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# Assassination Records Review Board

## Final Determination Notification

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AGENCY : HSCA  
RECORD NUMBER : 180-10060-10437  
RECORD SERIES : STAFF PAYROLL RECORDS  
AGENCY FILE NUMBER :

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**December 8, 1995**

**Status of Document:** Postponed in Part

**Number of releases of previously postponed information:** 12

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

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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 : 180-10060-10437

RECORDS SERIES :  
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

---

DOCUMENT INFORMATION

ORIGINATOR : HSCA  
FROM :  
TO :

TITLE :

DATE : 06/01/77  
PAGES : 17

SUBJECTS :  
HSCA, ADMINISTRATION  
HAMLIN, ALICE JOHNSTON

DOCUMENT TYPE : PRINTED FORM  
CLASSIFICATION : U  
RESTRICTIONS : 3  
CURRENT STATUS : P  
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :  
Box 2.

HAMLIN, A.E.J.

Name of Employee

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES  
**PERSONAL LEAVE RECORD**

1977

YEAR

BALANCE BROUGHT  
FORWARD FROM  
PRECEDING YEAR

Annual Leave	Sick Leave
—	—

DATE OF APPOINTMENT

6-1-77

ANNUAL LEAVE  
CATEGORY

1.0 ☐

1.5 ☐

2.0 ☐

PRIOR FEDERAL SERVICE

Years Months

Position Number

Level

Step

Month	DAY OF MONTH																															Annual Leave	Sick Leave	Annual Leave	Sick Leave	Annual Leave	Sick Leave	Annual Leave	Sick Leave	EXPL. UNIT				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
Jan.																																												
Feb.																																												
Mar.																																												
Apr.																																												
May																																												
June																																		1	1	1	1			1	1			
July					X																													1	1	2	2	1		1	2			
Aug.																																		1	1	3	3	3	2	1	3			
Sept.																																		1	1									
Oct.																																		1	1	0	2			3	0			
Nov.																																												
Dec.																																												

*Terminated 11/14/77*

CERTIFIED CORRECT:

- ☐ = 0.5 day annual leave
- ☐ = 1.0 day annual leave
- ☐ = 0.5 day sick leave
- ☐ or ☐ = 1.0 day sick leave
- ☐ = 0.5 day administrative leave
- ☐ or ☐ = 1.0 day administrative leave
- ☐ = 0.5 day unauthorized absence
- ☐ or ☐ = 1.0 day unauthorized absence
- ☐ = 0.5 day leave without pay
- ☐ = 1.0 day leave without pay

Employee's Signature  
(If employee refuses to sign, state reason below.)

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.

EXHIBIT I



**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>
Alice E. Johnston Hamlin	November 14, 1977
<b>Employee Social Security Number</b>	<b>Type of Action</b>
577-32-9574	<input type="checkbox"/> Appointment
<b>Employing Office or Committee/Subcommittee</b>	<input type="checkbox"/> Salary Adjustment
Assassinations	<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 _____ Specify Date _____)

(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>

\* 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. 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 November 14, 1977  
Louis Stokes  
(Signature of Authorizing Official)

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

Chairman  
(Type or print name of Authorizing Official)  
(Title—If Member, District and State)

(Type 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 \_\_\_\_\_

Copy for Initiating Office or Committee

(Revised: August 1, 1977)

MEMORANDUM

TO: Thomas Howarth, Budget Officer

FROM: G. Robert Blakey, Chief Counsel and Director

DATE: October 14, 1977

SUBJECT: Resignations

GB  
10-14-77

This memorandum is to inform you that Muff Rosen is on administrative leave from now until November 14, 1977. She should continue on the payroll for that period of time plus any additional vacation that she has not yet taken.

50<sup>th</sup>

11/23/77  
JH

This memorandum is also to inform you that Alice Hamlin is on administrative leave between now and November 14. It is my understanding that she does not have any additional vacation time. Consequently, she should remain on the payroll through November 14.

