JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10485

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 09/06/77
PAGES : 7

SUBJECTS :
HSCA, ADMINISTRATION
MISITA, ANNE

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
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>Anne B. Misita</td>
<td>January 1, 1979</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-24-7659</td>
<td>☑ Salary Adjustment</td>
</tr>
<tr>
<td></td>
<td>☐ Appointment</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)</td>
</tr>
<tr>
<td></td>
<td>Specify Date</td>
</tr>
</tbody>
</table>

Employing Office or Committee/Subcommittee: Assassinations

(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>$16,100.00</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 ________________ 1979

[Signature of Authorizing Official]

LOUIS STOKES

[Type or print name of Authorizing Official]

CHAIRMAN

[Title—If Member, District and State]

(Typed 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 ____________

Monthly Annuity $ ____________ .00 as of ____________

ID ______________________

Benefits __________________

Payroll ___________________
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>Ana B. Hita</td>
<td>November 1, 1978</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-24-7659</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)</td>
</tr>
</tbody>
</table>

Specify Date

(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>$18,700.00</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. 365. 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: November 8, 1978

(Signature of Authorizing Official)

LOUIS STOKES

(Typing or print name of Authorizing Official)

Chairman

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

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

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 ____________________

Monthly Annuity $________.00 as of Payroll: ________________________

Copy for Initiating Office or Committee

(Revised: August 1, 1977)
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>Anne B. Misita</td>
<td>February 1, 1978</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-24-7659</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)</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>15,000</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. 879 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: February 16, 1978

(Signature of Authorizing Official)

Louis Stokes

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

Chairman

(If appropriate, 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:

ID .................................................................

Benefits ............................................................

Monthly Annuity $ 00 as of ................................

Payroll ............................................................

(Revised: August 1, 1977)
PAYROLL AUTHORIZATION FORM

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>Anne  B. Misita</td>
<td>December 1, 1977</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-24-7659</td>
<td>☐ Appointment</td>
</tr>
<tr>
<td></td>
<td>☐ Salary Adjustment</td>
</tr>
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<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).</td>
</tr>
</tbody>
</table>

Employing Office or Committee/Subcommittee: Assassinations

(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>$14,000</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. 665 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 December 1 1977

Louis Stokes
Chairman

(Date of Authorizing Official)

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

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__________

(Revised: August 1, 1977)
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>Anne B. Misita</td>
<td>9/6/77</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>132 24 7659</td>
<td>Appointment</td>
</tr>
</tbody>
</table>

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

(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>Secretary</td>
<td>$12,000</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: September 18, 1977

Louis Stokes
(Chairman, Committee on House Administration)

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: 00

Monthly Annuity $ .00

Copy for Initiating Office or Committee
RESUME, ROUTING FORM

Misita Anne B.
[Signature]
[Title: Secretary]
[Salary: $12,000]

Received: 8-23-M
Logged by: NPS

Congressional Referral: [ ] Self [ ] Other

Comments on Referral

Abstracted by: NPS
Date: 8-23-M

Acknowledged by:
Date:

Staff Component Review by:
Date:

Recommended Action: [ ] File [ ] Interview [ ] Hold [ ] Refer

REQUEST FOR APPOINTMENT
Interviewer: Hutton/Klein
Suggested date: 8-23-M
Suggested time:

Confirmed date:
Confirmed time:

REQUEST FOR REFERENCES
[ ] Hold for:
Date: Notified

INSTRUCTIONS

STAFFS - TUES. 9-6-77

FINAL INTERVIEW REQUEST
By:
Suggested date:
Suggested time:

Confirmed date:
Confirmed time:
by:

LETTER OF NOTIFICATION
by:
[ ] Acceptance/Date of employment
[ ] Rejection
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

10/14/77