

# Assassination Records Review Board Final Determination Notification

AGENCY : HSCA  
RECORD NUMBER : 180-10070-10144  
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

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**December 8, 1995**

**Status of Document:** Postponed in Part

**Number of releases of previously postponed information: 5**

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: 3**

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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

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**Board Review Completed: 10/24/95**

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

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AGENCY INFORMATION

AGENCY : HSCA  
RECORD NUMBER : 180-10070-10144

RECORDS SERIES :  
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

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DOCUMENT INFORMATION

ORIGINATOR : HSCA  
FROM :  
TO :

TITLE :

DATE : 03/06/78  
PAGES : 8

SUBJECTS :  
HSCA; ADMINISTRATION  
RIFE, REBECCA A.

DOCUMENT TYPE : PRINTED FORM  
CLASSIFICATION : U  
RESTRICTIONS : 3  
CURRENT STATUS : P  
DATE OF LAST REVIEW : 07/16/93

OPENING CRITERIA :

COMMENTS :  
Box 3.

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[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:

<b>Employee Name (First-Middle-Last)</b>	<b>Effective Date</b>
Rebecca A. Rife	12/31/78
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business _____) <small>Specify Date</small>
<b>Employing Office or Committee/Subcommittee</b>	
Assassinations	

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

Position Title	Gross Annual Salary*

\* 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.)

- Standing Committee: Staff— Clerical or  Professional.
- Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 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 January 2, 19 79

(Signature of Authorizing Official)  
**LOUIS STOKES**

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

(Type or print name of Authorizing Official)  
**CHAIRMAN**

(Type or print name and title of above 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:	ID _____
Office Code _____	Benefits _____
Monthly Annuity \$ _____ .00 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:

<b>Employee Name (First-Middle-Last)</b>	<b>Effective Date</b>
Rebecca A. Rife	3/6/78
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input checked="" type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business _____) <small>Specify Date</small>
<b>Employing Office or Committee/Subcommittee</b>	
Select Committee on Assassinations	

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

<b>Position Title</b>	<b>Gross Annual Salary*</b>
Secretary	13,500.00

\* 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.)

- Standing Committee: Staff— Clerical or  Professional.
- Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 879 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 3/6 19 78

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

(Type or print name and title of above official)

*[Signature]*  
 (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:	ID _____
Office Code _____	Benefits _____
Monthly Annuity \$ _____ .00 as of _____	Payroll _____

Copy for Initiating Office or Committee

(Revised: August 1, 1977)

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.) \_\_\_\_\_

Rebecca A. Rife

Signature of Employee

March 6, 1978

Date

# Congress of the United States

## Employment Information Form

1 - P.M.

1. Name (Last, First, Middle) and Address (Number, Street, City, State, and ZIP Code) Rife, Rebecca Anne 125 South Reynolds St., Apt. J-410 Alexandria, Va. 22304		10. Birth date (Month, Day, Year) 11/11/42		14. Lowest acceptable annual salary in specific figures \$10,500	
2. Home phone (including Area Code) 370-6755		3. Other phone (including Area Code) Friend Judy Sullivan 697-1173		11. Home State Pennsylvania	
4. Kind of job you are applying for: Secretarial/Staff Assistant		12. Height Feet 5 Inches 6 1/2		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		16. Weight 125		17. Social Security Number JFK Act 5 (g) (2) (D)	
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		18. Skills <input checked="" type="checkbox"/> Typing - 75-80 wpm. <input checked="" type="checkbox"/> Shorthand @85-90 wpm. <i>(To be considered for positions involving typing or shorthand, applicants must undergo tests actually administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</i>			
7. Will you accept part-time employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		19. When will you be available? <u>Immediately</u>			
8. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					

19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings.  
Have been a G.S. 8 Social Worker. On Mid-Level Register and Clerk-Typist

20. Did you graduate from high school, or will you graduate within the next nine months?  Yes June 1960  No Register  
MONTH/YEAR HIGHEST GRADE COMPLETED

Course emphasis:  Academic,  Business,  Other (specify)

21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.  
Waynesboro Business School, Waynesboro, Pennsylvania - Attended during high school and studied typing and speed-writing.

22. A. Name and location (City and State) of colleges or universities attended.	COURSES STUDIED		CREDITS COMPLETED		Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended		Type of Degree	Year of Degree
	Major	Minor	Semester	Quarter			From	To		
Chatham College, Pgh., Pennsylvania	Psyc/Soc.				3.2	Upper 1/2	1960-64		B.A.	

