

# Assassination Records Review Board Final Determination Notification

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

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

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**December 8, 1995**

**Status of Document:** Postponed in Part

**Number of releases of previously postponed information: 10**

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

**Number of Postponements: 4**

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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 : 180-10060-10453

RECORDS SERIES :  
STAFF PARYOLL RECORDS

AGENCY FILE NUMBER :

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DOCUMENT INFORMATION

ORIGINATOR : HSCA  
FROM :  
TO :

TITLE :

DATE : 08/29/77  
PAGES : 51

SUBJECTS :  
HSCA, ADMINISTRATION  
JOHNSON, LILLIAN

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

OPENING CRITERIA :

COMMENTS :  
Box 2.

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[R] - ITEM IS RESTRICTED

M E M O R A N D U M

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

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

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

*3 days annual leave*

*Terminate January 12, 1978*

*Howarth*

ICM:jl

MEMORANDUM

TO: ALL STAFF

RE: Payroll Certification

The Regulations and Accounting Procedures for Allowances and Expenses of Committees, Members and Employees of the U.S. House of Representatives require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress. This certification is signed monthly by our Chairman.

The following are the relationships to be included in the certification:

|              |                 |                |
|--------------|-----------------|----------------|
| father       | nephew          | brother-in-law |
| mother       | niece           | sister-in-law  |
| son          | husband         | stepfather     |
| daughter     | wife            | stepmother     |
| brother      | father-in-law   | stepbrother    |
| sister       | mother-in-law   | stepsister     |
| uncle        | son-in-law      | half-brother   |
| aunt         | daughter-in-law | half-sister    |
| first cousin |                 |                |

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel file. If this status changes, you must notify the Committee's Budget Office immediately of the change.

- I am not related to any current (95th Congress) Member of Congress.
- I am related to a current (95th Congress) Member of Congress.  
(Please specify.) \_\_\_\_\_
- \_\_\_\_\_

William B. Johnson  
Signature of Employee

8/31/77  
Date

**PAYROLL AUTHORIZATION FORM**

(Please Use Typewriter  
or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**  
Washington, D.C. 20515

(Any erasures, corrections, or changes  
on this form must be initialed by the  
authorizing official.)

**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

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

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

|                       |                            |
|-----------------------|----------------------------|
| <b>Position Title</b> | <b>Gross Annual Salary</b> |
| Secretary             | \$13,000                   |

(If Committee Employee, complete appropriate item below.)

- Standing Committee: Staff— Clerical or  Professional.
- Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
- Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number \_\_\_\_\_ If applicable, Level \_\_\_\_\_ Step \_\_\_\_\_

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date August 31, 1977

(Signature of Authorizing Official)

Louis Stokes

(Type or print name of Authorizing Official)

Chairman

(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: \_\_\_\_\_

Chairman, Committee on House Administration

|                              |
|------------------------------|
| Office of Finance use only:  |
| Office Code _____            |
| Monthly Annuity \$ _____ .00 |

FO  
8/31

Copy for Initiating Office or Committee

RESUME ROUTING FORM

Johnson Lillian

Secretarial

gfk

\$13,500

Received 8-10-77

Logged by nps

Congressional Referral  Self  Other

Comments on Referral

Abstracted by nps Date 8-10-77

Acknowledged by Date

Staff Component Review by Date

Recommended Action:  File  Interview  Hold  Refer

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

REQUEST FOR REFERENCES  Hold for Date Notified

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

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

LETTER OF NOTIFICATION by  Acceptance/Date of employment  Rejection

RESUME

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

Position Desired - Administrative Assistant/Secretarial

Experience - District of Columbia

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

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

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

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

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

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

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

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

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

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

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

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

Education:

1/72 - 7/47

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

9/63 - 6/64

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

9/59 - 6/62

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

Skills:

Stenotypist 100 - 140 wpm. Typist 75 - 80

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

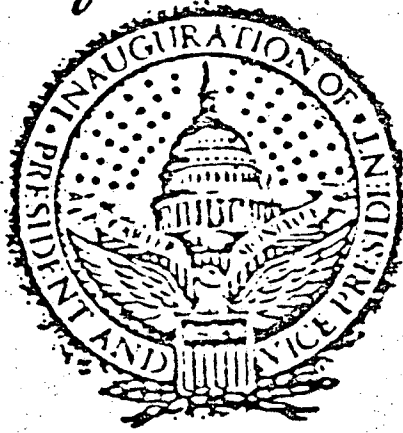
Personal:

Divorced

One daughter age 8 years.



# 1977 Inaugural Committee



February 7, 1977

Dear Ms. Johnson:

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

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

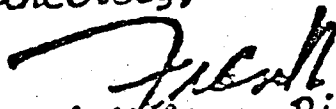
It is with this in mind that I forward this letter to you as a member of the Inaugural Security and Credential Committee. You displayed the highest degree of professionalism and dedication in many important tasks.

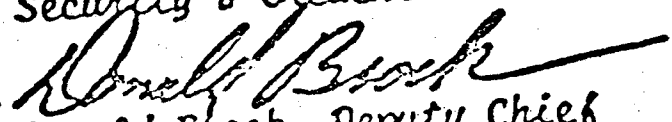
You were always willing and ready to work long hours, above and beyond the normal work day. You volunteered your services for almost anything asked of you.

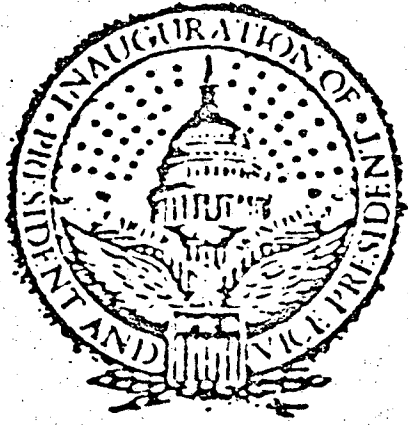
Throughout the planning and implementation period, you were faced with an everchanging list of requirements. Your dedication to duty, understanding of the difficulties faced by the Inaugural Committee, and cooperative attitude are indicative of a true professional. Your overall manner of performance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

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

Sincerely,

  
Frank Wilson, Director  
Security & Credentials Committee

  
Donald Brock, Deputy Chief  
In Charge of Internal Security



LILLIAN BARBARA JOHNSON

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

Jimmy Carter

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

*Bardyl R. Tirana*  
Bardyl R. Tirana

*Vicki Rogers*  
Vicki Rogers

*Robert G. Herks*  
Robert G. Herks

Co-Chairpersons

Major General USA

1977 Inaugural Committee

Chairman

THE WHITE HOUSE

WASHINGTON

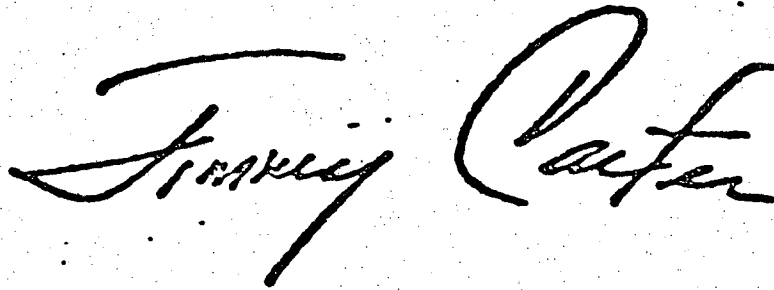
February 3, 1977

To Lillian Johnson

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

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

Sincerely,

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

Miss Lillian Johnson  
7516 Forest Road  
Landover, Maryland 20875



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

*Jimmy Carter*

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

Competency Statement

Position Descriptors

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

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

# AMENDMENT TO PERSONAL QUALIFICATIONS STATEMENT

OMB  
APPROVED 50-R0048

**IMPORTANT: Read these instructions carefully before completing this form.**

This form may be used to update your Personal Qualifications Statement provided you have had no more than three additional positions since the statement being updated was completed. Agencies are required to accept a previously completed Personal Qualifications Statement as current when this form is attached. Before completing this form, review carefully your answers to all items on the statement being updated. Use typewriter if available. Otherwise write or print legibly in dark ink.

|  |                                 |   |   |
|--|---------------------------------|---|---|
| 1. NAME (Last) (First) (Middle) (Maiden, if any) <input type="checkbox"/> MR. <input type="checkbox"/> MISS <input type="checkbox"/> MRS.<br>AND ADDRESS (Number, Street, City, State, and ZIP Code)   |                                 | 2. DATE OF THIS STATEMENT<br><b>May 17, 1977</b>  | 3. BIRTH DATE (month, day, year)<br><b>December 6, 1943</b> |
| JOHNSON, Lillian Barbara Killens<br>7516 Forest Road<br>Hyattsville, Maryland 20875  |                                 | 5. REASON FOR SUBMISSION (Check One)<br><br><input type="checkbox"/> To update Personal Qualifications Statement in my Official Personal Folder<br><input type="checkbox"/> To update Personal Qualifications Statement on file with you<br><input checked="" type="checkbox"/> To update attached Personal Qualifications Statement<br><input type="checkbox"/> As requested |   |
| 4. KIND OF POSITION YOU ARE FILING FOR (Or title and number of announcement)<br><br>Security Assistant 15-21 (77)A   |                                 | 6. LOWEST PAY OR GRADE YOU WILL ACCEPT<br>PAY: \$ <input type="text" value=""/> per <input type="text" value=""/> or GRADE: <input type="text" value="7"/>  |   |
| 7. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order)  |                                 |   |   |
| May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (A "No" will not affect your consideration for employment opportunities.)  |                                 |   |   |
| DATES OF EMPLOYMENT (month, year)<br>FROM <b>May 9, 1977</b> TO PRESENT TIME   |                                 | EXACT TITLE OF POSITION<br><b>Clerk-typist</b>  |   |
| IF FEDERAL SERVICE, CIVILIAN OR MILITARY GRADE<br><b>5</b>   |                                 | KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.)<br><b>Housing &amp; Urban Development</b>   |   |
| SALARY OR EARNINGS<br>STARTING \$ <b>179.</b> PER <b>week</b><br>FINAL \$ PER  | AVG. HRS. PER WEEK<br><b>40</b> | PLACE OF EMPLOYMENT<br>CITY: <b>Washington,</b><br>STATE: <b>D.C.</b>   | NUMBER AND KIND OF EMPLOYEES SUPERVISED<br><b>0</b>         |
| NAME OF IMMEDIATE SUPERVISOR<br><b>Charles Field</b>   |                                 | NAME OF EMPLOYER (firm, organization, etc.) AND ADDRESS (including ZIP Code, if known)<br><b>Department of Housing &amp; Urban Development (HUD)<br/>Washington, D.C. 20410</b>   |   |
| REASON FOR WANTING TO LEAVE <b>Seeking position involving more responsibility and opportunity</b>  |                                 |   |   |
| DESCRIPTION OF DUTIES, RESPONSIBILITIES, AND ACCOMPLISHMENTS <b>Prepare in final form a variety of materials including correspondence, staff studies, technical papers, memoranda and issue papers which include the use of terminology that is highly specialized. Responsible for maintenance of subject matter files for the staff. (Even though this job description does not indicate), I have taken dictation and transcribed it for the Special Assistant to the Assistant Secretary for Housing and Urban Development. Perform all secretarial duties.</b> |                                 |   |   |
|  |                                 |   | FOR AGENCY USE (skill codes, etc.)                          |
| DATES OF EMPLOYMENT (month, year)<br>FROM TO   |                                 | EXACT TITLE OF POSITION   |   |
| IF FEDERAL SERVICE, CIVILIAN OR MILITARY GRADE   |                                 | KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.)   |   |
| SALARY OR EARNINGS<br>STARTING \$ PER<br>FINAL \$ PER  | AVG. HRS. PER WEEK              | PLACE OF EMPLOYMENT<br>CITY:<br>STATE:  | NUMBER AND KIND OF EMPLOYEES SUPERVISED                     |
| NAME OF IMMEDIATE SUPERVISOR   |                                 | NAME OF EMPLOYER (firm, organization, etc.) AND ADDRESS (including ZIP Code, if known)  |   |
| REASON FOR LEAVING   |                                 |   |   |
| DESCRIPTION OF DUTIES, RESPONSIBILITIES, AND ACCOMPLISHMENTS   |                                 |   |   |
|  |                                 |   | FOR AGENCY USE (skill codes, etc.)                          |

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Standard Form 172, January 1972  
U.S. Civil Service Commission  
172-102



1A. Kind of position (job) you are filing for (or title of announcement) **Administrative Asst.** B. Announcement No.

