AGENCY INFORMATION

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RECORD NUMBER : 180-10060-10474

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 09/08/77
PAGES : 6

SUBJECTS :
HSCA, ADMINISTRATION
MARS, MITCHELL

DOCUMENT TYPE : PRINTED FORM
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DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :
Box 2.
MARS, Mitch

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES
PERSONAL LEAVE RECORD
1978

DATE OF APPOINTMENT
9-8-77

ANNUAL LEAVE CATEGORY
1.0 □
1.5 □
2.0 □

PRIOR FEDERAL SERVICE


ACQUIRED AVAILABLE USED BALANCE AT CLOSE OF
MONTH THIS MONTH THIS MONTH THIS MONTH CLOSE OF MONTH

| 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 |
|-------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Jan.  |   |   |   |   |   |   |   |   |   | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| Feb.  |   |   |   |   |   |   |   |   |   | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| Mar.  |   |   |   |   |   |   |   |   |   | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| Apr.  |   |   |   |   |   |   |   |   |   | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| May   |   |   |   |   |   |   |   |   |   | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| June  |   |   |   |   |   |   |   |   |   | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| July  |   |   |   |   |   |   |   |   |   | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| Aug.  |   |   |   |   |   |   |   |   |   | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| Sept. |   |   |   |   |   |   |   |   |   | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| Oct.  |   |   |   |   |   |   |   |   |   | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| Nov.  |   |   |   |   |   |   |   |   |   | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| Dec.  |   |   |   |   |   |   |   |   |   | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |

= 0.5 day annual leave
= 1.0 day annual leave
= 0.5 day sick leave
= 1.0 day sick leave
= 0.5 day administrative leave
= 1.0 day administrative leave
= 0.5 day unauthorized absence
= 1.0 day unauthorized absence
= 0.5 day leave without pay
= 1.0 day leave without pay

CERTIFIED CORRECT:

Employee's Signature
Date
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
TO:    Thomas Howarth
FROM:  Mitchell A. Mars
Date:  June 26, 1978

As per our previous conversation, this is to confirm that my resignation will be effective as of the close of business July 9, 1978; due to earned annual leave, my final working date will be June 27, 1978.
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>Mitchell A. Mars</td>
<td>7/9/78</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>338-48-1298</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 ______________________ 19 78

LOUIS STOKES, CHAIRMAN

Approved: ________________________

Chairman, Committee on House Administration

Office of Finance use only:

Office Code __________ ID ______________________

Monthly Annuity $__________ as of __________ Benefits ______________________

Payroll ______________________

(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 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:

<table>
<thead>
<tr>
<th>Employee Name (First-Middle-Last)</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mitchell A. Mars</td>
<td>9/8/77</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>338 48 1298</td>
<td>☑ Appointment</td>
</tr>
<tr>
<td></td>
<td>☐ Salary Adjustment</td>
</tr>
<tr>
<td></td>
<td>☐ Termination (At close of business on effective date)</td>
</tr>
</tbody>
</table>

Employing Office or Committee: Assasinations

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

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Gross Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Researcher</td>
<td>$18k000</td>
</tr>
</tbody>
</table>

(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 ____________________ 1977

Louis Stokes
(Signature of Authorizing Official)

Chairman

Office of Finance use only:

Office Code __________

Monthly Annuity $ __________ 00

Copy for Initiating Office or Committee
MEMORANDUM

TO: T. Howarth, Budget Officer
FROM: G. Robert Blakey, Chief Counsel and Director
DATE: September 7, 1977
RE: Mr. Mitchell Mars

This is to inform you that Mr. Mitchell Mars has accepted the position of Research Attorney with the Committee staff. Mr. Mars' effective starting date will be September 8, 1977, starting salary will be $18,000.00.

Your co-operation in familiarizing him with the operation of the staff will be appreciated.

GRB/j1
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]

Signature of Employee

[Date]

10/14/77