OK  
11/14/77  
JH



# 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>
Alice E. J. Hamlin	5/27/77
<b>Employee Social Security Number</b>	<b>Type of Action</b>
577 32 9574	<input checked="" type="checkbox"/> Appointment
<b>Employing Office or Committee</b>	<input type="checkbox"/> Salary Adjustment
Assassinations	<input type="checkbox"/> Termination (At close of business on effective date)

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

<b>Position Title</b>	<b>Gross Annual Salary</b>
Receptionist	\$10,000

(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 June 1, 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



**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>
Alice E. Johnston Hamlin	8/1/77
<b>Employee Social Security Number</b>	<b>Type of Action</b>
577-32-9574	<input type="checkbox"/> Appointment
<b>Employing Office or Committee</b>	<input checked="" type="checkbox"/> Salary Adjustment
Assassinations	<input type="checkbox"/> Termination (At close of business on effective date)

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

<b>Position Title</b>	<b>Gross Annual Salary</b>
Receptionist	12,000

(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 2, 19 77

(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

**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 initiated 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>
Alice E. J. Hamlin	7/1/77
<b>Employee Social Security Number</b>	<b>Type of Action</b>
577 32 9574	<input type="checkbox"/> Appointment
<b>Employing Office or Committee</b>	<input checked="" type="checkbox"/> Salary Adjustment
Assassinations	<input type="checkbox"/> Termination (At close of business on effective date)

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

<b>Position Title</b>	<b>Gross Annual Salary</b>
	\$10,000

(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 July 6, 19 77

(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

**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>
Alice E. J. Hamlin	5/27/77
<b>Employee Social Security Number</b>	<b>Type of Action</b>
577 32 9574	<input checked="" type="checkbox"/> Appointment
<b>Employing Office or Committee</b>	<input type="checkbox"/> Salary Adjustment
Assassinations	<input type="checkbox"/> Termination (At close of business on effective date)

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

<b>Position Title</b>	<b>Gross Annual Salary</b>
Receptionist	\$10,000

(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 June 1, 19 77

(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

**Copy for Initiating Office or Committee**



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



LOUIS STOKES, OHIO, CHAIRMAN

ANDSON PREYER, N.C.  
TER E. FAUNTROY, D.C.  
INE BRATHWAITE BURKE, CALIF.  
STOPHER J. DODD, CONN.  
OLD E. FORD, TENN.  
D J. FITHIAN, IND.  
JNT W. EDGAR, PA.

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

## Select Committee on Assassinations

U.S. House of Representatives

3342 HOUSE OFFICE BUILDING, ANNEX 2

WASHINGTON, D.C. 20515

(202) 225-4524

### MEMORANDUM

TO: Chairman

FROM: Tom Lambeth, Acting Director

DATE: May 26, 1977

RE: Alice E. J. Hamlin

In concurrence with the recommendation of the Deputy Director, I request the appointment of Alice E. J. Hamlin as receptionist for the Select Committee at an annual salary of \$10,000.00 starting as of Friday, May 27, 1977.

Ms. Hamlin has an Associate of Arts degree, a pleasing personality, and excellent typing ability. She is most anxious to start work immediately. She was recruited through the Affirmative Action Group.

LOUIS STOKES, OHIO, CHAIRMAN  
RICHARDSON PREYER, N.C.  
WALTER E. FAUNTROY, D.C.  
YVONNE BRATHWAITE BURKE, CALIF.  
CHRISTOPHER J. DODD, CONN.  
HAROLD E. FORD, TENN.  
FLOYD J. FITHIAN, IND.  
ROBERT W. EDGAR, PA.  
SAMUEL L. DEVINE, OHIO  
JOHN B. ANDERSON, ILL.  
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## Select Committee on Assassinations

U.S. House of Representatives

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LOUIS STOKES, OHIO, CHAIRMAN

RICHARDSON PREYER, N.C.

WALTER E. FAUNTROY, D.C.

YVONNE BRATHWAITE BURKE, CALIF.

CHRISTOPHER J. DODD, CONN.

AROLD E. FORD, TENN.

LOYD J. FITHIAN, IND.

ROBERT W. EDGAR, PA.

SAMUEL L. DEVINE, OHIO

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CHARLES THONE, NEBR.