C. Options for which you wish to be considered (if listed in announcement) **Legislative Aide**

D. Primary place(s) you wish to be employed **Washington, D.C., Metropolitan area**

2. Home phone (including Area Code) **772-3341 (301)** 3. Office phone (including Area Code) **775-5860**

4. Name (Last) (First) (Middle) (Maiden, if any)  Mr.  Miss  Mrs. and Address (Number, Street, City, State and ZIP Code) **JOHNSON, Lillian Barbara Killens  
7516 Forest Road  
Hyattsville, Maryland 20875**

5. Legal or voting residence (State) **District of Columbia**

6. Height without shoes **5 Feet 7 1/2 Inches** 7. Weight **135 lbs**

8. Birthplace (City and State, or foreign country) **District of Columbia**

9. Birth date (Month, day, year) **12/6/43** 10. Social Security Account Number **JFK Act 5 (g) (2) (D)**

11. If you have ever been employed by the Federal Government as a civilian, give your last classification series, grade, and job title. **GS-318-5 Clerk-typist**  
Dates of service in that grade  
From **May 9, 1977** To **Present time**

12. If you are currently on a list of eligibles for appointment to a Federal position, give the name of the announcement, the name of the office maintaining the list, the date on your notice of rating, and your rating. **Stenographer and Typist  
United States Civil Service Commission  
Federal Register  
April 25, 1977 — Typist 4 — Steno 5**

13. Lowest pay or grade you will accept 

|                   |    |          |
|-------------------|----|----------|
| PAY               | OR | GRADE    |
| \$ <b>per yr.</b> |    | <b>5</b> |

 14. When will you be available? **upon notification**

15. Will you accept temporary employment for: 

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| YES                                 | NO                                  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

 16. Where will you accept a job? 

|                                     |                          |
|-------------------------------------|--------------------------|
| YES                                 | NO                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/>            | <input type="checkbox"/> |

**Only in (specify): metro area**

17. Will you accept less than full (Less than 40 hours per week)  18. Are you willing to travel? (Check) 

|                          |                                     |
|--------------------------|-------------------------------------|
| NO                       | SOM                                 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

 19. VETERAN PREFERENCE. Answer all parts. If a part does not apply to you, answer "No."  
A. Have you ever served on active duty in the United States military service? (Excludes tours of active duty for training as a reservist or Guardsman.)  
B. Have you ever been discharged from the armed services under other than honorable conditions? (You may omit any such discharge changed to honorable by a Discharge Review Board or similar authority.)  
If "Yes," give details in Item 37.  
C. Do you claim 5-point preference based on active duty in the armed forces? .....  
If "Yes," you will be required to furnish records to support your claim at the time you are appointed.  
D. Do you claim 10-point preference? .....  
If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Claim for 10-point Veteran Preference," together with the pro in that form  
TYPE:  Compensable disability  Disability  Wife  Widow

E. List Dates, Branch, and Serial or Service Number of All Active Service (Enter "N/A" if not applicable)  
From **N/A** To  Branch of Service  Serial or Service Num

DO NOT WRITE IN THIS BLOCK FOR USE OF EXAMINING OFFICE ONLY

Material Entered Register:  
 Appor.  Submitted  
 Nonappor.  Returned

Notations:

Form Reviewed:  
Form Approved:

| Option            | Grade | Earned Rating | Preference                                    | Au Rat |
|-------------------|-------|---------------|---|--------|
|                   |       |               | <input type="checkbox"/> 5 points (Test.)     |        |
|                   |       |               | <input type="checkbox"/> 10 Points Comp. Dis. |        |
|                   |       |               | <input type="checkbox"/> Other 10 Points      |        |
|                   |       |               | <input type="checkbox"/> Disab.               |        |
|                   |       |               | <input type="checkbox"/> Bring Investigated   |        |
| Initials and Date |       |               |   |        |

THIS SPACE FOR USE OF APPOINTING OFFICE Preference has been verified through proof that the s under honorable conditions, and other proof as required.  
 5-Pt.  10-Pt. Comp. Disab.  10-Pt.

Signature and Title

Agency  Da

Refer for medical action



May inquiry be made of your present employer regarding your character, qualifications, and record of employment?.....  Yes  No  
 (A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| 1  |  | Dates of employment (month, year)<br>From 12/30/76 To PRESENT TIME |  | Exact title of position<br>Security-Creds.<br>Site Coordinator/Secretary |  | If Federal service, civilian or military grade |  |
| Salary or earnings<br>Starting \$ 150.00 per wk<br>Present \$ same per   |  | Avg. hrs. per week<br>50   | Place of employment<br>City: Washington<br>State: D.C.   |  | Number and kind of employees supervised<br>several-100<br>volunteers |  | Kind of business or organization<br>(manufacturing, accounting, insurance, etc.)<br>1977 Inaugural Comte |
| Name of immediate supervisor<br>Frank Wilson, Director   |  |  | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br>1977 Inaugural Committee, 2nd & "D" Streets, S. Washington, D.C. 20024 |  |  |  |  |
| Area Code and phone No. if known 202/472-4350  |  |  |  |  |  |  |  |
| Reason for wanting to leave Job is terminating on 1/31/77  |  |  |  |  |  |  |  |
| Description of duties, responsibilities, and accomplishments Instructing several sub-committees within the Inaugural Committee on procedure and preparation of security clearance forms. Processing and preparing S.C. forms for security pick-up. Communication by phone on a very large scale with Secret Service, White House and many other agencies for Inauguration. Worked with the director preparing and designing security credentials. Sat-in on meetings Security & Press Personnel, took dictation and kept minutes. Operated the Command Post at Visitors Center. Typed letter, memorandums, etc., Presently working on After Action Report. Served as central point of information concerning activities of the office. |  |  |  |  |  |  |  |
|  |  |  |  |  |  | For agency use (skill codes, etc.)             |  |

|   |  |   |  |  |   |  |   |
|---|--|---|--|--|---|--|---|
| 2   |  | Dates of employment (month, year)<br>From 9/76 To 11/76 |  | Exact title of position<br>Secretary/Personnel Asst. |   | If Federal service, civilian or military grade |   |
| Salary or earnings<br>Starting \$ 10,096. per yr.<br>Final \$ same per  |  | Avg. hrs. per week<br>40                                | Place of employment<br>City: Washington<br>State: D.C.   |  | Number and kind of employees supervised<br>none |  | Kind of business or organization<br>(manufacturing, accounting, insurance, etc.)<br>Federal |
| Name of immediate supervisor<br>Carl McCarden/Alicia McPhee   |  |   | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br>Congressional Budget Office<br>2nd & "D" Streets, S.W. |  |   |  |   |
| Area Code and phone No. if known 202/225-6666   |  |   |  |  |   |  |   |
| Reason for leaving Temporary position   |  |   |  |  |   |  |   |
| Description of duties, responsibilities, and accomplishments - Secretary in Budget Analysis Division, Human Resources and Personnel Office. Worked with several Analyst. Typed up proposals, budget reports, general correspondence and telephone communications. Operated the Vydec Computer in all divisions. |  |   |  |  |   |  |   |
|   |  |   |  |  |   | For agency use (skill codes, etc.)             |   |

|   |  |  |   |  |   |  |  |
|---|--|--|---|--|---|--|--|
| 3   |  | Dates of employment (month, year)<br>From 7/76 To 9/76 |   | Exact title of position<br>Secretary/Legal Asst. |   | If Federal service, civilian or military grade<br>Temporary Agency |  |
| Salary or earnings<br>Starting \$ 4.75 per hr.<br>Final \$ same per   |  | Avg. hrs. per week<br>180.                             | Place of employment<br>City: Washington<br>State: D.C.  |  | Number and kind of employees supervised<br>none |  | Kind of business or organization<br>(manufacturing, accounting, insurance, etc.)<br>secretarial agency |
| Name of immediate supervisor<br>Ms. Susan Heuser  |  |  | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br>Stuart Temporaries, Inc.<br>1120 -19th Street, N.W. |  |   |  |  |
| Area Code and phone No. if known  |  |  |   |  |   |  |  |
| Reason for leaving Temporary placement agency   |  |  |   |  |   |  |  |
| Description of duties, responsibilities, and accomplishments Worked on several legal assignments on short-term. Secretary to attorneys. Performed general secretarial duties, typing drafts, briefs, other correspondence, and telephone communication. |  |  |   |  |   |  |  |
|   |  |  |   |  |   | For agency use (skill codes, etc.)                                 |  |

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BLANK SHEETS  
SEE INSTRUCTION SHEET

20. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order.)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?  Yes  No  
 (A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

|   |                                   |                    |                                 |   |   |
|---|-----------------------------------|--------------------|---------------------------------|---|---|
| 4   | Dates of employment (month, year) |                    | Exact title of position         |   | If Federal service, civilian or military grade                                |
|   | From 8/74                         | To PRESENT TIME    | Legal Secretary                 |   |   |
| Salary or earnings                                |                                   | Avg. hrs. per week | Place of employment             | Number and kind of employees supervised | Kind of business or organization (manufacturing, accounting, insurance, etc.) |
| Starting \$ 10,500 per Yr.<br>Present \$ same per |                                   | 37-1/2             | City: Washington<br>State: D.C. | 0                                       |   |

|                                  |  |
|----------------------------------|--|
| Name of immediate supervisor     | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) |
| JoAnna McAtee                    | Arent, Fox, Kintner, Plotkin & Kahn<br>1815 "H" Street, N.W., Washington, D.C.         |
| Area Code and phone No. if known |  |

Reason for wanting to leave laid off

Description of duties, responsibilities, and accomplishments Legal Secretary to several attorneys in the firm, in areas of litigation, real estate, tax, labor, Federal Communications—took dictation, wrote letters of general correspondence, kept records, typed briefs, proposals, etc. Telephone communications with clients and other firms, etc.

For agency use (skill codes, etc.) 1/72-6/74

(THE NEXT THREE JOBS LISTED BELOW WERE COURSE RELATED WHILE ATTENDING STRAYER COLLEGE)

|  |                                   |                    |                                 |   |   |
|--|-----------------------------------|--------------------|---------------------------------|---|---|
| 5  | Dates of employment (month, year) |                    | Exact title of position         |   | If Federal service, civilian or military grade                                |
|  | From 11/73                        | To 8/74            | Secretary                       |   |   |
| Salary or earnings                       |                                   | Avg. hrs. per week | Place of employment             | Number and kind of employees supervised | Kind of business or organization (manufacturing, accounting, insurance, etc.) |
| Starting \$ 4.50 per hr.<br>Final \$ per |                                   | 20                 | City: Washington<br>State: D.C. | 0                                       |   |

|                                  |  |
|----------------------------------|--|
| Name of immediate supervisor     | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) |
| Clara, Bob                       | Temporaries, Inc., 1015 -18th Street, N.W.<br>Washington, D.C.                         |
| Area Code and phone No. if known |  |

Reason for leaving temporary job

Description of duties, responsibilities, and accomplishments Gained experienced in working with many law firms in the area as Legal, Executive, Statistical and Technical Secretary on short-term assignments.

For agency use (skill codes, etc.)

|  |                                   |                    |                                 |   |   |
|--|-----------------------------------|--------------------|---------------------------------|---|---|
| 6  | Dates of employment (month, year) |                    | Exact title of position         |   | If Federal service, civilian or military grade                                |
|  | From 4/73                         | To 6/73            | Transcriber                     |   |   |
| Salary or earnings                       |                                   | Avg. hrs. per week | Place of employment             | Number and kind of employees supervised | Kind of business or organization (manufacturing, accounting, insurance, etc.) |
| Starting \$ 3.50 per hr.<br>Final \$ per |                                   | 20                 | City: Washington<br>State: D.C. | 0                                       |   |

|                                  |  |
|----------------------------------|--|
| Name of immediate supervisor     | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) |
| Doris Hoover                     | Hoover Reporting Agency<br>3rd & Mass. Ave., N.E., Washington, D.C.                    |
| Area Code and phone No. if known |  |

Reason for leaving Course related - for experience mostly.

