Heleased 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 : MSCA RECORD NUMBER : 180-10068-10336 RECORD SERIES : STAFF PAYROLL RECORDS AGENCY FILE NUMBER :

December 8, 1995

**Status of Document:** Postponed in Part

### Number of releases of previously postponed information: 7

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

### Number of Postponements: 5

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

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AGENCY INFORMATION

AGENCY : HSCA RECORD NUMBER : 180-10068-10336

RECORDS SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA FROM : TO :

TITLE :

DATE : 12/30/77 PAGES : 7

SUBJECTS : HSCA, ADMINISTRATION DOWNEY, JANE

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

**OPENING CRITERIA :** 

COMMENTS :

Box #:1.

#### PAYROL AUTHORIZATION FORM

(Please Use Typewriter ()) or Ballpoint Pen)

# U.S. HOUSE OF REPRESENTATIV 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
Jane L. Downey	3/6/79
Employee Social Security Number	Type of Action
JFK Act 5 (g)(2)(D)	<ul> <li>Appointment</li> <li>Salary Adjustment</li> </ul>
Employing Office or Committee/Subcommittee	□ Title Change
Rep. Harold S. Sawyer	<ul> <li>Termination (At close of business on effective date)</li> <li>Leave without pay (Beginning with effective date above and endin close of business</li></ul>

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

Position Title	Gross Annual Salary*
	9,984,72
Staff Assistant	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

\* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

1. 
Standing Committee: Staff—
Clerical or
Professional.

- 2. D Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res.\_\_\_\_of \_\_\_\_Congress.
- 3. 
  Joint Committee.

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

Position Number\_\_\_\_\_\_If applicable, Level\_\_\_\_\_Step\_\_\_\_\_

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

DoteFebruary 13, 1979_	Hand Sawin
	(Signature of Authorizing Official)
	Harold S. Sawyer
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Meml	
	5th District - Michigan
(Type or print name and title of above official)	(Title – If Member, District and State)

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

	APPROVED:	Chairman, Committee on House Administration
Office of Finance use only:		ID
Office Code		Benefits
Monthly Annuity \$	.00 as of	Payroll
		(Revised: August 1, 1977

ORIGINAL — To Finance Office (For official personnel folder)

# PAYROLL & JTHORIZ TION FORM

(Please Use Typewriter or Ballpoint Pen)

### U.S. HOUSE OF REPRESENTATI 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	
Jane L. Downey	3/1/79	
Employee Social Security Number	Type of Action	
JFK Act 5 (g)(2)(D)	Appointment     Appointment	
Employing Office or Committee/Subcommittee	□ Title Change	
Rep. Harold S. Sawyer	<ul> <li>Termination (At close of business on effective date)</li> <li>Leave without pay (Beginning with effective date above and ending close of business)</li> <li>Specify Date</li> </ul>	

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

	<b>Position Title</b>	Gross A	nnual Salary*
Staff Assistant		45,576.60	

\* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

1. 
Standing Committee: Staff—
Clerical or
Professional.

2. D Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res.\_\_\_\_\_of \_\_\_\_Congress.

3. 🔲 Joint Committee.

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(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_	February		19 79
0010		 	· ·

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

(Signature of Authorizing Official) Harold S. Sawyer (Type or print name of Authorizing Official) 5th District - Michigan (Title-If Member, District and State)

(Type or print name and title of above official)

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.

APPKO	VED: Chairman, Committee on House Administration
Office of Finance use only:	ID
Office Code	Benefits
Monthly Annuity \$00 as of	Payroll
	(Revised: August 1, 197

ORIGINAL — To Finance Office (For official personnel folder)

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NW 68261 Doctd:32243302 Page 4

