

Presenting the Fiscal Year 2013 Budget Request



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U.S. Senate Collection

Secretary of the Senate
March 22, 2012

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Mister Chairman, Senator Hoeven, and Members of the Subcommittee, thank you for your invitation to present testimony in support of the budget request of the Office of the Secretary of the Senate for Fiscal Year 2013.

It is a pleasure to have this opportunity to draw attention to the accomplishments of the dedicated and outstanding employees of the Office of the Secretary. The annual reports which follow provide detailed information about the work of each department of the office, their recent achievements, and their plans for the upcoming fiscal year.

My statement includes: Presenting the Fiscal Year 2013 budget request; implementing mandated systems, financial management information system (FMIS) and legislative information system (LIS); continuity of operations planning; and maintaining and improving current and historic legislative, financial and administrative services.

PRESENTING THE FISCAL YEAR 2013 BUDGET REQUEST

I am requesting a total Fiscal Year 2013 budget of \$30,101,459. The request includes \$24,285,115 in salary costs and \$5,816,344 for the operating budget of the Office of the Secretary. The salary budget represents an increase of \$91,000 over the Fiscal Year 2012 budget as a result of the costs associated with the annual cost of living adjustment. No increase is requested for our operating expenses. In addition, the operating budget for the administration of Senate Information Services Program (SIS) that was assumed by this office in 2011 has not been increased.

OFFICE OF THE SECRETARY APPORTIONMENT SCHEDULE

Items	Amount available fiscal year 2012	Budget estimates fiscal year 2013	Difference
Departmental operating budget:			
Executive office	\$444,495	\$444,495
Administrative services.....	\$5,323,359	\$5,323,359
Legislative services.....	\$48,490	\$48,490
Total operating budget.....	\$5,816,344	\$5,816,344	\$0

IMPLEMENTING MANDATED SYSTEMS

Two systems critical to our operation are mandated by law, FMIS and LIS, and I would like to spend a few moments on each to highlight recent progress, and to thank the committee for your ongoing support of both.

Financial Management Information System (FMIS)

The Financial Management Information System, or FMIS, is used by approximately 140 Senate offices. Consistent with our strategic plan, the Disbursing Office continues to modernize processes and applications to meet the continued demand by Senate offices for efficiency,

accountability and ease of use. Our goals are to move to an integrated, paperless voucher system, improve the WebFMIS system, and make payroll and accounting system improvements.

During Fiscal Year 2011, specific progress made on the FMIS project included two upgrades of WebFMIS:

- FMIS 2011-2 was implemented in June 2011. This release included an enhancement to electronic invoicing that allows an office (or an auditor in Disbursing) to split a single charge on an invoice into two accounting lines. The expense summary report (ESR) line entry module was also updated to implement some minor enhancement and corrections. Release 2011-2 also implemented the third of three major phases in WebPICS, which effectively replaces and improves ADPICS (the mainframe procurement application). The first two phases of WebPICS provided functionality for requisitions and vouchers. This release allowed purchase orders to be created, approved and posted.

One of the larger changes in this release was the addition of on-line access to the month end ledger statements (Statement of Funding Authorization and Expense Activity). A pilot group was given access to their May 2011 statements first. After positive feedback, all offices were given access to their June 2011 statements, and paper distribution was eliminated.

- FMIS 2011-3 was implemented in August 2011. The most significant feature in release 2011-3 was the image viewer and repository that allows users to attach documentation to their vouchers. A pilot of 3 offices began attaching their supporting documentation electronically only – the paper vouchers themselves were still required to provide approving signatures. Unfortunately, system performance for the auditors fell below acceptable levels, and Disbursing asked its pilot offices to suspend testing until the issue was resolved. The matter was quickly identified, and we are now positioned to scale up for a Senate-wide rollout. Initial testing at the end of the year showed a vast improvement.

The most significant improvement to WebPICS was the implementation of an insufficient funds limitation, on the submission and approval of requisitions. The entry of specific limits will be rolled out in 2012. After this release, the IT section discontinued granting new procurement users access to mainframe ADPICS.

The computing infrastructure for FMIS is provided by the Sergeant at Arms (SAA). Each year the SAA staff upgrades the infrastructure hardware and software. During 2011, the SAA implemented two upgrades to the FMIS infrastructure. These included a maintenance update to the database (DB2), and a maintenance update to the mainframe operating system (Z/OS).

In October 2010, a task order for the adding document imaging and electronic signatures to WebFMIS was signed. This task order outlines work to be completed between then and the spring of 2013 in three phases. The revised schedule is:

- Phase 1: imaging only pilot – fall 2011

- Phase 2: office imaging and signatures pilot (March 2012), and full roll-out (June 2012); and
- Phase 3: staffer imaging and signatures pilot (fall 2012), and rollout (spring 2013).

During 2008, the Disbursing Office and the Sergeant at Arms worked together to develop detailed system requirements desired for our new payroll system. We reviewed several different products and in 2009 selected a new software program for the system. In March of 2010, the Senate selected a system integrator to assist with implementing the new software. The system integrator began work on the project in November 2010 with a very aggressive implementation plan of fifteen months.

- The Senate Payroll System (SPS) includes several phases. The initial phase is the implementation of functions for processing payroll and managing Senate office budgets and payroll projections. The second phase is to implement and conduct a pilot test for self-service applications which will allow Senate employees to enter and change certain personal data and benefits selections. The third phase will be replacement of the current Senate Office Personnel System (SOPS).
- The first phase of the project is currently scheduled to go live the first week of September. The systems integrator has experienced several delays in the course of the project. As the project lead, the SAA has maintained a close review of contract expenditures and is working closely with the vendor to ensure costs remain within the existing contracted levels.

During the remainder of Fiscal Year 2012 the following FMIS activities are anticipated:

- Coordinating with SAA the timeframes for the implementation of the smart card ID project for electronic signatures;
- Continuing the implementation and the required updates to the Hyperion Financial Management (HFM) application to provide the Senate the ability to produce auditable financial statements;
- Continuing the implementation of on-line financial reports;
- Participating in the yearly disaster recovery test;
- Implementing FMIS 2012-1, which includes imaging infrastructure upgrade and voucher printing fixes;
- Implementing FMIS 2012-2, imaging and signatures roll out - this release will provide capacity and stability enhancements to support rollout to all offices and committees, as well as enhancements to the pilot functionality based on feedback gained through user group meeting and training sessions and new ESR functionality;
- Continuing with the Senate Payroll System (SPS) implementation, conversion, training and user acceptance and parallel testing for Phase I; and
- Reviewing existing systems and develop a long term modification and replacement plan for key financial systems.

Anticipated projects for Fiscal Year 2013:

- Implementing FMIS 2013-1, deployment of an imaging and electronic signatures pilot for staffers;
- Implementing FMIS 2013-2, deployment of an imaging and electronic signatures pilot for all Senate staff;
- Continuing to coordinate with SAA and participate in the yearly disaster recovery activities;
- Continuing to support the SAA in any upgrades to the infrastructure software and hardware.
- Continuing with the post-implementation support for the Senate Payroll System and the roll out of Phase II – employee self service.

A more detailed report on FMIS is included in the departmental report of the Disbursing Office.

LEGISLATIVE OFFICES

The Legislative Department provides support essential to senators in carrying out their daily chamber activities as well as the constitutional responsibilities of the Senate. The Legislative Clerk sits at the Secretary's desk in the Senate Chamber and reads aloud bills, amendments, the Senate Journal, Presidential messages, and other such materials when so directed by the Presiding Officer of the Senate. The Legislative Clerk calls the roll of members to establish the presence of a quorum and to record and tally all yea and nay votes. The office staff prepares the Senate *Calendar of Business*, published each day that the Senate is in session, and prepares additional publications relating to Senate class membership and committee and subcommittee assignments. The Legislative Clerk maintains the official copy of all measures pending before the Senate and must incorporate into those measures any amendments that are agreed to. This office retains custody of official messages received from the House of Representatives and conference reports awaiting action by the Senate. The office staff is responsible for verifying the accuracy of information entered into the LIS system by the various offices of the Secretary.

Additionally, the Legislative Clerk acts as supervisor for the Legislative Department, responsible for overall coordination, supervision, scheduling, and cross-training. The department consists of eight offices: the Bill Clerk, Captioning Services, the Daily Digest, the Enrolling Clerk, the Executive Clerk, the Journal Clerk, the Legislative Clerk, and the Official Reporters of Debates.

Summary of Activity

The Senate completed its legislative business and adjourned on January 3, 2012. During the first session of the 112th Congress, the Senate was in session 170 days, conducted 235 roll call votes and 5 live quorum calls. There were 185 measures reported from committees and 17 special reports submitted to the Senate. There were 402 total measures passed or agreed to. In addition, there were 1,467 amendments submitted to the desk.

Cross-Training and Continuity of Operations (COOP) Planning

Recognizing the importance of planning for the continuity of Senate business, under both normal and possibly extenuating circumstances, cross-training continues to be strongly emphasized among the Secretary's legislative staff. To ensure additional staff are trained to perform the basic floor responsibilities of the Legislative Clerk, as well as the various other floor-related responsibilities of the Secretary, approximately half of the legislative staff are currently involved or have recently been involved in cross-training.

Each office and staff within the Legislative Department participated in numerous ongoing COOP discussions and exercises, including an off-site mock session, throughout the past year. These discussions and exercises are a joint effort involving the Office of the Secretary, the party secretaries, the U.S. Capitol Police, and the Office of the Sergeant at Arms.

Succession Planning

The average number of years of Senate service among the Secretary's Legislative Department supervisors is 22 years. It is critical that the Secretary's Legislative Department attract and keep talented employees, especially the second tier of employees just behind the current supervisors because of the unique nature of the Senate as a legislative institution. The arcane practices and voluminous precedents of the Senate make institutional experience and knowledge extremely valuable.

BILL CLERK

The Office of the Bill Clerk collects and records data on the legislative activity of the Senate, which becomes the historical record of official Senate business. The Bill Clerk's Office keeps this information in its handwritten files and ledgers and also enters it into the Senate's automated retrieval system so that it is available to all House and Senate offices through the Legislative Information System (LIS). The Bill Clerk records actions of the Senate with regard to bills, resolutions, reports, amendments, cosponsors, public law numbers, and recorded votes. The Bill Clerk is responsible for preparing for print all measures introduced, received, submitted, and reported in the Senate. The Bill Clerk also assigns numbers to all Senate bills and resolutions. All the information received in this office comes directly from the Senate floor in written form within moments of the action involved, so the Bill Clerk's Office is generally regarded as the most timely and most accurate source of legislative information.

Assistance from the Government Printing Office (GPO)

The Bill Clerk's Office maintains an exceptionally good working relationship with the Government Printing Office (GPO) and seeks to provide the best service possible to meet the needs of the Senate. GPO continues to respond in a timely manner to the Secretary's request, through the Bill Clerk's Office, for the printing of bills and reports, including the expedited printing of priority matters for the Senate chamber.

