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Assassination Records Review Board Final Determination Notification

AGENCY : HSCA RECORD NUMBER : 180-10060-10461 RECORD SERIES : STAFF PAYROLL RECORDS AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 18

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.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

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.

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

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_____ AGENCY INFORMATION AGENCY : NSCA RECORD NUMBER : 180-10060-10461 **RECORDS SERIES :** STAFF PAYROLL RECORDS AGENCY FILE NUMBER : DOCUMENT INFORMATION ORIGINATOR : HSCA FROM : то : TITLE : DATE : 08/01/77 PAGES : 20 SUBJECTS : HSCA, ADMINISTRATION KUHN, DOROTHY DOCUMENT TYPE : PRINTED FORM CLASSIFICATION : U **RESTRICTIONS** : 3 CURRENT STATUS : P DATE OF LAST REVIEW : 06/04/93 **OPENING CRITERIA** :

COMMENTS :

Box 2.

(Please Use Typewriter or Ballpoint Pen) U.S. HOUSE OF REPRESENTATIVES Washington, D.C. 20515

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Dorothy W. Kuhn	December 20, 1977
Employee Social Security Number	Type of Action
371-32-3731	Appointment Salary Adjustment
Employing Office or Committee/Subcommittee	Title Change
Assassinations	 Termination (At close of business on effective date) 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.)

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.)

1. Standing Committee: Staff— Clerical or Professional.

2. D Special (Investigative staff of Standing Committee) or Select Committee: Authority-H. Res. 65 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.

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

ab

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.

APP	ROV	ED:
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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)

(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
Dorothy W. Kuhn	December 1, 1977
Employee Social Security Number	Type of Action
371-32-3731	Appointment Salary Adjustment
Employing Office or Committee/Subcommittee	Title Change
Assassinations	Termination (Ai close of business on effective date) Leave without pay (Beginning with effective date above and ending close of business

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

Position Title	Gross Annual Salary*
Receptionist/Typist	\$14,000
* If employee is a civil service annuitant (includes U.S. House of Representatives), the gr plus the salary received from the employing office.	ross annual salary shown should include the annuity received by the employed
If Committee Employee, complete appropriate item below.)	
1. Standing Committee: Staff— Clerical or Profession	nal.
2. Special (Investigative staff of Standing Committee) or Se	elect Committee: Authority—H. Resof 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 . 19	all the second s
	(Signature of Authorizing Official)
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)	Louis Stokes
	(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:	The Providence of the	ID
Office Code		Benefits
Monthly Annuity \$.00 as of	Payroll
	Copy for Initiating Office or Committee	(Revised: August 1 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:

Employee Name (First-Middle-Last)	Effective Date
Dorothy W. Kuhn	9/1/77
Employee Social Security Number	Type of Action
371 32 3731	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 the following information.)

Position Title	Gross Annual Salary
Receptionist/Typist	\$11,000

(If Committee Employee, complete appropriate item below.)

1. Standing Committee: Staff- Clerical or Professional.

2. Special or Select Committee: Authority-H. Res._____of_____of____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_____September 15 ____ 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:

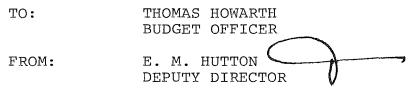
Office Code_____

Monthly Annuity \$_____00

Copy for Initiating Office or Committee

Namer

MEMORANDUM



DATE: 9-9-77

The Chief Counsel and Director has authorized a salary increase to \$11,000.00 annually for Dorothy Kuhn effective September 1, 1977, and the employment of Olive Wagner as receptionist at an annual salary of \$11,000.00 effective September 9, 1977.

el f

(Please Use Typewriter or Ballpoint Pen) U.S. HOUSE OF REPRESENTATIVES Washington, D.C. 20515

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date	
Dorothy W. Kuhn	8/1/77	
Employee Social Security Number	Type of Action	
371 32 3731	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 the following information.)

