

Assassination Records Review Board

Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10437
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 12

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

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10437

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 06/01/77
PAGES : 17

SUBJECTS :
HSCA, ADMINISTRATION
HAMLIN, ALICE JOHNSTON

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :
Box 2.

HAMM A.E.J.

Name of Employee

Address

Address

Phone Number

Position Title

Position Number

Level

Step

DATE OF APPOINTMENT

6-1-77

ANNUAL LEAVE CATEGORY

1.0

PRIOR FEDERAL SERVICE

1.5

2.0

Years Months

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES
PERSONAL LEAVE RECORD

YEAR

1977

BALANCE BROUGHT FORWARD FROM PRECEDING YEAR

Annual Leave	Sick Leave
-	-

DAY OF MONTH																																					EMPLOYEE INITIALS			
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Annual Leave	Sick Leave	Annual Leave	Sick Leave	Annual Leave	Sick Leave	Annual Leave	Sick Leave	
Jan.																																								
Feb.																																								
Mar.																																								
Apr.																																								
May																																								
June																																								
July					X																																			
Aug.																																								
Sept.																																								
Oct.						SS				S																														
Nov.																																								
Dec.																																								

Terminate 11/14/77

CERTIFIED CORRECT:

Employee's Signature

Date

(If employee refuses to sign, state reason below.)

Chief's Signature

Date

Approved:

Clerk of the House

Date

This record will be forwarded to the Clerk of the House at the end of each calendar year, or in case of termination, along with the request for termination. Upon approval, the record will be filed in the employee's official personnel folder.

EXHIBIT I

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
Alice E. Johnston Hamlin	November 14, 1977
Employee Social Security Number	Type of Action
577-32-9574	<input type="checkbox"/> Appointment
Employing Office or Committee/Subcommittee	<input 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*

* 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 November 14, 1977

(Signature of Authorizing Official)

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

Louis Stokes

(Type or print name of Authorizing Official)

(Type or print name and title of above 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 as of _____

ID _____

Benefits _____

Payroll _____

Copy for Initiating Office or Committee

(Revised: August 1, 1977)

MEMORANDUM

TO: Thomas Howarth, Budget Officer

FROM: G. Robert Blakey, Chief Counsel and Director ^{GB} 10-14-77

DATE: October 14, 1977

SUBJECT: Resignations

This memorandum is to inform you that Muff Rosen is on administrative leave from now until November 14, 1977. She should continue on the payroll for that period of time plus any additional vacation that she has not yet taken. ^{50th} 11/23/77 JH

This memorandum is also to inform you that Alice Hamlin is on administrative leave between now and November 14. It is my understanding that she does not have any additional vacation time. Consequently, she should remain on the payroll through November 14. ^{OK} 11/14/77 JH

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
Alice E. J. Hamlin	5/27/77
Employee Social Security Number	Type of Action
577 32 9574	<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
Receptionist	\$10,000

(If Committee Employee, complete appropriate item below.)

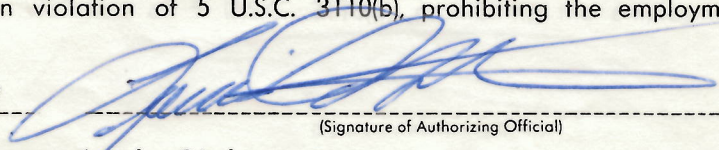
- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
- ☐ Joint Committee.

(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 U.S.C. 3110(b), prohibiting the employment of relatives.

Date June 1, 1977


 Louis Stokes
 Chairman

(Signature of Authorizing Official)

(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

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
Alice E. Johnston Hamlin	8/1/77
Employee Social Security Number	Type of Action
577-32-9574	<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
Receptionist	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 U.S.C. 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
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
Alice E. J. Hamlin	7/1/77
Employee Social Security Number	Type of Action
577 32 9574	<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
	\$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 July 6, 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

FO
7/1/77**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
Alice E. J. Hamlin	5/27/77
Employee Social Security Number	Type of Action
577 32 9574	<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
Receptionist	\$10,000

(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 U.S.C. 3110(b), prohibiting the employment of relatives.

Date June 1, 19 77Louis Stokes

(Signature of Authorizing Official)

Chairman

(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

RE: Payroll Certification

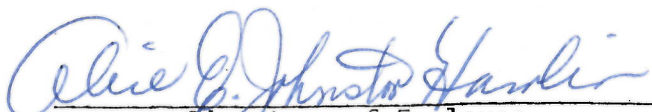
The Regulations and Accounting Procedures for Allowances and Expenses of Committees, Members and Employees of the U.S. House of Representatives require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress.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

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

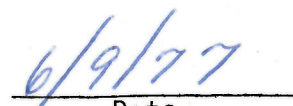
father	nephew	brother-in-law
mother	niece	sister-in-law
son	husband	stepfather
daughter	wife	stepmother
brother	father-in-law	stepbrother
sister	mother-in-law	stepsister
uncle	son-in-law	half-brother
aunt	daughter-in-law	half-sister
first cousin		

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.) _____
- _____



Signature of Employee



Date

LOUIS STOKES, OHIO, CHAIRMAN

ARDSON PREYER, N.C.

FER E. FAUNTROY, D.C.

INE BRATHWAITE BURKE, CALIF.

STOPHER J. DODD, CONN.

OLD E. FORD, TENN.

D J. FITHIAN, IND.

INT W. EDGAR, PA.

SAMUEL L. DEVINE, OHIO

JOHN B. ANDERSON, ILL.

STEWART B. MCKINNEY, CONN.

CHARLES THONE, NEBR.

