JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10068-10353

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 10/01/76
PAGES : 15

SUBJECTS :
HSCA, ADMINISTRATION
GAY, DONOVAN L.

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 07/07/93

OPENING CRITERIA :

COMMENTS :
Box #: 1.

[R] - ITEM IS RESTRICTED
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>Donovan L. Gay</td>
<td>January 31, 1978</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>272-42-7056</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employing Office or Committee/Subcommittee</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assasinations</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>
</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 January 23 _______________ 1978

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

Louis Stokes
Chairman

(If or print name of Authorizing Official)

(If print name and title of above official)

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___________

ID__________________

Benefits______________

Monthly Annuity $________00 as of__________

Payroll______________

Copy for Initiating Office or Committee
<table>
<thead>
<tr>
<th>Day of Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Personal Leave Record**

**Office of the Clerk**

**U.S. House of Representatives**

**Date of Appointment**

**Annual Leave Category**

- 1.0  
- 1.5  
- 2.0  

**Prior Federal Service**

**Position Title**

**Position Number**

**Level**

**Step**

---

**Day of Month**

<table>
<thead>
<tr>
<th>Day of Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Terminated 1/31/78**

**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.
MEMORANDUM

TO: Tom Howarth, Budget Officer
FROM: G. Robert Blakey, Chief Counsel and Director
DATE: December 27, 1977
RE: Donovan Gay

This memorandum is written to inform you that Mr. Gay's employment with the Select Committee will be terminated, effective January 31, 1978.

Mr. Gay will be on administrative leave after Thursday, December 29, 1977.
PAYROLL AUTHORIZATION FORM

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>Donovan L. Gay</td>
<td>11/1/77</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>272-42-7056</td>
<td>☐ Appointment</td>
</tr>
<tr>
<td></td>
<td>☒ Salary Adjustment</td>
</tr>
</tbody>
</table>

Employing Office or Committee: Assassinations

(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>Chief. Researcher</td>
<td>$38,500</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: November 8, 1977

Louis Stokes
Chairman

Signature of Authorizing 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

Copy for Initiating Office or Committee.
To:  Thomas Howarth, Budget Officer  
From:  G. Robert Blakey, Chief Counsel and Staff Director  
Date:  November 7, 1977  
Re:  Salary Adjustment - one year anniversary

Adjust the salaries of the following individuals as indicated effective November 1, 1977

<table>
<thead>
<tr>
<th>Employee</th>
<th>Present Salary</th>
<th>7.05% Increase</th>
<th>New Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akers</td>
<td>$24,000</td>
<td>$1,700</td>
<td>$25,700</td>
</tr>
<tr>
<td>Blackmer</td>
<td>24,000</td>
<td>1,700</td>
<td>25,700</td>
</tr>
<tr>
<td>Gay</td>
<td>36,000</td>
<td>2,500</td>
<td>38,500</td>
</tr>
<tr>
<td>Hess</td>
<td>26,000</td>
<td>1,800</td>
<td>27,800</td>
</tr>
<tr>
<td>McPherson</td>
<td>16,000</td>
<td>1,100</td>
<td>17,100</td>
</tr>
<tr>
<td>Orr, Patricia</td>
<td>17,500</td>
<td>1,200</td>
<td>18,700</td>
</tr>
</tbody>
</table>
PAYROLL AUTHORIZATION FORM

(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>Donovan L. Gay</td>
<td>8/1/77</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>272-42-7056</td>
<td>☐ Appointment</td>
</tr>
<tr>
<td>Employing Office or Committee</td>
<td>☑ Salary Adjustment</td>
</tr>
<tr>
<td>Assassinations</td>
<td>☐ Termination (At close of business on effective date)</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>Chief Researcher</td>
<td>36,000</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 August 2 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 ______________

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:

<table>
<thead>
<tr>
<th>Employee Name (First-Middle-Last)</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donovan L. Gay</td>
<td>5/29/77</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>272 42 7056</td>
<td>&quot; Salary Adjustment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employing Office or Committee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assassinations</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></td>
<td>$30,000</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  May 10, 1977

(Signature of Authorizing Official),

Louis Stokes
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

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

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To the Clerk of the House of Representatives:

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<thead>
<tr>
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<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donovan L. Gay</td>
<td>4/1/77</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>272 42 7056</td>
<td>☐ Appointment</td>
</tr>
<tr>
<td></td>
<td>☑ Salary Adjustment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employing Office or Committee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assassinations</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></td>
<td>$47,500</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. 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 ________________        April 29, 1977

(Signature of Authorizing Official)

Louis Stokes

Chairman

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

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>Donovan L. Gay</td>
<td>2-1-77</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>272-42-7056</td>
<td>☐ Appointment</td>
</tr>
<tr>
<td></td>
<td>☑ Salary Adjustment</td>
</tr>
</tbody>
</table>

