

Assassination Records Review Board Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10453
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

Released under the John F.
Kennedy Assassination
Records Collection Act of
1992 (44 USC 2107 Note).
Case#: NW 68261 Date:
09-01-2022

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 10

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: 4

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 : 180-10060-10453

RECORDS SERIES :
STAFF PARYOLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 08/29/77
PAGES : 51

SUBJECTS :
HSCA, ADMINISTRATION
JOHNSON, LILLIAN

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

M E M O R A N D U M

TO: Thomas Howarth, Budget Officer
FROM: I. Charles Mathews, Special Counsel *I.C.M.*
DATE: December 19, 1977
RE: Lillian Johnson

This memorandum is to inform you that Lillian Johnson is on administrative leave from December 9, 1977 until January 9, 1978. She should continue on the payroll for that period of time plus any additional vacation that she has not yet taken.

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

3 days annual leave

Terminate January 12, 1978

Howarth

ICM:jl

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.) _____

William B. Johnson
Signature of Employee

8/31/77
Date

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
Lillian B. Johnson	8/29/77
Employee Social Security Number	Type of Action
JFK Act 5 (g) (2) (D)	<input checked="" type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

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

Position Title	Gross Annual Salary
Secretary	\$13,000

(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 31, 1977

(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
8/31

Copy for Initiating Office or Committee

RESUME ROUTING FORM

Johnson Lillian

Secretarial

gfk

\$13,500

Received 8-10-77

Logged by nps

Congressional Referral Self Other

Comments on Referral

Abstracted by nps Date 8-10-77

Acknowledged by Date

Staff Component Review by Date

Recommended Action: File Interview Hold Refer

REQUEST FOR APPOINTMENT Interviewer Hutton/Matthews Suggested date Suggested time Confirmed date Klein Confirmed time by

REQUEST FOR REFERENCES Hold for Date Notified

INSTRUCTIONS Hired as of 8-29-77 JFK/Task

FINAL INTERVIEW REQUEST By Suggested date Suggested time Confirmed date Confirmed time by

LETTER OF NOTIFICATION by Acceptance/Date of employment Rejection

RESUME

LILLIAN BARBARA JOHNSON
7516 Forest Road
Landover, Maryland 20875
(301) 772-3341(H)
(202) 755-6808(O)

Position Desired - Administrative Assistant/Secretarial

Experience - District of Columbia

5/77 - Present Department of Housing and Urban Development
451 7th Street, S.W. Clerk-typist

12/76 - 2/77 1977 Presidential Inaugural Committee
2nd & "T" Streets, S.W.
Administrative Assistant/Site Coordinator

9/76 - 11/76 Congressional Budget Office
2nd & "D" Streets, S.W. Secretary

7/76 - 9/76 Stuart Temporaries, Inc.
1120 -19th Street, N.W. Secretary

8/74 - 9/75 Arent, Fox, Kintner, Plotkin & Kahn
18th & "H" Streets, N.W. Legal Secretary

11/73 - 8/74 Temporaries, Inc., 1015 18th Street, N.W.
Secretary

5/13 - 6/14 Longworth House Office Building, N.J. & "C"
Streets, S.E. Secretary

1/73 - 8/73 Model Inner Cities Community Organization
9th & "U" Streets, N.W. Executive Secretary

3/70 - 3/71 American Association of Junior Colleges
One Dupont Circle, N.W. Secretary

2/68 - 1/70 Harbridge House, Inc.
2100 "M" Street, N.W. Support Secretary

5/67 - 1/68 Tabulating Research & Development Agency
14th & "K" Streets, N.W. Secretary

5/66 - 5/67 Georgetown University, 37th & "O" Streets, N.W.
Clerk-typist

Education:

1/72 - 7/47

Strayer College, 13th & "G" Streets, N.W.
Studied Court & Conference Reporting, Stenotype,
Legal reporting and advanced vocabulary

9/63 - 6/64

Johnson's Business School, 14th & N.Y. Avenue,
N.W. Secretarial Course

9/59 - 6/62

Graduate of Dunbar High School, 1st & "N"
Streets, N.W. Commercial Courses

Skills:

Stenotypist 100 - 140 wpm. Typist 75 - 80

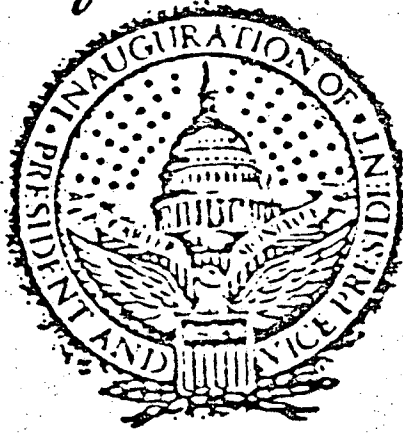
Seeking opportunity for career professional position
willing to start as trainee, willing to travel occasionally

Personal:

Divorced

One daughter age 8 years.