Select Committee on Assassinations

U.S. House of Representatives

3342 HOUSE OFFICE BUILDING, ANNEX 2

WASHINGTON, D.C. 20515

(202) 225-4524

MEMORANDUM

TO: Chairman

FROM: Tom Lambeth, Acting Director

DATE: May 26, 1977

RE: Alice E. J. Hamlin

In concurrence with the recommendation of the Deputy Director, I request the appointment of Alice E. J. Hamlin as receptionist for the Select Committee at an annual salary of \$10,000.00 starting as of Friday, May 27, 1977.

Ms. Hamlin has an Associate of Arts degree, a pleasing personality, and excellent typing ability. She is most anxious to start work immediately. She was recruited through the Affirmative Action Group.

LOUIS STOKES, OHIO, CHAIRMAN
RICHARDSON PREYER, N.C.
WALTER E. FAUNTROY, D.C.
YVONNE BRATHWAITE BURKE, CALIF.
CHRISTOPHER J. DODD, CONN.
HAROLD E. FORD, TENN.
FLOYD J. FITHIAN, IND.
ROBERT W. EDGAR, PA.
SAMUEL L. DEVINE, OHIO
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Select Committee on Assassinations

U.S. House of Representatives

3342 HOUSE OFFICE BUILDING, ANNEX 2

WASHINGTON, D.C. 20515

(202) 225-4624

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CHRISTOPHER J. DODD, CONN.
AROLD E. FORD, TENN.
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ROBERT W. EDGAR, PA.

SAMUEL L. DEVINE, OHIO
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Select Committee on Assassinations

U.S. House of Representatives

3342 HOUSE OFFICE BUILDING, ANNEX 2

WASHINGTON, D.C. 20515

(202) 225-4624

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FROM: Tom Lambeth, Acting Director

DATE: May 26, 1977

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RESUME ROUTING FORM

ALICE E. J. HAMLIN

TYPIST

RECEPTIONIST

Received 5/19/77

Logged by EILEEN

☐Congressional
Referral☐

Self

☒Cong. Place-
ment Office

Comments on Referral

Abstracted by

Eileen

Date

5-19-77

Acknowledged by

Date

Staff Component
Review by

HUTTON

Date

5-19-77

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

SPRAGUE
INTERVIEW
REQUEST

By

Suggested date

Suggested time

Confirmed
dateConfirmed
time

by

LETTER OF
NOTIFICATION

by

☐

Acceptance/Date of employment

☐

Rejection

RESUME

Alice Elizabeth Johnston Hamlin
10902 Hannes Court
Silver Spring, Maryland 20901
301-593-7636

EDUCATION

9/74 - 7/76 P. G. Community College, Largo, Maryland
9/58 - 6/62 D. C. Teachers College, Washington, D. C.
9/45 - 6/48 Miner Teachers College, Washington, D. C.
7/70 - 7/72 U. S. Agriculture Graduate School

EMPLOYMENT

5/77 - Present U. S. House of Representatives, Select Committee
on Assassinations, Washington, D. C.

2/77 - 5/77 U. S. House of Representatives, Congressman Allen E.
(225-4315) Ertel, Staff Assistant/Appointment Secretary
Worked directly with the Congressman, maintained
his calendar, records of all expenditures in District
Office and D. C. office. Composed all appointment
letters for his signature. Temporary position.

9/74 - 2/77 Employed with temporary agencies and re-entered
college.

12/73- 8/74 Federal Energy Administration, Washington, D. C.
(254-8520) Staff Assistant/Secretary. Set up Office for
operation in legal section of Oil and Gas Division.
Interviewed applicants for clerical staff, maintained
budget allotment, general administrative duties.

6/73 - 12/73 U. S. Department of Agriculture, Washington, D.C.
Performed duties in the Forestry Division. General
secretarial.

7/70 - 6/73 Office of Economic Opportunity, Washington, D. C.
(254-5416) Staff Assistant/Secretary. Traveled for the Audit
Division to Regions I, II, III, on official business.
Liaison in the Public Affairs Office for news media
and public journals. Monitored news conferences.
Researched various programs under grant for OEO to
community. Administrative and secretarial duties.
White House detail for approximately 3 months.

7/71 - 10/71 U. S. House of Representatives, Washington, D.C.
(225-3951) Secretary, Judiciary Committee, Subcommittee on
Oversight. Monitored sessions on the full Committee
and Subcommittee. Initiated work procedures and
workload for Subcommittee. Administrative duties
as needed.

EMPLOYMENT

8/67 - 8/69 National Rehabilitation Council, Washington, D. C.
(296-6080) Administrative Secretary. Assisted director with administrative duties, solicited membership from professional organizations in the field of all forms of rehabilitation. Promoted the field of rehabilitation to all university coordinators and colleges for students to enroll in the field of rehab.

8/66 - 8/67 National Broadcasting Company (NBC-TV), Washington, D.C.
(362-4000) Secretary. Researched material for Producer of News Show for airing. Interviewed participants for shows. Assisted producer (Stuart Schulberg) in all aspects of producing news events.

11/65-8/66 Howard University, Washington, D.C. Secretary. Department of Romance Languages. Monitored examination classrooms. Typed examinations and assisted instructors in evaluation of student records. Recorded and posted student grades.

5/64 - 6/65 National Capital Housing Authority, Washington, D.C.
Clerk Typist. Typed rental leases and supplements for tenants.

11/55-10/58 U. S. Coast Guard, Washington, D. C. Clerk Typist. Dictating Machine Operator. Processed colitho plates for Allowance Section. Prepared repair parts for all vessels of U. S. Coast Guard. Maintained current log for all vessels.

SKILLS

Typing - 75/80
Shorthand - 80 (Not always used during employment)

References furnished upon request.