B. Chief undergraduate college subjects	CREDITS COMPLETED		C. Chief graduate college subjects	CREDITS COMPLETED	
	Semester	Quarter		Semester	Quarter
Strong liberal arts					
Many survey courses (including political science)					
Psychology/sociology major					

D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.)  
Awarded full college scholarship from Fairchild Aircraft Corporation Hagerstown, Maryland

23. Other languages. (Show proficiency in speaking, writing, and reading.)  
Some French

24. Dates of military service, if any. From: To:  
Branch: N.A. Rank: Serial No.:

Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)

	YES	NO
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)		
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] Department, agency, or office.)		

28. Space for detailed answers. Indicate Item number to which answers apply.

Item No.	Answers
	Do Not Write In This Block
	TEST RESULTS
	TYPING: <u>77</u> W.P.M. ON A 5 MINUTE TEST
	( <u>91</u> W.P.M., <u>4</u> ERRORS)
	SHORTHAND: _____ W.P.M. ON A 3 MINUTE TEST
	OTHER TEST SCORES: _____
	VERIFIED BY: <u>JK</u> DATE: _____

Describe Employment Experience On This Form.

(A resume is not a substitute for this form. Any resume submitted should be limited to 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties
Worked for Sen. Gary Hart	for a month in 1975	when one of his secretaries was on vacation.	
Worked in office of Cong. Stanley Lundine	for a month when he won special election in 1976.		Typed invitations to a luncheon for

30. FULL-TIME Employment. (List Most Recent Experience First.) Dem. Nat'l. Comm. Dinner Comm.

1.	Dates of employment (month, year) From August 1976 To XXXXXXXX	December 1977	Exact title of position Secretary (temp. position)	Annual Salary Starting \$ 10,800 Present \$ 11,500
Name of immediate supervisor Fred Hansen		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) ACTION, 806 Connecticut Avenue, N.W., Washington, D.C.		
Area Code and Phone No., if known 254-5232				
May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Reason for wanting to leave Temporary position ended. Seeking permanent employment.				
Description of work Performed clerical duties: typing, sorting mail, answering phones, answered telephone inquiries, composed own correspondence at times. Helped coordinate office during reorganization.				

2.	Dates of employment (month, year) From Jan.-March 1975		Exact title of position Secretary (?)	Annual Salary Starting \$ 8500 Leaving \$ 8500
Name of immediate supervisor Mr. Bill Wise		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Birch Bayh for President in '76, K St. N.W. Washington, D.C. (Call Sen. Bayh's office.)		
Area Code and Phone No., if known				
Reason for leaving Campaign folded.				
Description of work Worked for press secretary, typed press releases and correspondence, mailed press releases to national mailing list; maintained press release files and national mailing list; answered routine calls from press. Helped coordinate office during reorganization.				

3.	Dates of employment (month, year) From Apr. 1974 to Jan. 1975		Exact title of position Legal Secretary	Annual Salary Starting \$ 8,000 Leaving \$ 8,000
Name of immediate supervisor Mr. Andrew Pepsin		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Wilkinson, Cragun and Barker, 1735 New York Avenue, N.W., Washington, D.C.		
Area Code and Phone No., if known 833-9800				
Reason for leaving Change fields; boring, no room for advancement in legal field				
Description of work Typed legal briefs and correspondence, helped librarian prepare summaries of Federal Register, relieved receptionist.				

4.	Dates of employment (month, year) From Nov. 1972 To March 1974		Exact title of position Senate Majority Press Office, Harrisburg, Pa.	Annual Salary Starting \$ 6800 Leaving \$ 7200
Name of immediate supervisor Mr. Vince Carocci		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Senate Majority Press Office, Main Capitol Harrisburg, Penna.		
Area Code and Phone No., if known				
Reason for leaving Turned down a promotion to return to Washington.				
Description of work Handled personal secretarial duties; edited, typed and mailed press releases for Dem. state senators; did research. Set up a new filing system for newspaper clippings. Wrote a 100 page summary of a review of Public Employees Relations Law.				