Legislative Activity

For comparative purposes, the following table provides summaries of the first sessions of the 111th and 112th congresses:

	111 th Congress 1 st Session	112 th Congress 1 st Session	Percentage Change
Senate Bills	2,920	2,031	-30.44
Senate Joint Resolutions	25	33	32.00
Senate Concurrent Resolutions	48	33	-31.25
Senate Resolutions	387	351	-9.30
Amendments Submitted	3,298	1,467	-55.52
House Bills	382	188	-50.79
House Joint Resolutions	10	7	-30.00
House Concurrent Resolutions	67	23	-65.67
Measures Reported	199	185	-7.04
Written Reports	113	130	15.04
Total Legislation	7,449	4,448	-40.29
Roll Call Votes	397	235	-40.81
House Messages ¹	292	178	-39.04
Cosponsor Requests	7205	6621	-8.11

CAPTIONING SERVICES

The Office of Captioning Services provides realtime captioning of Senate floor proceedings for the deaf and hard-of-hearing and unofficial electronic transcripts of Senate floor proceedings to Senate offices on Webster, the Senate Intranet.

General Overview

Captioning Services strives to provide the highest quality closed captions. The overall accuracy average rate for the Office is a stellar 99.57%. This marks the 18th year in a row the Office has achieved an accuracy rate above 99%. Overall caption quality is monitored through daily translation data reports, monitoring of captions in real-time, and review of caption files on Webster. In an effort to decrease paper consumption and printing costs, accuracy reviews and reports were completed and archived in electronic form. Also, newspaper and magazine subscriptions used for preparation and research were cancelled to achieve added cost savings and replaced with already available electronic copies.

The realtime searchable closed caption log, available to Senate offices on Webster, continues to be an invaluable tool for the entire Senate community. Legislative floor staff, in particular, continues to depend upon its availability, reliability, and contents to help them in the performance of their duties. The Senate caption log will undergo an upgrade during 2012, and

¹ This number reflects how many messages from the House are typed up by the Bill Clerks for inclusion in the *Congressional Record*. It excludes additional activity on these bills.

work has begun to develop and enhance the software while maintaining the accuracy and dependability the Senate community has come to expect from the caption log.

Continuity of Operations (COOP) Planning

Continuity of operations (COOP) planning and preparation continue to be a top priority to ensure that the Office is prepared and confident about the ability to relocate and successfully function from a remote location in the event of an emergency. Continual updates and review of the COOP plan and discussion with staff throughout the year prepare individuals to have confidence if called upon to execute the plan. The Office participates with the Senate Recording Studio in two off-site location exercises related to COOP annually and also tests monthly the reliability of equipment and readiness of staff to relocate to additional sites in the event of an emergency.

DAILY DIGEST

The Office of the Senate Daily Digest is pleased to transmit its annual report on Senate activities during the first session of the 112th Congress.

Chamber Activity

The Senate was in session a total of 170 days, for a total of 1,101 hours and 44 minutes. There were 5 quorum calls and 235 record votes. (See following chart for 20-Year Comparison of Senate Legislative Activity).

Committee Activity

Senate committees held a total of 939 meetings during the first session, of the 112th Congress, as contrasted with 827 meetings during the second session, of the 111th Congress.

All hearings and business meetings (including joint meetings and conferences) are scheduled through the Daily Digest and are published in the *Congressional Record*, on the Digest's website on Senate.gov, and Legislative Information System (LIS), the web-based applications system. Meeting outcomes are also published by the Daily Digest in the *Congressional Record* each day and continuously updated on the website.

Computer Activities

The Digest staff continues to work closely with Senate computer staff to refine the LIS/DMS (document management system), including further refinements to the Senate Committee Scheduling application which will improve the data entry process.

20-YEAR COMPARISON OF SENATE LEGISLATIVE ACTIVITY

	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Senate Convened	1/3	1/5	1/25	1/4	1/3	1/3	1/27	1/6	1/24	1/3	1/23	1/7	1/20	1/4	1/3	1/4	1/3	1/6	1/5	1/5
Senate Adjourned	10/9	11/26	12/01	1/3/96	10/4	11/13	10/21	11/19	12/15	12/20	11/20	12/9	12/8	12/22	12/9	12/31	12/09	12/24	12/22	1/3/12
Days in Session	129	153	138	211	132	153	143	162	141	173	149	167	133	159	138	189	184	191	158	170
Hours in Session	1,091'09	1,269'41	1,243'33	1,839'10	1,036'45	1,093'07	1,095'05	1,183'57	1,017'51	1,236'15	1,043'23	1,458'05	1,031'31	1,222'26	1,027'48	1,375'54	988'31	1,420'39	1,074'40	1,101'44
Average Hours per Day	8.5	8.3	9.0	8.7	7.8	7.1	7.7	7.3	7.2	7.1	7.0	8.7	7.7	7.7	7.4	7.2	5.37	7.44	6.8	6.5
Total Measures Passed	651	473	465	346	476	386	506	549	696	425	523	590	663	624	635	621	589	478	569	402
Roll Call Votes	270	395	329	613	306	298	314	374	298	380	253	459	216	366	279	442	215	397	299	235
Quorum Calls	5	2	6	3	2	6	4	7	6	3	2	3	1	3	1	6	3	3	8	5
Public Laws	347	210	255	88	245	153	241	170	410	136	241	198	300	169	313	180	280	125	258	90
Treaties Ratified	32	20	8	10	28	15	53	13	39	3	17	11	15	6	14	8	30	1	6	2
Nominations Confirmed	30,619	38,676	37,446	40,535	33,176	25,576	20,302	22,468	22,512	25,091	23,633	21,580	24,420	25,942	29,603	22,892	21,785	23,051	23,327	19,815
Average Voting Attendance	95.4	97.6	97.02	98.07	98.22	98.68	97.47	98.02	96.99	98.29	96.36	96.07	95.54	97.41	97.13	94.99	94.36	96.99	95.88	97.08
Sessions Convened Before 12 Noon	112	128	120	184	113	115	109	118	107	140	119	133	104	121	110	156	147	148	116	127
Sessions Convened at 12 Noon	6	6	9	2	15	12	31	17	25	10	12	4	9	1	4	4	4	2	6	4
Sessions Convened after 12 Noon	10	15	17	12	7	7	2	19	24	21	23	23	21	36	24	32	33	41	36	39
Sessions Continued after 6 p.m.	91	100	100	158	88	96	93	113	94	108	103	134	129	120	129	144	110	152	116	120
Sessions Continued after 12 Midnight	9	7	3	1	0	0	0	0	2	3	8	2	3	3	4	4	2	2	1	1
Saturday Sessions	2	2	3	5	1	1	1	3	1	3	0	1	2	2	2	1	3	5	2	2
Sunday Sessions	0	0	0	3	0	1	0	0	1	0	0	1	1	2	0	1	1	4	1	1

Prepared by the Senate Daily Digest—Office of the Secretary-01/06/12

ENROLLING CLERK

The Enrolling Clerks prepare, proofread, input amendments, and print all legislation passed by the Senate prior to its transmittal to the House of Representatives, the National Archives, the Secretary of State, the United States Claims Court, and the White House.

During the first session of the 112th Congress the Enrolling Clerk's office prepared the enrollment of 20 Senate bills (transmitted to the President), 4 Senate enrolled joint resolutions (transmitted to the President), 8 Senate concurrent resolutions (transmitted to the National Archives), and 143 Senate appointments (transmitted to the House of Representatives). In addition, 192 House of Representatives bills, 25 House Concurrent Resolutions, 7 House Joint Resolutions, and 3 conference reports were either amended, passed, or acted on by the Senate requiring the Enrolling Clerk's office staff to process hundreds of amendments in a tightly managed schedule prior to messaging the legislation to the House of Representatives for further action. In all, there were 69 messages delivered to the Clerk's office and 42 delivered to the House Chamber by the Enrolling Clerk's office relative to Senate action and passage of legislation. The Enrolling Clerk's office also delivered to the House Clerk's office of approximately 62 House enrolled bills and 4 House joint resolutions after they had been signed by the President pro tempore as customary.

A total of 402 pieces of legislation were passed or agreed to during the first session of the 112th Congress. Many other Senate bills were placed on the calendar, all of which were processed in the Enrolling Clerk's office including 61 Senate engrossed bills, 4 joint resolutions, 17 concurrent resolutions, and 234 Senate simple resolutions. The Enrolling Clerk's office keeps the original official copies of bills, resolutions, and appointments from the Senate floor through the end of each Congress. At the end of each Congress, the Enrolling Clerk's office carefully organizes all official papers sequentially in archival boxes, each labeled accordingly, accompanied by a report detailing the contents of each box which are then transmitted to the Senate Archivist for proper storage at the National Archives.

The Senate Enrolling Clerk's office is also responsible for transmitting the original files of all Senate bills and resolutions engrossed and enrolled in the Senate to the Government Printing Office (GPO).

Continuity of Operations (COOP) Planning

The Enrolling Clerks participated in two continuity of operations (COOP) exercises in 2011. In addition to testing printers for the COOP fly-away kits, the exercises also encompassed the important details of our operations necessary for the engrossment and enrollment of legislation involving the use of printers and specific paper stock supplied by GPO.

EXECUTIVE CLERK

The Executive Clerk prepares an accurate record of actions taken by the Senate during executive sessions (proceedings on nominations and treaties) which is published as the *Journal of the Executive Proceedings of the Senate* at the end of each session of Congress. The Executive Clerk also prepares daily the *Executive Calendar* as well as all nomination and treaty resolutions for transmittal to the President. Additionally, the Executive Clerk's office processes all executive communications, presidential messages and petitions and memorials.

Nominations

During the first session of the 112th Congress, there were 1,200 nomination messages sent to the Senate by the President, transmitting 20,517 nominations to positions requiring Senate confirmation and 23 messages withdrawing nominations sent to the Senate during the first session of the 112th Congress. Of the total nominations transmitted, 503 were for civilian positions other than lists in the Foreign Service, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service. In addition, there were 3,469 nominees in the "civilian list" categories named above. Military nominations received this session totaled 16,545 (5,983 B Air Force; 5,908 B Army; 3,405 B Navy and 1,249 B Marine Corps). The Senate confirmed 19,815 nominations this session. Pursuant to the provisions of paragraph six of Senate Rule XXXI, 12 nominations were returned to the President during the first session of the 112th Congress.

Treaties

There were four treaties transmitted to the Senate by the President during the first session of the 112th Congress for its advice and consent to ratification, which were ordered printed as treaty documents for the use of the Senate (Treaty Doc. 112-1 through 112-4). The Senate gave its advice and consent to two treaties with various amendments, conditions, declarations, understandings and provisos to the resolutions of advice and consent to ratification.

Executive Reports and Roll Call Votes

There were five executive reports relating to treaties ordered printed for the use of the Senate during the first session of the 112th Congress (Executive Report 112-1 through 112-5). The Senate conducted 51 roll call votes in executive session, all on or in relation to nominations and treaties.

