Assassination Records Review Board Final Determination Notification

AGENCY : HSCA RECORD NUMBER : 180-10070-10144 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 58261 Date: 09-01-2022

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 5

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: 3

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 : 180-10070-10144

RECORDS SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA FROM : TO :

TITLE :

DATE : 03/06/78 PAGES : 8

SUBJECTS : HSCA; ADMINISTRATION RIFE, REBECCA A.

DOCUMENT TYPE : PRINTED FORM CLASSIFICATION : U RESTRICTIONS : 3 CURRENT STATUS : P DATE OF LAST REVIEW : 07/16/93

OPENING CRITERIA :

COMMENTS :

Box 3.

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 |
|--|---|
| Rebecca A. Rife | 12/31/78 |
| Employee Social Security Number | Type of Action |
| | □ Appointment |
| FK Act 5 (g)(2)(D) | 🗌 🗆 Salary Adjustment |
| Employing Office or Committee/Subcommittee | Title Change |
| · · · · · · · · · · · · · · · · · · · | XI Termination (At close of business on effective date) |
| Assassinations | Leave without pay (Beginning with effective date above and ending |
| | close of business |

Position Title Gross Annual Salary*

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

(If Committee Employee, complete appropriate item below.)

1. Standing Committee: Staff— Clerical or Professional.

2. D Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res<u>56</u>___of <u>95th</u>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.

19 ⁷⁹ January 2 Date

(If appropriate, signature of Subcommittee Chairman or Rankina Minority Member) (Type or print name and title of above official)

| LOUIS STOKES |
|--|
| (Type or print name of Authorizing Official) CHAIRMAN |
| (Title – If Member, District and State) |
| *************************************** |

Chairman, Committee on House Administration

(Signature of Authorizing'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.

APPROVED:

| Office of Finance use only: | ID |
|-----------------------------|--|
| Office Code | Benefits |
| Monthly Annuity \$00 as of | Payroll |
| Copy for Initiating Offic | (Revised: August 1, 1977) ce or Committee |

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PAYROLL AUTHORIZATION FO

(Please Use Typewriter or Ballpoint Pen)

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

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

1977)

Revised: August 1

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

| | Employee Name (Fi | rst-Middle-Last) | | Effective Date |
|---|--|--|--|--|
| Rel | becca A. Rife | | | 8/6/78 |
| | Employee Social Se | ecurity Number | | Type of Action |
| JEK A | ct 5 (g)(2)(D) . | | C Appoi | ntment |
| | Employing Office or Com | mittee/Subcommittee | Salary Adjustment | |
| Se | | n Assassinations | Termir | nation (At close of business on effective date) without pay (Beginning with effective date above and ending of business |
| (If type of act | tion is an Appointment, | Salary Adjustment, or Title C | hange, compl | ete appropriate information below.) |
| | Pos | ition Title | | Gross Annual Salary* |
| Se | cretary | | | 13,500.00 |
| | a civil service annuitant (includ aceived from the employing of | | ne gross annual so | alary shown should include the annuity received by the employ |
| | | appropriate item below.) | | |
| | | | _ | |
| | • | aff—□ Clerical or □ Profess | | |
| 2. 🖾 🎗 | Special (Investigative sto | off of Standing Committee) or | r Select Comr | nittee: Authority—H. Res. <u>879</u> of <u>95t</u> Congres |
| 3. 🗆 . | Joint Committee. | | | · |
| | | louse, complete item below. If applicable, Level_ | | P |
| | | | | |
| l cert relatives. | ity that this authori | zation is not in violatio | n of 5 U.S | S.C. 3110(b), prohibiting the employment of |
| | <i>.</i> | алар Тарана тар | and the second sec | and the second sec |
| Date3/ | 6 | | | and the second |
| | | | | |
| | | | | (Signature of Authorizing Official) |
| (If appropriate, sig | nature of Subcommittee Chairman | or Ranking Minority Member) | Louis | / |
| (If appropriate, sig | nature of Subcommittee Chairman | or Ranking Minority Member) | | ⁷ (Type or print name of Authorizing Official) |
| | nature of Subcommittee Chairman (Type or print name and title of a | | Louis Chairm | Stokes (Type or print name of Authorizing Official) |
| All app ployees, exce | (Type or print name and title of a | adjustments for employees ittee on Appropriations, the House Administration. | Chairm under the Ho Committee c | Stokes (Type or print name of Authorizing Official) an (Title-If Member, District and State) ouse Classification Act and for Committee em- on the Budget, and the Joint Committees, musi |
| All app ployees, exce | Type or print name and title of a pointments and salary pt those of the Comm | adjustments for employees ittee on Appropriations, the House Administration. | Chairm under the Ho Committee c | Stokes (Type or print name of Authorizing Official) an (Title - If Member, District and State) puse Classification Act and for Committee em- |
| All app ployees, exce be approved | (Type or print name and title of a pointments and salary pt those of the Comm by the Committee on I | adjustments for employees ittee on Appropriations, the House Administration. | Chairm under the Ho Committee c | Stokes (Type or print name of Authorizing Official) an (Title-If Member, District and State) ouse Classification Act and for Committee em- on the Budget, and the Joint Committees, mus |
| All app ployees, exce be approved Office of Fi | (Type or print name and title of a pointments and salary pt those of the Commi by the Committee on I nance use only: | adjustments for employees ittee on Appropriations, the House Administration. | Chairm under the Ho Committee c | Stokes (Type or print name of Authorizing Official) an (Title-If Member, District and State) ouse Classification Act and for Committee em- on the Budget, and the Joint Committees, must |
| All app ployees, exce be approved Office of Fi | (Type or print name and title of a pointments and salary pt those of the Comm by the Committee on I | adjustments for employees ittee on Appropriations, the House Administration. | Chairm under the Ho Committee c | Stokes (Type or print name of Authorizing Official) an (Title- If Member, District and State) buse Classification Act and for Committee em- bon the Budget, and the Joint Committees, mus airman, Committee on House Administration |

