Released under the John F. Kennedy Assassination Records Collection Act of 1992 (44 USC 2107 Note). Case#:NW 68261 Date: 09-01-2022

# **Assassination Records Review Board Final Determination Notification**

AGENCY : HSCA

RECORD NUMBER: 180-10060-10499

RECORD SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

**December 8, 1995** 

**Status of Document:** Postponed in Part

#### Number of releases of previously postponed information: 9

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:** 6

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

Date: 08/20/93

Page:1

#### JFK ASSASSINATION SYSTEM

#### IDENTIFICATION FORM

#### AGENCY INFORMATION

AGENCY: HSCA

RECORD NUMBER: 180-10060-10499

RECORDS SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER:

#### DOCUMENT INFORMATION

ORIGINATOR: HSCA

FROM:

TITLE :

DATE : 11/01/77

PAGES: 9

SUBJECTS:

HSCA, ADMINISTRATION

PONDER, MARY

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION: U
RESTRICTIONS: 3
CURRENT STATUS: P

DATE OF LAST REVIEW: 06/04/93

OPENING CRITERIA:

COMMENTS:

Box 2.

(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:

	Effective Date	
Mary Elizabeth Ponder	3/9/78	
Employee Social Security Number	Type of Action	
JFK Act 5 (g)(2)(D)	□ Appointment	
	☐ Salary Adjustment	
Employing Office or Committee/Subcommittee	Title Change The Change Termination (At close of business on effective date)	
Assassinations	☐ Leave without pay (Beginning with effective date above and ending	
	close of business	
(If type of action is an Appointment, Salary Adjustment, or Title Chang	ge, complete appropriate information below.)	
Position Title	Gross Annual Salary*	
* If employee is a civil service annuitant (includes U.S. House of Representatives), the group plus the salary received from the employing office.	ss annual salary shown should include the annuity received by the employe	
(If Committee Employee, complete appropriate item below.)		
<ol> <li>□ Standing Committee: Staff—□ Clerical or □ Professiona</li> </ol>	f	
2. Special (Investigative staff of Standing Committee) or Sele	ect Committee: Authority—H. ResotCongress.	
3.   Joint Committee.		
(If Employee of an Officer of the House, complete item below.)		
, , , , , , , , , , , , , , , , , , , ,		
Position NumberIf applicable, Level	Step	
Position NumberIf applicable, Level  I certify that this authorization is not in violation or relatives.		
I certify that this authorization is not in violation or relatives.		
I certify that this authorization is not in violation o		
I certify that this authorization is not in violation or relatives.  Date March 7, 19, 78	f 5 U.S.C. 3110(b), prohibiting the employment of	
I certify that this authorization is not in violation or relatives.  Date	(Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Table 1 Than	
I certify that this authorization is not in violation or relatives.  Date	f 5 U.S.C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  OUTS STOKES  (Type or print name of Authorizing Official)	
I certify that this authorization is not in violation or relatives.  Date	(Signature of Authorizing Official)  OUTS STOKES  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  er the House Classification Act and for Committee em-	
I certify that this authorization is not in violation or relatives.  Date	(Signature of Authorizing Official)  OUIS STOKES  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  er the House Classification Act and for Committee emmittee on the Budget, and the Joint Committees, must	
I certify that this authorization is not in violation or relatives.  Date	(Signature of Authorizing Official)  OUIS STOKES  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  er the House Classification Act and for Committee emmittee on the Budget, and the Joint Committees, must	
I certify that this authorization is not in violation or relatives.  Date	(Signature of Authorizing Official)  OUIS STOKES  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  er the House Classification Act and for Committee emmittee on the Budget, and the Joint Committees, must  Chairman, Committee on House Administration	
I certify that this authorization is not in violation or relatives.  Date	(Signature of Authorizing Official)  OUIS STOKES  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  er the House Classification Act and for Committee emmittee on the Budget, and the Joint Committees, must  Chairman, Committee on House Administration	
I certify that this authorization is not in violation or relatives.  Date	(Signature of Authorizing Official)  OUIS STOKES  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  er the House Classification Act and for Committee emmittee on the Budget, and the Joint Committees, must  Chairman, Committee on House Administration  ID	

#### MEMORANDUM

TO: Thomas Howarth, Budget Officer

FROM: I. Charles Mathews, Special Counsel

DATE: 7 March 1978

RE: Termination

Please be advised that effective Friday, March 3, 1978, Mary E. Ponder will be terminated from the Committee payroll.