•	or Ballpoint Fen) Washingtor	n, D.C. 20515	(Any erasures, corrections, i on this form must be initia authorizing official.)
	To the Clerk of the House of Representatives:		
	I hereby authorize the tonowing payroll action:		
	Employee Name (First-Middle-Last)		Effective Date
	Jane L. Downey	2/1/79	
	Employee Social Security Number		Type of Action
	JFK Act 5 (g)(2)(D)	<b>X</b> : Appointment	
		Solary Adjustmer	<b>1</b>
	Employing Office or Committee/Subcommittee		lose of business on effective date)
	Rep. Harold S. Sawyer		y (Beginning with effective date above
and a second		close of busines	Specify Date
	(If type of action is an Appointment, Salary Adjustment, or Title	Change, complete appr	opriate information below.)
	Position Title		Gross Annual Salary*
	Staff Assistant		9,984.72
**************************************	<ul> <li>If employee is a civil service annuitant (includes U.S. House of Representatives)</li> <li>plus the salary received from the employing office.</li> </ul>	), the gross annual salary shown	should include the annulty received by
	(If Committee Employee, complete appropriate item below.)		
• •	1.  Standing Committee: Staff— Clerical or  Prof	•	
3 • •			
<b>*</b> * *	2. 🔲 Special (Investigative staff of Standing Committee)		
*		For Select Committee: A	uthority
	3. 🛛 Joint Committee.	or Select Committeer A	uthority
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	<ul> <li>3. Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below Position Number</li></ul>	ow.) elStep	
	3. I Joint Committee. (If Employee of an Officer of the House, complete item belo	ow.) elStep	
	<ul> <li>3. Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below Position Number</li></ul>	ow.) elStep	
	<ul> <li>3. Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below Position Number</li></ul>	ow.) elStep tion of 5 U.S.C. 311	
	<ul> <li>3. Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below Position Number</li></ul>	ow.) tion of 5 U.S.C. 311	O(b), prohibiting the emplo Dure of Authorizing Official)
	<ul> <li>3. Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below Position Number</li></ul>	ow.) tion of 5 U.S.C. 311 Autorities Burold S. Su (hype or p	O(b), prohibiting the emplo D(b), prohibiting the emplo ature of Authorizing Official) MY CIT rint name of Authorizing Official)
	<ul> <li>3. Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below Position Number</li></ul>	ow.) relStep tion of 5 U.S.C. 311 Marold S. Sa (humour Sth District	O(b), prohibiting the emplo Dure of Authorizing Official) WYEX cint name of Authorizing Official)
	<ul> <li>3. Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below Position Number</li></ul>	ow.) elStep tion of 5 U.S.C. 311 Hurold S. Su (hure or p 5th District (hule s under the House Clo	O(b), prohibiting the employed ature of Authorizing Official) WYEX wint name of Authorizing Official) - Michigan It Member, District and Shate) ssification Act and for Comm
	<ul> <li>3. □ Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below Position Number</li></ul>	ow.) elStep tion of 5 U.S.C. 311 Hurold S. Su (hure or p 5th District (hule s under the House Clo	0(b), prohibiting the employ ature of Authorizing Official) WYEX wint name of Authorizing Official) - Michigan It Member, District and State) ssification Act and for Comm
	<ul> <li>3. Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below Position Number</li></ul>	ow.) relStep tion of 5 U.S.C. 311 Sign Burold S. Su Rupe or p Sth District (Inter s under the House Clone Committee on the Bu	0(b), prohibiting the employ ature of Authorizing Official) WYEX wint name of Authorizing Official) - Michigan It Member, District and State) ssification Act and for Comm
	<ul> <li>3. Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below Position Number</li></ul>	ow.) relStep tion of 5 U.S.C. 311 Sign Burold S. Su Rupe or p Sth District (Inter s under the House Clone Committee on the Bu	O(b), prohibiting the emplo Authorizing Official) MYEX when a station of Authorizing Official) - Michigan It Member, District and Shate) ssification Act and for Community adget, and the Joint Committee minister on House Administration
	<ul> <li>3. □ Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below Position Number If applicable, Leven I certify that this authorization is not in violation relatives.</li> <li>DateFebruary_13, 1979</li> <li>(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)</li> <li>(Type or print name and title of above official)</li> <li>All appointments and salary adjustments for employee ployees, except those of the Committee on Appropriations, the approved by the Committee on House Administration.</li> <li>Office of Finance use only:</li> </ul>	ow.) relStep tion of 5 U.S.C. 311 Sign Burold S. Su Rupe or p Sth District (Inter s under the House Clone Committee on the Bu	0(b), prohibiting the emplo ature of Authorizing Officiall WYEX rint name of Authorizing Officiall - Michigan If Member, District and State) ssification Act and for Commudget, and the Joint Committee
	<ul> <li>3. Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below Position Number</li></ul>	ow.) relStep tion of 5 U.S.C. 311 Sign Burold S. Su Rupe or p Sth District (Inter s under the House Clone Committee on the Bu	O(b), prohibiting the employ ature of Authorizing Official) WYEX when a station of Authorizing Official) - Michigan If Member, District and Shate) ssification Act and for Committee adget, and the Joint Committee multiee on House Administration
	<ul> <li>3. □ Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below Position Number If applicable, Leven I certify that this authorization is not in violation relatives.</li> <li>DateFebruary_13, 1979</li> <li>(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)</li> <li>(Type or print name and title of above official)</li> <li>All appointments and salary adjustments for employee ployees, except those of the Committee on Appropriations, the approved by the Committee on House Administration.</li> <li>Office of Finance use only:</li> </ul>	ow.) relStep tion of 5 U.S.C. 311 Sign Burold S. Su Rupe or p Sth District (Inter s under the House Clone Committee on the Bu	O(b), prohibiting the emplo D(b), prohibiting the emplo Difference of Authorizing Officially WYEX which I gan It Member, District and Shate) ssification Act and for Committee udget, and the Joint Committee ministration 1D