Executive Communications

For the first session of the 112th Congress, 4,400 executive communications, 62 petitions and memorials and 35 Presidential messages were received and processed.

Environmental Impact

In an effort to save money and eliminate the use of unnecessary paper, the Executive Clerk reduced the copies of treaties, executive reports of treaties, and the Executive Calendar printed for distribution as they are available online.

Online Archive of Executive Calendars

At the request of committees and the public for more information on past nominations and treaties, an archive of Executive Calendars from 1997 to present can now be viewed through Senate.gov. This historical information was compiled by the Senate Library through files provided by the Executive Clerk. The Secretary's Office of Web Technology was responsible to converting and placing the archived files on the Senate.gov web page. Calendars created prior to 1997 will be placed in the online archive as they are converted.

JOURNAL CLERK

The Journal Clerk takes notes of the daily legislative proceedings of the Senate in the "Minute Book" and prepares a history of bills and resolutions for the printed *Journal of the Proceedings of the Senate*, or *Senate Journal*, as required by Article I, Section V of the Constitution. The content of the *Senate Journal* is governed by Senate Rule IV, and is approved by the Senate on a daily basis. The *Senate Journal* is published each calendar year.

The *Journal* staff take 90-minute turns at the rostrum in the Senate chamber, noting the following by hand for inclusion in the Minute Book: (i) all orders (entered into by the Senate through unanimous consent agreements), (ii) legislative messages received from the President of the United States, (iii) messages from the House of Representatives, (iv) legislative actions as taken by the Senate (including motions made by senators, points of order raised, and roll call votes taken), (v) amendments submitted and proposed for consideration, (vi) bills and joint resolutions introduced, and (vii) concurrent and Senate resolutions as submitted. These notes of the proceedings are then compiled in electronic form for eventual publication of the *Senate Journal* at the end of each calendar year. Compilation is efficiently accomplished through utilization of the LIS Senate Journal Authoring System. The Journal Clerk completed production of the 925-page 2010 volume in 2011, and it is anticipated that work on the 2011 volume will conclude by September 2012.

Continuity of Operations (COOP) Planning

In 2011, in support of the Office of the Secretary's commitment to continuity of operations programs, the Office of the Journal Clerk participated in the annual Chamber Protective Actions/Briefing Center exercise, the alternate chamber exercise in May, and legislative staff-specific exercises. Real-world implementation of emergency procedures occurred when the Senate met in an alternate location in the immediate aftermath of the August earthquake. Additionally, monthly tests of BlackBerry emergency notification and laptop remote access procedures are conducted. The Journal Clerk continued the practice of scanning the daily Minute Book pages into a secure directory. The files are also copied onto a flash drive storage

device weekly, and transported off-site each night. Although the actual Minute Books for each session of a Congress are sent to the National Archives a year following the end of a Congress, having easily-accessible files, both on a remote server and on portable storage device, will ensure timely reconstitution of the Minute Book data in the event of damage to, or destruction of, the physical Minute Book.

Cost Savings

In 2011, the Office of the Journal Clerk undertook efforts to reduce already-conservative consumption of paper volume used in a traditionally paper-driven office. Lesser consumption of paper used in the office resulted from reduction in printing of draft copies of work product as updated, and from elimination of the paper copies of daily Minute Book pages used by the Journal Clerk team in production of the *Senate Journal*, by the Daily Digest office in compiling statistics, and the Senate Library, for reference by Senate staff. Instead, electronic copies are accessed via an office network drive and are e-mailed to the Library and Daily Digest staffs.

OFFICIAL REPORTERS OF DEBATES

The Office of the Official Reporters of Debates is responsible for the stenographic reporting, transcribing, and editing of the Senate floor proceedings for publication in the *Congressional Record*. The Chief Reporter acts as the editor-in-chief and the Coordinator functions as the technical production manager of the Senate portion of the *Record*. The office interacts with Senate personnel on additional materials to be included in the *Record*.

On a continuing basis, all materials to be printed in the next day's edition of the *Record* are transmitted electronically and on paper to the Government Printing Office (GPO). Much of the transcript of Senate floor proceedings and Morning Business is sent to GPO electronically to allow for production of the *Record* in a cost conscious and timely manner. In most instances, the paper copy of the *Record* is delivered by GPO within two to three hours of its content being placed on the Internet at approximately 7 a.m. every day.

The Chief Reporter, in conjunction with senate office and committee staff, works to ensure compliance with the "2-page rule" to cut down on the printing costs of the *Record* by controlling the amount of extraneous printing to be done by GPO. As a result, these materials are often condensed so as not to exceed the rule and/or are cited and printed on websites with referencing so that they are available to the interested public.

The Official Reporters of Debate purchased three new ProCat Stylus steno machines for continuity of operations purposes. This purchase also allows this office to have a steno machine in reserve should a malfunction occur with a machine used for the daily floor proceedings.

PARLIAMENTARIAN

The Parliamentarian's Office continues to perform its essential institutional responsibilities to act as a neutral arbiter among all parties with an interest in the legislative

process. These responsibilities include advising the chair, senators and their staff, as well as committee staff, House members and their staffs, administration officials, the media and members of the general public, on all matters requiring an interpretation of the Standing Rules of the Senate, the precedents of the Senate, and unanimous consent agreements, as well as provisions of public law affecting the proceedings of the Senate.

The parliamentarians work in close cooperation with the Senate leadership and their floor staffs in coordinating all of the business on the Senate floor. The Parliamentarian or one of her assistants is always present on the Senate floor when the Senate is in session, ready to assist the Presiding Officer in his or her official duties, as well as to assist any other senator on procedural matters. The parliamentarians work closely with the staff of the Vice President of the United States and the Vice President himself whenever he performs his duties as President of the Senate.

The parliamentarians serve as the agents of the Senate in coordinating the flow of legislation with the House of Representatives and with the President, and ensure that enrolled bills are signed in a timely manner by duly authorized officers of the Senate for presentation to the President. The parliamentarians are a critical point of contact for emergency planning for representatives of the President.

The parliamentarians monitor all proceedings on the floor of the Senate, advise the Presiding Officer on the competing rights of the senators on the floor, and advise all senators as to what is appropriate in debate. The parliamentarians keep track of time on the floor of the Senate when time is limited or controlled under the provisions of time agreements, statutes or standing orders. The parliamentarians keep track of the amendments offered to the legislation pending on the Senate floor, and monitor them for points of order. In this respect, the parliamentarians reviewed more than 1,400 amendments during 2011 to determine if they met various procedural requirements (such as germaneness).

The Office of the Parliamentarian is responsible for the referral to the appropriate committees of all legislation introduced in the Senate, all legislation received from the House, as well as all communications received from the executive branch, state and local governments, and private citizens. In order to perform this responsibility, the parliamentarians do extensive legal and legislative research. During 2011, the parliamentarians referred 2,203 measures and 4,496 communications to the appropriate Senate committees. The office worked extensively with senators and their staffs to advise them of the jurisdictional consequences of countless drafts of legislation, and evaluated the jurisdictional effect of proposed modifications in drafting.

During 2011, as has been the case in the past, the staff of the Parliamentarian's Office was frequently called on to analyze and advise senators on a great number of issues arising under the Congressional Budget Act of 1974, the Trade Act of 1974, the Congressional Review Act, and many other provisions of law that authorize special procedural consideration of measures.

In the early weeks of 2011, the parliamentarians held many meetings with the proponents and opponents of changes to the Senate's rules and procedures, and counseled all interested parties in the intricacies of both the content of these proposals and the disputed processes for bringing about these changes. The Parliamentarian's Office was also heavily involved in the

legislative procedures to address the debt ceiling and has been interpreting the text of what eventually became the language of the law ever since. Finally, in October of 2011, the Senate confronted the issue of Motions to Suspend the Rules in a post-cloture procedural situation in which the ruling of the Chair, given on the advice of this office, was overturned creating a new precedent for the Senate.

The parliamentarians participated in multiple orientation sessions for new staff in 2011 as part of the ongoing effort to inform the Senate community about its various procedures and the avenues of assistance available to them. As in the past, the parliamentarians also conducted several briefings on Senate procedure to various groups of Senate staff and visiting international parliamentary staff, on a non-partisan basis.

Continuity of Operations (COOP) Planning

The parliamentarians have taken the lead in the Senate in analyzing the need for emergency procedural authorities of Congress generally, and the Senate in particular. The parliamentarians have each been trained on and successfully remotely accessed the office's computers and hard drives, facilitating communications, research, and other work after hours, and enabling them to have the office function during possible emergencies. The Parliamentarian's Office continues to participate extensively in emergency preparedness training for the Senate Chamber.

Of note with respect to emergency procedures in 2011 was the earthquake that struck Washington, DC on August 23. The Senate was scheduled to hold a pro forma session that afternoon and of necessity was forced to hold a session outside of the Capitol building. The situation tested our emergency response protocols, and we are proud of our contributions that day to ensure the seamless functioning of the Senate in emergency situations.

FINANCIAL OPERATIONS

DISBURSING OFFICE

The mission of the Senate Disbursing Office is to provide efficient and effective central financial and human resource data management, information and advice to the offices, members, and employees of the United States Senate. The Senate Disbursing Office manages the collection of information from the distributed accounting locations within the Senate to formulate and consolidate the agency level budget, disburse the payroll, pay the Senate's bills, and provide appropriate counseling and advice. The Senate Disbursing Office collects information from members and employees that is necessary to maintain and administer the retirement, health insurance, life insurance, and other central human resource programs and provides responsive, personal attention to members and employees on an unbiased and confidential basis. The Senate Disbursing Office also manages the distribution of central financial and human resource information to the individual member offices, committees, administrative and leadership offices in the Senate while maintaining the confidentiality of information for members and Senate employees.

The organization is structured to enhance its ability to provide quality work; maintain a high level of customer service; promote good internal controls, efficiency, and teamwork; and provide for the appropriate levels of supervision and management. The long-term financial needs of the Senate are best served by an organization staffed with highly trained professionals who possess a high degree of institutional knowledge, sound judgment, and interpersonal skills that reflect the unique nature of the United States Senate.

Executive Office

The primary responsibilities, among others, of the Executive Office are to:

- oversee the day to day operations of the Disbursing Office;
- respond to any inquiries or questions;
- maintain a fully and properly trained staff;
- ensure that the office is prepared to respond quickly and efficiently to any disaster or unique situation that may arise;
- provide excellent customer service;
- assist the Secretary of the Senate in the implementation of new legislation affecting any of her departments;
- handle all information requests from the Committee on Appropriations and the Committee on Rules and Administration; and
- provide budget information and financial assistance to all accounting locations within the Senate.

During the first half of 2011, the Disbursing Office continued to offer administrative support to the Congressional Oversight Panel established by P.L. 110-343. Final payment from Treasury was received in June, and this task order has been closed.