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

Termination Effective 3/9/78

ICM:j

PONDER, Mary Name of Employee	OFFICE OF THE CLER U.S. HOUSE OF REPRESEN PERSONAL LEAVE R	TATIVES	BALANCE DROUGHT FORWARD FROM PRECEDING YEAR
Address	1978		Annual Sick Leave Leave
Audrasa Phone Number	DATE OF APPOINTMENT ANNUAL LEAVE CATEGORY  1-1-77  1.0		29
Position Title	PRIOR FEDERAL SERVICE 1.5		Philippin and an arrangement of the state of a second community
Position Number Level Step	Years Months 2.0 ACCRUED THIS MONT	AVAILABLE USED THIS MONTH	Annual Sick 338
Menth 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	ONTI-I Annual Sic 17 18 10 20 21 22 23 24 25 26 27 28 20 30 31 Leave Lea		Annual Sick SE
Jan. S		3 10 1	3 9
Feb.		4 10	4 10
Mar. XXXX			
Apr.			
May			
June			
Aug.			
Sept.			
Oct.	115/4/50		
Nov. le minate	4 3/7/0		•
Dec.			
= 0.5 day annual leave = 1.0 day annual leave = 0.5 day sick leave  S or S = 1.0 day sick leave	CERTIFIED	CORRECT:	
= 0.5 day administrative leave	Employee's Signature (If employee refuses to sign, state reason below.)	Chial's Signature	Date
A or $\bigwedge_{A} = 1.0$ day administrative leave	Approved: -	Clerk of the House	Date
= 0.5 day unauthorized absence  U or U = 1.0 day unauthorized absence  = 0.5 day leave without pay	This record will be forwarded to the Clerk of the House at the with the request for termination. Upon approval, the record with the request for termination.	end of each calendar year, or in case it be filed in the employee's official po	e of termination, along presented folder.
= 1.0 day leave without pay	EXHIBIT I		

NW 68261 Docld:32239507 Page 5

(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	
Mary Elizabeth Ponder	December 1, 1977	
Employee Social Security Number	Type of Action	
JFK Act 5 (g)(2)(D)	Appointment	
Employing Office or Committee/Subcommittee		
	☐ Termination (At close of business on effective date)	
Assassinations	☐ Leave without pay (Beginning with effective date above and en	
	close of businessSpecify Date	
f type of action is an Appointment, Salary Adjustment, or Title Cha	inge, complete appropriate information below.)	
Position Title	Gross Annual Salary*	
Secretary	\$15,000	
If employee is a civil service annuitant (includes U.S. House of Representatives), the customers are the salary received from the employing office.	gross annual salary shown should include the annuity received by the em	
Committee Employee, complete appropriate item below.)		
<ol> <li>□ Standing Committee: Staff—□ Clerical or □ Profession</li> </ol>		
2. <b>Special</b> (Investigative staff of Standing Committee) or S		
	belect Committee: Authority—H. ResofCong	
3. ☐ Joint Committee.	pelect Committee: Authority—H. Res.	
	pelect Committee: Authority—H. ResofCong	
	pelect Committee: Authority—H. Res.	
3. ☐ Joint Committee.  f Employee of an Officer of the House, complete item below.)		
3.   Joint Committee.		
<ul> <li>3.           Joint Committee.     </li> <li>f Employee of an Officer of the House, complete item below.)     </li> <li>Position Number</li></ul>	Step	
3. ☐ Joint Committee.  f Employee of an Officer of the House, complete item below.)  Position Number	Step	
<ul> <li>Joint Committee.</li> <li>f Employee of an Officer of the House, complete item below.)</li> <li>Position Number</li></ul>	Step	
3.  Joint Committee.  f Employee of an Officer of the House, complete item below.)  Position Number	Step of 5 U.S.C. 3110(b), prohibiting the employment	
3.   Joint Committee.  f Employee of an Officer of the House, complete item below.)  Position Number	Step  of 5 U.S.C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)	
3. □ Joint Committee.  If Employee of an Officer of the House, complete item below.)  Position Number	Step of 5 U.S.C. 3110(b), prohibiting the employment	
3. □ Joint Committee.  If Employee of an Officer of the House, complete item below.)  Position Number	of 5 U.S.C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  Signature of Authorizing Official)	
3. □ Joint Committee.  f Employee of an Officer of the House, complete item below.)  Position Number	Step	
3.  Joint Committee.  If Employee of an Officer of the House, complete item below.)  Position Number	Step	
3.  Joint Committee.  If Employee of an Officer of the House, complete item below.)  Position Number	Step	
3.  Joint Committee.  If Employee of an Officer of the House, complete item below.)  Position Number	of 5 U.S.C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  Ider the House Classification Act and for Committee of Authorizing Official)  Chairman, Committee on House Administration	
3.  Joint Committee.  f Employee of an Officer of the House, complete item below.)  Position Number	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  der the House Classification Act and for Committee of the Budget, and the Joint Committees, manufactured in the Budget, and the Joint Committees, manufactured in the Budget of House Administration	
3.  Joint Committee.  f Employee of an Officer of the House, complete item below.)  Position Number	of 5 U.S.C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  der the House Classification Act and for Committee of Authorizing Official)  Chairman, Committee on House Administration  ID	