Position Title	Gross Annual Salary		
Receptionist/Typist	\$10,000		

(If Committee Employee, complete appropriate item below.)

1. Standing Committee: Staff- Clerical or Professional.

2. Special or Select Committee: Authority-H. Res. _____ of _____ 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_____, 19_7

 (Signature of Authorizing Official)
(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 <u>Regulations and Accounting Procedures for Allowances and</u> <u>Expenses of Committees, Members and Employees of the U.S. House of</u> <u>Representatives</u> 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
SOA	husband	stepfather
daughter	wife	stepmother
daughter 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.

 \cancel{A} 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.)

Employee anature of

RESUME	ROUTING	FORM
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Kuhn Administration

Received 4/11/77 Logged by	
Congressional Referral Cong Delman	Self Other
Comments on Referral forwarded &	row Stokes Office
Abstracted by	Date 4/15/77
Acknowledged by	Date
Staff Component Review by	Date
Recommended 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 timeby
LETTER OF Acceptance/D. NOTIFICATION by Rejection	ate of employment

BENJAMIN A. GILMAN 26TH DISTRICT, NEW YORK

COMMITTEE:

SUBCOMMITTEES: INTER-AMERICAN AFFAIRS INTERNATIONAL DEVELOPMENT ASSISTANCE

SELECT COMMITTEE ON NARCOTICS ABUSE AND CONTROL



Congress of the United States

House of Representatives

Washington, D.C. 20515

April 5, 1977

APR 1 1 1977

Honorable Louis Stokes, Chairman House Select Committee on Assassinations 3335 House Office Building Annex 2 Washington, D. C. 20515

Dear Mr. Chairman:

I would like to call your attention to Mrs. Dorothy W. Kuhn, 5801 Devonshire Drive, Bethesda, Maryland who is interested obtaining employment with the Committee.

Mrs. Kuhn has extensive experience in business administration and has handled all facets of office procedures.

Every consideration which can be given to Mrs. Kuhn in the event of a vacancy for which she is qualified, would be appreciated.

For your further information, I am attaching a copy of her resume.

With best wishes,

Sincerely, BENJAMIN A. GILMAN Member of Congress

BAG:nc

PLEASE REPLY TO:

WASHINGTON OFFICE: 1226 LONGWORTH BUILDING WASHINGTON, D.C. 20515 TELEPHONE: (202) 225-3776

DISTRICT OFFICE:	
24 ROBERTS STREET	
MIDDLETOWN, NEW YORK	10940
TELEPHONE: (914) 343-6	6666

DISTRICT OFFICE: Post Office Building 217 Liberty Street Newburgh, New York 12550 Telephone: (914) 565-6400

DISTRICT OFFICE: 223 Route 59 Monsey, New York 10952 Telephone: (914) 357-9000

COMMITTEE: POST OFFICE AND CIVIL SERVICE

SUBCOMMITTEES: EMPLOYEE ETHICS AND UTILIZATION POSTAL OPERATIONS AND SERVICES

USMA BOARD OF VISITORS

APR 1 1 1977

RESUME

DOROTHY W. KUHN 5801 Devonshire Dr. Bethesda, Maryland 301-229-5487

Objective

Administrative Executive Secretarial

Recent Experience

Office Administrative Management 1976

Duties and responsibilities As administrative manager responsibilities consist of performing and directing the manifold administrative and secretarial functions associated with the management of two offices and personnel. Schedules of personnel (15) for 24 hr. answering service. On call 24hr a day 7 days a week. Hired and discharged personnel. Secretaral IBM Mag Card II,Telex International, and various machines. Answered all telephone inquiries solved complaints, bookkeeping, office rentals. New customer sales.Trained personnel for answering service and secretarial service. Full Correspondence and communications. Travel and meeting arangements.