Description of duties, responsibilities, and accomplishments Transcriber of reporters notes from courtroom hearings.

For agency use (skill codes, etc.)

IF YOU NEED ADDITIONAL EXPERIENCE FORMS USE STANDARD FORM 171-A OR DISTRICT SERVICE CENTER SEE INSTRUCTION SHEET

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?.....  Yes  No  
 (A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

|   |  |   |  |  |   |
|---|--|---|--|--|---|
| 7 Dates of employment (month, year) 7/74<br>From 9/73 To PRESENT TIME   |  | Exact title of position<br>Student reporter |  | If Federal service, civilian or military grade |   |
| Salary or earnings<br>Starting \$ 0 per<br>Present \$ per   |  | Avg. hrs. per week<br>15                    | Place of employment<br>City: Washington<br>State: D.C.   | Number and kind of employees supervised<br>0   | Kind of business or organization (manufacturing, accounting, insurance, etc.)<br>Reporting Agency     |
| Name of immediate supervisor<br>Bernie Richards   |  |   | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br>BGH Reporting Agency<br>24th & Penn. Ave., N.W., Washington, D.C.                    |  |   |
| Reason for wanting to leave Course related - for experience only.   |  |   |  |  |   |
| Description of duties, responsibilities, and accomplishments<br>Sat-in on public hearings and took minutes of hearings and observed courtroom procedures. Transcribed notes.  |  |   |  |  |   |
| For agency use (skill codes, etc.)  |  |   |  |  |   |
| 8 Dates of employment (month, year)<br>From 5/13/74 To 6/14/74  |  | Exact title of position<br>Legal Secretary  |  | If Federal service, civilian or military grade |   |
| Salary or earnings<br>Starting \$ 4.50 per hr.<br>Final \$ same per   |  | Avg. hrs. per week<br>37-1/2                | Place of employment<br>City: Washington,<br>State: D.C.  | Number and kind of employees supervised<br>0   | Kind of business or organization (manufacturing, accounting, insurance, etc.)<br>Congressional Office |
| Name of immediate supervisor<br>Marilyn Shapiro   |  |   | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br>Congresswoman Elizabeth Holtzman<br>Longworth House Office Bldg., 3rd & C Sts. S.E.  |  |   |
| Reason for leaving Temporary position   |  |   |  |  |   |
| Description of duties, responsibilities, and accomplishments Worked with research group on impeachment of Pres. Richard M. Nixon, wrote letters to constituency around the country, handled phones, took dictation and transcribed. |  |   |  |  |   |
| For agency use (skill codes, etc.)  |  |   |  |  |   |
| 9 Dates of employment (month, year)<br>From 3/70 To 3/71  |  | Exact title of position<br>Secretary        |  | If Federal service, civilian or military grade |   |
| Salary or earnings<br>Starting \$ 6,500 per yr.<br>Final \$ 7,000 per   |  | Avg. hrs. per week<br>37-1/2                | Place of employment<br>City: Washington,<br>State: D.C.  | Number and kind of employees supervised<br>0   | Kind of business or organization (manufacturing, accounting, insurance, etc.)<br>Educational Asso.    |
| Name of immediate supervisor<br>Dr. John Mallan   |  |   | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br>American Association of Junior Colleges<br>One Dupont Circle, N.W., Washington, D.C. |  |   |
| Reason for leaving Moved to N.Y.C.  |  |   |  |  |   |
| Description of duties, responsibilities, and accomplishments Secretary to Director of Veteran Programs, kept records, arranged for travel and conferences, handled phones, typed general correspondence.                            |  |   |  |  |   |
| For agency use (skill codes, etc.)  |  |   |  |  |   |

IF YOU NEED ADDITIONAL EXPERIENCE RECORDS, STANDARD FORM NO. 171-A OR BLANK SHEETS  
SEE INSTRUCTION SHEET

20. EXPERIENCE (Start with your present position)  Yes  No  
 May inquiry be made of your present employer regarding your character, qualifications, and record of employment?.....  
 (A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

|   |  |  |  |  |
|---|--|--|--|--|
| 10 Dates of employment (month, year) 1/70<br>From 2/68 To PRESENT TIME  |  | Exact title of position<br>Secretary   |  | If Federal service, civilian or military grade |
| Salary or earnings<br>Starting \$ 6.000 per yr.<br>Present \$ per   |  | Avg. hrs. per week<br>37-1/2   | Place of employment<br>City: Washington, D.C.<br>State: D.C. | Number and kind of employees supervised<br>2   |
| Name of immediate supervisor<br>Layle Lockett   |  | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br>Harbridge House, Inc.<br>2100 "M" Street, N.W., Washington, D.C. |  |  |
| Area Code and phone No. if known  |  |  |  |  |
| Reason for wanting to leave Due to illness, Hepatitis   |  |  |  |  |
| Description of duties, responsibilities, and accomplishments Secretary to four management consultants, wrote letters of general correspondence, kept records, arranged for conferences and travel, typed gov't. proposals, traveled occasionally. |  |  |  |  |
|   |  |  |  | For agency use (skill codes, etc.)             |

|  |  |  |  |  |
|--|--|--|--|--|
| 11 Dates of employment (month, year)<br>From 5/67 To 1/68  |  | Exact title of position<br>Secretary   |  | If Federal service, civilian or military grade |
| Salary or earnings<br>Starting \$ 8500 per yr.<br>Final \$ per   |  | Avg. hrs. per week<br>37-1/2   | Place of employment<br>City: Washington, D.C.<br>State: D.C. | Number and kind of employees supervised<br>2   |
| Name of immediate supervisor<br>Joyce Sarsfield  |  | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br>Tabulating Research and Development Agency<br>14th & "K" Streets, N.W., Washington, D.C. |  |  |
| Area Code and phone No. if known   |  |  |  |  |
| Reason for leaving Company went bankrupt   |  |  |  |  |
| Description of duties, responsibilities, and accomplishments Secretary to two job counselors. Typed up resumes for system analyst and programmers, filed records, typed general correspondence |  |  |  |  |
|  |  |  |  | For agency use (skill codes, etc.)             |

|  |  |  |  |  |
|--|--|--|--|--|
| 12 Dates of employment (month, year)<br>From 4/66 To 5/67  |  | Exact title of position<br>Clerk-typist  |  | If Federal service, civilian or military grade |
| Salary or earnings<br>Starting \$ 4200 per yr.<br>Final \$ per   |  | Avg. hrs. per week<br>40   | Place of employment<br>City: Washington, D.C.<br>State: D.C. | Number and kind of employees supervised<br>0   |
| Name of immediate supervisor<br>Nadine Flack   |  | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br>Georgetown University, 37th & "O" Sts., N.W.<br>Washington, D.C. |  |  |
| Area Code and phone No. if known   |  |  |  |  |
| Reason for leaving resigned for higher paying position.  |  |  |  |  |
| Description of duties, responsibilities, and accomplishments typed letters of general correspondence and filed student records, arranged for student loans, registered students. |  |  |  |  |
|  |  |  |  | For agency use (skill codes, etc.)             |

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BLANK SHEETS - SEE INSTRUCTION SHEET

• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

21 A. Special qualifications and skills (skills with machines; patents or inventions; your most important publications (do not submit copies unless requested); your public speaking and publications experience; membership in professional or scientific societies; etc.)

Operate Vydec Computer  
 Most IBM typewriters, Selectric II, Standard Electric, Executive, etc.  
 Operate Court Reporters model—Stenotype machine for dictation  
 Operate the stenorette, IBM Dictaphones & others  
 10 key adding & calculator machines

|  |                                       |   |  |   |
|--|---------------------------------------|---|--|---|
| B. Kind of License or Certificate (For example, pilot, registered nurse, lawyer, radio operator, C.P.A., etc.) | C. State or other licensing authority | D. Year of first license or certificate | E. Year of latest license or certificate | F. Approximate number of words per minute:<br>Typing      Shorthand |
|  | D.C. Drivers permit                   |   |  | 75-80   120-14  |

| 22. A. Did you graduate from high school, or will you graduate within the next nine months?  | B. Name and location (city and State) of last high school attended |                          |                         |                         |                                     |      |                          |    |   |
|--|--|--------------------------|-------------------------|-------------------------|-------------------------------------|------|--------------------------|----|---|
| <table border="1"> <tr> <th>YES</th> <th>MONTH/YEAR</th> <th>NO</th> <th>HIGHEST GRADE COMPLETED</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>6/62</td> <td><input type="checkbox"/></td> <td>12</td> </tr> </table> | YES  | MONTH/YEAR               | NO                      | HIGHEST GRADE COMPLETED | <input checked="" type="checkbox"/> | 6/62 | <input type="checkbox"/> | 12 | Dunbar High School, 1st & "N" Streets, N.W.<br>Washington, D.C. |
| YES  | MONTH/YEAR   | NO                       | HIGHEST GRADE COMPLETED |                         |                                     |      |                          |    |   |
| <input checked="" type="checkbox"/>  | 6/62   | <input type="checkbox"/> | 12                      |                         |                                     |      |                          |    |   |

|   |                                 |                                    |                 |       |                       |                                 |                             |                |
|---|---------------------------------|------------------------------------|-----------------|-------|-----------------------|---------------------------------|-----------------------------|----------------|
| C. Name and location (city, State, and ZIP Code if known) of college or university. (If you expect to graduate within 9 months, give MONTH and year you expect degree.) | Dates attended                  |                                    | Years Completed |       | No. of credits compl. |                                 | Type of degree (B.A., etc.) | Year of degree |
|   | From                            | To                                 | Day             | Night | Semester hours        | Quarter hours                   |                             |                |
| Strayer College<br>13th & "G" Streets, N.W.   | 1/72                            | 7/74                               | 2               | 2     | 18                    | 9                               | Special                     | student        |
| D. Chief undergraduate college subjects   | No. of credits compl.           | E. Chief graduate college subjects |                 |       |                       | No. of credits compl.           |                             |                |
|   | Semester hours    Quarter hours |                                    |                 |       |                       | Semester hours    Quarter hours |                             |                |

F. Major field of study at highest level of college work  
 Court & Conference Reporting

G. Other schools or training (for example, trade, vocational, armed forces, or business). Give for each the name and location (city, State, and ZIP Code if known) of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.