## Select Committee on Assassinations

U.S. House of Representatives

3342 HOUSE OFFICE BUILDING, ANNEX 2

WASHINGTON, D.C. 20515

(202) 225-4624

### MEMORANDUM

TO: Chairman Stokes

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## RESUME ROUTING FORM

ALICE E. J. HAMLIN

TYPIST

RECEPTIONIST

Received 5/19/77Logged by EILEEN

☐ Congressional Referral ☐ Self ☒ Cong. Place-  
ment Office

Comments on Referral \_\_\_\_\_

Abstracted by

Eileen

Date

5-19-77

Acknowledged by

Date

Staff Component  
Review by

Hutton

Date

5-19-77

Recommended  
Action:☐

File

☐

Interview

☐

Hold

☐

Refer

REQUEST FOR  
APPOINTMENT

Interviewer \_\_\_\_\_

Suggested date \_\_\_\_\_

Suggested time \_\_\_\_\_

Confirmed  
date \_\_\_\_\_Confirmed  
time \_\_\_\_\_

by \_\_\_\_\_

REQUEST FOR  
REFERENCES☐

Hold for \_\_\_\_\_

Date

Notified \_\_\_\_\_

INSTRUCTIONS

SPRAGUE  
INTERVIEW  
REQUEST

By \_\_\_\_\_

Suggested date \_\_\_\_\_

Suggested time \_\_\_\_\_

Confirmed  
date \_\_\_\_\_Confirmed  
time \_\_\_\_\_

by \_\_\_\_\_

LETTER OF  
NOTIFICATION

by \_\_\_\_\_

☐

Acceptance/Date of employment \_\_\_\_\_

☐

Rejection

## RESUME

Alice Elizabeth Johnston Hamlin  
10902 Hannes Court  
Silver Spring, Maryland 20901  
301-593-7636

### EDUCATION

9/74 - 7/76 P. G. Community College, Largo, Maryland  
9/58 - 6/62 D. C. Teachers College, Washington, D. C.  
9/45 - 6/48 Miner Teachers College, Washington, D. C.  
7/70 - 7/72 U. S. Agriculture Graduate School

### EMPLOYMENT

5/77 - Present U. S. House of Representatives, Select Committee  
on Assassinations, Washington, D. C.

2/77 - 5/77 U. S. House of Representatives, Congressman Allen E.  
(225-4315) Ertel, Staff Assistant/Appointment Secretary  
Worked directly with the Congressman, maintained  
his calendar, records of all expenditures in District  
Office and D. C. office. Composed all appointment  
letters for his signature. Temporary position.

9/74 - 2/77 Employed with temporary agencies and re-entered  
college.

12/73- 8/74 Federal Energy Administration, Washington, D. C.  
(254-8520) Staff Assistant/Secretary. Set up Office for  
operation in legal section of Oil and Gas Division.  
Interviewed applicants for clerical staff, maintained  
budget allotment, general administrative duties.

6/73 - 12/73 U. S. Department of Agriculture, Washington, D.C.  
Performed duties in the Forestry Division. General  
secretarial.

7/70 - 6/73 Office of Economic Opportunity, Washington, D. C.  
(254-5416) Staff Assistant/Secretary. Traveled for the Audit  
Division to Regions I, II, III, on official business.  
Liaison in the Public Affairs Office for news media  
and public journals. Monitored news conferences.  
Researched various programs under grant for OEO to  
community. Administrative and secretarial duties.  
White House detail for approximately 3 months.

7/71 - 10/71 U. S. House of Representatives, Washington, D.C.  
(225-3951) Secretary, Judiciary Committee, Subcommittee on  
Oversight. Monitored sessions on the full Committee  
and Subcommittee. Initiated work procedures and  
workload for Subcommittee. Administrative duties  
as needed.

EMPLOYMENT

8/67 - 8/69  
(296-6080) National Rehabilitation Council, Washington, D. C.  
Administrative Secretary. Assisted director with  
administrative duties, solicited membership  
from professional organizations in the field of  
all forms of rehabilitation. Promoted the field of  
rehabilitation to all university coordinators and  
colleges for students to enroll in the field of rehab.

8/66 - 8/67  
(362-4000) National Broadcasting Company (NBC-TV), Washington, D.C.  
Secretary. Researched material for Producer of News  
Show for airing. Interviewed participants for shows.  
Assisted producer (Stuart Schulberg) in all aspects  
of producing news events.

11/65-8/66 Howard University, Washington, D.C. Secretary. Department  
of Romance Languages. Monitored examination classrooms.  
Typed examinations and assisted instructors in  
evaluation of student records. Recorded and posted  
student grades.

5/64 - 6/65 National Capital Housing Authority, Washington, D.C.  
Clerk Typist. Typed rental leases and supplements  
for tenants.

11/55-10/58 U. S. Coast Guard, Washington, D. C. Clerk Typist.  
Dictating Machine Operator. Processed colitho plates  
for Allowance Section. Prepared repair parts for  
all vessels of U. S. Coast Guard. Maintained current  
log for all vessels.

SKILLS

Typing - 75/80  
Shorthand - 80 (Not always used during employment)

References furnished upon request.