDITS COMPLETED		Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended		Type of Degree	Year of Degree	Major	Minor	Semester	Quarter	From	To	hist.	phil.		190	2.7		62	69	BS	'69																														
COURSES STUDIED		CREDITS COMPLETED		Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended				Type of Degree	Year of Degree																																																
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23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish					24. Dates of military service, if any. Branch: NA Rank: _____ Serial No.: _____																																																						
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	Federal Building																																																										
	San Francisco, CA																																																										

Do Not Write In This Block

9-27-76 **71** TEST RESULTS

TYPING: **78** W.P.M., **7** ERRORS)

SHORTHAND: **80** W.P.M. ON A 3 MINUTE TEST

OTHER TEST SCORES: **5**

VERIFIED BY: **APW / 107** DATE: **9/13/76**

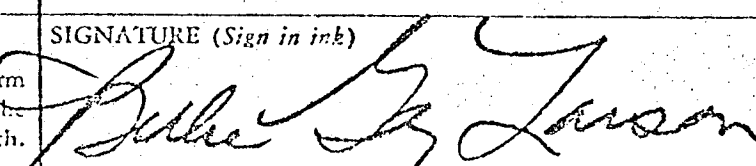
29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
Name of immediate supervisor Tom Edwards		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA	
Area Code and Phone No., if known 415/934-1400			
May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for wanting to leave			
Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.			
2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
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Area Code and Phone No., if known 415/692-4500			
Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)			
Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.			
3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
Name of immediate supervisor Sanford M. Stoddard (deceased)		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah	
Area Code and Phone No., if known			
Reason for leaving moved from Utah to California			
Description of work Prepared legal documents and correspondence for senior partne Responsible for ordering all office supplies used by staff of 22.			
4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
Name of immediate supervisor Attorney General Phil L. Hansen		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah	
Area Code and Phone No., if known			
Reason for leaving end of Mr. Hansen's term of office			
Description of work Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptioni and on telephone desk.			

31. 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 Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor U. Texas, Austin
CERTIFICATION I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.	SIGNATURE (Sign in ink) 	DATE SIGNED 9/13/76

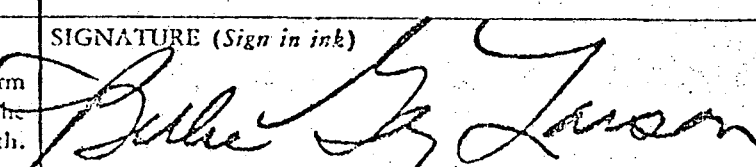
Congress of the United States
Employment Information Form

1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code) Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003		10. Birth date (Month, Day, Year) 5-19-44	14. Lowest acceptable annual salary in specific figures \$ 13,000
2. Home phone (including Area Code) 202-547-3049		11. Home State Utah	
3. Other phone (including Area Code) 202-225-2906 ASK FOR MARTIN		15. Number of dependents other than self 0	
4. Kind of job you are applying for: secretarial, research, clerk		16. Weight 110	
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		17. Social Security Number JFK Act 5 (g) (2) (D)	
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		18. Skills <input checked="" type="checkbox"/> Typing 75 wpm. <input checked="" type="checkbox"/> Shorthand 80 wpm. <small>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</small>	
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Office equipment (specify) _____	
8. When will you be available? 9-20-76		<input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <small>(State expertise with specific systems, languages, and components.)</small>	
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964			
20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes 5/62 <input type="checkbox"/> No Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) debate, journalism, drama HIGHEST GRADE COMPLETED			
21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. Supervisory Development Seminar Foremost Insurance Company (one week seminar, spring '75) Grand Rapids, Michigan			
22. A. Name and location (City and State) of colleges or universities attended.		COURSES STUDIED	
University of Utah		Major: hist. Minor: phil.	
		CREDITS COMPLETED	
		Semester: Quarter: 190	
		Grade-Point Average on 4.0 Scale: 2.7	
		Rank in Class: 62	
		Dates Attended: From 62 To 69	
		Type of Degree: BS	
		Year of Degree: '69	
B. Chief undergraduate college subjects		CREDITS COMPLETED	
		Semester: Quarter:	
		C. Chief graduate college subjects	
		Semester: Quarter:	
D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.) Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.			
23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish		24. Dates of military service, if any. Branch: NA Rank: Serial No.: From: To:	
Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)		YES NO	
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)		<input type="checkbox"/> <input checked="" type="checkbox"/>	
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		<input checked="" type="checkbox"/> <input type="checkbox"/>	
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)		<input checked="" type="checkbox"/> <input type="checkbox"/>	
28. Space for detailed answers. Indicate item number to which answers apply.		Do Not Write In This Block	
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2 sister		(78 W.P.M., 7 ERRORS)	
3 Office of Guam		SHORTHAND: 80 W.P.M. ON A 3 MINUTE TEST	
Federal Building		OTHER TEST	
San Francisco, CA		SCORES: 5	
		VERIFIED BY: APW / 108 DATE: 9/13/76	