Johnson's Business School, 14th & N.Y., Avenue, N.W. 1964  
 Secretarial Course, typing, speedwriting, clerical

|   |   |         |      |      |          |      |      |               |      |      |         |      |      |
|---|---|---------|------|------|----------|------|------|---------------|------|------|---------|------|------|
| 23. HONORS, AWARDS, AND FELLOWSHIPS RECEIVED<br>1977 Inaugural Committee Certificate of Appreciation<br>White House letter<br>Jury Duty Certificate | 24. LANGUAGES OTHER THAN ENGLISH  |         |      |      |          |      |      |               |      |      |         |      |      |
|   | List the languages and indicate your knowledge of each by placing "X" in proper columns | Reading |      |      | Speaking |      |      | Understanding |      |      | Writing |      |      |
|   |   | Excl    | Good | Fair | Excl     | Good | Fair | Excl          | Good | Fair | Excl    | Good | Fair |
|   |   | none    |      |      |          |      |      |               |      |      |         |      |      |

25. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 20, EXPERIENCE.

| FULL NAME            | PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State and ZIP Code) | BUSINESS OR OCCUPATION |
|----------------------|---|------------------------|
| Rev. Robert Harrison | New Samaritan Baptist Church<br>6th & Maryland Avenue, N.E.                 | Minister               |
| Ellis Mayo           | Manpower Office<br>6th & Pennsylvania Avenue, N.W.                          | Job counselor          |
| Maureen Plummer      | National Center on Black Aged<br>1730 "M" Street, N.W.                      | Comptroller            |



# NOTICE OF RATING

APPLICANT MUST FILL IN ALL BLANKS IN THIS SECTION ONLY

|  |   |   |
|--|---|---|
| TITLE OF EXAMINATION<br><b>Stenographer and Typist</b>   | PLACE OF EXAMINATION<br><b>Washington, D.C.</b> | DATE OF TEST<br><b>April 25, 1977</b>   |
| NAME AND ADDRESS (Number, Street, City, State and ZIP Code)<br><br><b>Lillian B. Johnson<br/>7516 Forest Road<br/>Landover, Maryland 20875</b> |   | <p><i>This is not a notice of appointment. It is a record of your rating. It is important that you keep it.</i></p> <p>PERIOD OF CONSIDERATION FROM ISSUE DATE</p> <p><input type="checkbox"/> 6 MONTHS      <input type="checkbox"/> 12 MONTHS</p> <p><input checked="" type="checkbox"/> 3 years<br/>SEE REVERSE SIDE</p> |

You are ELIGIBLE for the following grade(s):

| CLERK-TYPIST  | CLERK-STENOGRAPHER   | CLERK-DICTATING MACHINE TRANSCRIBER                            | CLERK-STENOGRAPHER (TRAINEE)  | YOUR NUMERICAL RATING IS | FOR CIVIL SERVICE COMMISSION USE ONLY           |
|---|--|--|-------------------------------|--------------------------|---|
| <input type="checkbox"/> GS-2<br><input type="checkbox"/> GS-3<br><input checked="" type="checkbox"/> GS-4                | <input type="checkbox"/> GS-3<br><input type="checkbox"/> GS-4<br><input checked="" type="checkbox"/> GS-5 | <input type="checkbox"/> GS-3<br><input type="checkbox"/> GS-4 | <input type="checkbox"/> GS-2 | 82.0                     | TEST SCORES                                     |
| AMOUNT OF VETEPAN PREFERENCE INCLUDED IN YOUR RATING:      5-PTS <input type="checkbox"/> 10-PTS <input type="checkbox"/> |  |  |                               |                          | I<br>GENERAL TEST (CLERICAL PLUS VERBAL)<br>102 |

You are INELIGIBLE for the following grade(s):

| CLERK-TYPIST   | CLERK-STENOGRAPHER  | CLERK-DICTATING MACHINE TRANSCRIBER                            | CLERK-STENOGRAPHER (TRAINEE)  | FOR CIVIL SERVICE COMMISSION USE ONLY |
|--|---|--|-------------------------------|---------------------------------------|
| <input type="checkbox"/> GS-2<br><input type="checkbox"/> GS-3<br><input type="checkbox"/> GS-4  | <input type="checkbox"/> GS-3<br><input type="checkbox"/> GS-4<br><input type="checkbox"/> GS-5 | <input type="checkbox"/> GS-3<br><input type="checkbox"/> GS-4 | <input type="checkbox"/> GS-2 | II<br>TYPING<br>64/6                  |
| REASON FOR INELIGIBILITY:  |   |  |                               | III<br>DICTATION<br>119               |
| <input type="checkbox"/> You did not earn a passing score for the grade(s), checked ineligible, therefore no numerical rating is assigned for them.<br><input type="checkbox"/> You did not pass the typing performance test.<br><input type="checkbox"/> You did not pass the stenography performance test.<br><input type="checkbox"/> Your lowest acceptable salary is higher than that of the position in which you qualify.<br><input type="checkbox"/> Your qualifications statement does not show that you meet the minimum experience or education required for the grade(s) checked ineligible.<br><input type="checkbox"/> You failed to reply to official correspondence.   |   |  |                               | IV<br>CLERICAL<br>61                  |
| THE ITEMS CHECKED BELOW APPLY TO YOU:<br><br><input type="checkbox"/> You passed the general tests. If you recompet, you need retake only the typing part (and dictating part if you apply for stenographer) of the test. You must also present this notice and a Personal Qualifications Statement, Standard Form 171.<br><input type="checkbox"/> You failed the stenography test only. If you recompet, you need retake only that test. You must also present this notice and a Personal Qualifications Statement, S.F. 171.<br><input type="checkbox"/> You may not enter on duty until completion of required education is shown.<br><input type="checkbox"/> Your qualifications statement is attached in case you wish to apply for a different position. |   |  |                               | V<br>VERBAL<br>41                     |

SEE OTHER SIDE FOR EXPLANATION OF SCORES

|  |  |
|--|--|
| DATE OF ISSUE<br><b>April 25, 1977</b> | ISSUING OFFICE<br><b>United States Civil Service Commission<br/>1900 E Street, N.W.<br/>Washington, D.C. 20415</b> |
|--|--|

BE SURE TO READ THE IMPORTANT MESSAGES ON THE BACK OF THIS FORM

Part I

CSC FORM 4008-C  
OCTOBER 1973

# Superior Court of the District of Columbia

## Certificate of Appreciation

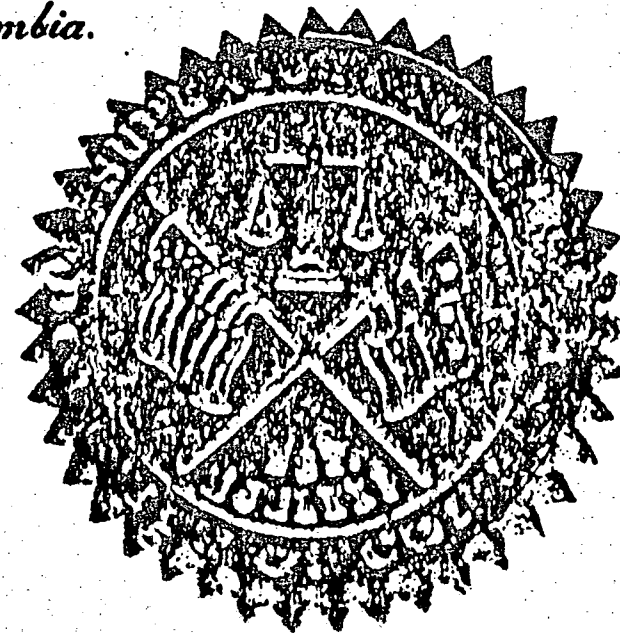
LILLIAN B. JOHNSON, having served with distinction as a juror in the Superior Court of the District of Columbia during the month of JANUARY 1975, is presented this certificate of appreciation for significant community service by the Judges of the Court on behalf of the grateful citizens of the District of Columbia.

*Donald H. Gurne*

CHIEF JUDGE

*Paul J. Ruelch*

EXECUTIVE OFFICER,  
DISTRICT OF COLUMBIA COURTS





**Select Committee on Assassinations**

**U.S. House of Representatives**

**WASHINGTON, D.C. 20515**

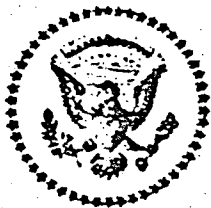
August 16, 1977

TO: BECKY

FROM: NANCY

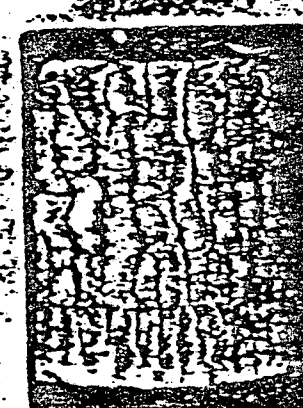
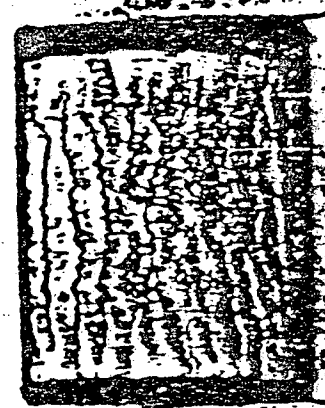
RE: LILLIAN JOHNSON

Thought you would want a copy  
of her resume. She will be  
starting 8-29-77.



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

*Jimmy Carter*



RESUME

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

Position Desired - Administrative Assistant/Secretarial

Experience - District of Columbia

|                |   |
|----------------|---|
| 5/77 - Present | Department of Housing and Urban Development<br>451 7th Street, S.W. Clerk-typist                              |
| 12/76 - 2/77   | 1977 Presidential Inaugural Committee<br>2nd & "T" Streets, S.W.<br>Administrative Assistant/Site Coordinator |
| 9/76 - 11/76   | Congressional Budget Office<br>2nd & "D" Streets, S.W. Secretary  |
| 7/76 - 9/76    | Stuart Temporaries, Inc.<br>1120 -19th Street, N.W. Secretary   |
| 8/74 - 9/75    | Arent, Fox, Kintner, Plotkin & Kahn<br>18th & "H" Streets, N.W. Legal Secretary                               |
| 11/73 - 8/74   | Temporaries, Inc., 1015 18th Street, N.W.<br>Secretary  |
| 5/13 - 6/14    | Longworth House Office Building, N.J. & "C"<br>Streets, S.E. Secretary  |
| 1/73 - 8/73    | Model Inner Cities Community Organization<br>9th & "U" Streets, N.W. Executive Secretary                      |
| 3/70 - 3/71    | American Association of Junior Colleges<br>One Dupont Circle, N.W. Secretary                                  |
| 2/68 - 1/70    | Harbridge House, Inc.<br>2100 "M" Street, N.W. Support Secretary  |
| 5/67 - 1/68    | Tabulating Research & Development Agency<br>14th & "K" Streets, N.W. Secretary                                |
| 5/66 - 5/67    | Georgetown University, 37th & "O" Streets, N.W.<br>Clerk-typist   |

Education:

1/72 - 7/47

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

9/63 - 6/64

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

9/59 - 6/62

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

Skills:

Stenotypist 100 - 140 wpm. Typist 75 - 80

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

Personal:

Divorced

One daughter age 8 years.

RESUME

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

Position Desired - Administrative Assistant/Secretarial

Experience - District of Columbia

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

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

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

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

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

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

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

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

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

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

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

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

Education:

1/72 - 7/47

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

9/63 - 6/64

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

9/59 - 6/62

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

Skills:

Stenotypist 100 - 140 wpm. Typist 75 - 80

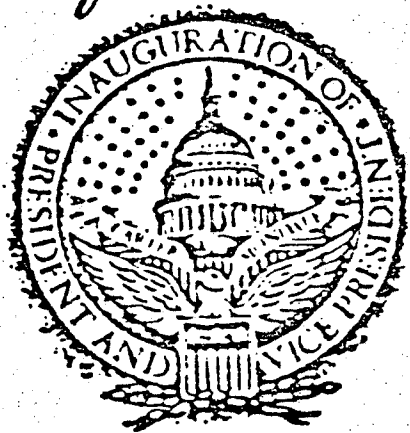
Seeking opportunity for career professional position  
willing to start as trainee, willing to travel occasional

Personal:

Divorced

One daughter age 8 years.

# 1977 Inaugural Committee



February 7, 1977

Dear Ms. Johnson:

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

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

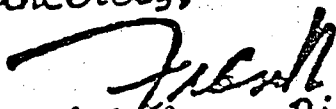
It is with this in mind that I forward this letter to you as a member of the Inaugural Security and Credential Committee. You displayed the highest degree of professionalism and dedication in many important tasks.

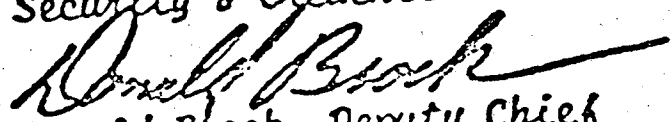
You were always willing and ready to work long hours, above and beyond the normal work day. You volunteered your services for almost anything asked of you.