1977 Inaugural Committee



February 7, 1977

Dear Ms. Johnson:

President Carter and Vice President Mondale have asked us to express their sincere appreciation to you for your most commendable efforts in support of the 1977 Inauguration.

The Inauguration of the President of the United States is a moment in history that serves as a vehicle to communicate to the world the commitment and spirit of the New Administration.

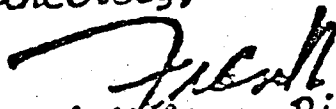
It is with this in mind that I forward this letter to you as a member of the Inaugural Security and Credential Committee. You displayed the highest degree of professionalism and dedication in many important tasks.

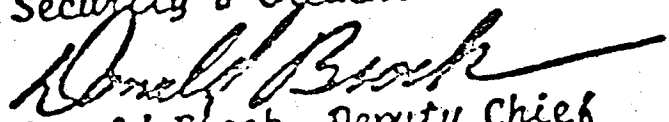
You were always willing and ready to work long hours, above and beyond the normal work day. You volunteered your services for almost anything asked of you.

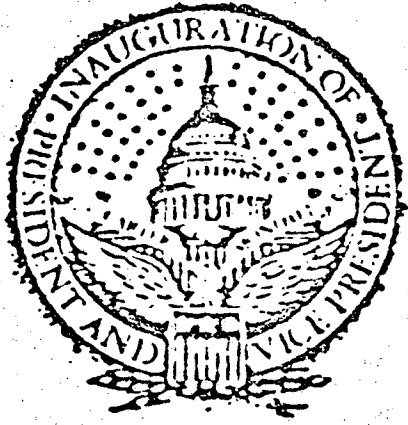
Throughout the planning and implementation period, you were faced with an everchanging list of requirements. Your dedication to duty, understanding of the difficulties faced by the Inaugural Committee, and cooperative attitude are indicative of a true professional. Your overall manner of performance was truly outstanding.

If we had the power today, each of you would receive a tangible medal of citation for the highest award of Volunteer Action. Possessing only words, we say again, thank you for all the service given so unselfishly.

Sincerely,


Frank Wilson, Director
Security & Credentials Committee


Donald Brock, Deputy Chief
In Charge of Internal Security



LILLIAN BARBARA JOHNSON

served with distinction on behalf of the
Armed Forces of the United States
at the Inauguration of

Jimmy Carter

on the twentieth day of January,
one thousand, nine-hundred seventy-seven
in Washington, District of Columbia

Bardyl R. Tirana
Bardyl R. Tirana

Vicki Rogers
Vicki Rogers

Robert G. Herks
Robert G. Herks

Co-Chairpersons

Major General USA

1977 Inaugural Committee

Chairman

THE WHITE HOUSE

WASHINGTON

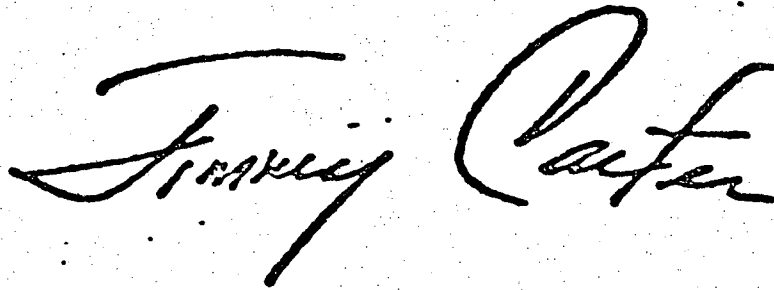
February 3, 1977

To Lillian Johnson

I deeply appreciate your dedicated and untiring work on the 1977 inauguration. The inaugural program was a great success, open to all of our citizens. This would not have been possible without the unselfish help, cheerful spirit and long hours freely given by volunteers such as you.

You have helped to set an example of what we Americans can accomplish by sharing our talents and energies with each other. Many thanks.

Sincerely,

A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink and is positioned below the word "Sincerely,".

Miss Lillian Johnson
7516 Forest Road
Landover, Maryland 20875



Your assistance with the 1977 Inauguration meant a great deal to me personally. More importantly, it was a great example of what we Americans can accomplish by sharing our talents and energies with each other.

Jimmy Carter

Life Experience: Inauguration of President and Vice President
of the United States, 1977 Presidential
Inaugural Committee, Washington, D.C.

Competency Statement

Position Descriptors

As Site Coordinator &
Administrative Assistant
of the Inaugural Committee's
Security & Credential division,
I have:

- A. Acquired knowledge as to how legislative priorities are set
- B. Held high level administrative responsibility in operating the office
- C. Supervised productivity, flow of work and overall operations of our office with top United States Secret Service officials and congressional members.
- D. Through the concept of creative office leadership I have assisted in planning, organizing and controlling the operations of presidential security
- E. Utilize techniques to help maintain good employee relations through effective supervision, delegation, evaluating, training, and thorough communications with USSS.
- F. Arranged and made contacts with top USSS agents, presidential advance team, and congressional members for indepth security conferences.