REFERENCES: Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	TELEPHONE NUMBER
Mr. Theron Bell	ACTION Administrator, 806 Connecticut Av., NW	
Ms. Jan Fernengel	Marketing Rep. Alexandria, Va.	765-0826
Louis and Sandra Kushner, Esq.	Dunmoyle Place, Pittsburgh, Pa.	412/661-0128

CERTIFICATION I CERTIFY that all of the statements made in this form and any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.	SIGNATURE (Sign in ink) Rebecca A. Rife	DATE SIGNED February 14, 1978
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Rebecca Anne Rife  
125 South Reynolds Street, J-410  
Alexandria, Virginia 22304  
(703)370-6755

#### WORK HISTORY

July 1976-December 1977. ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. Secretary to the Director of the Peace Corps Placement Office. Performed secretarial duties, aided in coordinating office activities during a period of reorganization.

January-April 1976. Birch Bayh for President in '76; 1735 K Street, N.W., Washington, D.C. Worked for Senator Bayh's press secretary during his presidential campaign. Typed personal correspondence, typed and mailed press releases to national mailing list, maintained growing lists of persons to receive information, maintained files, answered inquiries mainly from the press regarding the Senator's schedule and stands on issues. Stayed on at request after campaign ended to write thank you notes and to help prepare Federal Election Campaign Report.

1975. Traveled to Europe and worked for Olsten Temporaries and Potomac Temporaries while searching for permanent employment. Also found temporary positions on my own initiative in the offices of Senator Gary Hart and WETA, the public television station in Arlington, Va., and Lord and Taylor's. Performed secretarial duties and sometimes administrative functions. I value this experience as I learned to adapt quickly to all kinds of working situations and in general broadened my knowledge.

April 1974-January 1975. Legal Secretary, Wilkinson, Cragun and Barker, 1735 New York Avenue, N.W., Washington, D.C. Typed legal briefs and correspondence, helped librarian prepare summaries of Federal Register, and relieved receptionist.

November 1972-March 1974. Secretary to Vince Carocci, Senate Majority Press Officer, Capitol, Harrisburg, Pennsylvania. Handled personal secretarial duties for the director and five other persons in the office; edited, typed and mailed press releases for all the Democratic state senators; did some research. Was in constant contact with state legislators and members of the press. Set up a new filing system for newspaper clippings. Wrote a hundred page summary of a review of Pennsylvania's Public Employees Relations Law. Turned down a promotion to return to Washington.

Fall of 1972. Office manager during the 1972 Presidential campaign of the Democratic Headquarters in Waynesboro, Pennsylvania (my home town). Recruited and coordinated office and field staff (approximately 60 people), managed the budget, purchased office supplies and decorated the office. Met with local candidates, attended meetings and rallies with them. Planned campaign strategy with county political leaders. Liaison person with the national campaign headquarters.

1967-1972. Caseworker at the D.C. Welfare Department, Adoption Section, 101 E Street, N.W., Washington, D.C. Counseled unwed mothers who applied for adoption services, placed their infants for adoption. Had extensive contact with other referral social agencies. Prepared adoption reports. Left social work to change fields.



1964-1967. Caseaid at Family and Children's Service, 327 Fifth Avenue, Pittsburgh, Pennsylvania. Placed pre-adoptive infants in foster homes, counseled foster mothers in their care and prepared evaluations of the infants and foster homes. Supervised some adoptive placements.

Summer of 1963. Employed as a summer intern at Franklin County Children's Aid Society, Miller Street, Chambersburg, Pennsylvania. Observed and aided the social workers, did some counseling, interviewed and evaluated foster parent applicants. Worked with the director of the agency in a public relations effort: contacted and visited county residents, particularly leading citizens, to make them more aware of the agency and its functions and to locate prospective foster parents. Left to return to senior year of college.

#### EDUCATION

1970-1971. Took courses through the U.S. Department of Agriculture Graduate School in free lance writing, urban affairs and duties of Capitol Hill Assistants.

1964. Awarded a B.A. in Psychology/Sociology from Chatham College, Pittsburgh, Pennsylvania. Strong liberal arts background. Awarded full college scholarship.

1960. Graduated from Waynesboro Area Senior High School, Waynesboro, Pennsylvania. Academic course.

1957-1958. Studied typing and speed-writing during summers at the Waynesboro Business College, Waynesboro, Pennsylvania.

References available upon request.

M E M O R A N D U M

TO: Thomas Howarth, Budget Officer  
FROM: I. Charles Mathews, Special Counsel *J.C.M.*  
DATE: March 1, 1978  
RE: Ms. Rebecca A. Rife

Please be advised that effective Monday, March 6, 1978, Ms. Rebecca Rife has accepted the position of Secretary with the John F. Kennedy Task Force. Her effective starting salary will be \$13,500.00.

ICM:j