NW 68261 Docid:32243302 Page 5

#### PAYROLL AUTHORIZATION FORM

(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:

Employee Name (First-Middle-Last)	Effective Date
Jane L. Downey	March 1, 1978
Employee Social Security Number	Type of Action
JFK Act 5 (g) (2) (D) Employing Office or Committee/Subcommittee	Appointment     Salary Adjustment     Title Change
Assassingtions	<ul> <li>Termination (At close of business on effective date)</li> <li>Leave without pay (Beginning with effective date above and ending close of business)</li> <li>Specify Date</li> </ul>

ointment, Salary Adjustment, or Title Change, complete appropriate information below.)

Position Title	Gross Annual Salary*
Researcher	\$18,000

If employee is a civil service annuitant (includes U.S. House of Representatives); the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

1. 🗋 Standing Committee: Staff—🗋 Clerical or 🗖 Professional.

2. DSpecial (Investigative staff of Standing Committee) or Select Committee: Authority—H, Res. 956 of 954 Congress.

3. Joint Committee.

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

Position Number\_\_\_\_\_\_If applicable, Level\_\_\_\_\_\_Step\_\_\_\_\_

19 78

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

Date\_\_March 14

LOUIS ST

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

Chair

(Signature of Authorizing Official)

(Type or print name of Authorizing Official)

(Title-If Member, District and State)

Chairman, Committee on House Administration

erry ?

With Maria

(Type or print name and title of above official)

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.

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

NW 68261 DocId:32243302 Page 6

# PAYROLL AUTHORIZATION FORM

(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.)