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

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

Sincerely,

  
Frank Wilson, Director  
Security & Credentials Committee

  
Donald Brock, Deputy Chief  
In Charge of Internal Security



LILLIAN BARBARA JOHNSON

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

Jimmy Carter

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

*Bardyl R. Tirana*  
Bardyl R. Tirana

Co-Chairpersons

1977 Inaugural Committee

*Dicki Rogers*  
Dicki Rogers

*Robert G. Herks*  
Robert G. Herks

Major General USA

Chairman



THE WHITE HOUSE

WASHINGTON

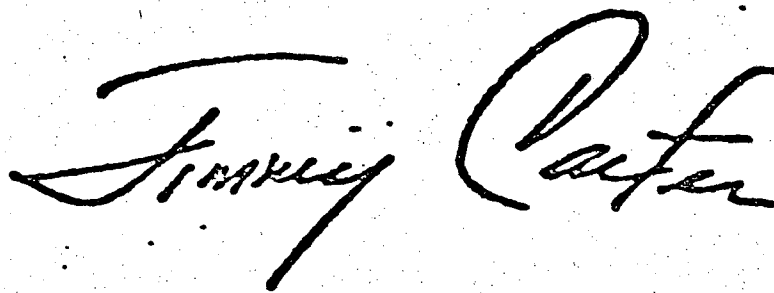
February 3, 1977

To Lillian Johnson

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

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

Sincerely,

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

Miss Lillian Johnson  
7516 Forest Road  
Landover, Maryland 20875



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

*Jimmy Carter*

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

Competency Statement

Position Descriptors

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

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

# AMENDMENT TO PERSONAL QUALIFICATIONS STATEMENT

OMB  
APPROVED 50-R0048

**IMPORTANT:** Read these instructions carefully before completing this form.

This form may be used to update your Personal Qualifications Statement provided you have had no more than three additional positions since the statement being updated was completed. Agencies are required to accept a previously completed Personal Qualifications Statement as current when this form is attached. Before completing this form, review carefully your answers to all items on the statement being updated. Use typewriter if available. Otherwise write or print legibly in dark ink.

|   |   |  |
|---|---|--|
| 1. NAME (Last) (First) (Middle) (Maiden, if any) <input type="checkbox"/> MR. <input type="checkbox"/> MISS <input type="checkbox"/> MRS.<br>AND ADDRESS (Number, Street, City, State, and ZIP Code)  | 2. DATE OF THIS STATEMENT<br>May 17, 1977 | 3. BIRTH DATE (month, day, year)<br>December 6, 1943 |
| JOHNSON, Lillian Barbara Killens<br>7516 Forest Road<br>Hyattsville, Maryland 20875   |   |  |
| 4. KIND OF POSITION YOU ARE FILING FOR (Or title and number of announcement)<br>Security Assistant 15-21 (77)A  |   |  |
| 5. REASON FOR SUBMISSION (Check One)  |   |  |
| <input type="checkbox"/> To update Personal Qualifications Statement in my Official Personal Folder<br><input type="checkbox"/> To update Personal Qualifications Statement on file with you<br><input checked="" type="checkbox"/> To update attached Personal Qualifications Statement<br><input type="checkbox"/> As requested |   |  |
| 6. LOWEST PAY OR GRADE YOU WILL ACCEPT  |   |  |
| PAY: \$ <u>        </u> per <u>        </u> or GRADE: <u>7</u>  |   |  |

7. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order)  
 May inquiry be made of your present employer regarding your character, qualifications, and record of employment?  Yes  No (A "No" will not affect your consideration for employment opportunities.)

|  |   |  |
|--|---|--|
| DATES OF EMPLOYMENT (month, year)<br>FROM May 9, 1977 TO PRESENT TIME  | EXACT TITLE OF POSITION<br>Clerk-typist | IF FEDERAL SERVICE, CIVILIAN OR MILITARY GRADE<br>5          |
| SALARY OR EARNINGS<br>STARTING \$ 179. PER week<br>FINAL \$ PER  | AVG. HRS. PER WEEK<br>40                | PLACE OF EMPLOYMENT<br>CITY: Washington, D.C.<br>STATE: D.C. |
|  |   | NUMBER AND KIND OF EMPLOYEES SUPERVISED<br>0                 |
| KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.)<br>Housing & Urban Development |   |  |

|   |   |
|---|---|
| NAME OF IMMEDIATE SUPERVISOR<br>Charles Field | NAME OF EMPLOYER (firm, organization, etc.) AND ADDRESS (including ZIP Code, if known)<br>Department of Housing & Urban Development (HUD)<br>Washington, D.C. 20410 |
| AREA CODE AND PHONE NO. IF KNOWN              |   |

REASON FOR WANTING TO LEAVE Seeking position involving more responsibility and opportunity

DESCRIPTION OF DUTIES, RESPONSIBILITIES, AND ACCOMPLISHMENTS Prepare in final form a variety of materials including correspondence, staff studies, technical papers, memoranda and issue papers which include the use of terminology that is highly specialized. Responsible for maintenance of subject matter files for the staff. (Even though this job description does not indicate), I have taken dictation and transcribed it for the Special Assistant to the Assistant Secretary for Housing and Urban Development. Perform all secretarial duties.

FOR AGENCY USE (skill codes, etc.)

|   |                         |  |
|---|-------------------------|--|
| DATES OF EMPLOYMENT (month, year)<br>FROM TO                                  | EXACT TITLE OF POSITION | IF FEDERAL SERVICE, CIVILIAN OR MILITARY GRADE |
| SALARY OR EARNINGS<br>STARTING \$ PER<br>FINAL \$ PER                         | AVG. HRS. PER WEEK      | PLACE OF EMPLOYMENT<br>CITY:<br>STATE:         |
|   |                         | NUMBER AND KIND OF EMPLOYEES SUPERVISED        |
| KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.) |                         |  |

|                                  |  |
|----------------------------------|--|
| NAME OF IMMEDIATE SUPERVISOR     | NAME OF EMPLOYER (firm, organization, etc.) AND ADDRESS (including ZIP Code, if known) |
| AREA CODE AND PHONE NO. IF KNOWN |  |

REASON FOR LEAVING

DESCRIPTION OF DUTIES, RESPONSIBILITIES, AND ACCOMPLISHMENTS

FOR AGENCY USE (skill codes, etc.)



IA. Kind of position (job) you are filing for (or title of announcement) **Administrative Asst.** B. Announcement No.

C. Options for which you wish to be considered (if listed in announcement) **Legislative Aide**

D. Primary place(s) you wish to be employed **Washington, D.C., Metropolitan area**

2. Home phone (including Area Code) **772-3341 (301)** 3. Office phone (including Area Code) **775-5860**

4. Name (Last) (First) (Middle) (Maiden, if any)  Mr.  Miss  Mrs. and Address (Number, Street, City, State and ZIP Code)  
**JOHNSON, Lillian Barbara Killens**  
**7516 Forest Road**  
**Hyattsville, Maryland 20875**

5. Legal or voting residence (State) **District of Columbia**

6. Height without shoes **5 Feet 7/4 Inches** 7. Weight **135 lbs**

8. Birthplace (City and State, or foreign country) **District of Columbia**

9. Birth date (Month, day, year) **12/6/43** 10. Social Security Account Number **JFK Act 5 (g) (2) (D)**

11. If you have ever been employed by the Federal Government as a civilian, give your last classification series, grade, and job title.  
**GS-318-5 Clerk-typist**  
 Dates of service in that grade  
 From **May 9, 1977** To **Present time**

12. If you are currently on a list of eligibles for appointment to a Federal position, give the name of the announcement, the name of the office maintaining the list, the date on your notice of rating, and your rating.  
**Stenographer and Typist**  
**United States Civil Service Commission**  
**Federal Register**  
**April 25, 1977 -- Typist 4 -- Steno 5**

13. Lowest pay or grade you will accept  

|                     |    |          |
|---------------------|----|----------|
| PAY                 | OR | GRADE    |
| \$ <b> </b> per yr. |    | <b>5</b> |

 14. When will you be available? **upon notification**

15. Will you accept temporary employment for:  
 (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.)  
 \_\_\_ 1 month or less?  YES  NO  
 \_\_\_ 1 to 4 months?  YES  NO  
 \_\_\_ 4 to 12 months?  YES  NO

16. Where will you accept a job?  
 \_\_\_ Washington, D.C.  YES  NO  
 \_\_\_ Any place in the United States.  YES  NO  
 \_\_\_ Outside of the United States.  YES  NO  
 \_\_\_ Only in (specify): **metro area**  YES  NO

17. Will you accept less than full time (Less than 40 hours per week)  Yes  No

18. Are you willing to travel? (Check)  
 NO  SOME

19. VETERAN PREFERENCE. Answer all parts. If a part does not apply to you, answer "No."  
 A. Have you ever served on active duty in the United States military service? (Excludes tours of active duty for training as a reservist or Guardsman.)  
 B. Have you ever been discharged from the armed services under other than honorable conditions? (You may omit any such discharge changed to honorable by a Discharge Review Board or similar authority.)  
 If "Yes," give details in Item 37.  
 C. Do you claim 5-point preference based on active duty in the armed forces?  
 If "Yes," you will be required to furnish records to support your claim at the time you are appointed.  
 D. Do you claim 10-point preference?  
 If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Claim for 10-point Veteran Preference," together with the proof in that form  
 TYPE:  Compensable disability  Disability  Wife  Widow

E. List Dates, Branch, and Serial or Service Number of All Active Service (Enter "N/A" if not applicable)

| From       | To | Branch of Service | Serial or Service Number |
|------------|----|-------------------|--------------------------|
| <b>N/A</b> |    |                   |                          |

DO NOT WRITE IN THIS BLOCK FOR USE OF EXAMINING OFFICE ONLY

Material Entered Register:  
 Appor.  Submitted  
 Nonappor.  Returned

Notations:

Form Reviewed:

Form Approved:

| Option            | Grade | Earned Rating | Preference                                    | Aug. Rating |
|-------------------|-------|---------------|---|-------------|
|                   |       |               | <input type="checkbox"/> 5 points (Test.)     |             |
|                   |       |               | <input type="checkbox"/> 10 Points Comp. Dis. |             |
|                   |       |               | <input type="checkbox"/> Other 10 Points      |             |
|                   |       |               | <input type="checkbox"/> Disl.                |             |
|                   |       |               | <input type="checkbox"/> Being Investigated   |             |
| Initials and Date |       |               |   |             |

THIS SPACE FOR USE OF APPOINTING OFFICER  
 Preference has been verified through proof that the sep under honorable conditions, and other proof as required.  
 5-Pt.  10-Pt. Comp. Disab.  10-Pt. O

Signature and Title

Agency Date

Refer for medical action

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Standard Form 171  
 May 1975 U.S. Civil Service Com  
 171-105

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?.....  Yes  No  
 (A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