The Disbursing Office, the Government Printing Office (GPO), the Committee on Rules and Administration, and the Secretary of the Senate webmaster held meetings to finalize the development of the online version of the *Report of the Secretary of the Senate* for the six month period ending September 30, 2011. On November 29, 2011, the online version of *The Report* was accessible on Senate.gov and the GPO website.

The Budget Control Act of 2011, Public Law 112-25, authorized the establishment of the Joint Select Committee on Deficit Reduction (JSC). Section 401(b)(5) of the Act authorized the Senate to disburse the actual and necessary expenses of the JSC. The Senate Disbursing Office is responsible for the payment of the expenses and the House of Representative has been billed for its respective share. The expenses for the JSC ceased with the termination of the Committee on January 31, 2012.

The Financial Clerk and senior Disbursing management have been attending status meetings held by our payroll implementers and received two weeks of training on the new Senate Payroll System (SPS). Disbursing is in the process of finalizing a final cutoff schedule for Phase I and is working closely with the Sergeant at Arms (SAA), the project manager and the Committee on Rules and Administration to implement this new payroll system as seamlessly as possible.

Front Office - Administrative and Financial Services

The Front Office is the main service area for all general Senate business and financial activity. The Front Office staff maintains the Senate's internal accountability of funds used in the group's daily operations. The reconciliation of such funds is executed on a daily basis. The Front Office staff also provides training to newly authorized payroll contacts along with continuing guidance to all contacts in the execution of business operations. It is the receiving point for most incoming expense vouchers, payroll actions, and employee benefits related forms, and is the initial verification point to ensure that paperwork received in the Disbursing Office conforms to all applicable Senate rules, regulations, and statutes. The Front Office is the first line of service provided to senators, officers, and employees. All new Senate employees (permanent and temporary) who will work in the Capitol Hill Senate offices are administered the required Oath of Office and Personnel Affidavit in the Front Office. Staff is also provided verbal and written detailed information regarding pay and benefits. Advances are issued to Senate staff authorized for official Senate travel through the Front Office and cash and check advances are entered and reconciled in WebFMIS. After the processing of certified expenses is complete, cash travel advances are repaid.

Numerous inquiries are handled daily, ranging from pay, benefits, taxes and voucher processing to reporting, laws and Senate regulations; and must always be answered accurately and fully to provide the highest degree of customer service. Cash and checks received from Senate entities as part of their daily business are handled through the Front Office and become part of the Senate's accountability of federally appropriated funds and are then processed through the Senate's general ledger system. The Front Office maintains the Official Office Information Authorization Forms that authorize individuals to conduct various types of business with the Disbursing Office. The Front Office also provides Notary services for members and

staff. Nearly 500 documents were notarized for members during 2011. We anticipate a larger number of documents to be notarized in 2012 as it will be an election year. Such items that will be notarized in 2012 are absentee ballots and Primary Election ballots.

The Disbursing Office was relocated from August through November 2011 due to the Disbursing Office renovation project. Preparations for the move took months of planning, purging, archiving, and packing. The Front Office successfully conducted business as usual during the moves and renovation. Success during this transition was truly a team effort and many sacrifices were made as the Disbursing Office operated out of three different locations. Our return was equally successful and staff members are enjoying the modern facilities.

General Activities

- Processed approximately 500 cash advances during the year and initialized over 1,000 check/direct deposit advances;
- Received and processed over 20,000 checks;
- Administered Oath of Office and Personnel Affidavits to more than 1,600 new Senate staff and advised them of their benefits eligibility;
- Maintained brochures for 12 federal health insurance carriers and distributed over 3,000 brochures to existing staff during the annual Federal Benefits Open Season and to new Senate employees during their Federal Employees Health Benefits (FEHB) selection process;
- Assisted employees with electronic resources for researching and comparing benefit plans and programs, as we continue to move away from paper;
- Provided training sessions to 16 new and existing administrative managers and assisted them in getting their offices up and running;
- For the first time since 2009, the IRS increased the annual limit on elective deferrals. This resulted in approximately 900 employees filing new Thrift Savings Plan (TSP) elections in December alone. Many customers sought assistance from the Front Office with the TSP calculations.
- The Front Office advises eligible staff of their TSP catch up provisions and advises enrollees of changes in their plans.
- Due to the Congressional changeover, there was a large volume of S. Res 9 certifications to be processed and monitored. This required additional processing of documentation to facilitate the continuance of compensation to certified employees.

Payroll Section

The Payroll Section maintains the human resources management system (HRMS) and is responsible for processing, verifying, and warehousing all payroll information submitted to the Disbursing Office by senators, committees, and other appointing officials for their staff, including appointments of employees, salary changes, title changes, transfers, and terminations. It is also responsible for input of all enrollments and elections submitted by members and employees that affect their pay (e.g. retirement and benefits elections, tax withholding, TSP participation, allotments from pay, address changes, direct deposit elections, levies and garnishments) and for the issuance of accurate salary payments to members and employees. The

Payroll Section is responsible for the administration of the Senate Student Loan Repayment Program (SLP) and for the audit and reconciliation of the Flexible Spending Accounts (FSAs) and Federal Employees Dental and Vision Insurance Program (FEDVIP) bill files received each pay period. The Payroll Section jointly maintains the automated clearing house (ACH) FedLine facilities with the Accounts Payable Section for the normal transmittal of payroll deposits to the Federal Reserve. Payroll expenditure, projection, and allowance reports are distributed electronically to all Senate offices semimonthly. The Payroll Section issues the proper withholding and agency contribution reports to the Accounting Department and transmits the proper TSP information to the National Finance Center. In addition, the Payroll Section maintains earnings records, which are distributed to the Social Security Administration and employees' taxable earnings records, which are used for W-2 statements. This section, is also responsible for the payroll expenditure data portion of the *Report of the Secretary of the Senate* and calculates, reconciles, and bills the Senate Employees Child Care Center for their staff employee contributions and forwards payment of those contributions to the Accounting Section. The Payroll Section provides guidance and counseling to staff and administrative managers on issues of pay, salaries, allowances, and projections.

General Activities

In January 2011, the Payroll Section conducted all year-end processing and reconciliation of pay records and produced W-2 forms for employees and federal and state tax agencies. They also facilitated the imaging of those documents to the Document Imaging System (DIS). The Payroll Section maintained the normal schedule of processing TSP election forms. Other minor changes were made to the HRMS as the need arose as a result of regulated and policy changes.

A major objective of the Payroll Section is the design and implementation of a new Payroll System. The Payroll staff participated in Fit-Gap sessions, development and design sessions, and one-on-one meetings to share their system expertise with the system implementers. The staff received extensive training and helped to develop requirements, business processes, and specifications. The staff provided procedural guidance and input on document and report design, interfaces, and customizations. The Payroll Section began duplication of all Payroll system documents for parallel testing that will occur in 2012. Their continued participation, expertise, and dedication will be required as design, testing, and implementation efforts continue.

In April 2011, the Payroll Section began extensive research and preparation for a potential furlough, including working with the SAA on plans to cease Senate pay to employees in the event of such an event, and the contingencies based on the anticipated potential outcomes.

As a result of the 2011 congressional changeover, the Payroll Section provided assistance and guidance to the offices of the 13 incoming and 13 outgoing members. The Payroll staff also worked with the staff of a resigning and appointed Senator and administered provisions of S. Res. 9.

Administration of the SLP includes initiation, tracking and transmission of the payments; determination of eligibility; coordination and reconciliation with office administrators and program participants; provision of monthly SLP reports, fiscal year report to oversight

committees; and administration of SLP repayment. Due to regulatory changes within the Department of Education, extensive vendor processing changes continue to be needed. This leads to a higher than usual need for payment tracking, reconciliation and check reissue. The SLP Administrator continues to improve processes for administration of the program and documenting procedures as well as implementation of procedural changes as required.

Employee Benefits Section (EBS)

The primary responsibilities of the Employee Benefits Section are administration of health insurance, life insurance, TSP, and all retirement programs for members and employees of the Senate. This includes counseling, processing of paperwork, research, dissemination of information, and interpretation of retirement and benefits laws and regulations. EBS staff is also expected to have a working knowledge of the Federal Flexible Spending Account (FSA) Program, the Federal Long Term Care (LTC) Insurance Program, and Federal Employees Dental and Vision Insurance Program (FEDVIP). In addition, the sectional work includes research and verification of all prior federal service and prior Senate service for new and returning appointees. EBS provides this information for payroll input. It also verifies the accuracy of the information provided and reconciles, as necessary, when official personnel folders and transcripts of service from other federal agencies are received. Senate transcripts of service, including all official retirement and benefits documentation, are provided to other federal agencies when Senate members and staff are hired elsewhere in the government. EBS is responsible for the administration and tracking of employees placed in leave without pay to perform military service, including counseling with regard to continued benefits, TSP make-up contributions and reservist differential payments. EBS participates fully in the Centralized Enrollment Clearinghouse System (CLER) Program sponsored by the Office of Personnel Management (OPM) to reconcile all FEHB enrollments with carriers through the National Finance Center. EBS is responsible for its own forms inventory ordering and maintenance, as well as all benefits, TSP, and retirement brochures, for the Disbursing Office. EBS processes employment verifications for loans, bar exams, the Federal Bureau of Investigation, OPM, and the Department of Defense, among others. Unemployment claim forms are completed and employees are counseled on their eligibility. Department of Labor billings for unemployment compensation paid to Senate employees are reviewed in EBS and submitted by voucher to the Accounting Section for payment, as are the employee fees associated with FSAs. Designations of Beneficiary for Federal Employees' Group Life Insurance (FEGLI), retirement, and unpaid compensation are filed and checked by EBS.

General Activities

The year began with EBS finalizing retirement estimates and processing many retirement cases associated with thirteen outgoing senators and their staffs, as well as those staff on committees who were affected by the changes. All outgoing offices were given an "Outgoing Office Presentation" by a member of the EBS. Many regular retirement, death, and disability cases were also processed throughout the year.

EBS met with all new senators to go over benefit choices available to them. New members appointed numerous employees from the House of Representatives and the Executive

Branch, and many other employees left with their outgoing members, many of whom were appointed to positions in the Executive Branch. This caused a dramatic increase in appointments to be researched and processed, retirement records to be closed out, termination packages of benefits information to be compiled and mailed out, and health insurance enrollments to be processed. Transcripts of service for employees going to other federal agencies, and other tasks associated with employees changing jobs were at a high level this year. These required prior employment research and verification, new FEHB, FEGLI, FSA, FEDVIP, CSRS, FERS and TSP enrollments, and the associated requests for backup verification. EBS also counseled many employees who were affected by these employment changes.