Employing Office or Committee:

Select Committee on Assassinations

(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></td>
<td>$18,450.</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. 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

Henry B. Gonzalez

(Signature of Authorizing Official)

Chairman

(Type or print name of Authorizing Official)

(Titles—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 $______________

Copy for Initiating Office or Committee
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>Donovan Lamar Gay</td>
<td>1/3/77</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>272 42 7556</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: Select Committee on Assassinations

(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></td>
<td>$19,500</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. 11 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

Henry B. Gonzalez

(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
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:

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<tr>
<th>Employee Name (First-Middle-Last)</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donovan L. Gay</td>
<td>1/1/77</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>272 42 7056</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: Select Committee on Assassinations

(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>Chief Researcher</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

(If Committee Employee; complete appropriate item below.)

1. □ Standing Committee: Staff— □ Clerical or □ Professional.
   2(1) Special or Select Committee: Authority—H. Res. 1549 of the 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: December 29, 1976

(Signature of Authorizing Official)
Thomas H. Downing, Chairman
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: $0.00

Copy for Initiating Office or Committee
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>Donovan LaMar Gay</td>
<td>October 1, 1976</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Social Security Number</th>
<th>Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>272-42-7056</td>
<td>☒ Appointment</td>
</tr>
</tbody>
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<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Committee on Assassinations</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>Research Assistant</td>
<td>$24,000.00</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. 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__________________________ October 7, 1976

Thomas N. Downing
Chairman

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:

Office of Finance use only:

Office Code:________________

Monthly Annuity $________.00

ORIGINAL - To Finance Office (for official personnel folder)
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  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

All staff employees are requested to complete this form and return it to the Budget officer.

Approved
Richard A. Sprague

I am not related to any Member of Congress.

I am related by the following relationship ______

Signature of Employee  1/10/77

Date
Donovan L. Gay
Resume

Congressional Black Caucus
U.S. House of Representatives
Position: Director of Research
Dates: January, 1976, Present

Current duties and responsibilities as Director of Research are two-fold: 1) Legislative Research, and 2) Communications Research. I am responsible for identifying and analyzing key legislative issue areas impacting primarily on Black, poor and minority constituents. Responsibilities also include the overall development and management of the Congressional Black Caucus' communications strategies. This includes the production, coordination and dissemination of all articles, editorials, press releases, etc.

Library of Congress
Congressional Research Service
Political Analyst
October 8, 1973 - January, 1976

Was responsible for the preparation of exhaustive reports on national policy for congressional deliberation consisting of specialized analytical surveys, authoritative studies, and comparative analyses. Conferred with Members of Congress and their professional staffs advising them on background consideration for drafting legislation and conducting Congressional Hearings. Formulated sound critical judgment in the evaluation of services and demonstrated skill in organizing and writing presentations that set forth a balanced, unbiased, realistic picture of the subject under consideration.

Natural Foods on the Hill
T/A Sesame Seed
Co-Proprietor
July, 1971 - Present

Conducted market feasibility studies, procured equipment and merchandise required for the operation of a successful establishment. Was responsible for the understanding and application of corporate procedures in general. Had prime responsibility for the supervision of para-professionals and clericals; developed and executed wage and compensation systems, and designed and monitored staffing patterns. **Have since delegated all managerial and administrative responsibilities to corporate associates.

University of Dayton
Graduate Department of African & Afro-American Studies
Departmental Chairman
August, 1969 - November, 1970

Designed and integrated into the academic community a
Resume, Donovan L. Gay

Graduate Department of African and Afro-American Studies. Undertook the prime responsibility for the recruitment and supervision of faculty, para-professionals, and clericals. Designed, conducted and supervised seminars relevant to Black and minority affairs. Was consultant and lecturer at academic institutions; compiled extensive bibliographies; evaluated College Board Examinations; and established policy affecting University admission standards. Was directly responsible for full administrative budget. Resigned post to begin lecture tour throughout the West Coast and the Midwest.

EDUCATION:

B.A. University of Dayton
1967
Communication Arts and Philosophy

PhD. Antioch College, Union Graduate School
1973 (incomplete)
Urban Affairs

Certificate of Language Proficiency
Defense Language Institute
1968
Vietnamese
French

MILITARY:

United States Marine Corps, Nov. 1967 - April, 1969
Combat Interpreter,
Republic of South Vietnam
National Defense Service Medal, Vietnam Campaign Ribbon
Purple Heart

PUBLICATIONS:


--Black Congresspersons of the U.S. House of Representatives, 94th Congress: Statistical Demographic Survey of Their Congressional Districts; Library of Congress, JK 1052 F February, 1975, 75-6GGR

PERSONAL:

Date of Birth: Dec. 5, 1945
Excellent Health
321 F Street, N.E.
Washington, D.C. 20002
202-547-3979