|   |  |  |   |   |  |  |  |
|---|--|--|---|---|--|--|--|
| 1   |  | Dates of employment (month, year)<br>From <u>12/30/76</u> To <u>PRESENT TIME</u> |   | Exact title of position<br><u>Security-Credls. Site Coordinator/Secretary</u> |  | If Federal service, civilian or military grade |  |
| Salary or earnings<br>Starting \$ <u>150.00</u> per <u>wk</u><br>Present \$ <u>same</u> per   |  | Avg. hrs. per week<br><u>50</u>  | Place of employment<br>City: <u>Washington</u><br>State: <u>D.C.</u>  |   | Number and kind of employees supervised<br><u>several-100</u><br><u>volunteers</u> |  | Kind of business or organization<br>( <i>manufacturing, accounting, insurance, etc.</i> )<br><u>1977 Inaugural Comte</u> |
| Name of immediate supervisor<br><u>Frank Wilson, Director</u>   |  |  | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br><u>1977 Inaugural Committee, 2nd &amp; "D" Streets, S.W. Washington, D.C. 20024</u> |   |  |  |  |
| Area Code and phone No. if known <u>202/472-4350</u>  |  |  |   |   |  |  |  |
| Reason for wanting to leave <u>Job is terminating on 1/31/77</u>  |  |  |   |   |  |  |  |
| Description of duties, responsibilities, and accomplishments <u>Instructing several sub-committees within the Inaugural Committee on procedure and preparation of security clearance forms. Processing and preparing S.C. forms for security pick-up. Communication by phone on a very large scale with Secret Service, White House and many other agencies for Inauguration. Worked with the director preparing and designing security credentials. Sat-in on meetings Security &amp; Press Personnel, took dictation and kept minutes. Operated the Command Post at Visitors Center. Typed letter, memorandums, etc., Presently working on After Action Report. Served as central point of information concerning activities of the office.</u> |  |  |   |   |  |  |  |
| For agency use (skill codes, etc.)  |  |  |   |   |  |  |  |
| 2   |  | Dates of employment (month, year)<br>From <u>9/76</u> To <u>11/76</u>            |   | Exact title of position<br><u>Secretary/Personnel Asst.</u>                   |  | If Federal service, civilian or military grade |  |
| Salary or earnings<br>Starting \$ <u>10,096.</u> per <u>yr.</u><br>Final \$ <u>same</u> per   |  | Avg. hrs. per week<br><u>40</u>  | Place of employment<br>City: <u>Washington</u><br>State: <u>D.C.</u>  |   | Number and kind of employees supervised<br><u>none</u>                             |  | Kind of business or organization<br>( <i>manufacturing, accounting, insurance, etc.</i> )<br><u>Federal</u>              |
| Name of immediate supervisor<br><u>Carl McCarden/Alicia McPhee</u>  |  |  | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br><u>Congressional Budget Office 2nd &amp; "D" Streets, S.W.</u>                      |   |  |  |  |
| Area Code and phone No. if known <u>202/225-6666</u>  |  |  |   |   |  |  |  |
| Reason for leaving <u>Temporary position</u>  |  |  |   |   |  |  |  |
| Description of duties, responsibilities, and accomplishments - <u>Secretary in Budget Analysis Division, Human Resources and Personnel Office. Worked with several Analyst. Typed up proposals, budget reports, general correspondence and telephone communications. Operated the Vydec Computer in all divisions.</u>  |  |  |   |   |  |  |  |
| For agency use (skill codes, etc.)  |  |  |   |   |  |  |  |
| 3   |  | Dates of employment (month, year)<br>From <u>7/76</u> To <u>9/76</u>             |   | Exact title of position<br><u>Secretary/Legal Asst.</u>                       |  | If Federal service, civilian or military grade |  |
| Salary or earnings<br>Starting \$ <u>4.75</u> per <u>hr.</u><br>Final \$ <u>same</u> per  |  | Avg. hrs. per week<br><u>180.</u>  | Place of employment<br>City: <u>Washington</u><br>State: <u>D.C.</u>  |   | Number and kind of employees supervised<br><u>none</u>                             |  | Kind of business or organization<br>( <i>manufacturing, accounting, insurance, etc.</i> )<br><u>secretarial agency</u>   |
| Name of immediate supervisor<br><u>Ms. Susan Heuser</u>   |  |  | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br><u>Stuart Temporaries, Inc. 1120 -19th Street, N.W.</u>                             |   |  |  |  |
| Area Code and phone No. if known  |  |  |   |   |  |  |  |
| Reason for leaving <u>Temporary placement agency.</u>   |  |  |   |   |  |  |  |
| Description of duties, responsibilities, and accomplishments <u>Worked on several legal assignments on short-term. Secretary to attorneys. Performed general secretarial duties, typing drafts, briefs, other correspondence, and telephone communication.</u>  |  |  |   |   |  |  |  |
| For agency use (skill codes, etc.)  |  |  |   |   |  |  |  |

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BLANK SHEETS  
SEE INSTRUCTION SHEET

20. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order.)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?  Yes  No  
 (A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

|                                  |                                   |                    |  |   |   |
|----------------------------------|-----------------------------------|--------------------|--|---|---|
| 4                                | Dates of employment (month, year) |                    | Exact title of position  |   | If Federal service, civilian or military grade                                |
|                                  | From 8/74                         | To PRESENT TIME    | Legal Secretary  |   |   |
| Salary or earnings               |                                   | Avg. hrs. per week | Place of employment  | Number and kind of employees supervised | Kind of business or organization (manufacturing, accounting, insurance, etc.) |
| Starting \$ 10,500 per Yr.       | Present \$ same per               | 37-1/2             | City: Washington State: D.C.   | 0                                       |   |
| Name of immediate supervisor     |                                   |                    | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) |   |   |
| JoAnna McAtee                    |                                   |                    | Arent, Fox, Kintner, Plotkin & Kahn<br>1815 "H" Street, N.W., Washington, D.C.         |   |   |
| Area Code and phone No. if known |                                   |                    |  |   |   |

Reason for wanting to leave laid off

Description of duties, responsibilities, and accomplishments Legal Secretary to several attorneys in the firm, in areas of litigation, real estate, tax, labor, Federal Communications—took dictation, wrote letters of general correspondence, kept records, typed briefs, proposals, etc. Telephone communications with clients and other firms, etc.

For agency use (skill codes, etc.) 1/72-6/74

(THE NEXT THREE JOBS LISTED BELOW WERE COURSE RELATED WHILE ATTENDING STRAYER COLLEGE)

|                                  |                                   |                    |  |   |   |
|----------------------------------|-----------------------------------|--------------------|--|---|---|
| 5                                | Dates of employment (month, year) |                    | Exact title of position  |   | If Federal service, civilian or military grade                                |
|                                  | From 11/73                        | To 8/74            | Secretary  |   |   |
| Salary or earnings               |                                   | Avg. hrs. per week | Place of employment  | Number and kind of employees supervised | Kind of business or organization (manufacturing, accounting, insurance, etc.) |
| Starting \$ 4.50 per hr.         | Final \$ per                      | 20                 | City: Washington State: D.C.   | 0                                       |   |
| Name of immediate supervisor     |                                   |                    | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) |   |   |
| Clara, Bob                       |                                   |                    | Temporaries, Inc., 1015 -18th Street, N.W.<br>Washington, D.C.                         |   |   |
| Area Code and phone No. if known |                                   |                    |  |   |   |

Reason for leaving temporary job

Description of duties, responsibilities, and accomplishments Gained experienced in working with many law firms in the area as Legal, Executive, Statistical and Technical Secretary on short-term assignments.

For agency use (skill codes, etc.)

|                                  |                                   |                    |  |   |   |
|----------------------------------|-----------------------------------|--------------------|--|---|---|
| 6                                | Dates of employment (month, year) |                    | Exact title of position  |   | If Federal service, civilian or military grade                                |
|                                  | From 4/73                         | To 6/73            | Transcriber  |   |   |
| Salary or earnings               |                                   | Avg. hrs. per week | Place of employment  | Number and kind of employees supervised | Kind of business or organization (manufacturing, accounting, insurance, etc.) |
| Starting \$ 3.50 per hr.         | Final \$ per                      | 20                 | City: Washington State: D.C.   | 0                                       |   |
| Name of immediate supervisor     |                                   |                    | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) |   |   |
| Doris Hoover                     |                                   |                    | Hoover Reporting Agency<br>3rd & Mass. Ave., N.E., Washington, D.C.                    |   |   |
| Area Code and phone No. if known |                                   |                    |  |   |   |

Reason for leaving Course related - for experience mostly.

Description of duties, responsibilities, and accomplishments Transcriber of reporters notes from courtroom hearings.

For agency use (skill codes, etc.)

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BUREAU SUPPLIED SEE INSTRUCTION SHEET



May inquiry be made of your present employer regarding your character, qualifications, and record of employment?.....  Yes  No  
 (A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

|                                  |  |                    |  |   |   |
|----------------------------------|--|--------------------|--|---|---|
| 7                                | Dates of employment (month, year) 7/74 |                    | Exact title of position  |   | If Federal service, civilian or military grade  |
|                                  | From 9/73 To PRESENT TIME              |                    | Student reporter   |   |   |
| Salary or earnings               |  | Avg. hrs. per week | Place of employment  | Number and kind of employees supervised | Kind of business or organization (manufacturing, accounting, insurance, etc.)<br>Reporting Agency |
| Starting \$ 0 per                |  | 15                 | City: Washington<br>State: D.C.  | 0                                       |   |
| Name of immediate supervisor     |  |                    | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) |   |   |
| Bernie Richards                  |  |                    | BGH Reporting Agency   |   |   |
| Area Code and phone No. if known |  |                    | 24th & Penn. Ave., N.W., Washington, D.C.  |   |   |

Reason for wanting to leave Course related - for experience only.

Description of duties, responsibilities, and accomplishments  
 Sat-in on public hearings and took minutes of hearings and observed courtroom procedures. Transcribed notes.

For agency use (skill codes, etc.)

|                                  |                                   |                    |  |   |   |
|----------------------------------|-----------------------------------|--------------------|--|---|---|
| 8                                | Dates of employment (month, year) |                    | Exact title of position  |   | If Federal service, civilian or military grade  |
|                                  | From 5/13/74 To 6/14/74           |                    | Legal Secretary  |   |   |
| Salary or earnings               |                                   | Avg. hrs. per week | Place of employment  | Number and kind of employees supervised | Kind of business or organization (manufacturing, accounting, insurance, etc.)<br>Congressional Office |
| Starting \$ 4.50 per hr.         |                                   | 37-1/2             | City: Washington,<br>State: D.C.   | 0                                       |   |
| Final \$ same per                |                                   |                    |  |   |   |
| Name of immediate supervisor     |                                   |                    | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) |   |   |
| Marilyn Shapiro                  |                                   |                    | Congresswoman Elizabeth Holtzman   |   |   |
| Area Code and phone No. if known |                                   |                    | Longworth House Office Bldg., 3rd & C Sts. S.E.  |   |   |

Reason for leaving Temporary position

Description of duties, responsibilities, and accomplishments Worked with research group on impeachment of Pres. Richard M. Nixon, wrote letters to constituency around the country, handled phones, took dictation and transcribed.

For agency use (skill codes, etc.)

|                                  |                                   |                    |  |   |  |
|----------------------------------|-----------------------------------|--------------------|--|---|--|
| 9                                | Dates of employment (month, year) |                    | Exact title of position  |   | If Federal service, civilian or military grade   |
|                                  | From 3/70 To 3/71                 |                    | Secretary  |   |  |
| Salary or earnings               |                                   | Avg. hrs. per week | Place of employment  | Number and kind of employees supervised | Kind of business or organization (manufacturing, accounting, insurance, etc.)<br>Educational Asso. |
| Starting \$ 6,500 per yr.        |                                   | 37-1/2             | City: Washington,<br>State: D.C.   | 0                                       |  |
| Final \$ 7,000 per               |                                   |                    |  |   |  |
| Name of immediate supervisor     |                                   |                    | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) |   |  |
| Dr. John Mallan                  |                                   |                    | American Association of Junior Colleges  |   |  |
| Area Code and phone No. if known |                                   |                    | One Dupont Circle, N.W., Washington, D.C.  |   |  |

Reason for leaving Moved to N.Y.C.

Description of duties, responsibilities, and accomplishments Secretary to Director of Veteran Programs, kept records, arranged for travel and conferences, handled phones, typed general correspondence.

For agency use (skill codes, etc.)