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# To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Jane L. Downey       December 30, 1977         Employee Social Security Number       Type of Action         Image: Social Security Number       ByAppointment         Assassi in thems       Image: Social Security Number         Assassi in thems       Image: Social Security Number         Assassi in thems       Image: Social Security Number         Assassi in the social security Number       Social Security Number         Assassi in the social security Number       Social Security Number         Assassi in the social security Number       Social Security Sec			Effective Date	
Employing Office or Committee/Subcommittee       Biolog Adjustment         Employing Office or Committee/Subcommittee       Termination (A: close of business on effective date)         Assails final tiers       Termination (A: close of business on effective date)         It represented to the change       Termination (A: close of business on effective date)         It represented to the employing office       Position Title         Secretary       \$15 ± 000         It and business on effective date close of business       \$15 ± 000         It and business on effective date close of business       \$15 ± 000         It and business on effective date close of business       \$15 ± 000         It and business on effective date close of business       \$15 ± 000         It and business on effective date close of business       \$15 ± 000         It and business on effective date close of business       \$15 ± 000         It and business on effective date close of business       \$15 ± 000         It and business on effective date close of business       \$15 ± 000         It and business on effective date close of business       \$15 ± 000         It and this acuthorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment close of end officer         If you are paint nome and with of shore officed       It and this counter of shore officed         If you are paint nome and with of shore officed				
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ASSESTRETIONS       Income without pay (Beginning with effective date above and endination of business	Employing Office or Committee/Subcommittee			
f type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)       Position Title       Grass Annual Salary*         Secretary       \$15,000         If emoloyee is a civil strice annulation (includes U.S. House of Representatives), the grass annual salary treested by the employee is a civil strice annulation (includes U.S. House of Representatives), the grass annual salary treested by the employee is a civil strice annulation (includes U.S. House of Representatives), the grass annual salary treested by the employee is a civil strice annulation (includes U.S. House of Representatives), the grass annual salary treested by the employee is a civil strice annulation (includes U.S. House of Representatives), the grass annual salary treested by the employee is a civil strice annulation (includes the annulty received by the employee.         If employee, complete appropriate item below.)       1. Standing Committee: Staff—G. Clerical or D Professional.       2. Staff Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res.&655of _95.t@ongree         3. Diati Committee.       16 applicable, Level	Assessinations	Leave without pay (Beginning with effective date above and close of business		
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Is the salary received from the employing office.  Committee Employee, complete appropriate item below.)  Standing Committee: Staff—□-Clerical or □ Professional.  Standing Committee: Staff—□-Clerical or □ Professional.  Joint Committee.  Femployee of an Officer of the House, complete item below.)  Position NumberIf applicable, LevelStep L certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment elatives.  December 2919 77	Secretary	\$15,000	<u></u>	
Committee Employee, complete appropriate item below.)         1. I Standing Committee: Staff—I Clerical or Professional.         2. J Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res_&&Eof952@congret         3. J Joint Committee.         F Employee of an Officer of the House, complete item below.)         Position NumberIf applicable, LevelStep         I. certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment slatives.         rateDecember 2919 77         Impropriate database of the Gommittee Chairmon or Ranking Minority Member)         (Type or print name and tills of above official)         Cheat Imments         All appointments and salary adjustments for employees under the House. Classification Act and for Committees, muse a approved by the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, muse approved by the Committee on House Administration.         APPROVED:	If employee is a civil service annuitant (includes U.S. House of Representatives), the groups the salary received from the employing office.	oss annual salary shown should include the annuity received by the	e emplo	
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(Signature of Authorizing Official) f appropriate, signature of Subcommittee Chairman or Ranking Minority Member) (Type or print name and title of above official) (Type or print name and title of above official) (Title - If Member, District and State) All appointments and salary adjustments for employees under the House Classification Act and for Committee em loyees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, mus e approved by the Committee on House Administration. APPROVED: Chairman, Committee on House Administration Office of Finance use only: Office Code	Position NumberIf applicable, Level	Step		
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#### MEMORANDUM

#### TO: ALL STAFF

RE: Payroll Certification

The <u>Regulations and Accounting Procedures for Allowances and</u> <u>Expenses of Committees, Members and Employees of the U.S. House of</u> <u>Representatives</u> require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress. This certification is signed monthly by our Chairman.

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

father	nephew	brother-in-law
mother	niece	sister-in-law
son	husband	stepfather
daughter	wife	stepmother
brother	father-in-law	stepbrother
sister	mother-in-law	stepsister
uncle	son-in-law	half-brother
aunt	daughter-in-law	half-sister
first cousin		

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel file. If this status changes, you must notify the Committee's Budget Office immediately of the change.

 $\boxtimes$  I am not related to any current (95th Congress) Member of Congress.

12-30-77

Date

[] I am related to a current (95th Congress) Member of Congress. (Please specify.)

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TO: Thomas Howarth, Budget Officer Elizabeth Berning, Chief Clerk
FROM: I. Charles Mathews, Special Counsel M.C.M
DATE: December 21, 1977
RE: Ms. Jane Downey

This memorandum is to advise you that Ms. Jane L. Downey has accepted the position of Secretary with the John F. Kennedy Task Force. Her starting date will be December 28, 1977, and her starting salary will be \$15,000.00.

Your cooperation will be greatly appreciated in familiarizing Ms. Downey with staff procedures and welcoming her aboard.

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