Assassination Records Review Board Final Determination Notification

AGENCY : HSCA

RECORD NUMBER: 180-10060-10480

RECORD SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 13

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: 5

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

Released under the John F. Kennedy Assassination Records Collection Act of 1992 (44 USC 2107 Note). Case#:NW 88326 Date: 2025

Date:08/20/93 Page:1

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA

RECORD NUMBER: 180-10060-10480

RECORDS SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER:

DOCUMENT INFORMATION

ORIGINATOR: HSCA

FROM:

TO:

TITLE:

DATE: 12/13/76

PAGES: 13

SUBJECTS:

HSCA, ADMINISTRATION

MCCRAY, DENISE L.

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION: U
RESTRICTIONS: 3
CURRENT STATUS: P

DATE OF LAST REVIEW: 06/04/93

OPENING CRITERIA:

COMMENTS:

Box 2.

To Beckl	4	Time_	0:5	52	
MHILE YOU MDENIO	J 1	WERE MS	out Cr	9 9	
of		in process and wilder	,	· · · · · · · · · · · · · · · · · · ·	
Phone	•••••		·		
Area Code	Nu	mber	Extension		
TELEPHONED		PLEASE C	ALL		
CALLED TO SEE YOU	·	WILL CAL	L AGAIN		
WANTS TO SEE YOU		URGENT			
RETURNED	YO!	UR CALL			
Message <u>neu</u>	Ü	ac	dre	255	9
3332 CI	15	tis	Dr	<u> </u>	
Ant # Inh					
Hillcrost Heights M					
	2_1_	377		<u></u>	
		<u> </u>		· · · · · ·	
*** · · · · · · · · · · · · · · · · · ·		Operator	· · · · · · · · · · · · · · · · · · ·	•	
		1			R

EFFICIENCY LINE NO. 4725 AN AMPAD PRODUCT

June 16, 1977

Mrs. Denise L. McCray 2515 R Street, S.E. Apt. 327 Washington, D.C. 20020

Dear Denise:

I want you to know how much the Committee and I appreciate your service add how much we regret that you will no longer be a member of the staff.

You have our best wishes always.

Sincerely yours,

Louis Stokes Chairman

LS:tle

LOUIS STOKES, OHIO, CHAIRMAN

RICHARDSON PREYER, N.C. WALTER E. FAUNTROY, D.C. YVONNE BRATHWAITE BURKE, CALIF. STEWART B. MCKINNEY, CONN. CHRISTOPHER J. DODD, CONN. HAROLD E. FORD, TENN. FLOYD J. FITHIAN, IND. OBERT W. EDGAR, PA.

SAMUEL L. DEVINE, OHIO JOHN B. ANDERSON, ILL. CHARLES THONE, NEBR.

(202) 225-4624

Select Committee on Assassinations

U.S. House of Representatives

3342 HOUSE OFFICE BUILDING, ANNEX 2 WASHINGTON, D.C. 20515

May 4, 1977

Mr. Alvin B. Lewis, Jr. Acting Chief Counsel and Staff Director Select Committee on Assassinations

Dear Al:

I herewith submit my resignation from the Select Committee effective May 15, 1977.

I have not lost my convictions about this investigation which brought me here to work last December. However, personal and financial obligations have made it necessary for me to obtain more secure employment.

I wish the Committee all success in the future and I sincerely hope that it is never again plagued with the problems it has previously faced.

Sincerely,

Select Committee on Assassinations U.S. House of Representatives WASHINGTON, D.C. 20515

Denisi 426-6593 Lehian J Congress May 5, 1977

Mrs. Denise L. McCray Select Committee on Assassinations House of Representatives Washington, D.C. 20515

Dear Denise:

I was very sorry to receive your letter of resignation, but I understand your reasons.

We will miss you here, for you were certainly one of our most conscientious and efficient members of the staff.

Good luck in all your future endeavors.