IF YOU NEED ADDITIONAL EXPERIENCE RECORDS, USE STANDARD FORM NO. 1-A OR BLANK SHEET.  
 SEE INSTRUCTION SHEET

20. EXPERIENCE (Start with your PRESENT position and work back, accounting for periods of unemployment or separate employment.)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?  Yes  No  
 (A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

|   |  |   |  |                                      |  |  |   |
|---|--|---|--|--------------------------------------|--|--|---|
| 10  |  | Dates of employment (month, year) 1/70<br>From 2/68 To PRESENT TIME |  | Exact title of position<br>Secretary |  | If Federal service, civilian or military grade |   |
| Salary or earnings<br>Starting \$ 6.000 per yr.<br>Present \$ per   |  | Avg. hrs. per week<br>37-1/2  | Place of employment<br>City: Washington, State: D.C.   |                                      | Number and kind of employees supervised<br>2 |  | Kind of business or organization (manufacturing, accounting, insurance, etc.)<br>Management Consultants |
| Name of immediate supervisor<br>Layle Lockett   |  |   | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br>Harbridge House, Inc.<br>2100 "M" Street, N.W., Washington, D.C. |                                      |  |  |   |
| Reason for wanting to leave Due to illness, Hepatitis   |  |   |  |                                      |  |  |   |
| Description of duties, responsibilities, and accomplishments Secretary to four management consultants, wrote letters of general correspondence, kept records, arranged for conferences and travel, typed gov't. proposals, traveled occasionally. |  |   |  |                                      |  |  |   |
|   |  |   |  |                                      |  |  | For agency use (skill codes, etc.)  |

|   |  |  |  |                                      |  |  |  |
|---|--|--|--|--------------------------------------|--|--|--|
| 11  |  | Dates of employment (month, year)<br>From 5/67 To 1/68 |  | Exact title of position<br>Secretary |  | If Federal service, civilian or military grade |  |
| Salary or earnings<br>Starting \$ 8500 per yr.<br>Final \$ per  |  | Avg. hrs. per week<br>37-1/2                           | Place of employment<br>City: Washington, State: D.C.   |                                      | Number and kind of employees supervised<br>2 |  | Kind of business or organization (manufacturing, accounting, insurance, etc.)<br>Employment Agency |
| Name of immediate supervisor<br>Joyce Sarsfield   |  |  | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br>Tabulating Research and Development Agency<br>14th & "K" Streets, N.W., Washington, D.C. |                                      |  |  |  |
| Reason for leaving Company went bankrupt  |  |  |  |                                      |  |  |  |
| Description of duties, responsibilities, and accomplishments Secretary to two job counselors. Typed up resumes for system analyst and programmers, filed records, typed general correspondence. |  |  |  |                                      |  |  |  |
|   |  |  |  |                                      |  |  | For agency use (skill codes, etc.)   |

|  |  |  |  |   |  |  |   |
|--|--|--|--|---|--|--|---|
| 12   |  | Dates of employment (month, year)<br>From 4/66 To 5/67 |  | Exact title of position<br>Clerk-typist |  | If Federal service, civilian or military grade |   |
| Salary or earnings<br>Starting \$ 4200 per yr.<br>Final \$ per   |  | Avg. hrs. per week<br>40                               | Place of employment<br>City: Washington, State: D.C.   |   | Number and kind of employees supervised<br>0 |  | Kind of business or organization (manufacturing, accounting, insurance, etc.)<br>University |
| Name of immediate supervisor<br>Nadine Flack   |  |  | Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)<br>Georgetown University, 37th & "O" Sts., N.W.<br>Washington, D.C. |   |  |  |   |
| Reason for leaving resigned for higher paying position.  |  |  |  |   |  |  |   |
| Description of duties, responsibilities, and accomplishments typed letters of general correspondence and filed student records, arranged for student loans, registered students. |  |  |  |   |  |  |   |
|  |  |  |  |   |  |  | For agency use (skill codes, etc.)  |

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BLANK SHEETS •  
SEE INSTRUCTION SHEET

21 A. Special qualifications and skills (skills with machines; patents or inventions; your most important publications (do not submit copies unless requested); your public speaking and publications experience; membership in professional or scientific societies; etc.)

Operate Vydec Computer  
 Most IBM typewriters, Selectric II, Standard Electric, Executive, etc.  
 Operate Court Reporters model—Stenotype machine for dictation  
 Operate the stenorette, IBM Dictaphones & others  
 10 key adding & calculator machines

|  |                                       |   |  |  |
|--|---------------------------------------|---|--|--|
| B. Kind of License or Certificate (For example, pilot, registered nurse, lawyer, radio operator, C.P.A., etc.) | C. State or other licensing authority | D. Year of first license or certificate | E. Year of latest license or certificate | F. Approximate number of words per minute:<br>Typing Shorthand |
|  | D.C. Drivers permit                   |   |  | 75-80   120-14   |

| 22. A. Did you graduate from high school, or will you graduate within the next nine months?  | B. Name and location (city and State) of last high school attended |                          |                         |                         |                                     |      |                          |    |   |
|--|--|--------------------------|-------------------------|-------------------------|-------------------------------------|------|--------------------------|----|---|
| <table border="1"> <tr> <th>YES</th> <th>MONTH/YEAR</th> <th>NO</th> <th>HIGHEST GRADE COMPLETED</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>6/62</td> <td><input type="checkbox"/></td> <td>12</td> </tr> </table> | YES  | MONTH/YEAR               | NO                      | HIGHEST GRADE COMPLETED | <input checked="" type="checkbox"/> | 6/62 | <input type="checkbox"/> | 12 | Dunbar High School, 1st & "N" Streets, N.W.<br>Washington, D.C. |
| YES  | MONTH/YEAR   | NO                       | HIGHEST GRADE COMPLETED |                         |                                     |      |                          |    |   |
| <input checked="" type="checkbox"/>  | 6/62   | <input type="checkbox"/> | 12                      |                         |                                     |      |                          |    |   |

|   |                |      |                 |       |                       |               |                             |                |
|---|----------------|------|-----------------|-------|-----------------------|---------------|-----------------------------|----------------|
| C. Name and location (city, State, and ZIP Code if known) of college or university. (If you expect to graduate within 9 months, give MONTH and year you expect degree.) | Dates attended |      | Years Completed |       | No. of credits compl. |               | Type of degree (B.A., etc.) | Year of degree |
|   | From           | To   | Day             | Night | Semester hours        | Quarter hours |                             |                |
| Strayer College<br>13th & "G" Streets, N.W.   | 1/72           | 7/74 | 2               | 2     | 18                    | 9             | Special                     | student        |

|   |                       |               |                                    |                       |               |
|---|-----------------------|---------------|------------------------------------|-----------------------|---------------|
| D. Chief undergraduate college subjects | No. of credits compl. |               | E. Chief graduate college subjects | No. of credits compl. |               |
|   | Semester hours        | Quarter hours |                                    | Semester hours        | Quarter hours |
|   |                       |               |                                    |                       |               |
|   |                       |               |                                    |                       |               |

F. Major field of study at highest level of college work  
 Court & Conference Reporting

G. Other schools or training (for example, trade, vocational, armed forces, or business). Give for each the name and location (city, State, and ZIP Code if known) of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.

Johnson's Business School, 14th & N.Y., Avenue, N.W. 1964  
 Secretarial Course, typing, speedwriting, clerical

|   |   |         |      |      |          |      |      |               |      |      |         |      |      |
|---|---|---------|------|------|----------|------|------|---------------|------|------|---------|------|------|
| 23. HONORS, AWARDS, AND FELLOWSHIPS RECEIVED<br>1977 Inaugural Committee Certificate of Appreciation<br>White House letter<br>Jury Duty Certificate | 24. LANGUAGES OTHER THAN ENGLISH  |         |      |      |          |      |      |               |      |      |         |      |      |
|   | List the languages and indicate your knowledge of each by placing "X" in proper columns | Reading |      |      | Speaking |      |      | Understanding |      |      | Writing |      |      |
|   |   | Excl    | Good | Fair | Excl     | Good | Fair | Excl          | Good | Fair | Excl    | Good | Fair |
|   |   | none    |      |      |          |      |      |               |      |      |         |      |      |

| 25. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 20, EXPERIENCE. |   |                        |
|--|---|------------------------|
| FULL NAME  | PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State and ZIP Code) | BUSINESS OR OCCUPATION |
| Rev. Robert Harrison   | New Samaritan Baptist Church<br>6th & Maryland Avenue, N.E.                 | Minister               |
| Ellis Mayo   | Manpower Office<br>6th & Pennsylvania Avenue, N.W.                          | Job counselor          |
| Maureen Plummer  | National Center on Black Aged<br>1730 "M" Street, N.W.                      | Comptroller            |

| ANSWER ITEMS 26 THROUGH 36 BY PLACING AN "X" IN THE PROPER COLUMN  |  | Yes | No  |
|--|--|-----|-----|
| 26. Are you a citizen of the United States?.....<br>If "No," give country of which you are a citizen:.....   |  | X   |     |
| <i>Before answering these questions read Items 27 and 28 in the attached instructions.</i>   |  |     |     |
| 27. Are you now a member of the Communist Party, U.S.A., or any subdivision of the Communist Party, U.S.A.?.....   |  |     | X   |
| 28. (a) Are you now, or within the last ten years have you been, a member of any organization, or group of persons including but not limited to the Communist Party, U.S.A., or any subdivision of the Communist Party, U.S.A., which during the period of your membership you knew was advocating or teaching that the government of the United States or any political subdivision thereof should be overthrown or overturned by force, violence, or any unlawful means?.....                                  |  |     | X   |
| 28. (b) If your answer to (a) is in the affirmative, did you, during the period of such membership, have the specific intent to further the aims of such organization or group of persons to overthrow or overturn the government of the United States or any state or any political subdivision thereof by force, violence, or any unlawful means?.....   |  |     | X   |
| 29. If your answer to 27 or 28(a) above is in the affirmative state the names of such organizations and the dates of your membership in each in item 37. ....  |  |     |     |
| 30. Within the last five years have you been fired from any job for any reason?.....   |  |     | X   |
| 31. Within the last five years have you quit a job after being notified that you would be fired?.....<br><i>If your answer to 30 or 31 above is "Yes," give details in Item 37. Show the name and address (including ZIP Code) of employer, approximate date, and reasons in each case. This information should agree with your answers in Item 20, EXPERIENCE.</i>  |  |     | X   |
| 32. Have you ever been convicted of an offense against the law or forfeited collateral, or are you now under charges for any offense against the law? (You may omit: (1) traffic violations for which you paid a fine of \$30.00 or less; and (2) any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a Youth Offender law.).....   |  |     | X   |
| 33. While in the military service were you ever convicted by general court-martial?.....<br><i>If your answer to 32 or 33 is "Yes," give details in Item 37. Show for each offense: (1) date; (2) charge; (3) place; (4) court; and (5) action taken.</i>  |  |     | n/a |
| 34. Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours (by blood or marriage)? (See Items 34 and 35 in the attached instruction sheet.).....   |  |     | X   |
| 35. Do you live with, or within the past 12 months have you lived with, any of these relatives who are employed in a civilian capacity?.....<br><i>If your answer to 34 is "Yes," give in Item 37 for such relatives: (1) full name; (2) present address (including ZIP Code); (3) relationship; (4) department, agency, or branch of the Armed Forces. If your answer to 35 is "Yes," also give the kind of appointment held by the relative(s) you live with or have lived with within the past 12 months.</i> |  |     | X   |
| 36. Do you receive or do you have a pending application for retirement or retainer pay, pension, or other compensation based upon military, Federal civilian, or District of Columbia Government service?.....<br><i>If your answer is "Yes," give details in Item 37.</i>   |  |     | X   |

Your Statement cannot be processed until you have answered all questions, including Items 26 through 36 above. Be sure you have placed an "X" to the left of EVERY marker (◄) above, either in the "Yes" or the "No" column.


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

| Item No. |  |
|----------|--|
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If more space is required, use full sheets of paper approximately the same size as this page. Write on EACH sheet your name, birth date, and announcement or position title. Attach all sheets to this Statement at the top of Page 3.