Head of Fine Arts Department, Rochester Vocational System, 1968-1975 Rochester, New York Responsibilities included planning and supervision of arts and growth curriculum for physically and emotionally handicapped children L.D., EMR, and TMR. Coordinated efforts with other elements of the teaching and medical staffs to provide programs of successful development and behavior modification. Hired staff members, developed and managed budget, coordinated special activities, prepared, obtained and implemented government grants for special programs, and presented evaluations on program and student progress. Counseled all children in crises situation. Directed volunteer programs and helped train adult volunteers to become aides and evaluate their feelings in order to work with these children.

Part time Real Estate Sales, 1968-1975

Public Speaking and Promotional Work

Special education panels on "Behavior Modification

Techniques" Participated on panels to answer questions from inner city teachers and Administrators.

.

	Outdoor Education Workshops: for N.Y. State Department Education administrators and teachers. Directed a program for using the natural parks surroundings for art, producing an acceptance of insecurity and success with an unknown Workshops on "Problem Solving Techniques: Participated and manipulated problems in this work shop for teachers and aides to demonstrate different techniques. Scholarship Fund Raising (Chairman 1974-1975), wrote a proposal to foundations for funding for handicapped children wanting to continue their education on the college level. Produced a community family day to raise money for this proposal with contribution and support from Xerox Corporation and Eastman Kodak Company.
	Wrote a Proposal for Displaced Homemaker in D.C. through HEW still pending.
	Wrote a proposal for "Learning to read through three demonstrational Arts Media". Received a grant under Title III to implement a reading program in the Arts. Coordinated teachers, speech therapist, reading therapist and art teacher for a full comprehensive day of visual and auditory experiences related to reading.
Education	Colby Jr. College, A.S. Degree, 1953 Continuing Education: Fine Arts In-Service programs Ticketing and Travel Coordination Real Estate Law Small Business Management
Personal	Birth - January 13, 1933 Marital - Displaced Homemaker 1970 Health -Excellent Dependants - Daughter 18, (Mt. Vernon College), Son (Western Jr. High)
Interests	Travel, Theatre, Arts, International Friendship Council
References	Available on request
Rating	Government 12 GS

April 15, 1977

Honorable Benjamin A. Gilman Room 1226 Longworth Bouse Office Building U.S. House of Representatives Washington, D.C. 20515

Dear Ben:

I do appreciate your thoughtfulness in recommending Ms. Dorothy W. Kuhn for consideration as a member of the Select Committee staff. I share your opinion that her abilities are exceptional.

As you are doubtless aware, we still have to be funded for the first session of the 95th Congress. Hopefully the House will be able to accomplish this before the end of the month. Once that has been taken care of and a new Chief Counsel has been named, we will be ready to begin interviewing for additional staff that we may need. I want you to be assured that Ms. Kuhn's resume will be given every consideration at that time.

Thank youuagain for your interest and for your support.

Sincerely,

Louis Stokes Chairman

LS/emh/dlm

April 15, 1977

Honorable Benjamin A. Gilman Room 1226 Longworth House Office Building U.S. House of Representatives Washington, D.C. 20515

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Thank yomuagain for your interest and for your support.

Sincerely,

Louis Stokes

Chairman

LS/emh/dlm

RESUME ROUT	ING FORM 311 32 373/	Kuhn Dorot Administrativ	Ry C
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Congres Refer	sional <u>Ben Gilman</u>	Self 0	ther
Comments on R	eferral	• •	
Abstracted by	nps	Date	-B-UU
Acknowledged	by Stokes	Date	4-00
Staff Compone Review by	nt	Date	
Recommended Action:	File Interview	Hold Refer	
REQUEST FOR APPOINTMENT	Interviewer Ung	Suggested da Suggested ti	te <u>1-21-11</u> me
	Confirmed	Confirmed time	by
REQUEST FOR REFERENCES	Hold for	Date Notified	
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INSTRUCTIONS	n-28-nn: Hired as	Receptionist T	ypist at
	\$10,000 05 05 3	-1-00	
FINAL INTERVIEW REQUEST B	У	Suggested da Suggested ti	
C	onfirmed date	Confirmed time	by
LETTER OF NOTIFICATION	by Rejection	/Date of employmer	at 8-1-77
		8 8	

Dorothy W. Kuhn 5801 Devonshire Drive Bethesda, Maryland 20016 301-229-5487

July 25, 1977

Select Committee on Assassinations U.S. House of Representatives 3331 House Office Building, Annex 2 Washington, D.C. 20515

Attention: Tiny Hutton:

Dear Tiny:

Thank you very much for taking the time to see me on your very busy schedule.