Monthly Annuity \$_____00 as of __

Copy for Initiating Office or Committee

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MEMORANDUM

T0: ALL STAFF

RE: Payroll Certification

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

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

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

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

I am not related to any current (95th Congress) Member of Congress. I am related to a current (95th Congress) Member of Congress.

14 A

March 6 1978

(Please specify.)

Signature of Employee

Congress of the United States Employment Information Form

Printerent P.M.

| 1 | | |
|------------------|--|--|
| | 1. Name (Last, First, Middle) and Address (Number, Screet, City, State, and ZIP Code) | 10. Birth date (Month, Day, Year)14. Lowest acceptable annual salary in specific figures \$10,500 |
| , L | Rife, Rebecca Anne 125 South Reynolds St., Apt. J-410 | 11. Home State 15. Number of dependents other |
| | Alexandria, Va. 22304 | J. Perinsylvanita U 12. Height 16. Weight |
| | nickanulla, va. 22504 | Feet 5 Inches 6 ¹ / ₅ 125 |
| | 2. Home phone (including Area Code) 3. Other phone (including Area Code) | 13. Are you a United States citizen? 17. Social Security Number |
| | 2. Home phone (including Area Code) 3. Other phone (including Area Code) 370-6755 Friend Judy Sullivan 69' 4. Kind of inh way are applying for: Leave messages | |
| | 4. Kind of job you are applying for: Secretarial/Staff Assistant | 18. Skills 19. Typing -75-80- wpm. [XShothand @85-90 wpm.] |
| | 5. Te:m of Employment: T Full Time Summer | (To be considered for positions involving typing or shorthand, applicants runs undergo tests actually administered either by the Placement Office or by the U.S. |
| | 6. Will you accept temporary employment? X Yes I No | Civil Service Commission. If the latter is used, attach Notice of Rating dated |
| | 7. Will you accept part-time employment? X Yes D No | Office equipment (specify) |
| . 27 5. | 8. When will you be available? Immediately | Computer: Creminal Operator, Programmer, Systems Analyst |
| North A | 9. Are you presently employed by the U.S. Senate, the U.S. House of Representa- stives, or other office of the Congress? Yes X No | (State expertise with specific systems, languages, and components.) |
| 1 1 1 1 | Have been a G.S. 8 Social Worker. | , titles of examinations and dates of ratings. On Mid-Level Register and Clerk-Typ: |
| 18 M | 20. Did you graduate from high school, or will you graduate within the next ni | Degiator |
| | Course emphasis: XI Academic, Business, Other (specify) | |
| | 21. Training schools ettended (for example, business, vocational, armed forces, studied, number of classroom hours of instruction per week, certificales, and | or trade). Give for each the name and location of school, dates attended, subjects any other percinent data. |
| 1 | Waynesboro Business School, Wayne | esboro, Pennsylvania - Attended durių |
| | high school and studied typing ar | nd speed-writing. |
| | 22. A. Name and location (<i>City and State</i>) of COURSES STUDIED colleges or universities attended. Major Minor | CREDITS COMPLETED Grade-Point Rank Dates Average on in Attended Type of Year of Semester Quarter 4.0 Scale Class From To Degree Degree |
| Î | Chatham College, Pgh., Psyc/Soc. | 3.2 Upper 1900-64 B.A |
| ľ | Pennsylvania | |
| ł | · · · · · · · · · · · · · · · · · · · | |
| Ì | | |
| | CREDITS COMPLETED | CREDITS COMPLETED |
| 1 | B. Chief undergraduate college subjects Semester Quarter | C. Chief graduate college subjects Semester Quarter |
| I | Strong liberal arts | |
| ١ | | political science) |
| | Psychology/sociology major | |
| | D. Special achievements and awards. (Provide all scholassic achievements and activities, and in professional and scientific societies.) Awarded full college scholarship | honors and show participation in extracurricular, civic, community and similar from Fairchild Aircraft Corporation |
| | Hagerstown, Maryland | |
| 1 | 25. Other languages. (Show proficiency in speaking, writing, and reading.) Some French | 24. Dates of military service, if any. From: To: Branch: N.A. Rank: Serial No.: |
| | Answer the following questions. (If you answer "Yes" to any of these questions | |
| ~ | 23. Have you been convicted of any offense against the law or forfeited collate (Omit all traffic violations and any offense committed prior to your 21st b Yourb Offender Law.) | eral or are you now under charges for any offense against the law? irthday which was finally adjudicated in invenile court or under a |
| 1 | *25. While in the military service, were you convicted by general court-martial o | |
| | 27. Does the U.S. Government employ in a civilian capacity any relative of yours | (by blood or marriage)? |
| | (If your answer is "Yes," liss in Item 28 for each relative: [1] full name; | |
| | 283 Space for detailed answers. Indicate Item number to which answers apply. | Do Not Write In This Block |
| | item@No. | TEST RESULTS |
| | | TYPING: W.P.M. ON A 5 MINUTE TEST |
| 1879) 1979 | | (<u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u></u> |
| 1997 | | |
| | | SHORTHAND: W.P.M. ON A 3 MINUTE TEST |
| | | OTHER TEST |
| | | VERIFIED BY: DATE: |
| منو 🕫 | | |