**ATTENTION — THIS STATEMENT MUST BE SIGNED**  
Read the following paragraph carefully before signing this Statement

A false answer to any question in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All the information you give will be considered in reviewing your Statement and is subject to investigation. A false answer to Items 27 or 28 could deprive you of your right to an annuity when you reach retirement age in addition to the penalties described above.

|   |  |              |
|---|--|--------------|
| <b>CERTIFICATION</b><br>I CERTIFY that all of the statements made in this Statement are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. | SIGNATURE (Sign in ink)  | DATE SIGNED  |
|   |  | May 17, 1977 |

**UNITED STATES CIVIL SERVICE COMMISSION  
NOTICE OF RATING**

**APPLICANT MUST FILL IN ALL BLANKS IN THIS SECTION ONLY**

|  |   |   |
|--|---|---|
| <b>TITLE OF EXAMINATION</b><br>Stenographer and Typist   | <b>PLACE OF EXAMINATION</b><br>Washington, D.C. | <b>DATE OF TEST</b><br>April 25, 1977   |
| <b>NAME AND ADDRESS (Number, Street, City, State and ZIP Code)</b><br><br>Lillian B. Johnson<br>7516 Forest Road<br>Landover, Maryland 20875 |   | <i>This is not a notice of appointment.<br/>It is a record of your rating. It is important that you keep it.</i>  |
|  |   | <b>PERIOD OF CONSIDERATION FROM ISSUE DATE</b><br><input type="checkbox"/> 6 MONTHS <input type="checkbox"/> 12 MONTHS<br><input checked="" type="checkbox"/> 3 years<br>SEE REVERSE SIDE |

You are **ELIGIBLE** for the following grade(s):

| CLERK-TYPIST  | CLERK-STENOGRAPHER   | CLERK-DICTATING MACHINE TRANSCRIBER                            | CLERK-STENOGRAPHER (TRAINEE)  | YOUR NUMERICAL RATING IS | FOR CIVIL SERVICE COMMISSION USE ONLY                      |
|---|--|--|-------------------------------|--------------------------|--|
| <input type="checkbox"/> GS-2<br><input type="checkbox"/> GS-3<br><input checked="" type="checkbox"/> GS-4                | <input type="checkbox"/> GS-3<br><input type="checkbox"/> GS-4<br><input checked="" type="checkbox"/> GS-5 | <input type="checkbox"/> GS-3<br><input type="checkbox"/> GS-4 | <input type="checkbox"/> GS-2 | 82.0                     | <b>TEST SCORES</b>   |
| AMOUNT OF VETERAN PREFERENCE INCLUDED IN YOUR RATING:      5-PTS <input type="checkbox"/> 10-PTS <input type="checkbox"/> |  |  |                               |                          | <b>I</b><br>GENERAL TEST (CLERICAL PLUS VERBAL)<br><br>102 |

You are **INELIGIBLE** for the following grade(s):

| CLERK-TYPIST   | CLERK-STENOGRAPHER  | CLERK-DICTATING MACHINE TRANSCRIBER                            | CLERK-STENOGRAPHER (TRAINEE)  | FOR CIVIL SERVICE COMMISSION USE ONLY |
|--|---|--|-------------------------------|---------------------------------------|
| <input type="checkbox"/> GS-2<br><input type="checkbox"/> GS-3<br><input type="checkbox"/> GS-4  | <input type="checkbox"/> GS-3<br><input type="checkbox"/> GS-4<br><input type="checkbox"/> GS-5 | <input type="checkbox"/> GS-3<br><input type="checkbox"/> GS-4 | <input type="checkbox"/> GS-2 | <b>II</b><br>TYPING<br><br>64/6       |
| <b>REASON FOR INELIGIBILITY:</b><br><input type="checkbox"/> You did not earn a passing score for the grade(s), checked ineligible, therefore no numerical rating is assigned for them.<br><input type="checkbox"/> You did not pass the typing performance test.<br><input type="checkbox"/> You did not pass the stenography performance test.<br><input type="checkbox"/> Your lowest acceptable salary is higher than that of the position in which you qualify.<br><input type="checkbox"/> Your qualifications statement does not show that you meet the minimum experience or education required for the grade(s) checked ineligible.<br><input type="checkbox"/> You failed to reply to official correspondence.<br><input type="checkbox"/> |   |  |                               | <b>III</b><br>DICTATION<br><br>119    |
|  |   |  |                               | <b>IV</b><br>CLERICAL<br><br>61       |
|  |   |  |                               | <b>V</b><br>VERBAL<br><br>41          |

**SEE OTHER SIDE FOR EXPLANATION OF SCORES**

**THE ITEMS CHECKED BELOW APPLY TO YOU:**

- You passed the general tests. If you re compete, you need retake only the typing part (and dictating part if you apply for stenographer) of the test. You must also present this notice and a Personal Qualifications Statement, Standard Form 171.
- You failed the stenography test only. If you re compete, you need retake only that test. You must also present this notice and a Personal Qualifications Statement, S.F. 171.
- You may not enter on duty until completion of required education is shown.
- Your qualifications statement is attached in case you wish to apply for a different position.

|  |  |  |
|--|--|--|
| <b>DATE OF ISSUE</b><br>April 25, 1977 | <b>ISSUING OFFICE</b><br>#99<br><i>[Signature]</i> | <b>United States Civil Service Commission</b><br>1900 E Street, N.W.<br>Washington, D.C. 20415 |
|--|--|--|

**BE SURE TO READ THE IMPORTANT MESSAGES ON THE BACK OF THIS FORM**

**Part I**

CSC FORM 4008-C  
OCTOBER 1973

# Superior Court of the District of Columbia

## Certificate of Appreciation

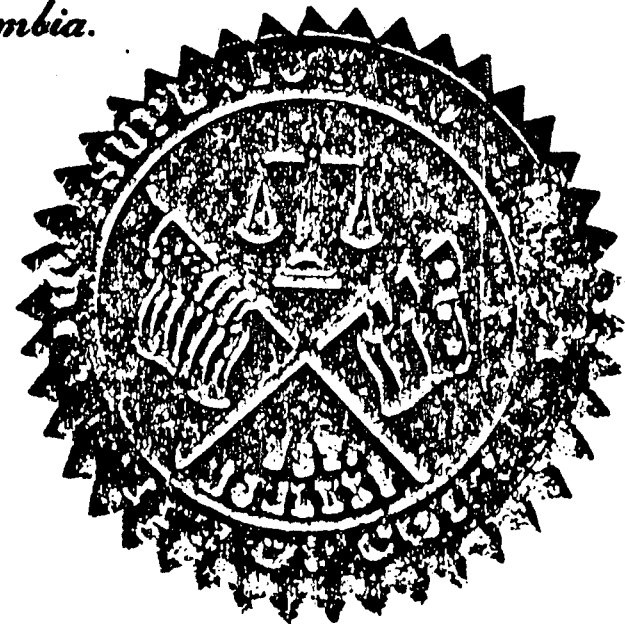
LILLIAN B. JOHNSON, having served with distinction as a juror in the Superior Court of the District of Columbia during the month of JANUARY 19<sup>75</sup>, is presented this certificate of appreciation for significant community service by the Judges of the Court on behalf of the grateful citizens of the District of Columbia.

*Donald H. Gense*

CHIEF JUDGE

*Arnold J. Qualech*

EXECUTIVE OFFICER,  
DISTRICT OF COLUMBIA COURTS



# 1977 Inaugural Committee



February 7, 1977

Dear Ms. Johnson:

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

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

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


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

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

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

Sincerely,

  
Frank Wilson, Director  
Security & Credentials Committee

  
Donald Brock, Deputy Chief  
In Charge of Internal Security



LILLIAN BARBARA JOHNSON

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

**Jimmy Carter**

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

*Bardyl R. Tirana*

*Vicki Rogers*

Bardyl R. Tirana

Vicki Rogers

Co-Chairpersons

1977 Inaugural Committee

*R. G. Verks*

Robert G. Verks

Major General USA

Chairman



THE WHITE HOUSE

WASHINGTON

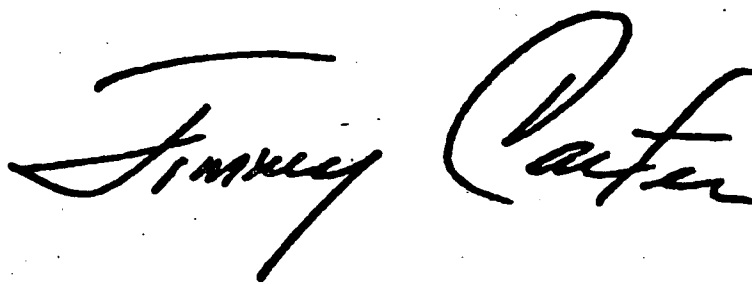
February 3, 1977

To Lillian Johnson

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

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

Sincerely,

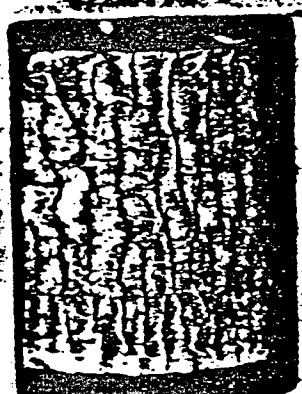
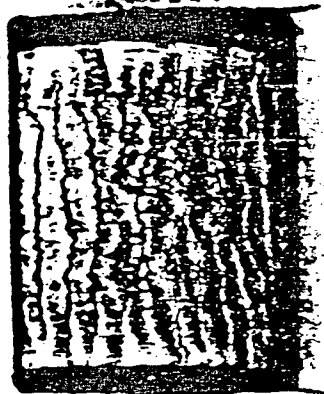
A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink and is positioned below the word "Sincerely,".

Miss Lillian Johnson  
7516 Forest Road  
Landover, Maryland 20875



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

*Jimmy Carter*



# 1977 Inaugural Committee



February 7, 1977

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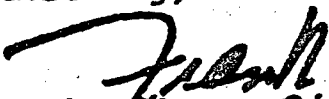
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Sincerely,

  
Frank Wilson, Director  
Security & Credentials Committee

  
Donald Brock, Deputy Chief  
In Charge of Internal Security



LILLIAN BARBARA JOHNSON

served with distinction on behalf of the  
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on the twentieth day of January,  
one thousand, nine-hundred seventy-seven  
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Co-Chairpersons

Major General USA

1977 Inaugural Committee

Chairman

THE WHITE HOUSE

WASHINGTON

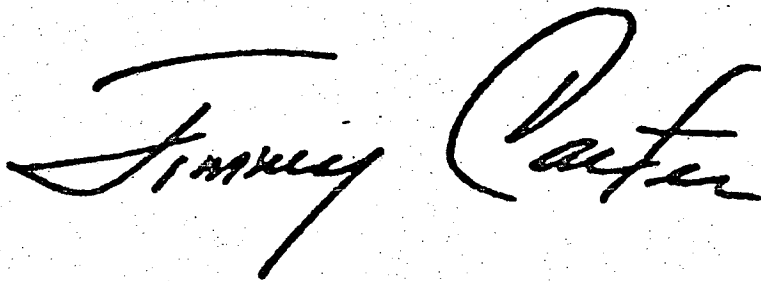
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Sincerely,

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

Miss Lillian Johnson  
7516 Forest Road  
Landover, Maryland 20875

**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>   |
| William B. Johnson                                | January 12, 1978  |
| <b>Employee Social Security Number</b>            | <b>Type of Action</b>   |
| JFK Act 5 (g) (2) (D)                             | <input type="checkbox"/> Appointment<br><input type="checkbox"/> Salary Adjustment<br><input type="checkbox"/> Title Change<br><input checked="" type="checkbox"/> Termination (At close of business on effective date)<br><input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business _____) Specify Date |
| <b>Employing Office or Committee/Subcommittee</b> |   |
| 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> |
|                       |                             |

\* 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 December 29, 19 77

*Louis Stokes*  
 \_\_\_\_\_  
 (Signature of Authorizing Official)  
**Louis Stokes**  
 \_\_\_\_\_  
 (Type or print name of Authorizing Official)  
**Chairman**  
 \_\_\_\_\_  
 (Title—If Member, District and State)

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

|  |                |
|--|----------------|
| <b>Office of Finance use only:</b>       |                |
| Office Code _____                        | ID _____       |
| Monthly Annuity \$ _____ .00 as of _____ | Benefits _____ |
|  | Payroll _____  |

Copy for Initiating Office or Committee

(Revised: August 1, 1977)

**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>   |
| Lillian B. Johnson                                | January 12, 1978  |
| <b>Employee Social Security Number</b>            | <b>Type of Action</b>   |
| JFK Act 5 (g) (2) (D)                             | <input type="checkbox"/> Appointment<br><input type="checkbox"/> Salary Adjustment<br><input type="checkbox"/> Title Change<br><input checked="" type="checkbox"/> Termination (At close of business on effective date)<br><input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business _____)<br><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.)

|                       |                             |
|-----------------------|-----------------------------|
| <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 December 29, 19 77

*Louis Stokes*  
\_\_\_\_\_  
(Signature of Authorizing Official)

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

**Louis Stokes**  
\_\_\_\_\_  
(Type or print name of Authorizing Official)

(Type or print name and title of above 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

|  |                |
|--|----------------|
| <b>Office of Finance use only:</b>       | ID _____       |
| Office Code _____                        | Benefits _____ |
| Monthly Annuity \$ _____ .00 as of _____ | Payroll _____  |

(Revised: August 1, 1977)

Copy for Initiating Office or Committee