(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	
Mary Elizabeth Ponder	5/1/77	
Employee Social Security Number	Type of Action	
JFK Act 5 (g)(2)(D)	☐ Appointment	
Employing Office or Committee	≥ Salary Adjustment	
Assassinations	☐ Termination (At close of business on effective date)	
(If type of action is an Appointment or Salary Adjustment, com	plete the following information.)	
Position Title	Gross Annual Salary	
	\$14,000	:
(If Committee Employee, complete appropriate item below.)		
1. Standing Committee: Staff—Clerical or Profe	essional.	
2. 🕱 Special or Select Committee: Authority—H. Res4	165 of 95th Congress.	
3.   Joint Committee.		
(If Employee of an Officer of the House, complete item below.)	Najvas ir salainin talainin talainin kalendari ka salainin ka salainin ka salainin ka salainin ka salainin ka s	,
Position NumberIf applicable, Level_	Step	
relatives.	n of 5 U.S.C. 3110(b), prohibiting the employ	ment, of
Date May 10 , 19 77	The state of the s	
	(Signature of Authorizing Official)  Louis Stokes	
and the second s	(Type or print name of Authorizing Official)	
	Chairman (Title-If Member, District and State)	
All appointments and salary adjustments for employees a ployees, except those of the Committee on Appropriations, the Committee on Appropriations and the Committee on Appropriation and the Committee on Appropriation and the Committee on Appropriation and the	under the House Glassification Act and for Commi	
be approved by the Committee on House Administration.		
APPROVED:	Chairman, Committee on House Administration	N F 3
Office of Finance use only:		
Office Code		5/11
Monthly Annuity \$	FD.	

Copy for Initiating Office or Committee

# (Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES or Ballpoint Pen) 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:

Manu Elfgahath Dandan	A 19 177
Mary Elizabeth Ponder	4/1/77
Employee Social Security Number	Type of Action
JFK Act 5 (g)(2)(D)	Appointment
Employing Office or Committee	Salary Adjustment
Assassinations	☐ Termination (At close of business on effective date)
type of action is an Appointment or Salary Adjustment, com	plete the following information.)
Position Title	Gross Annual Salary
	\$26,000
Committee Employee, complete appropriate item below.)	
1. Standing Committee: Staff—Clerical or Profe	essional.
2. Special or Select Committee: Authority-H. Res	465 of 95th Congress.
	The Column and Colloness
·	<u></u>
3.   Joint Committee.	Congress.
Employee of an Officer of the House, complete item below.	
3.   Joint Committee.  Employee of an Officer of the House, complete item below.  Position Number	
Employee of an Officer of the House, complete item below.  Position NumberIf applicable, Level_  I certify that this authorization is not in violatio	Step
Employee of an Officer of the House, complete item below.  Position Number	Step
Employee of an Officer of the House, complete item below.  Position NumberIf applicable, Level_  I certify that this authorization is not in violatio elatives.	Step
Employee of an Officer of the House, complete item below.  Position NumberIf applicable, Level_  Locatify that this authorization is not in violationalistics.	Step
Employee of an Officer of the House, complete item below.  Position NumberIf applicable, Level_  I certify that this authorization is not in violatio elatives.	StepStep of 5 U.S.C. 31:10(b), prohibiting the employment (Signature of Authorizing Official)  Louis Stokes
Employee of an Officer of the House, complete item below.  Position NumberIf applicable, Level_  I certify that this authorization is not in violatio elatives.	StepStep
Employee of an Officer of the House, complete item below.  Position NumberIf applicable, Level_  I certify that this authorization is not in violatio elatives.	StepStep
Employee of an Officer of the House, complete item below.  Position Number	StepStep
Employee of an Officer of the House, complete item below.  Position Number	StepStep
Employee of an Officer of the House, complete item below.  Position Number	Step
Position NumberIf applicable, LevelIf applicable, Level	Step
Position NumberIf applicable, LevelIf applicable, Level	Step
Employee of an Officer of the House, complete item below.  Position Number	Step
Position NumberIf applicable, LevelIf applicable, Level	StepStep
Position Number	Step
Position Number	Step
Position NumberIf applicable, LevelIf applicable, Level	Step