Sincerely,

Alvin B. Lewis, Jr.
Acting Chief Counsel and Director

ABL:elb

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES or Ballpoint Pen) 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:

Denise Louise McCray	
	5/15/77
Employee Social Security Number	Type of Action
577 72 8453	☐ Appointment
Employing Office or Committee	Salary Adjustment
Assassinations	Termination (At close of business on effective date)
If type of action is an Appointment or Salary Adjustment, complete	e the following information.)
Position Title	Gross Annual Salary
If Committee Employee, complete appropriate item below.)	
1. Standing Committee: Staff— Clerical or Profession	nal
2. Special or Select Committee: Authority—H. Res.	
3. Joint Committee.	
3 Joint Committee. If Employee of an Officer of the House, complete item below.)	
If Employee of an Officer of the House, complete item below.) Position NumberIf applicable, Level	Step
If Employee of an Officer of the House, complete item below.)	Step
If Employee of an Officer of the House, complete item below.) Position NumberIf applicable, Level Locertify that this authorization is not in violation of relatives.	Step
If Employee of an Officer of the House, complete item below.) Position Number	Step
If Employee of an Officer of the House, complete item below.) Position NumberIf applicable, Level Locertify that this authorization is not in violation of relatives.	Step5 U.S.C. 3110(b), prohibiting the employment of
If Employee of an Officer of the House, complete item below.) Position NumberIf applicable, Level Locertify that this authorization is not in violation of relatives.	Step5 U.S.C. 3110(b), prohibiting the employment of Signature of Authorizing Official)

was a lower Copy for Initiating Office or Committee

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES or Ballpoint Pen) 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:

Thereby authorize the following payroll action: ***

Denise Louise Mc	Crav		5/1/77	
AND AND THE PROPERTY OF THE PR		ber		Type of Action
	ar security Munit	UGI 2 - STAN AND AND AND AND AND AND AND AND AND A	1 224 X 1 X 1 X 1 X 1 X 1 X 1 X 1 X 1 X 1 X	Type of Action
577 72 8453			☐ Appoir	
Employing Off	fice or Committe	e i je se	Salary	Adjustment
Assassinations	e de la companya de	in the second of	☐ Termin	ation (At close of business on effective date)
(If type of action is an Appointr	ment or Salary ,	Adjustment, com	plete the follo	owing information.)
	Position Title			Gross Annual Salary
				\$12,000
If Committee Employee, comple	ete appropriate	e item below.)	· · · · · · · · · · · · · · · · · · ·	
1 Standing Committe	ee: Staff-\(Cle	erical or Profe	ssional	en de la companya de La companya de la co
			,	
2. 🖺 Special or Select C	Committee: Auth	nority—H. Res	of	Congress:
·				
3. Doint Committee.			٠.	
			• .	**
3.		lete item below.)	en e	en de trata de la companya de la co La companya de la co
(If Employee of an Officer of th	ne House, compl			
(If Employee of an Officer of th	ne House, compl	oplicable, Level_	Step	
(If Employee of an Officer of the Position Number	ne House, compl	oplicable, Level_	Step	
(If Employee of an Officer of the Position Number I certify that this authorisms.	ne House, complete House, comp	oplicable, Level_ notwin eviolation	Step	
(If Employee of an Officer of the Position Number I certify that this authorisms.	ne House, complete House, comp	oplicable, Level_ notwin eviolation	of 5 U.S.C	3110(b), prohibiting the employment of Signature of Authorizing Official)
(If Employee of an Officer of the Position Number I certify that this authorisms.	ne House, complete House, comp	oplicable, Level_ notwin eviolation	of 5 U.S.C	C. 3110(b), prohibiting the employment of (Signature of Authorizing Official)
(If Employee of an Officer of the Position Number I certify that this authorisms.	ne House, complete House, comp	oplicable, Level_ notwin eviolation	of 5 U.S.C	(Signature of Authorizing Official) (Type or print name of Authorizing Official)
(If Employee of an Officer of the Position Number I certify that this authorisms.	ne House, complete House, comp	oplicable, Level_ notwin eviolation	of 5 U.S.C	(Signature of Authorizing Official) (Type or print name of Authorizing Official)
Position Number I certify that this authorities. Date	horization is r	oplicable, Level_ not in violation 19	of 5 U.S.C	(Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title—If Member, District and State)
Position Number I certify that this autorelatives. All appointments and sale	horization is r	oplicable, Level_ not in violation 19 for employees u	of 5 U.S.C Louis Chairm	(Signature of Authorizing Official) Stokes (Type or print name of Authorizing Official) (Title—If Member, District and State) se Classification Act and for Committee em-
(If Employee of an Officer of the Position Number I certify that this authorises. Date All appointments and sale ployees, except those of the Company of the	horization is ranged ary adjustments mmittee on App	oplicable, Level_ not in violation 19 for employees we propriations, the C	of 5 U.S.C Louis Chairm nder the Houlommittee on	(Signature of Authorizing Official) Stokes (Type or print name of Authorizing Official) (Title—If Member, District and State) se Classification Act and for Committee em-
Position Number I certify that this autorelatives. Date All appointments and sale ployees, except those of the Committee	horization is ranged ary adjustments mmittee on App on House Admi	oplicable, Level_ not in violation 19 for employees was propriations, the Construction.	of 5 U.S.C Louis Chairming nder the Houldonnittee on	(Signature of Authorizing Official) (Title-If Member, District and State) se Classification Act and for Committee emthe Budget, and the Joint Committees, must
Position Number I certify that this autorelatives. Date All appointments and sale bloyees, except those of the Committee	horization is ranged ary adjustments mmittee on App on House Admi	oplicable, Level_ not in violation 19 for employees was propriations, the Construction.	of 5 U.S.C Louis Chairming nder the Houldonnittee on	(Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title—If Member, District and State) se Classification Act and for Committee emthe Budget, and the Joint Committees, must
Position Number I certify that this autorelatives. Date All appointments and sale ployees, except those of the Committee	horization is ranged ary adjustments mmittee on App on House Admi	oplicable, Level_ not in violation 19 for employees was propriations, the Construction.	of 5 U.S.C LOUIS Chair Chair	(Signature of Authorizing Official) (Title-If Member, District and State) se Classification Act and for Committee emthe Budget, and the Joint Committees, must
(If Employee of an Officer of the Position Number	horization is ranged ary adjustments mmittee on App on House Admi	oplicable, Level_not in violation 19 for employees woropriations, the Constration. APPROVED:	of 5 U.S.C LOUIS Chair Chair	(Signature of Authorizing Official) (Title-If Member, District and State) se Classification Act and for Committee emthe Budget, and the Joint Committees, must

