

Assassination Records Review Board

Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10070-10165
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: 4

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 : 180-10070-10165

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 11/23/76
PAGES : 9

SUBJECTS :
HSCA; ADMINISTRATION
TINAJERO, DOROTHY R.

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 |
| Dorothy R. Tinajero | March 7, 1977 |
| Employee Social Security Number | Type of Action |
| 427 54 6905 | <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, 19 77

(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
3/24/77**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 |
| Dorothy R. Tinajero | 2-1-77 |
| Employee Social Security Number | Type of Action |
| 427-54-6905 | <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 |
| | \$11,070. |

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 11 of 95 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 2-28-77, 19_________
(Signature of Authorizing Official)Henry B. Gonzalez

(Type or print name of Authorizing 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:

Office Code _____

Monthly Annuity \$ _____ .00

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
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 ✓

I am related by the following relationship _____

Dorothy R. Linajero
Signature of Employee

2/10/77
Date

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 |
| Dorothy R. Tinajero | 1/3/77 |
| Employee Social Security Number | Type of Action |
| 427 54 6905 | <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 |
| | \$11,700. |

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 11 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 _____, 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 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 |
| Dorothy R. Tinajero | November 23, 1976 |
| Employee Social Security Number | Type of Action |
| 427 54 6905 | <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 |
| Task Force Office Manager | \$18,000 |

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☐ Special or Select Committee: Authority—H. Res. 1540 of 94th 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 November 22, 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

I am not related

no

I am related by the following relationship

San Tinajero

Signature of Employee

1/10/76

Date

RESUME'

Dorothy "Sue" Tinajero

Home Address: 2600 North Upshur Street, Arlington, Virginia 22207
Home Telephone: 703/524-5309

Personal Data:

Date of Birth: March 9, 1934
Place of Birth: Philadelphia, Mississippi
Marital Status: Married to A. A. Tinajero
Children: Three girls and one boy

Education:

High School: Arlington High School, Philadelphia, Mississippi
College: American University, Washington, D. C. (2 years toward B.A.)
Other Education: John Robert Powers School, Washington, D. C.
Hannah Harrison School, Washington, D. C. (1 year
secretarial and business)

Experience:

December, 1975 - Present: Professional Staff Member, Joint Committee on Arrangements for Commemoration of the Bicentennial of U. S. Congress. Duties: In setting up this new Committee, I assisted in the organization and staffing of the Joint Committee office. Organized and coordinated the planning and implementation of Bicentennial activities and events of the Joint Committee. Kept the Chairman's calendar and made her appointments related to Bicentennial activities and events. Arranged for Joint Committee meetings. Prepared and edited the Joint Committee's Bicentennial Weekly Calendar. Directed the operation of the BINET Computer Information system. Maintained liaison with Congressional Offices, Governmental Agencies, American Revolution Bicentennial Administration, Bicentennial Organizations, Embassies and nongovernmental groups. Answered correspondence related to the Bicentennial and Committee business. Assisted in promotional work supporting activities at the Congressional Reception Visitor Area. Handled special public-related and social assignments as directed by the Chairman.

July, 1975 - December, 1975: Receptionist and Appointment Secretary to Congressman Jamie L. Whitten, 1st District, Mississippi
Duties: Greeted all visitors, helped with planning sightseeing activities and making their official appointments; kept Congressman's calendar and the Daily Memo for all staffers; scanned current events for the Member and briefed him on items of interest to his work, both from the constituent standpoint and that of his committee work.

- January, 1975 - July, 1975: Secretary to the Administrator, Committee on the Budget. Duties: In setting up this new Committee, I was required to do a variety of things, among which were interviewing personnel prospects, payroll, and handling numerous phone requests from Members and staff.
- March 1959 - June, 1974: Staff Assistant, Subcommittee on Internal Security of the U. S. Senate, appointed by Senator James O. Eastland. Duties: Assisting Investigative Staff in planning, coordinating, and executing hearings for the purpose of obtaining testimony presenting needs of legislative action required to strengthen the Internal Security laws of the U. S. Answering correspondence related to Subcommittee reports, studies, and hearings, and handling special, public-related assignments directed by the Chairman.
- 1958 - 1959: Division Manager, The Hecht Company, Washington, D. C. Duties: Responsible for the merchandise and operating activities of five departments within the store; supervision and training of the sales staff and preparation of daily sales reports and customer adjustments.
- 1956 - 1958: Department Manager, Julius Garfinckel and Company, 7 Corners Branch Store, Fairfax, Virginia. Duties: Responsible for selection, display, maintenance and stock inventory, as well as supervision and training of sales staff and preparation of relevant reports.
- 1955 - 1956: Private Secretary to D. C. O. Johnson, Pastor, Third Baptist Church, St. Louis, Missouri. Duties: Responsible for personal correspondence, appointments of office and church operations in general.
- 1952 - 1954: Purchasing Clerk, Navy Department, Bureau of Ships, Washington, D. C. Duties: Determined distribution of contracts and their revision for use of contracting officers; screened incoming correspondence, and answered telephone inquiries for information.

References available upon request.

ANDY (MRS. HALE) BOGGS, LA.
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WALLACE O. GREEN
STAFF DIRECTOR



Congress of the United States

JOINT COMMITTEE ON ARRANGEMENTS
FOR COMMEMORATION OF THE BICENTENNIAL

SW-1 RAYBURN HOUSE OFFICE BUILDING
TELEPHONE 225-1776

Washington, D.C. 20515

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HUBERT H. HUMPHREY, MINN.
ROMAN L. HRUSKA, NEBR.

September 22, 1976

The Honorable Thomas N. Downing
U. S. House of Representatives
Washington, D. C. 20515

Dear Mr. Downing:

As per our conversation this afternoon, I am enclosing my resume for your consideration for the position of Office Manager of the Select Committee to investigate the deaths of John F. Kennedy and Martin Luther King, Jr.

If you have any further questions or wish to speak with me on this matter, I can be reached at the Joint Committee office, SW-1 Rayburn Building, telephone number 225-1776.

I am honored by your consideration of me for this position.

Sincerely,

Sue Tinajero

Dorothy "Sue" Tinajero

"active" file

Duk

set up apt.

LANDY (MRS. HALE) BOGGS, LA.
CHAIRMAN

THOMAS P. O'NEILL, JR., MASS.
JOHN J. RHODES, ARIZ.
M. CALDWELL BUTLER, VA.
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JOSEPH M. MCDADE, PA.

WALLACE O. GREEN
STAFF DIRECTOR



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SW-1 RAYBURN HOUSE OFFICE BUILDING
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Washington, D.C. 20515

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If you have any further questions or wish to speak with me on this matter, I can be reached at the Joint Committee office, SW-1 Rayburn Building, telephone number 225-1776.

I am honored by your consideration of me for this position.

Sincerely,

A handwritten signature in cursive script that reads 'Sue Tinajero'.

Dorothy "Sue" Tinajero