The Federal Long Term Care Insurance Program (FLTCIP) experienced significant plan changes in 2009 with unexpected rate increases and the creation of FLTCIP 2.0. Due to the significant changes in the plan, FLTCIP held an Open Season (OS) in the spring of 2011. Employee Benefits worked directly with our FLTCIP account manager, to inform Senate employees of the FLTCIP OS and what options were available to them. Employee Benefits attended meetings at OPM related to the FLTCIP OS and developed the Senate's plan for informing employees of their options. Employee Benefits created Senate wide e-mails announcing and reminding employees of the FLTCIP OS and what their options were and ordered OS materials including brochures and posters. Employee Benefits also created a one page summary of FLTCIP and the OS information to include in a mass mailing sent to all Senate employees. Employee Benefits worked with the Secretary's Webmaster to create an FLTCIP OS Webster page containing articles and links to assist employees with decisions regarding long term care insurance as well as information on how to attend one of the webinars available to those who could not attend an in-person workshop. Employee Benefits organized two onsite workshops in which FLTCIP representatives explained what long term care insurance is and what opportunities employees had during open season. The feedback from employees regarding these presentations was very positive. Our FLTCIP account manager was very pleased and impressed with our organized approach and the steps we took to inform Senate employees of the OS and stated that the Senate really went above and beyond to assist them with the FLTCIP Open Season.

With the design and implementation of a new Payroll System underway, EBS has been extensively involved in participation in fit-gap sessions, design sessions, training, procedural review meetings, developmental sessions, data clean-up, and conference room pilots. EBS staff have provided their expertise in SME meetings. The staff has participated in development of specifications, customizations, configurations, interfaces, and needed reports. The staff have drafted and collected documentation relating to procedures and in preparation for the various testing phases. EBS staff has provided and continues to provide expertise and feedback throughout this process.

Many employees changed health plans during the annual Benefits Open Season. These changes were processed and reported to carriers very quickly. The Disbursing Office also hosted an Open Season Benefits Fair, which was informational and well attended. The Benefits Fair included representatives from local and national FEHB plans, as well as representatives from LTC, FSA, and FEDVIP.

Beginning January 1, 2011, the Affordable Care Act extended health benefits to children until age 26. The Health Care Reform changes also redefined dependent eligibility rules for both FEHB and FSA. EBS fielded many calls regarding these changes and also took all necessary steps to update our web page on Webster and all literature given out by the Disbursing Office to reflect these very important changes.

EBS conducted agency-wide FERS seminars for Washington, D.C. area employees, as well as a live video seminar for offices located in the states. EBS attended interagency Benefits Officers and TSP meetings. This was especially important this year due to the many ongoing changes to many of the benefits programs, including the upcoming offering of a Roth investment option in the TSP Program.

Disbursing Office Financial Management

Headed by the Deputy for Financial Management, the mission of Disbursing Office Financial Management is to coordinate all central financial policies, procedures, and activities; to process and pay expense vouchers within reasonable time frames; and to provide professional customer service, training and confidential financial guidance to all Senate accounting locations. In addition, the Financial Management group is responsible for the compilation of the annual operating budget of the United States Senate for presentation to the Committee on Appropriations, and for the formulation, presentation and execution of the budget for the Senate. On a semiannual basis, this group is also responsible for the compilation, validation, and completion of the *Report of the Secretary of the Senate*. Disbursing Office Financial Management is segmented into three functional departments: Accounting, Accounts Payable, and Budget. The Accounts Payable Department is further subdivided into three sections: Vendor Administration, Disbursements, and Audit. The deputy coordinates the activities of the three functional departments, establishes central financial policies and procedures, and carries out the directives of the Financial Clerk and the Secretary of the Senate.

Accounting Department

During 2011, the Accounting Department approved over 55,000 expense reimbursement vouchers and vendor uploads including deposits for items ranging from receipts received by the Senate operations, such as the Senate's revolving funds, to cancelled subscription refunds from member offices. General ledger maintenance also prompted the entry of thousands of adjustment entries that include the entry of all appropriation and allowance funding limitation transactions, all accounting cycle closing entries, and all non-voucher reimbursement transactions such as payroll adjustments, budget uploads, stop payment requests, travel advances and repayments, and limited payability reimbursements. The Department continues to scan all documentation for journal vouchers, deposits, accounting memos, and letters of certification to facilitate both storage concerns and COOP planning. The section also completed the 2011 year-end process to close and reset revenue, expense, and budgetary general ledger accounts to zero.

The Disbursing Office also continued working with member offices and the Senate Stationery Room to establish and design an online flag ordering system using the Department of the Treasury's Pay.gov system. The member offices and Stationery went live in the production

region of Pay.gov. As a result of this usage, we experienced almost a 30% increase in the volume of credit card transactions. Two more offices were slated to start using Pay.gov toward the spring of 2012, and the pilot is expected to expand to include additional offices during the upcoming year.

The Department of the Treasury's monthly financial reporting requirements includes a "Statement of Accountability" that details all increases and decreases to the accountability of the Secretary of the Senate, such as checks issued during the month and deposits received, as well as a detailed listing of cash on hand. Also, Disbursing provides the "Statement of Transactions According to Appropriations, Fund and Receipt Accounts," to the Department of the Treasury on a monthly basis. The statement is the summary of activity of all monies disbursed by the Secretary of the Senate through the Financial Clerk of the Senate. All activity by appropriation account is reconciled with the Department of the Treasury on a monthly and annual basis. The annual reconciliation of the Treasury Combined Statement is also used in the reporting to the Office of Management and Budget (OMB) as part of the submission of the annual operating budget of the Senate. The FAMIS system report, tested and implemented in 2010, was used in 2011 to calculate the Treasury Combined Statement which is used for the OMB budget submissions.

The Accounting Department continues to transmit federal tax payments for federal, Social Security, and Medicare taxes withheld from payroll expenditures, as well as the Senate's matching contribution for Social Security and Medicare to the Federal Reserve Bank through the IRS Electronic Federal Tax Payment System (EFTPS). EFTPS is also be used to transmit the quarterly 941 reports to the IRS. Payments for employee withholdings for state income taxes were reported and paid on a quarterly basis to each state with applicable state income taxes withheld. System modifications installed in 2008 allow electronic (ACH) payment of quarterly state taxes has resulted in a 64% participation rate by taxing jurisdictions. Twenty-seven of 42 tax jurisdictions are receiving their quarterly state tax payments via ACH. System modifications are necessary to transmit the remaining 15 tax jurisdictions via ACH because of the unique state requirements for their transmissions. Monthly reconciliations were performed with the National Finance Center regarding the employee withholdings and agency matching contributions for the TSP.

There are also internal reporting requirements, such as the monthly ledger statements. These ledger statements detail all of the financial activity for the appropriate accounting period with regard to official expenditures in detail and summary form. It is the responsibility of the Accounting Department to review and verify the accuracy of the statements before Senate-wide distribution. During 2011, the Accounting Department worked with the SAA computer staff to implement electronic distribution of these monthly reports. The reports have been distributed electronically since July 2011 as part of WebFMIS release 2011-2.

The Accounting Department, in conjunction with the Deputy for Financial Management and the Assistant Financial Clerk, continues to work closely with the SAA Finance Department in creating Senate-wide financial statements in accordance with OMB Bulletin 01-09, "Form and Content of Agency Financial Statements" and any updates required by OMB Circular A-136, "Form and Content of the Performance and Accountability Reports." Work continues toward the

implementation of the fixed asset system and the financial management software has been upgraded and the license renewed.

Accounting also has a budget division whose primary responsibility is compiling the annual operating budget of the United States Senate for presentation to the Committee on Appropriations. The Budget division is responsible for the preparation, issuance, and distribution of the budget justification worksheets. The budget justification worksheets for FY2013 were mailed to the Senate accounting locations and processed in November 2011. The budget baseline estimates for Fiscal Year 2013 were reported to OMB by mid-January 2012. The budget analyst is also responsible for the preparation of 1099's and the prompt submission of forms to the IRS before the end of the January.

Accounts Payable: *Vendor Administration*

The Vendor Administration Section maintains the accuracy and integrity of the Senate's central vendor (payee) file for the prompt completion of new vendor file requests and service requests related to the Disbursing Office's web-based payment tracking system. This section also assists the information technology (IT) department by performing periodic testing and by monitoring the performance of the vendor system. Currently, more than 17,300 vendor records are stored in the vendor file, in addition to approximately 10,000 employee records. Daily requests for new vendor addresses or updates to existing vendor information are processed within 24 hours of receipt. Besides updating mailing addresses, the section facilitates the use of ACH by switching the mode of vendor payment from paper check to electronic deposit. Whenever a new remittance address is added to the vendor file, a standard letter is mailed to the vendor requesting tax and banking information, as well as contact and e-mail information. If a vendor responds indicating they would like to receive ACH payments in the future, the method of payment is changed.

All WebFMIS users are using the Staffer Functionality exclusively, and new offices are automatically established with it. Senate employees can electronically create, save, and file expense reimbursement forms, track their progress, and get detailed information on payments using this system. The most common service requests are for system user identification and passwords and for the reactivation of accounts. Employees may also request an alternative expense payment method. Employees can choose to have their payroll set up for direct deposit or paper check, but can have their expenses reimbursed by a method that differs from their salary payment method.

The Vendor section works closely with the A/P Disbursements group to resolve returned ACH payments. ACH payments are returned periodically for a variety of reasons, including incorrect account numbers, incorrect routing numbers, and, in rare instances, a nonparticipating financial institution.

The Vendor section electronically scans and stores all supporting documentation of existing vendor records and new vendor file requests. When this section receives replies asking for ACH participation, the vendors are asked if they wish to be notified by e-mail when

payments are sent. Currently, over 95% of ACH participants also receive e-mail notification of payment.

During 2011, the Vendor section processed over 2,100 vendor file additions, completed more than 2,700 service requests, mailed approximately 950 vendor information letters, and converted more than 400 vendors from check payment to electronic payment.

Accounts Payable: *Disbursements Department*

The Disbursements Department is the entry and exit point for voucher payments. The department physically and electronically receives all vouchers submitted for payment. It also pays all of these vouchers, as well as the items submitted by upload and the various certifications and adjustments that are submitted periodically. The department received approximately 108,000 vouchers. All of these items were paid by the department via Treasury check or ACH. Multiple payments to the same payee are often combined. As a result, 17,000 checks were issued, while 69,700 ACH payments were required. The volumes of both were down slightly from the previous year which is a reflection of newly elected senators starting out and others leaving.

After vouchers are paid, they are sorted and filed by document number. Vouchers are grouped in six-month "clusters" to accommodate their retrieval for the semi-annual *Report of the Secretary of the Senate*. Files are maintained in-house for the current period and one prior period, as space is limited, due mainly to the office renovation which took place in the fall. One result is that more documents are stored in the Senate Support Facility (SSF). The inventoried items are sorted and recorded in a database for easy document retrieval. Document retrieval missions increased, but were successfully conducted, and the department continues to work closely with warehouse personnel. The renovated area has led to more efficient use of space here and at the SSF.

A major function of the department is to prepare adjustment documents. Adjustments are varied, and include re-issuance of items held as accounts receivable collections, re-issuance of payments for which non-receipt is claimed, and various supplemental adjustments received from the Payroll Department. Such adjustments are usually disbursed by check, but an increasing number are now handled electronically through ACH. The department maintains a spreadsheet that tracks cases of non-receipt of salary checks, including stop payment requests and re-issuance.