29. PART-TIME And SUMMER Employment During The Last Three Years.			
Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)			
1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
Name of immediate supervisor Tom Edwards		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA	
Area Code and Phone No., if known 415/934-1400			
May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for wanting to leave			
Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.			
2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
Name of immediate supervisor Harold Kramer, President		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publising 231 Adrian Road Walnut Creek, CA	
Area Code and Phone No., if known 415/692-4500			
Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)			
Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.			
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Congress of the United States

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5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	16. Weight 110
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Semester Quarter		Semester Quarter	
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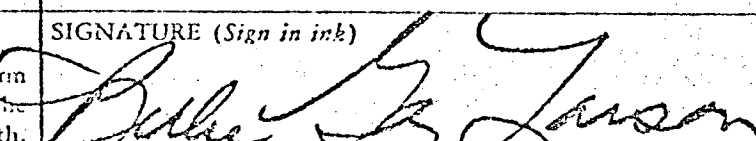
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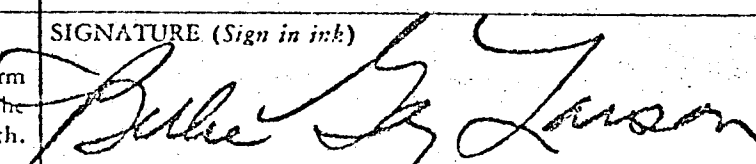
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MAILING ADDRESS:

JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

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David Hinds		763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty		601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor U. Texas, Austin
CERTIFICATION I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.		SIGNATURE (Sign in ink) 	DATE SIGNED 9/13/76

Congress of the United States
Employment Information Form

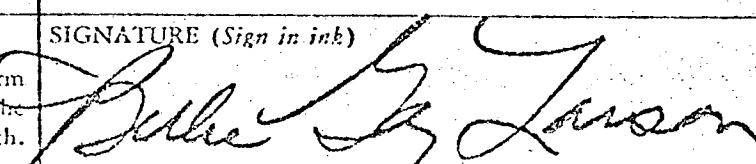
1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code) Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003		10. Birth date (Month, Day, Year) 5-19-44	14. Lowest acceptable annual salary in specific figures \$ 13,000								
2. Home phone (including Area Code) 202-547-3049		11. Home State Utah									
3. Other phone (including Area Code) 202-225-2906 ASK FOR MARYLYN		15. Number of dependents other than self 0									
4. Kind of job you are applying for: secretarial, research, clerk		16. Weight 110									
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		17. Social Security Number JFK Act 5 (g) (2) (D)									
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		18. Skills <input checked="" type="checkbox"/> Typing 75 wpm. <input checked="" type="checkbox"/> Shorthand 80 wpm. <small>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</small> <input type="checkbox"/> Office equipment (specify) _____ <input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <small>(State expertise with specific systems, languages, and components.)</small>									
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
8. When will you be available? 9-20-76											
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. 1964											
20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes 5/62 <input type="checkbox"/> No Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) debate, journalism, drama MONTH/YEAR HIGHEST GRADE COMPLETED											
21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. Supervisory Development Seminar Foremost Insurance Company (one week seminar, spring '75) Grand Rapids, Michigan											
22. A. Name and location (City and State) of colleges or universities attended.	COURSES STUDIED		CREDITS COMPLETED		Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended		Type of Degree	Year of Degree	
	Major	Minor	Semester	Quarter			From	To			
University of Utah	hist.	phil.		190	2.7		62	69	BS	'69	
B. Chief undergraduate college subjects		CREDITS COMPLETED		C. Chief graduate college subjects		CREDITS COMPLETED					
		Semester	Quarter			Semester	Quarter				
D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.) Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.											
23. Other languages. (Show proficiency in speaking, writing, and reading.) read some French and Spanish					24. Dates of military service, if any. From: To: Branch: NA Rank: Serial No.:						
Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)											
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)										YES	NO
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?										X	X
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)										X	X
28. Space for detailed answers. Indicate Item number to which answers apply.											
Item No.	Do Not Write In This Block TEST RESULTS TYPING: 71 W.P.M. ON A 5 MINUTE TEST (78 W.P.M., 7 ERRORS) SHORTHAND: 80 W.P.M. ON A 3 MINUTE TEST OTHER TEST SCORES: VERIFIED BY: APW / 187 DATE: 9/13/76										
1	Nancy L. Larson										
2	sister										
3	Office of Guam										
	Federal Building										
	San Francisco, CA										