NW 68261 DOCID 32240865 Page 6 SELECT COMMITTEE ON CONGRESSIONAL OPERATIONS

5

Describe Employment Experience On This Form.

.

9

(A resume is not a subsuitute for this form. Any resume submitted should be limited to 2 pages.)

| 1 39. I MALTINE MIG SOMMER Employment E | During The Last Three Years. |
|---|--|
| | ates Salary Position and Duties |
| Worked for Sen. Gary Hart f | for a month in 1975 when one of his secreta |
| was on vacation. Worked ir | n office of Cong. Stanley Lundine for a mon |
| when he won special electic | on in 1976. Typed invitations to a luncheon |
| 30. FULL-TIME Employment. (List Most Recen | t Experience First.) Dem. Nat 1. Comm. Dinner Comm. |
| Dates of employment (month, year) December | |
| | L9/7 Secretary (temp position) Starting \$ 10,000 |
| From August 1976 To KASKATATARE | Secretary (temp. position) _{Present \$} 11,500 |
| Name of immediate supervisor | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) |
| Fred Hansen | ACTION, 806 Connecticut Avenue, N.W., |
| | Washington, D.C. |
| Area Code and Phone No., if known 254-5232 | |
| May inquiry be made of your present employer regarding your | |
| | ion ended. Seeking permanent employment. |
| | L duties: typing, sorting mail, answering |
| | inquiries, composed own correspondence at |
| times. Helped coordinate of | fice during reorganization. |
| Dates of employment (month, year) | Exact title of position Annual Salary 8500 |
| ² . JanMarch 1975 | Secretary (?) Starting \$ 8500 |
| | Leaving \$ |
| Name of immediate supervisor | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) |
| Mr. Bill Wise | Birch Bayh for President in '76, K St.N |
| | Washington, D.C. (Call Sen. Bayh's off |
| Area Code and Phone No., if known | |
| Reason for leaving Campaign folded. | |
| Description of work WORKED for press s | secretary, typed press releases and corresp |
| | s to national mailing list; maintained pres |
| release files and national n | nailing list; answered routine calls from p |
| Stapedoronioytor (writer) thank-you | 1 notes: deand indelp with financial aspeport. |
| 3. | Starting \$ 8,000 |
| From Apr. 1974 To Jan. 1975 | Leaving 8-8-000 |
| Name of immediate supervisor | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) |
| Mm Amdress Develo | Wilkinson, Cragun and Barker, 1735 New |
| Mr. Andrew Pepsin | York Avenue, N.W., Washington, D.C. |
| Area Code and Phone No., if known 833-9800 | |
| | ring, no room for advancement in legal field |
| | s and correspondence, helped librarian prep |
| summaries of Federal Registe | er, relieved receptionist. |
| | |
| Dates of employment (month, year) | Exact title of position Annual Salary Starting \$ 6800 |
| 4. From Nov. 1972 To March 19 | 1/41 Senate Majority Pressi 7200 |
| | |
| Name of immediate supervisor | Office Harrisburg Pa Leaving of Name of employer (Arm, organization, etc.) and iddress (including ZIP Code, if known) A |
| Mr. Vince Carocci | Senate Majority Press Office, Main Cap: |
| Area Code and Phone No., if known | Harrisburg, Penna. |
| | rotion to return to Washington |
| | notion to return to Washington. |
| | secretarial duties; edited, typed and mai |
| press releases for Dem. stat | |