The department also prepares the stop payments forms as required by the Department of the Treasury. Stop payments are requested by employees who have not received salary or expense reimbursements, and vendors claiming non-receipt of expense checks. The Treasury Check Information System (TCIS) allows the department to electronically submit stop-payment requests and provides online access to digital images of negotiated checks for viewing and printing. Once a check is viewed, it is printed and may be scanned. Scanned images are then forwarded to the appropriate accounting locations via e-mail. During 2011, approximately 500 digital images of negotiated checks were provided, and an additional 77 requests were received for stop payments. The stop payment volume is a significant reduction of 39% from 2010, and is

attributable to increased ACH payment and TCIS check copy retrieval. TCIS saves the Disbursing Office time, a \$7.50 processing fee for each request, is web-based, and is accessible from multiple workstations in Disbursing.

Accounts Payable: *Audit Department*

The Accounts Payable Audit Section is responsible for auditing vouchers and answering questions regarding voucher preparation and the permissibility of expenses and advances. This section provides advice and recommendations on the discretionary use of funds to the various accounting locations; identifies duplicate payments submitted by offices; monitors payments related to contracts; trains new administrative managers and chief clerks about Senate financial practices and the Senate's Financial Management Information System; and assists in the production of the *Report of the Secretary of the Senate*. The Report was issued electronically for the first time in November of 2011, concurrent with the printed version. The printed version is available as always, and the online version is available through the Senate and GPO websites.

The section is organized at three different levels. The first level is the supervisor. In addition to performing managerial tasks, the supervisor also audits and sanctions vouchers as needed, and coordinates testing related to system implementation and upgrades. Eleven auditors process all incoming vouchers and uploads, and three of them have the authority to sanction, on behalf of the Committee on Rules and Administration, vouchers not exceeding \$100.00. They also sanction all travel and petty cash advances as well as non-Contingent Fund items such as Legal Counsel, Legislative Counsel, and the Office of Congressional Accessibility Services, as well as the for the Congressional Oversight Panel.

A major function of the section is monitoring the fund advances for travel and petty cash. Travel advances must be repaid within 30 days of trip completion and petty cash advances must be repaid whenever new funding authority is established. The system accommodates the issuance, tracking, and repayment of advances. It also facilitates the entry and editing of election dates and vouchers for senators-elect. In addition to other functionality, an advance type of petty cash was created and is in use. Regular petty cash audits are performed by the section, and all petty cash accounts were successfully audited in 2011.

The Accounts Payable Audit Section processed over 108,000 expense items in 2011. Audit sanctioned approximately 53,000 vouchers under authority delegated by the Committee on Rules and Administration. This translates to roughly 9,800 vouchers processed per auditor, and 10,500 vouchers posted per certifier. The voucher processing consisted of providing interpretation of Senate rules, regulations and statutes and applying the same to expense claims, monitoring of contracts, and direct involvement with the Senate's central vendor file. On average, vouchers greater than \$100.00 that do not have any issues or questions are received, audited, sanctioned electronically by the Senate Committee on Rules and Administration using WebFMIS, and are expected to be paid within 8 to 10 business days. These vouchers comprised approximately 50% of all vouchers, and, as in the previous year, Disbursing passed two post-payment audits performed by the Committee on Rules and Administration for items of \$100.00 or less. In 2011, the average for Committee on Rules and Administration-sanctioned items was

4.83 days, and the average for Disbursing sanctioned items was 2.73 days, roughly 12% faster and 23% faster than the previous year.

Uploaded items are of two varieties: certified expenses and vendor payments. Certified expenses have been around since the 1980s, and include items such as stationery, telecommunications, postage, and equipment. Currently, the certifications include mass mail, franked mail, excess copy charges, Photography Studio, and Recording Studio charges. Expenses incurred by the various Senate offices are certified by SAA to the Disbursing Office on a monthly basis. The expenses are detailed on a spreadsheet which is also electronically uploaded. The physical voucher is audited and appropriate revisions are made. Except for telecommunications charges, concentrated effort is put forth to ensure certified items appear as paid in the same month they are incurred. Telecommunications charges usually run one month behind as the SAA must wait for the bills from external vendors.

Vendor uploads are used to pay vendors for the Senate Stationery Room, Senate Gift Shop and state office rentals, and refund security deposits for the Senate Page School. The methodology is roughly the same as that for certifications, but the payments rendered are for the individual vendors. Although these items are generally processed and paid quickly, the state office rents are generally paid a few days prior to the month of the rental, which is consistent with the general policy of paying rent in advance.

The Accounts Payable Audit Group provided training sessions in the use of new systems: the process for generation of expense claims and the permissibility of expenses. They also participated in seminars sponsored by the Secretary of the Senate, the SAA, and the Library of Congress. The section trained 13 new administrative managers and chief clerks and conducted five informational sessions for Senate staff through seminars sponsored by the Congressional Research Service (CRS). The Accounts Payable group also routinely assists the IT department and other groups as necessary in the testing and implementation of new hardware, software, and system applications. The implementation of WebFMIS 2011-1 enhanced document creation and document search. WebFMIS 2011-2 enhanced the expense summary report and electronic invoicing. WebFMIS 2011-3 allowed the SAA to use a web-based system more extensively for purchase orders and requisitions and created new posting logic as well as increased system security.

The Accounts Payable Department has participated in the testing of the new imaging project that the IT Department has been tasked with. The staff has provided valuable feedback to the IT Department on system problems, system restraints and areas that need improvement. A/P has devoted a lot of time in detailing system problems and reporting them to the IT Department. There were several performance problems experienced during the first testing phase, resulting in the project's suspension until system performance could be improved.

The Accounts Payable Department has participated and helped to design an itinerary wizard. A/P consistently provided feedback about itinerary situations and variables to aid the IT Department with this project.

Disbursing Office Information Technology

Financial Management Information System (FMIS)

The Disbursing Office Information Technology (IT) department provides both functional and technical assistance for all Senate financial management activities. Activities revolve around support of WebFMIS which is used by staff in all Senate accounting locations (i.e., Senate personal offices, committees, leadership and support offices, the Office of the Secretary of the Senate, the SAA, the Senate Committee on Rules and Administration Audit section, and the Disbursing Office).

Responsibilities of the department include:

- supporting current systems;
- testing infrastructure changes;
- maintaining contact with system users to ensure their needs are met;
- managing and testing new system development;
- implementing changes for the 112th Congress;
- planning upgrades to systems and hardware;
- managing the FMIS project, including contract management;
- administering the Disbursing Office's local area network (LAN); and
- coordinating the Disbursing Office's disaster recovery activities.

The Disbursing Office is the "business owner" of FMIS and is responsible for making the functional decisions about FMIS. The SAA Technology Services staff is responsible for providing the technical infrastructure, including hardware (e.g., mainframe and servers), operating system software, database software, and telecommunications; technical assistance for these components, including migration management and database administration; and regular batch processing. The office utilizes the support of a contractor, along with the SAA who are responsible for operational support and application development. The three organizations work cooperatively.

Highlights of the year include:

- supporting over 4,800 FMIS users, of which 87% are staff preparing expense summary reports (ESRs);
- implementing two releases of FMIS, including one pilot for attaching imaged documentation to vouchers, and completing the move to web-based interfaces for the SAA;
- implementing an improvement to the WebFMIS reporting extract program;
- testing infrastructure changes that included upgrades to the mainframe operating system (Z/OS) and the database (DB2);
- increasing the number of offices using the electronic invoicing module – there are now 41 offices participating;
- implementing changes for the 112th Congress;

- resuming the effort to convert all user identification to a format that does not include any portion of an individual's SSN—this effort will continue into 2012.

Supporting Current Systems

IT supports WebFMIS users in all accounting locations, the departments in the Disbursing Office (e.g., Accounts Payable (A/P), Accounting, Disbursements, Vendor Administration and Front Office sections), and the Senate Committee on Rules and Administration Audit staff. The activities associated with this responsibility include:

- user support - providing functional and technical support to all Senate FMIS users; staffing the FMIS help desk; answering hundreds of questions; and meeting with chiefs of staff, administrative managers, chief clerks, and directors of various Senate offices as requested;
- technical problem resolution - ensuring that technical problems are resolved;
- monitor system performance - checking system availability and statistics to identify system problems and coordinate performance tuning activities such as those for database access optimization;
- security - maintaining user rights for all ADPICS, FAMIS, and WebFMIS users;
- system administration - designing, testing and making entries to tables that are at the core of the system;
- support of accounting activities – performing functional testing and production validation of the cyclic accounting system activities. This includes rollover, the process by which tables for the new fiscal year are created, and archive/purge, the process by which data for the just lapsed fiscal year are archived for reporting purposes and removed from the current year tables;
- support of the Senate Committee on Rules and Administration post payment voucher audit process – providing the data from which the Committee on Rules and Administration Audit staff selects a statistically valid sample of vouchers for \$100 or less. In this way, the Committee on Rules and Administration Audit staff review vouchers sanctioned under authority delegated to the Financial Clerk; and
- training - providing functional training to all Senate FMIS users.

Testing Infrastructure Changes

The SAA provides the infrastructure on which FMIS operates, including the mainframe, the database, security hardware and software, and the telecommunications network. Activities for changes to the infrastructure include testing of all functionality prior to implementation and validating critical functionality post implementation. During 2011, the SAA implemented two upgrades to the FMIS infrastructure. These included a maintenance update to the database (DB2), and a maintenance update to the mainframe operating system (Z/OS).

Maintaining Contact with System Users to Ensure Their Needs are Met

Communicating with our large user base is critical to provide the excellent service. IT meets on a regularly scheduled basis with representatives from Accounting, A/P, and the SAA.

In addition, IT meets with user groups as it gathers requirements for new functionality. Meetings are advertised, and users self-select to participate. This year, IT met with SAA users who prepare vouchers to discuss voucher and inquiry functionality developed in the third phase of “WebPICS”, a web-based front end to ADPICS with additional functionality developed to address SAA user needs.

Managing and Testing New System Development

During 2011, IT supervised development, performed extensive integration system testing, and implemented changes to FMIS subsystems. The implementation and production verification activities were completed over a weekend in order to minimize system downtime to users. Since 2006, multiple sub-system upgrades have been consolidated into two or three releases each year. This reduced the amount of regression testing required. In order to accurately reflect the variety of changes in each release, the releases are now numbered by fiscal year. During 2011, Disbursing implemented the following two major releases:

- FMIS r2011-2, implemented in June 2011;
- FMIS r2011-3, implemented in August 2011.

FMIS 2011-2 – June 2011

This release included an enhancement to electronic invoicing that allows an office (or an auditor in Disbursing) to split a single charge on an invoice into two accounting lines. This allows an office to distribute a charge across locations and/or split a charge into two expense categories.