(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 Loot)	Fifactive Date
Employee Name (First-Middle-Last)	Effective Date
Mary E. C. Ponder	1/3/77
Employee Social Security Number	Type of Action
JFK Act 5 (g)(2)(D)	Appointment
Employing Office or Committee	Salary Adjustment
	Termination (At close of business on effective date)
Select Committee on Assassinations	
(If type of action is an Appointment or Salary Adjustment, comple	te the following information.)
Position Title	Gross Annual Salary
	\$10,000:
(If Committee Employee, complete appropriate item below.)	
1. ☐ Standing Committee: Staff ─☐ Clerical or ☐ Professi	onal.
2. Special or Select Committee: Authority—H. Res. 11_	ofCongress.
3. Doint Committee.	
(If Employee of an Officer of the House, complete item below.)	
Position NumberIf applicable, Level	Step
에 대한 하고 있다면 살아가게 함께 되는 사이들은 그렇게 하는 것들은 그 사이를 보고 있다. 그 사이를 하고 있는 것을 하는 것이다. 그리고 하는 것을 사고를 가장 하고 있는 것을 하는 것이 되는 것이 모든 것이 되는 것이라고 있는 것이다.	
l certify that this authorization is not in violation (	of 5 U.S.C. 3110(b), prohibiting the employment of
Date , 19 <b>77</b>	(Signature of Authorizing Official)
	ry B. Gonzalez
	(Type or print name of Authorizing Official)
	(Title—If Member, District and State)
All appointments and salary adjustments for employees und	or the House Classification Act and for Committee and
ployees, except those of the Committee on Appropriations, the Co	사람들은 사람들은 그는 그 사람들은 사람들이 가장 하는 것이 되었다. 그는 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은
be approved by the Committee on House Administration.	
APPROVED:	
	Chairman, Committee on House Administration
Office of Finance use only:	
Office Code	
Monthly Annuity \$	

NW 68261 Docld:32239507 Page 9 Copy for Initiating Office or Committee

(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	
Mary E. C. Ponder		1/1/77	
Employee Social Security Number		Type of Action	
JFK Act 5 (g)(2)(D)	App	pintment	
Employing Office or Committee /	Sala	ry Adjustment	
Select Committee on Assassinations	☐ Term	nination (At close of business on el	fective date)
f type of action is an Appointment or Salary Adjustment, comp	plete the fo	llowing information.)	
Position Title		Gross Annual S	alary
Administrative Assistant		\$14,000	
f Committee Employee, complete appropriate item below.)			
1.  Standing Committee: Staff—Clerical or Profe	ssional.		
2. Special or Select Committee: Authority—H. Res.	540 of <sup>94</sup>	Congress.	
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	· · · · · · · · · · · · · · · · · · ·	
3. Joint Committee.	· ;	1	
f Employee of an Officer of the House, complete item below.)			
Position NumberIf applicable, Level_	Ste	en	
	•		
I certify that this authorization is not in violation elatives.	of 5 U.S	S.C. 3110(b), prohibiting th	e employment (
· · · · · · · · · · · · · · · · · · ·			· · · · · · · · · · · · · · · · · · ·
)	omas n. l	(Signature of Authorizing Official) かれがれる。 じゅうといいれ	-
	·	(Type or print name of Authorizing Officion	i) .
		(Title-If Member, District and State)	
All appointments and salary adjustments for employees u loyees, except those of the Committee on Appropriations, the Coe approved by the Committee on House Administration.			
APPROVED:		./	
	Cl	nairman, Committee on House Administra	ation.
Office of Finance use only:	-		1 📞 .
	,	•	1
Office Code			
Office Code00		٠ .	· · ·

Copy for Initiating Office or Committee

#### 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 nephew niece mother husband son wife daughter father-in-law brother mother-in-law sister son-in-law uncle daughter-in-law aunt first cousin

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 to any Member of Congress.

I am related by the following relationship

Signature of Employee

Jan. 10 1977 Date