I would be interested in working on your Committee if and when a position opens up that you feel my assets and your needs can be met.

Thank you again and I hope to hear from you. Please thank Nancy for her time also.

Sincerely,

Dorothy Kuhn

PECEIVED 1977 JUL 28 PN 3: 51 00MMITTEE ON ASSASSIMATIONS RICHARDSON PREYER, N.C. SAMUEL L. DEVINE, OHIO WALTER E. FAUNTROY, D.C. STEWART B. MCKINNEY, CONN. YVONNE BRATHWAITE BURKE, CALIF. CHARLES THONE, NEBR, CHRISTOPHER J. DODO, CONN. HAROLD S. SAWYER, MICH. HAROLD E. FORD, TENN. FLOYD J. FITHIAN, IND. ROBERT W. EDGAR, PA.

(202) 225-4624

Select Committee on Assassinations

U.S. House of Representatives 3331 HOUSE OFFICE BUILDING, ANNEX 2 WASHINGTON, D.C. 20515

August 5, 1977

The Honorable Benjamin A. Gilman U. S. House of Representatives Washington, DC 20515

Dear Ben:

I thought that you would like to know that Mrs. Dorothy Kuhn has been employed by the Select Committee.

She reported on Monday, August 1, 1977 and we are very pleased with her.

Thank you for bringing her to our attention.

Sincerely,

LOUIS STOKES Chairman

LS/thn



RESUME

DOROTHY W. KUHN 5801 Devonshire Dr. Bethesda, Maryland 301-229-5487 301-654-6300 (confidential)

Objective

Administrative

Recent Experience Head of Fine Arts Department, Rochester Vocational System, 1968-1975 New York

Responsibilities included planning and supervision of arts and growth curriculum for physically and emotionally handicapped children L.D., EMR, and TMR from all ethnic groups. Coordinated efforts with other elements of the teaching and medical staffs to provide programs of successful development and behavior modification. Hired staff members, developed and managed budget, coordinated special activities, prepared, obtained and implemented government grants for special programs, and presented evaluations on program and student progress. Counseled all children in crises situation. Directed volunteer programs and helped train adult volunteers to become aides and evaluate their feelings in order to work with these children.

Part time Real Estate Sales, 1968-1975

Summers with school out: Secretary Xerox Corporation

Office Administrative Management 1976

Duties and responsibilities

Schedules of personnel (15) for 24 hr. answering service. On call 24hr a day 7 days a week. Hired and discharged personnel. Secretarial IBM Mag Card, Telex. Answered all telephone inquiries, resolved complaints. Bookkeeping, Office rentals. New customer sales. Trained personnel for answering service and secretarial service. Full Correspondence and communications. Wrote personnel reports for files to keep up-date

Public Speaking and Promotional Work

Special education panels on "Behavior Modification Techniques" Participated on panels to answer questions from inner city teachers and Administrators.

recent.

Page (2) Dorothy W. Kuhn

Outdoor Education Workshops: for N.Y. State Department Education administrators and teachers. Directed a program for using the natural parks surroundings for art, producing an acceptance of insecurity and success with an unknown

Workshops on "Problem Solving Techniques: Participated and manipulated problems in this work shop for teachers and aides to demonstrate different techniques.

Scholarship Fund Raising (Chairman 1974-1975), wrote a proposal to foundations for funding for handicapped children wanting to continue their education on the college level. Produced a community family day to raise money for this proposal with contribution and support from Xerox Corporation and Eastman Kodak Company.