The ESR line entry module was also updated to implement some minor enhancement and corrections, most notably:

- certain expense types now allow an optional location (it is no longer required); and
- ESR printing is disabled until *after* the ESR is submitted. This reduces the likelihood of submitting and printing different data.

Release 2011-2 also implemented the third of three major phases in WebPICS, which effectively replaces and improves ADPICS (the mainframe procurement application). The first two phases of WebPICS provided functionality for requisitions and vouchers. This release allowed purchase orders to be created, approved and posted. One of the features included was direct requisition, which automatically directs the user to immediately create the purchase order. Other WebPICS improvements included the addition of commodity table maintenance, and functionality for the last two types of change orders. After implementing this release, the vast majority of ADPICS users were able to abandon the mainframe application in favor of the more user-friendly WebPICS.

One of the larger changes in this release was the addition of online access to the Month End Ledger Statements (Statement of Funding Authorization and Expense Activity). A pilot group was given access to their May 2011 statements first. After positive feedback, all offices were given access to their June 2011 statements, and paper distribution was eliminated.

FMIS 2011-3 – August 2011

The most significant feature in release 2011-3 was the image viewer and repository that allows users to attach documentation to their vouchers (see more in the *FMIS Imaging & Electronic Signatures* section below). A pilot of 3 offices began attaching their supporting documentation electronically only – the paper vouchers themselves were still required to provide approving signatures. Unfortunately, system performance for the auditors fell below acceptable levels, and Disbursing asked the pilot offices to resume attaching paper documentation to their vouchers. In each case, they also continued to attach documentation electronically. The cause was quickly identified, which was the low resource availability for the image viewer when running in the mainframe environment. The solution, which is included in the first release for 2012, was to move the image viewer onto Windows virtual servers, which will also allow significant room to scale up for a Senate-wide rollout. Initial testing at the end of the year showed a vast improvement.

As part of the continuous effort to keep information secure, Disbursing implemented a limit of 5 unsuccessful login attempts for WebFMIS. Users whose accounts are locked after the fifth failed attempts must contact Disbursing to have their account unlocked and a new temporary password issued.

New staffer accounts are created automatically when an administrative director requests. The staffer profile feature improved to show administrative directors the date the staffer's account was created, date password last changed, and provides option to send request to reset staffer's password.

The most significant improvement to WebPICS was the implementation of an insufficient funds limitation, on the submission and approval of requisitions. The entry of specific limits will be rolled out in 2012. After this release, the IT section discontinued granting new procurement users access to mainframe ADPICS. This significantly simplifies user training and account maintenance.

Other WebPICS improvements included:

- a fix to purchase order viewer balance display;
- a fix to allow update to effective date and delivery date on requisitions while in approval phase; and
- fixes for preparing and approving vouchers from purchase orders.

FMIS Imaging & Electronic Signatures

During 2008, Disbursing implemented a prototype imaging system in which paper vouchers and supporting documentation were imaged by Disbursing staff and routed electronically. The hands-on experience of this prototype was especially useful in refining system requirements. Under the FMIS Imaging Product Analysis project, begun in 2009 and completed in 2010, software for the image database and image viewer was selected, and imaging and electronic signature requirements were finalized. This information was coordinated with a separate SAA smart ID card project. The smart cards will be used for electronic signatures.

In October 2010, a task order for the adding document imaging and electronic signatures to WebFMIS was signed. This task order outlines work to be completed between then and the spring of 2013 in three phases:

- Phase 1: imaging only pilot – fall 2011 (originally spring 2011);
- Phase 2: office imaging and signatures pilot – winter 2012 (originally summer 2011), (extended pilot – combined with the initial pilot, originally winter 2012), and full roll-out (summer 2012); and
- Phase 3: staffer imaging and signatures pilot (winter 2012), and rollout (spring 2013).

Planning

The Disbursing IT department performs two main planning activities:

- schedule coordination - planning and coordinating a rolling 18-month schedule; and
- strategic planning - setting the priorities for further system enhancements.

Schedule Coordination

In 2011, this department continued to hold two types of meetings between Disbursing and the SAA to coordinate schedules and activities. These were:

- project specific meetings - a useful set of project-specific working meetings, each of which has a weekly set meeting time and meets for the duration of the project (e.g., archive/purge meetings and WebFMIS budget function meetings); and
- technical meetings - a weekly meeting to discuss the active projects, including scheduling activities and resolving issues.

Strategic Planning

During 2010 Disbursing drafted a 5-year schedule based on earlier meetings to “envision the future.” This is still under discussion and review and will be affected by the schedule for implementing a new payroll system, which will require substantial changes to current systems, including the interface from payroll into the General Ledger (FAMIS) of payroll expenditures and projections, the interface from the payroll system into the master vendor file (in FAMIS), and the payroll reports provided to the offices via WebFMIS.

In 2011 the IT section decided to build a design backlog of FMIS features, where desired features are designed and planned well in advance of the release for which they are scheduled. This process has occurred at a strategic level for many years, but is now being implemented at a more tactical level. The design backlog will provide for a more continuous and fluid process for identifying, designing, building, testing and implementing the features. This should result in a slightly faster design-build cycle.

Managing the FMIS Project

The responsibility for managing the FMIS project was transferred to the Disbursing IT department in 2003, and includes developing the task orders with contractors, overseeing their work and reviewing invoices. In 2011, the Service Year 2012 Extended Operational Support task order was executed, which covers activities from September 2011 to August 2012.

Work also continued under the Service year 2011 Extended Operational Support (covering activities from September 2010 to August 2011).

Administering the Disbursing Office's Local Area Network (LAN)

The Disbursing Office continued to administer its own local area network (LAN), which is separate from the network used by the rest of the Secretary's Office. It is used by over 50 staff. Upkeep of the LAN infrastructure, including performing routine daily tasks and replacing equipment regularly, is critical to providing services. In addition, there are a number of specialized administrative applications that are housed on the Disbursing Office LAN. During 2011, LAN administration activities included:

- performing maintenance on the LAN
- installing specialized software
- maintaining projects for the payroll and benefits section
- upgrading existing workstations with appropriate upgrades including:
 - installation of an automated client software cataloging and updating program. This software provides a more aggressive approach towards applying software patches that address vulnerabilities in our platform.
 - imaging critical PCs for easy recovery from hard disk crash or other PC failure

Maintaining Projects for Payroll and Employee Benefits Sections

During 2011, Disbursing supported three specialized applications for the Payroll and Employee Benefits Sections:

- imaging system, developed by SAA staff, that electronically captures and indexes payroll documents submitted at the front counter, and is critical for the Payroll and Employee Benefits sections;
- CLER application, a health insurance benefits validation service; and
- retirement benefit software, which enables benefits counselors to easily estimate retirement benefits based on different scenarios, is also supported.

Continuity of Operations (COOP) Planning

Disaster recovery activities are an important part of Disbursing's COOP Plan. We work closely with the Sergeant at Arms to coordinate our planned exercises. Basic tests were performed to ensure our recovery capabilities with more extensive plans for testing in 2012.

ADMINISTRATIVE OFFICES

CHIEF COUNSEL FOR EMPLOYMENT

The Office of the Senate Chief Counsel for Employment (SCCE) is a non-partisan office established at the direction of the Joint Leadership in 1993 after enactment of the Government Employee Rights Act (GERA), which allowed Senate employees to file claims of employment discrimination against Senate offices. With the enactment of the Congressional Accountability Act of 1995 (CAA), as amended, Senate offices became subject to the requirements, responsibilities and obligations of twelve employment laws. The CAA also established the Office of Compliance (OOC). Among other things, the OOC accepts and processes legislative employees' complaints that their employer has violated the CAA.

The SCCE is charged with the legal defense of Senate offices in all employment law cases at both the administrative and court levels. The SCCE attorneys also provide legal advice to Senate offices about their obligations under employment laws. Accordingly, each of the employing offices of the Senate is an individual client of the SCCE, and each office maintains an attorney-client relationship with the SCCE.

The areas of responsibilities of the SCCE can be divided into the following categories:

- Litigation (defending Senate offices in courts and at administrative hearings)
- Mediations to resolve lawsuits
- Court-ordered alternative dispute resolutions
- Occupational Safety and Health Act (OSHA) compliance
- Union drives, negotiations, and unfair labor practice charges
- Americans with Disabilities Act (ADA) Compliance
- Layoffs and office closings in compliance with the law
- Management training regarding legal responsibilities
- Preventive legal advice

Litigation; Mediations; Alternative Dispute Resolutions

The SCCE provides legal advice to and defends Senate employing offices in all court actions, hearings, proceedings, investigations and negotiations relating to labor and employment laws. The SCCE handles cases filed in the District of Columbia and cases filed in any of the 50 states.

Compliance with the OSHA and the ADA

The CAA mandates that, at least once each Congress, the OOC shall inspect each Senate office to determine whether each office complies with the OSHA and the public accommodation portion of the ADA. The CAA authorizes the OOC to issue a public citation to any office that is not in compliance.

The SCCE provides legal assistance and advice to each Senate office to ensure that it is complying with the OSHA and the ADA. The SCCE also represents each Senate office during the OOC inspections and advises and represents each Senate office when a complaint of an OSHA or ADA violation is filed against the office or when a citation is issued.

In 2011, the SCCE pre-inspected 1,977 Senate rooms and work areas to ensure that Senate offices are complying with the OSHA and the ADA. The SCCE conducted pre-inspections of member offices, offices of the Sergeant at Arms, offices of the Secretary of the Senate, the Senate Child Care Center, the Webster Hall Page Facilities, and offsite buildings used by the Senate.

At the conclusion of the OOC's inspection process, Senate offices had no significant ADA problems and no citations were issued in 2011. The OOC has not yet issued a report regarding its OSHA inspections.

Management Training Regarding Legal Responsibilities

The SCCE regularly conducts legal seminars for the managers of Senate offices to assist them in complying with employment laws, thereby reducing their liability.

In 2011, the SCCE gave 85 live, legal seminars to Senate offices, including, among others:

- The Congressional Accountability Act of 1995: Management's Rights and Obligations;
- Conducting the Interview: Effective and Legal Methods of Getting the Best Employees for Your Office;
- Maintaining a Harassment-Free Workplace;
- Management Staff Beware: Your Office Can Be Sued: Employment Laws You Must Comply With;
- The Genetic Information Non-Discrimination Act: Practical Guidance for Managers;
- A Manager's Guide to Preventing and Addressing Harassment in the Workplace;
- But He Interviewed So Well: How to Interview Job Applicants, Check References and Backgrounds, and Give References;
- Military Service Academies Interview Training; and
- Diversity in the Workplace.

