JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10448

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 05/15/78
PAGES : 4

SUBJECTS :
HSCA, ADMINISTRATION
JACKSON, BEVERLY

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

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

<table>
<thead>
<tr>
<th>Employee Name (First-Middle-Last)</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beverly Jackson</td>
<td>12/31/78</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>577-76-1080</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employing Office or Committee/Subcommittee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assassinations</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Gross Annual Salary*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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. ☐ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 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: January 2, 1979

[Signature of Authorizing Official]

[Type or print name of Authorizing Official]

[Type or print name of Chairman or Ranking Minority Member]

[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.

APPROVED:______________________________________________

Chairman, Committee on House Administration

Office of Finance use only.

Office Code: ____________________________

ID ____________________________

Benefits ____________________________

Monthly Annuity $__________ as of ____________

Payroll ____________________________

(Revised August 1, 1977)

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:

<table>
<thead>
<tr>
<th>Employee Name (First-Middle-Last)</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beverly Jackson</td>
<td>5/15/78</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>577-76-1930</td>
<td>☐ Appointment</td>
</tr>
<tr>
<td></td>
<td>☐ Salary Adjustment</td>
</tr>
<tr>
<td></td>
<td>☐ Title Change</td>
</tr>
<tr>
<td></td>
<td>☐ Termination (At close of business on effective date)</td>
</tr>
<tr>
<td></td>
<td>☐ Leave without pay (Beginning with effective date above and ending close of business, Specify Date)</td>
</tr>
</tbody>
</table>

Employing Office or Committee/Subcommittee: Assasinations

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

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Gross Annual Salary*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>$13,500</td>
</tr>
</tbody>
</table>

* 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. ☐ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 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_________________________ 19________

(Signature of Authorizing Official)

LOUIS STORES, 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—II 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_________________________ ID_________________________

Benefits_________________________ Payroll_________________________

(Revised August 1, 1977)

Copy for Initiating Office or Committee
MEMORANDUM

TO: Tom Howarth, Budget Officer
    Elizabeth Berning, Chief Clerk
FROM: I. Charles Mathews, Special Counsel
DATE: May 4, 1978
RE: Ms. Beverly Jackson

Please be advised that effective Monday, May 15, 1978, Ms. Beverly Jackson has accepted the position of secretary with the Martin Luther King Task Force. Her effective starting salary will be $13,500.00

If you have any questions concerning this matter, please contact me at your convenience.

ICM:j
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

5/2/78

Beverly S. Jackson