MAILING ADDRESS:

JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

Describe Employment Experience On This Form.

(A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.			
Name of Employer	Dates	Salary	Position and Duties
30. FULL-TIME Employment. (List Most Recent Experience First.)			
1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
Name of immediate supervisor Tom Edwards		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA	
Area Code and Phone No., if known 415/934-1400			
May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for wanting to leave			
Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.			
2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
Name of immediate supervisor Harold Kramer, President		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publising 231 Adrian Road Walnut Creek, CA	
Area Code and Phone No., if known 415/692-4500			
Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)			
Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.			
3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
Name of immediate supervisor Sanford M. Stoddard (deceased)		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah	
Area Code and Phone No., if known			
Reason for leaving moved from Utah to California			
Description of work Prepared legal documents and correspondence for senior partner. Responsible for ordering all office supplies used by staff of 22.			
4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
Name of immediate supervisor Attorney General Phil L. Hansen		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah	
Area Code and Phone No., if known			
Reason for leaving end of Mr. Hansen's term of office			
Description of work Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.			
31. 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 Items 29 and 30.			
FULL NAME		PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.		Fabian & Clendenin (see 3. above)	Attorney
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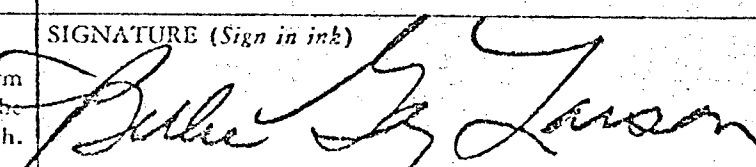
Employment Information Form

1. Name (Last, First, Middle) and Address (Number, Street, City, State, and ZIP Code) Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003		10. Birth date (Month, Day, Year) 5-19-44		14. Lowest acceptable annual salary in specific figures \$ 13,000	
2. Home phone (including Area Code) 202-547-3049		3. Other phone (including Area Code) 202-225-2906 ASK FOR MARILYN		11. Home State Utah	
4. Kind of job you are applying for: secretarial, research, clerk		12. Height 5 Feet 6 Inches		15. Number of dependents other than self 0	
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		16. Weight 110	
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		17. Social Security Number JFK Act 5 (g) (2) (D)		18. Skills <input checked="" type="checkbox"/> Typing 75 wpm. <input checked="" type="checkbox"/> Shorthand 80 wpm. (To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.) <input type="checkbox"/> Office equipment (specify) _____ <input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst (State expertise with specific systems, languages, and components.)	
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		Major Minor		Semester Quarter	
University of Utah		hist. phil.		190	
B. Chief undergraduate college subjects		CREDITS COMPLETED		C. Chief graduate college subjects	
		Semester Quarter		Semester Quarter	
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28. Space for detailed answers. Indicate Item number to which answers apply.					
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2	sister				
3	Office of Guam Federal Building San Francisco, CA				
Do Not Write In This Block					
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(78 W.P.M., 7 ERRORS)					
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WASHINGTON, D.C. 20515

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