Copy for Initiating Office or Committee

(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
Denise Louise McCray	4/1/77
Employee Social Security Number	Type of Action
577 72 8453	☐ Appointment
Employing Office or Committee	图 Salary Adjustment
Assassinations	☐ Termination (At close of business on effective date)
(If type of action is an Appointment or Salary Adjustment,	complete the following information.)
Position Title	Gross Annual Salary
	\$18,000
(If Committee Employee, complete appropriate item below.	.)
1. Standing Committee: Staff— Clerical or P	Professional.
2. TSpecial or Select Committee: Authority—H. Res	
3. Joint Committee.	
(If Employee of an Officer of the House, complete item bel	low.)
Position NumberIf applicable, Lev	•
applicable, to	VOI
t certify that this authorization is not in viole relatives.	ation of 5 U.S.C. 3110(b), prohibiting the employment
- Aman's 00 77	The second secon
DateApril 29, 19_77	(Signature of Authorizing Official)
DateApril 29, 19_77	(Signature of Authorizing Official) Louis Stokes
DateApril 29, 19_77	Louis Stokes (Type or print name of Authorizing Official)
DateApril 29, 19_77	Louis Stokes (Type or print name of Authorizing Official) Chairman
	(Type or print name of Authorizing Official) Chairman (Title-If Member, District and State)
All appointments and salary adjustments for employed ployees, except those of the Committee on Appropriations, t	(Type or print name of Authorizing Official) Chairman (Title-If Member, District and State) es under the House Classification Act and for Committee emthe Committee on the Budget, and the Joint Committees, must
All appointments and salary adjustments for employed oloyees, except those of the Committee on Appropriations, the approved by the Committee on House Administration.	(Type or print name of Authorizing Official) Chairman (Title-If Member, District and State) es under the House Classification Act and for Committee emthe Committee on the Budget, and the Joint Committees, must
All appointments and salary adjustments for employed ployees, except those of the Committee on Appropriations, to be approved by the Committee on House Administration. APPROVED	(Type or print name of Authorizing Official) Chairman (Title-If Member, District and State) es under the House Classification Act and for Committee em the Committee on the Budget, and the Joint Committees, must
All appointments and salary adjustments for employed ployees, except those of the Committee on Appropriations, the approved by the Committee on House Administration.	(Type or print name of Authorizing Official) Chairman (Title-If Member, District and State) es under the House Classification Act and for Committee em the Committee on the Budget, and the Joint Committees, must
All appointments and salary adjustments for employed ployees, except those of the Committee on Appropriations, to be approved by the Committee on House Administration. APPROVED Office of Finance use only:	(Type or print name of Authorizing Official) Chairman (Title-If Member, District and State) es under the House Classification Act and for Committee em the Committee on the Budget, and the Joint Committees, must

