

Assassination Records Review Board

Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10449
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 11

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

Released under the John F. Kennedy Assassination Records Collection Act of 1992 (44 USC 2107 Note).
Case#: NW 88326 Date: 2025

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10449

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 06/01/77
PAGES : 10

SUBJECTS :
HSCA, ADMINISTRATION
JACKSON, MARGO

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 initiated 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
Margo E. Jackson	12/31/78
Employee Social Security Number	Type of Action
437-92-5320	<input type="checkbox"/> Appointment
Employing Office or Committee/Subcommittee	<input type="checkbox"/> Salary Adjustment
Assassinations	<input type="checkbox"/> Title Change
	<input checked="" type="checkbox"/> Termination (At close of business on effective date)
	<input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business _____) Specify Date

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

Position Title	Gross Annual Salary*

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

(If Committee Employee, complete appropriate item below)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 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 January 2, 1979

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

(Type or print name and title of above official)

(Signature of Authorizing Official)
LOUIS STOKES(Type or print name of Authorizing Official)
CHAIRMAN

(Title - If Member, District and State)

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

APPROVED: _____

Chairman, Committee on House Administration

Office of Finance use only:	ID _____
Office Code _____	Benefits _____
Monthly Annuity \$ _____ .00 as of _____	Payroll _____

Copy for Initiating Office or Committee

(Revised August 1, 1977)

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

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Margo E. Jackson	6/1/78
Employee Social Security Number	Type of Action
437-92-5320	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business _____) Specify Date
Employing Office or Committee/Subcommittee	
Assassinations	

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

Position Title	Gross Annual Salary*
	\$16,100

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

(If Committee Employee, complete appropriate item below)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 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 June 7, 19 78

(Signature of Authorizing Official)

LOUIS STOKES, CHAIRMAN

(Type or print name of Authorizing Official)

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

(Type or print name and title of above official)

(Title—If Member, District and State)

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

APPROVED: _____

Chairman, Committee on House Administration

Office of Finance use only:	ID _____
Office Code _____	Benefits _____
Monthly Annuity \$ _____ .00 as of _____	Payroll _____

(Revised August 1, 1977)

Copy for Initiating Office or Committee

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Washington, D.C. 20515(Any erasures, corrections, or changes
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authorizing official)**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Margo E. Jackson	December 1, 1977
Employee Social Security Number	Type of Action
437-92-5320	<input type="checkbox"/> Appointment
Employing Office or Committee/Subcommittee	<input checked="" type="checkbox"/> Salary Adjustment
Assassinations	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Termination (At close of business on effective date)
	<input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business _____) Specify Date

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

Position Title	Gross Annual Salary*
Document Clerk	\$15,000

* 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)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 465 of 95th Congress.
- ☐ Joint Committee.

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

Position Number _____ If applicable, Level _____ Step _____

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

Date December 1, 1977Louis Stokes

(Signature of Authorizing Official)

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

Chairman

(Type or print name of Authorizing 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 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 _____

Copy for Initiating Office or Committee

(Revised August 1, 1977)

PAYROLL AUTHORIZATION FORM(Please Use Typewriter
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Washington, D C 20515(Any erasures, corrections, or changes
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authorizing official)**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action

Employee Name (First-Middle-Last)	Effective Date
Margo E. Jackson	8/2/77
Employee Social Security Number	Type of Action
437-92-5320	<input type="checkbox"/> Appointment
Employing Office or Committee	<input checked="" type="checkbox"/> Salary Adjustment
Assassinations	<input type="checkbox"/> Termination (At close of business on effective date)

(If type of action is an Appointment or Salary Adjustment, complete the following information)

Position Title	Gross Annual Salary
Document Clerk	12,000

(If Committee Employee, complete appropriate item below)

- ☐ Standing Committee Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee Authority—H Res. 465 of 95th Congress
- ☐ Joint Committee.