| system for newspaper clipping | |
| | 10725 and 2W have definite knowledge of your qualifications and fitness for the position for whi |
| 23 JEEREMEST JC. TEMD TO REES WE TSPI | and minutes for the position of the position of the position of the |
| 33 ASERENIOSI LIG WHIMDILD X Cos NOT LEVEL you are applying. Do NOT repeat names of supervisors li | isted under Items 29 and 30. |
| 33 ASERENIQUI LIC ULTINDIL QUEES NOV LECE- you are applying. Do NOT repeat names of supervisors 1. | isted under Items 29 and 30. |
| FULL NAME | PRESENT BUSINESS OR HOME ADDRESS TELEPHONE NUMBER |
| FULL NAME | PRESENT BUSINESS OR HOME ADDRESS |
| you are applying. Do NOT repeat names of supervisors li | Sted under Items 29 and 30. PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code) TELEPHONE NUMBER |
| FULL NAME | PRESENT BUSINESS OR HOME ADDRESS TELEPHONE NUMBER |
| FULL NAME | isted under Items 29 and 30. PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code) ACTION Administrator; 806 Connecticut Av. |
| FULL NAME | Sted under Items 29 and 30. PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code) TELEPHONE NUMBER |
| FULL NAME Mr. Theron Bell Ms. Jan Fernengel | Inter and 29 and 30. PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code) ACTION Administrator, 806 Connecticut Av., Marketing Rep. Alexandria, Va. 765-0826 412/661-0128 |
| FULL NAME Mr. Theron Bell Ms. Jan Fernengel | isted under Items 29 and 30.PRESENT BUSINESS OR HOME ADDRESS (Number, Street, Gity, State, and ZIP Code)ACTION Administrator;806 Connecticut Av.Marketing Rep. Alexandria,Va. 765-0826 |
| FULL NAME FULL NAME Mr. Theron Bell Ms. Jan Fernengel Louis and Sandra Kushner, | isted under Items 29 and 30.PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)TELEPHONE NUMBERACTION Administrator, 806 Connecticut Av.Marketing Rep. Alexandria, Va. 765-0826Esq. Dunmoyle Place, Pittsburgh, Pa. |
| FULL NAME FULL NAME Mr. Theron Bell Ms. Jan Fernengel Louis and Sandra Kushner, CERTIFICATION | isted under Items 29 and 30.PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)TELEPHONE NUMBERACTION Administrator, 806 Connecticut Av.Marketing Rep. Alexandria, Va. 765-0826412/661-0128 |
| FULL NAME FULL NAME Mr. Theron Bell Ms. Jan Fernengel Louis and Sandra Kushner, | PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code) TELEPHONE NUMBER ACTION Administrator, 806 Connecticut Av. Marketing Rep. Alexandria, Va. 765–0826 Esq. Dunmoyle Place, Pittsburgh, Pa. SIGNATURE (Sign in in 1) OATE SIGNED |
| FULL NAME FULL NAME Mr. Theron Bell Ms. Jan Fernengel Louis and Sandra Kushner, CERTIFICATION CERTIFICATION | isted under Items 29 and 30.PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)TELEPHONE NUMBERACTION Administrator, 806 Connecticut Av.Marketing Rep. Alexandria, Va. 765-0826Esq. Dunmoyle Place, Pittsburgh, Pa. |

Rebecca Anne Rife 125 South Reynolds Street, J-410 Alexandria, Virginia 22304 (703)370-6755

WORK HISTORY

July 1976-December 1977. ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. Secretary to the Director of the Peace Corps Placement Office. Performed secretarial duties, aided in coordinating office activities during a period of reorganization.