NW 88326

Docld:32239488 Page 10

TO WHOM IT MAY CONCERN

Please consider this verification that
Denise L. McCray began employment, permanent fulltime status, with the House of Representatives
Select Committee on Assassinations December 13,
1976, and is so currently employed.

Rebecca Wheeler Martin Chief Clerk

February 8, 1977

(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:

	스타스 경우 경우 전에 가는 소리를 잃었다. 그런 사람들이 있는 것이 되었다. 그런
Employee Name (First-Middle-Last)	Effective Date
Denise L. McCray	1/3/77
Employee Social Security Number	Type of Action
577 72 8453	☐ Appointment
Employing Office or Committee	Salary Adjustment
Select Committee on Assassinations	Termination (At close of business on effective date)
(If type of action is an Appointment or Salary Adjustment, com	plete the following information.)
Position Title	Gross Annual Salary
	\$10.000.
(If Committee Employee, complete appropriate item below.)	
1. Standing Committee: Staff 🛨 🗌 Clerical or 🗌 Profe	essional.
2. Special or Select Committee: Authority—H. Res	ofCongress.
3, 🗌 Joint Committee.	
(If Employee of an Officer of the House, complete item below.)	
Position Number	
	of 5 U.S.C. 3110(b), prohibiting the employment of
Date, 19 77	(Signature of Authorizing Official)
	(Type or print name of Authorizing Official)
	Chairman - A - A - A - A - A - A - A - A - A -
	(Title 7 If Member, District and State)
All appointments and salary adjustments for employees uployees, except those of the Committee on Appropriations, the Committee on House Administration.	nder the House Classification Act and for Committee em- Committee on the Budget, and the Joint Committees, must
APPROVED:	
	Chairman, Committee on House Administration
Office of Finance use only:	
Office Code	
Monthly Annuity \$00	
WOUTH A STATE OF THE STATE OF T	