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

Position Number _____ If applicable, Level _____ Step _____

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

Date August 2, 19 77

(Signature of Authorizing Official)

LOUIS STOKES

(Type or print name of Authorizing Official)

CHAIRMAN

(Title—If Member, District and State)

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

APPROVED: _____

Chairman, Committee on House Administration

Office of Finance use only:

Office Code _____

Monthly Annuity \$ _____ 00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM(Please Use Typewriter
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Washington, D C 20515(Any erasures, corrections, or changes
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I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Margo E. Jackson	6/1/77
Employee Social Security Number	Type of Action
437 92 5320	<input checked="" type="checkbox"/> Appointment
Employing Office or Committee	<input type="checkbox"/> Salary Adjustment
Assassinations	<input type="checkbox"/> Termination (At close of business on effective date)

(If type of action is an Appointment or Salary Adjustment, complete the following information)

Position Title	Gross Annual Salary
Document Clerk	\$10,000

(If Committee Employee, complete appropriate item below)

1. ☐ Standing Committee Staff—☐ Clerical or ☐ Professional
2. ☒ Special or Select Committee: Authority—H Res 465 of 95th 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

Date June 1, 19 77
Louis Stokes

(Signature of Authorizing Official)

(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

FD 6/2 ✓

Copy for Initiating Office or Committee

MEMORANDUM

TO: ALL STAFF

RE: Payroll Certification

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

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

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

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

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

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

Margaret E. Jackson
Signature of Employee

June 1, 1977
Date

MEMORANDUM

TO: Tom Howarth

FROM: Steve Fallis

DATE: May 25, 1977

RE: Employment of Margo Jackson and Budget Assistant

We have received approval to hire a staff assistant for the Budget Office and Margo Jackson as a document clerk for research. Please notify Donovan re Jackson and get starting date. I believe she is available immediately. Please see accompanying papers.

MEMORANDUM

TO: Tom Lambeth *OK*
FROM: Steve Fallis *118*
DATE: May 23, 1977
RE: Employment of Margo Jackson *OK*

Research has interviewed and wishes to hire Margo Jackson for the position of document clerk. She is available immediately. I have spoken to Ms. Jackson and find her suitable. I have offered her a position for \$10,000 per year subject to approval by the Chairman. I have attached her resume. Please notify me when the Chairman approves her appointment.

MEMORANDUM
OF CALL

TO:

Donovan

☒ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

Margo Jackson

OF (Organization)

re: *Jimm Harper*

☒ PLEASE CALL —→ PHONE NO. *331-2457*
CODE/EXT.

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

Working # 526-7023
home

** Jane Gaffney has
resumed*

RECEIVED BY

DATE

TIME

STANDARD FORM 63

REVISED AUGUST 1967

GSA FPMR (41 CFR) 101-11.6

GPO : 1969-0-48-16-80341-1 332-389

63-108

MEMORANDUM
OF CALL

TO: Donovan

☒ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

Margo Jackson

OF (Organization)

☐ PLEASE CALL —→ PHONE NO. CODE/EXT. _____

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

331-2439

MR.

RECEIVED BY <u>Mary</u>	DATE <u>5-18</u>	TIME <u>1:45</u>
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STANDARD FORM 63
REVISED AUGUST 1967
GSA FPMR (41 CFR) 101-11.6

GPO : 1969-048-16-80341-1 332-389 63-108

RESUME ROUTING FORM

JACKSON

Secretary

Received

4/20/77

Logged by

☐Congressional
Referral☒

Self

☐

Other

Comments on Referral

Abstracted by

dlm

Date

4/27/77

Acknowledged by

dlm

Date

4/27/77

Staff Component
Review by

Date

Recommended
Action:☐

File

☐

Interview

☐

Hold

☐

Refer

REQUEST FOR
APPOINTMENT

Interviewer

Suggested date

Suggested time

Confirmed
dateConfirmed
time

by

REQUEST FOR
REFERENCES☐

Hold for

Date

Notified

INSTRUCTIONS

Donovan
OK \$10,000 / year
quit

SPRAGUE
INTERVIEW
REQUEST

By

Suggested date

Suggested time

Confirmed
dateConfirmed
time

by

LETTER OF
NOTIFICATION

by

☐

Acceptance/Date of employment


☐

Rejection

M E M O R A N D U M

May 26, 1977

TO: Tom Howarth
Budget Officer

FROM: Donovan L. Gay 
Chief Researcher

RE: Margo Jackson

Please be advised that pursuant to the
approval by Chairman Stokes, Ms. Margo Jackson
is to join the Research/Document Unit as a
Document Clerk on June 1, 1977.
She shall report directly to me.

Thank you.

mcp