January-April 1976. Birch Bayh for President in '76, 1735 K Street, N.W., Washington, D.C. Worked for Senator Bayh's press secretary during his presidential campaign. Typed personal correspondence, typed and mailed press releases to national mailing list, maintained growing lists of persons to receive information, maintained files, answered inquiries mainly from the press regarding the Senator's schedule and stands on issues. Stayed on at request after campaign ended to write thank you notes and to help prepare Federal Election Campaign Report.

1975. Traveled to Europe and worked for Olsten Temporaries and Potomac Temporaries while searching for permanent employment. Also found temporary positions on my own initiative in the offices of Senator Gary Hart and WETA, the public television station in Arlington, Va., and Lord and Taylor's. Performed secretarial duties and sometimes administrative functions. I value this experience as I learned to adapt quickly to all kinds of working situations and in general broadened my knowledge.

April 1974-January 1975. Legal Secretary, Wilkinson, Cragun and Barker, 1735 New York Avenue, N.W., Washington, D.C. Typed legal briefs and correspondence, helped librarian prepare summaries of Federal Register, and relieved receptionist.

November 1972-March 1974. Secretary to Vince Carocci, Senate Majority Press Officer, Capitol, Harrisburg, Pennsylvania. Handled personal secretarial duties for the director and five other persons in the office; edited, typed and mailed press releases for all the Democratic state senators; did some research. Was in constant contact with state legislators and members of the press. Set up a new filing system for newspaper clippings. Wrote a hundred page summary of a neview of Pennsylvania's Public Employees Relations Law. Turned down a promotion to return to Washington.

Fall of 1972. Office manager during the 1972 Presidential campaign of the Democratic Headquarters in Waynesboro, Pennsylvania (my home town). Recruited and coordinated office and field staff (approximately 60 people), managed the budget, purchased office supplies and decorated the office. Met with local candidates, attended meetings and rallies with them. Planned campaign strategy with county political ledders. Liaison person with the national campaign headquarters.

1967-1972. Caseworker at the D.C. Welfare Department, Adoption Section, 101 E Street, N.W., Washington, D.C. Counseled unwed mothers who applied for adoption services, placed their infants for adoption. Had extensive contact with other referral social agencies. Prepared adoption reports. Left social work to change fields. 1964-1967. Caseaid at Family and Children's Service, 327 Firth Avenue, ricesburgh, Pennsylvania. Placed pre-adoptive infants in foster homes, counseled foster mothers in their care and prepared evaluations of the infants and foster homes. Supervised some adoptive placements.

Summer of 1963. Employed as a summer intern at Franklin County Children's Aid Society, Miller Street, Chambersburg, Pennsylvania. Observed and aided the social workers, did some counseling, interviewed and evaluated foster parent applicants. Worked with the director of the agency in a public relations effort: contacted and visited county residents, particularly leading citizens, to make them more aware of the agency and its functions and to locate prospective foster parents. Left to return to senior year of college.

EDUCATION

1970-1971. Took courses through the U.S. Department of Agriculture Graduate School in free lance writing, urban affairs and duties of Capitol Hill Assistants.

1964. Awarded a B.A. in Psychology/Sociology from Chatham College, Pittsburgh, Pennsylvania. Strong liberal arts background. Awarded full college scholarship.

1960. Graduated from Waynesboro Area Senior High School, Waynesboro, Pennsylvania. Academic course.

1957-1958. Studied typing and speed-writing during summers at the Waynesboro Business College, Waynesboro, Pennsylvania.

References available upon request.

$\underline{M} \ \underline{E} \ \underline{M} \ \underline{O} \ \underline{R} \ \underline{A} \ \underline{N} \ \underline{D} \ \underline{U} \ \underline{M}$

TO: Thomas Howarth, Budget Officer

FROM: I. Charles Mathews, Special Counsel M.e.M.

DATE: March 1, 1978

RE: Ms. Rebecca A. Rife

Please be advised that effective Monday, March 6, 1978, Ms. Rebecca Rife has accepted the position of Secretary with the John F. Kennedy Task Force. Her effective starting salary will be \$13,500.00.

ICM:j