NW 88326 Docld:32239488 Page 12

(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
Denise L. McCray	12/13/76
Employee Social Security Number	Type of Action
577 72 3453	Appointment
Employing Office or Committee	☐ Salary Adjustment
Select Committee on Assassinations .	☐ Termination (At close of business on effective date)
type of action is an Appointment or Salary Adjustment, comple	ete the following information.)
Position Title	Gross Annual Salary
Secretary	\$12,000
Committee Employee, complete appropriate item below.)	
1. Standing Committee: Staff—Clerical or Profession	ional.
2. K Special or Select Committee: Authority—H. Res.	
2. Authority Ti. Res <u>. 5 - 7 - 7 - 7 - 7 - 7 - 7 - 7 - 7 - 7 -</u>	Congress.
3. Joint Committee.	Jew July
Employee of an Officer of the House, complete item below.)	of seein Congress.
Position NumberIf applicable, Level	
 Locertify that this authorization is not in violation of latives. 	of 5 U.S.C. 3110(b), prohibiting the employmen
oteDecember 131976	
· —	(Signature of Authorizing Official)
Tito	(Signature of Authorizing Official) อกลร ฟัง บิงพท์ทาง Chairman
	onas คือ Downing Chairman (Type or print name of Authorizing Official)
	omas A. Downing, Chairman
	OMBS N. DOWNING, Chairman (Type or print name of Authorizing Official) Tect Constitled on Assessinations (Title-If Member, District and State)
All appointments and salary adjustments for employees und	(Type or print name of Authorizing Official) Tect Constitled on ASSESSINATIONS (Title—If Member, District and State) der the House Classification Act and for Committee
All appointments and salary adjustments for employees undopyees, except those of the Committee on Appropriations, the Com	(Type or print name of Authorizing Official) Tect Constitled on ASSESSINATIONS (Title—If Member, District and State) der the House Classification Act and for Committee
All appointments and salary adjustments for employees undopyees, except those of the Committee on Appropriations, the Comparison of the Committee on House Administration.	(Type or print name of Authorizing Official) Tect Constitled on ASSESSINATIONS (Title—If Member, District and State) der the House Classification Act and for Committee
All appointments and salary adjustments for employees undopyees, except those of the Committee on Appropriations, the Com	(Type or print name of Authorizing Official) Tect Constitled on ASSESSINATIONS (Title—If Member, District and State) der the House Classification Act and for Committee
All appointments and salary adjustments for employees undopyees, except those of the Committee on Appropriations, the Company approved by the Committee on House Administration.	(Type or print name of Authorizing Official) [Tect Constitute on Assessinations (Title—If Member, District and State) der the House Classification Act and for Committee ammittee on the Budget, and the Joint Committees, n
All appointments and salary adjustments for employees underlyees, except those of the Committee on Appropriations, the Committee on House Administration. APPROVED:	(Type or print name of Authorizing Official) [Tect Constitute on Assessinations (Title—If Member, District and State) der the House Classification Act and for Committee ammittee on the Budget, and the Joint Committees, n
All appointments and salary adjustments for employees undoppees, except those of the Committee on Appropriations, the Committee on House Administration.	(Type or print name of Authorizing Official) [Tect Constitute on Assessinations (Title—If Member, District and State) der the House Classification Act and for Committee ammittee on the Budget, and the Joint Committees, n
All appointments and salary adjustments for employees undoyees, except those of the Committee on Appropriations, the Cone approved by the Committee on House Administration. APPROVED: Office of Finance use only:	(Type or print name of Authorizing Official) [Tect Constitute on Assessinations (Title—If Member, District and State) der the House Classification Act and for Committee ammittee on the Budget, and the Joint Committees, n

NW 88326 Docld:32239488 Page 13

$\texttt{M} \ \texttt{E} \ \texttt{M} \ \texttt{O} \ \texttt{R} \ \texttt{A} \ \texttt{N} \ \texttt{D} \ \texttt{U} \ \texttt{M}$

TO:	All Staff Employee	S	
FROM:	Budget Officer		
DATE:	January 3, 1977		
PF•	Payroll Certificat	ion	
relation	House Finance Offi onship, if any, of	January, 1977 payro ce requires, among of each staff employee taking office Janua	to any current
the ce	The following are rtification:	the relationships to	o be included in
fatl	ier (h	nephew	brother-in-law
mot	her	niece	sister-in-law
son	그리는 일반 전환 시간 시간 등을 하는	husband	stepfather
dau	ghter	wife	stepmother
• bro	ther	father-in-law	stepbrother
sist	er	mother-in-law	stepsister
unc	le	son-in-law	half-brother
aun firs	t cousin	daughter-in-law	half-sister
form a	All staff employed and return it to the	es are requested to e Budget officer.	complete this
Approv Richar	ed d A. Sprague		
I am n	ot related		
I am r	elated by the follo	owing relationship _	
Wen	use h. Mella	<u> </u>	1/10/77
Signat	ure of Employee 🥏		⁄Dat′e

NW 88326 Docld:32239488 Page 14 RESUME 12 2 med - 12, = 2 med - 12, =

NAME:

Denise L. McCray -

ADDRESS:

2515 R Street, S.E. #327

Washington, D.C. 20020

TELEPHONE:

584-9560 (Home)

426-5821 (Work)

DATE OF BIRTH:

January 30, 1954

EDUCATION:

Anacostia High School 16th & R Streets, S.E. Washington, D.C. 20020

Graduated: June 1972 (Cum Laude)

Virginia Union University Richmond, Va. 23220

(Completed one year, [30 semester hours], Business Administration major)

HONORS AND AWARDS:

National Honor Society, January, 1971 Graduated #7 in Senior Class (1972) Scholastic Honor Roll (High School, 1969-1972)

SKILLS & MACHINES OPERATED:

Typing: 70 wpm
Dictaphone Transcriber
Lexitron Videotype Machine
IBM/ATS Computer Terminal
Xerox 4500 Copier (Authorized Key Operator)
Xerox 4000 Copier
Adding Machine
Calculator