Wrote a Proposal for Displaced Homemaker in D.C. through HEW still pending.

Wrote a proposal for "Learning to read through three demonstrational Arts Media". Received a grant under Title III to implement a reading program in the Arts. Coordinated teachers, speech therapist, reading therapist and art teacher for a full comprehensive day of visual and auditory experiences related to reading.

Education Colby College and Grosse Pointe Country Day School Continuing Education: Fine Arts In-Service programs Ticketing and Travel Coordination Real Estate Law Small Business Management

Interests Travel, Theatre, Arts, International Friendship Council Skeet Shooting, Water Skiing, etc.

References Available on request

RICHARDSON FREYER, N.C. SAMUEL L. DEVINE, OHIO WALTER E. FAUNTHOY, D.C. STEWART B. MCKINNEY, CONN. YVONNE BRATHWAITE BURKE, CALIF. CHARLES THONE, NEBR. CHRISTUPHER J. DODD, CONN. HAROLD S. SAWYER, MICH. HAROLD E. FORD, TENN, FLOYD J. FITHIAN, IND. HOBERT W. EDGAR, PA.

SAMUEL L. DEVINE, OHIO

(202) 225-4624

Select Committee on Assassinations

U.S. House of Representatives 3331 HOUSE OFFICE BUILDING, ANNEX 2 WASHINGTON, D.C. 20515

July 14, 1977

The Honorable Benjamin A. Gilman U. S. House of Representatives Washington, DC 20515

Dear Ben:

You were kind enough to talk with me last month about the possibility of employment on the Committee Staff for Mrs. Dorothy W. Kuhn. We corresponded with her to let her know that all of our employment was being held in abeyance pending the appointment of a new Chief Counsel and Director. We have found our man and he is now most actively involved.

Mrs. Kuhn has been contacted by telephone and while we have no administrative positions available at the present time, she has been invited to come in for an interview so that we might be able to gain better assessment of her qualifications.

Thank you very much for recommending her to us. I will see that you are kept advised.

Sincerely,

LOUIS STOKES Chairman

LS/emhn

June 13, 1977

Ms. Dorothy W. Kuhn 5801 Devonshire Drive Bethesda, Maryland

Dear Ms. Kuhn:

Congressman Ben Gilman recently discussed with Chairman Louis Stokes of this Committee your interest in employment on our staff. Congressman Stokes asked that we contact you and let you know that your application is in our active files.

There has been some delay in completing the staff hiring pending the employment of a permanent Chief Counsel; however, your resume is being reviewed and I wanted you to know that, and that we will be in touch with you.

Sincerely,

Thomas Lambeth Acting Director

TL:eb cc: The Honorable Benjamin A. Gilman

RECEIVED 1977 JUN 20 PM 4: 26 U.S. HOUSE SELECT COMMITTEE ON ASSASSINATIONS

June 16, 1977

Select Committee on Assassinations Mr. Thomas Lambeth Acting Director U.S. House of Representatives 3342 House Office Building, Annex 2 Washington, D.C. 20515

Dear Mr. Lambeth:

Thank you very much for your letter of June 13, 1977 informing me of receipt of my application and that it is in your active files with the Select Committee on Assassinations.

I am looking forward to meeting you and I am very interested in your committee.

Thank you again.

Sincerely,

Ms. Dorothy W. Kuhn 5801 Devonshire Drive Bethesda, Maryland 20016

July 21, 1977

Honorable Benjamin A. Gilman U.S. House of Representatives Room 1226, Longworth Office Building Washington, D.C. 20515

Dear Ben:

This is just a note to let you know that Mrs. Dorothy W. Kuhn was interviewed by the Deputy Director of the Select Committee this morning. The report furnished me indicates that it was a most successful interview and that she is being considered for a receptionist position when one becomes available.

Thank you again for sending her to us.

Sincerely,

Louis Stokes Chairman

LS/emh/j