WORK EXPERIENCE:

Library of Congress - Congressional Research Service
Government Division -

Information Assistant - Assistant Division Secretary, August 4, 1975 to Present In this position I am responsible for performing the duties of the Administrative Secretary in her absence. I also perform duties assigned by the Administrative Secretary designed to expedite her work. I type reports (legal and technical in nature) with responsibility for accuracy and consistency and for adherence to established editorial form; I receive inquiry slips requesting research information and forward to appropriate section head for assignment; I receive and direct phone calls to appropriate persons, and receive and route incoming mail. As assistant supervisor for 9 editorial assistants, I am also responsible for orientating new clerical staff members. I operate as alternate Time and Attendance clerk. Supervisor: Mrs. Linda Bailey

<u>Library of Congress - Congressional Research Service</u>

<u>Government Division</u> <u>Editorial Assistant 4/74 - 8/3/75</u>

I was responsible for editorial review of material (research studies, articles, speeches, committee reports); determining proper format and typing rough drafts into final form. I made revisions and corrections (minor) in format and grammer of researched material. I operated the Lexitron Videotype machine; IBM/ATS; Xerox 4500 machines and performed related clerical duties as necessary. Supervisor: Mrs. Linda Bailey

Library of Congress - Loan Division - Charge Records

Section - Library Technician January 1974 - April 1974

In this position I charged books internally to Library staff and to Congressional Offices; filed charge slips; and discharged returned books (internal and Congressional). Temporary position. Supervisor: Mrs. A. Kolarick

Virginia Union University - Financial Aid Office Clerk Typist (Work Study Position)

I assisted the Director of Financial Aid and his Secretary in the processing of financial aid papers for students. This involved typing and filing and related clerical duties. I held this postion from January 1973 - May 1973 and August 1973 to December 1973. Supervisor: Mr. Philip Brunson Library of Congress - Equal Opportunity Office Secretarial Assistant - Dictaphone Transcriber July 1973 to August 1973

I was responsible for the typing of testimony from tapes for rough and final copy. Filing and carrying out of EO procedures (complaints). I answered phones and fulfilled the duties of the EO Secretary in her absence. (This was only a two secretary office and therefore I filled in for the Secretary quite often). I also handled mail and appointments for the Director. (Temporary position)

Supervisor: Thomas Brackeen

Associate Mortgage Company - 1715 15th Street, N.W. Washington, D.C. - Tax Clerk May 1973 - July 1973

In this position I handled all mortgage foreclosures for County's in Georgia, Florida and South Carolina. I also did light typing and filing.

Library of Congress - Procurement and Supply Division Clerk Typist - October 1972 - December 1972

I was responsible for typing supply orders for materials procured from other government agencies and private industry. I also handled purchase orders and assisted in paying invoices. During the absence of the Division Secretary I filled in as Secretary to the Chief and also worked as Alternate Time and Attendance Clerk.

Supervisor: Mr. Earl Matlock

Department of Transportation - National Highway Traffic Safety Administration Clerk-Typist (Summer Aid) June 1972 - September 1972

I assisted the Division Secretary in any assigned duties. My major duties were typing and filing. I also answered phones and acted as receptionist in the Secretary's absence.

Department of the Navy - Naval Reconnaissance and Technical Support Center Supply Clerk - Summer Aid June 1971 to September 1971

I worked as an assistaant supply clerk responsible for filling orders for other sections of the Center. I also was responsible for ordering supplies from GSA for the center; inventory; paying invoices; and shipping and receiving duties.

Department of the Navy - Naval Reconnaissance and Technical Support Center Summer Aid June 1970 to August 1970

I worked as an assistant carrying out assigned duties in the supply office of the center. Light typing and filing were involved.

REFERENCES:

Mrs. Linda Bailey - RPA Government Division - CRS Library of Congress 426-5834

Mr. Kenneth Gray - Chief
Government Division - CRS
Library of Congress
426-5834
[Temporarily assigned to Select Committee to Study the Committee
System, 401 Senate Courts - 224-1848 (Assignment Terminates 3/1/77)]

Mr. Steven Langone Specialist in Indian Affairs Government Division - CRS Library of Congress 426-5834

Mrs. Mattie Coleman - Teacher 3905 Que Street, S.E. Washington, D.C. 20020