In addition to the above 85 seminars, the SCCE conducted a series of monthly seminars covering all major employment laws that govern Senate offices. The purpose of the seminars was to educate all Senate management staff about their responsibility to ensure that their respective offices comply with the CAA. The series was open to all chiefs of staff, staff directors, administrative directors, chief clerks and office managers. Individuals who complete the series receive a certificate of completion signed by the Secretary of the Senate. The SCCE, working with the Senate Recording Studio, streamed these monthly seminars to state offices so that all state managers could participate and to allow staff members in Washington, D.C. to view the seminars from their offices. In addition, the SCCE rebroadcast each of its monthly seminars on the SCCE website to accommodate managers who were unable to attend the initial seminars. Further, the SCCE online registration technology was used extensively by Senate management staff in 2011 to register online for attending the seminars in the series.

The SCCE also held eleven one-hour, lunchtime meetings, referred to as “Brownie Brown Bags,” open to all office managers and administrative directors of member offices and all chief clerks of committees. The purpose of the Brownie Brown Bags is to allow attendees to ask the SCCE attorneys any legal issues they would like to discuss. These meetings have been well attended.

Legal Advice

The SCCE meets daily with members, chiefs of staff, administrative directors, office managers, staff directors, chief clerks and counsel at their request to provide legal advice. For example, on a daily basis, the SCCE advises Senate offices on matters such as disciplining and terminating employees in compliance with the law; handling and investigating harassment complaints; accommodating the disabled; determining wage law requirements; meeting the requirements of the Family and Medical Leave Act; management’s rights and obligations under union laws and the OSHA; management’s obligation to give leave to employees for military service; veterans’ rights; and interviewing, hiring and counseling employees. In 2011, the SCCE had over 2,544 client legal advice meetings.

Also, the SCCE provides legal assistance to Senate offices to ensure that their office policies, supervisors’ policies, intern policies, job descriptions, interviewing guidelines and performance evaluation forms comply with the law. In 2011, the SCCE significantly revised or prepared 197 policy manuals for member offices and committees.

To keep clients abreast of legal developments, the SCCE prepares and distributes timely client alerts to all Senate offices and committees explaining the impact of newly enacted employment-related laws. In 2011, the SCCE prepared and distributed eight such alerts.

Union Drives, Negotiations and Unfair Labor Practice Charges

In 2011, the SCCE reviewed one union contract and provided guidance to managers and supervisors regarding their legal and contractual obligations under union contracts.

Environmental Impact and Cost Savings

In 2011, for the third consecutive year, the SCCE continued with its project of eliminating a significant amount of hard copy legal reference materials to further benefit the environment, cut costs, and clear valuable office space. This project has resulted in cost savings of over \$9,200 and has reduced the area required for storing our hard copy legal reference materials from 129 square feet to 50 square feet.

CONSERVATION AND PRESERVATION

The Office of Conservation and Preservation develops and coordinates programs directly related to the conservation and preservation of Senate records and materials for which the Secretary of the Senate has statutory and other authority. Initiatives include: deacidification of paper and prints, phased conservation for books and documents, collection surveys, exhibits, and matting and framing for the Senate Leadership.

Senate Library

As mandated in the 1990 *Senate Library Collection Condition Survey*, the office continued to conduct an annual treatment of books identified by the survey as needing conservation or repair. In 2010 conservation treatments were completed for 173 volumes of a 7,000 volume collection of House hearings. Specifically, treatment involved recasing each volume as required, using alkaline end sheets, replacing acidic tab sheets with alkaline paper, cleaning the cloth cases, and replacing black spine title labels of each volume as necessary. The Office of Conservation and Preservation will continue preservation of the remaining 3,410 volumes.

Preservation

The Office of Conservation and Preservation completed 106 volumes of House and Senate hearings and *Congressional Records* for the Senate Library. These books were rebound with new end sheets and new covers using the old spines when possible.

Committees

Conservation and Preservation assisted the Committee on the Budget, Select Committee on Ethics, and the Joint Economic Committee with their books being sent to the Government Printing Office for binding.

Exhibition

Conservation and Preservation assisted the Senate Historical and Curator's offices in the installation of a new exhibition to mark the 150th anniversary of the Civil War. The exhibition replaced the Inauguration exhibit in the Senate wing's first floor connecting corridor.

CURATOR

The Office of Senate Curator, on behalf of the Senate Commission on Art, develops and implements the museum and preservation programs for the United States Senate. The Curator collects, preserves, and interprets the Senate's fine and decorative arts, historic objects, and specific architectural features; and the Curator exercises supervisory responsibility for the historic chambers in the Capitol under the jurisdiction of the Commission. Through exhibitions, publications, and other programs, the Curator educates the public about the Senate and its collections.

Collections: Commissions, Acquisitions, and Management

Forty-nine objects were accessioned into the Senate collection this year. A large number of the items catalogued included tickets, invitations, programs, and other ephemera related to events in which the Senate participated. The Curator's office actively collects contemporary artifacts in an effort to preserve and document the present for future generations. Other items added to the collection included three historic writing tables, several historic chairs, three memorial drapes and two vases used on the desks of Senators who have passed away, mementos from the 1985 Presidential Inauguration, a 1892 wax seal used by the Secretary of the Senate on envelopes, a diagram of the Senate Chamber from the 78th Congress, and a painted plaque previously displayed in the Vice President's Ceremonial Office.

The new Architectural Fragment collection, comprising original, significant, or unique objects or building fabric removed from Senate spaces, was created in 2011. The collection was established to better understand the architecture, ornamentation, and decoration of Senate spaces within the Capitol complex; to serve as a resource for historic reconstructions; and to enhance knowledge of the Senate. It is based on similar collections at other historic sites, and standard museum management procedures and documentation have been established for the Senate's collection.

Twenty-nine new foreign gifts were reported in 2011 to the Select Committee on Ethics and deposited with the Senate Curator's office on behalf of the Secretary of the Senate. The office currently is responsible for 217 foreign gifts, which are catalogued and maintained in accordance with the Foreign Gifts and Decorations Act. Appropriate disposition of 26 foreign gifts was completed following established procedures.

The Curator's office continued to work with the Capitol Visitor Center (CVC) project staff, Architect of the Capitol (AOC) representatives, and their consultants to resolve problems with the heating, ventilating, and air conditioning (HVAC) equipment in the Curator's two CVC collection storage spaces. In February 2011, project staff turned one room to the AOC, following successful completion of testing for its new HVAC system. It is the largest storage space for the Senate collections available in the Capitol complex and has provided much needed temporary storage for items during renovations of spaces in the Senate, as well as for long-term storage. Testing for the HVAC system in the second room was successfully completed in November 2011 and final preparation of the room is underway. The space will provide cooler temperature storage for paper-based items, in support of the Curator's mission to preserve the Senate's significant collections. Procedures and policies have been established for use of the two rooms, and include disaster preparation plans.

The office continued its multi-year project to photograph all objects for the collection database. Over 250 objects were photographed and a total of 252 images out of 4,598 were resized for consistency. Staff also worked with the Senate Photographic Studio and the AOC Photography Branch to capture special events and projects, such as moving art and the extensive work in the Old Senate Chamber. Such documentation is important for recordkeeping, disaster preparedness, use on Senate.gov, and for publications promoting the Senate's collections.

In keeping with scheduled procedures, all Senate collection objects on display were inventoried this year, noting any changes in location. In addition, as directed by S. Res. 178 (108th Congress, 1st session), the office submitted inventories of the art and historic furnishings

in the Senate to the Senate Committee on Rules and Administration (Rules Committee). The inventories, which are submitted every six months, are compiled by the Curator's office with assistance from the Senate Sergeant at Arms (SAA) and the AOC's Superintendent of Senate Office Buildings (Superintendent). This year the Curator's office worked with the SAA to physically inventory all of the assets listed in the Senate's historical furnishings inventory. Over 800 objects were inspected and their location verified. As part of this internal review effort, the Curator's office developed a master list of assets and established procedures for adding and deleting objects from the inventory. This documentation is part of the Curator's standard procedures and applies equally to all collections under the auspices of the Commission on Art. Next year the Curator's office will work with the SAA and the Superintendent to ensure their policies and procedures for historic items are consistent with the Senate Curator's Collections Management Policy.

Staff worked with the SAA Cabinet Shop to complete a comprehensive survey of the writing boxes that are part of the Senate Chamber desks. The project included collecting detailed information on the construction, size, and mode of attachment to the top of each desk, along with condition information. During the 19th century, mahogany writing boxes were added to the desktops to provide more space for books and papers. Today, only one desk—the “Webster Desk”—lacks a writing box. Many of the writing boxes have sustained damage over the years from daily use, and the survey is part of a comprehensive effort to preserve the desks. The survey results were used to create prioritized reports and computerized drawings that will guide the Cabinet Shop's efforts to refurbish the writing boxes.

The Curator's office continued to advance documentation and care of the historic Russell Senate Office Building furnishings by surveying the mirrors. Fourteen historic mirrors were identified, recorded, assessed, and added to the Senate collection. Guidelines were drafted and shared with the Superintendent to ensure proper protection of the mirrors during building projects and housekeeping. Information on the significance of the mirrors and care practices will be provided to the occupants. The historic Russell mirrors have been included in the established maintenance program conducted by the Curator's staff.

Of special interest as regards the Russell furnishings are the historic flat-top desks. Beginning with the 110th Congress, the Curator's office has conducted a yearly inventory and inspection of these desks. Each desk location and occupant information is added to the Curator's database, which documents the use and location of the remaining 62 historic desks.

Electronic recordkeeping and collection guidelines related to the Senate's Capitol historic mirrors again received considerable attention. In 2010, the paper files and the database entries were addressed, and this year the effort expanded to the electronic files and digital images of all 94 mirrors. The electronic records were reviewed and updated based on established registration and file standards. Another initiative that improved the mirror collection administration was the approval of a scope for the collection. With a clear scope in place, the office reviewed existing objects and will deaccession those few without historic significance.

The official Senate chinaware was used at 12 receptions for distinguished guests, both foreign and domestic, including a tea for the president of Mexico, luncheon for the king of Jordan, and tea for the prime minister of New Zealand. The Secretary's chinaware was used at three receptions sponsored by the chairman of the Senate Foreign Relations Committee.

Conservation and Restoration

Providing for the conservation needs of the Senate's historic clock collection continues to be a priority. Although the floor clock in the Vice President's Ceremonial Office was originally scheduled for conservation this year, the Seth Thomas perpetual calendar clocks in the collection became a priority. The floor clock received some interim treatment in 2009 to repair problems with the second hand, and has been running accurately ever since, whereas the calendar clocks, which date to the late 19th century, have had ongoing problems, especially related to their calendar functions. The earthquake on August 23rd caused both calendar clocks to stop running, and after they were restarted, their timekeeping was erratic. In addition, the paint on the dials of one of the clocks was actively flaking, making prompt conservation treatment imperative to stop further losses. The clocks were conserved and are now in working order.

The most prominent and extensive project the Curator's office undertook this year was the renovation of the Old Senate Chamber. Prior to the start of this effort, two iconic works of art that were displayed in the room beginning in the 1830's—the gilded *Eagle and Shield* and the 1823 painting by Rembrandt Peale, *George Washington, (Patriæ Pater)*—were removed for conservation. In 2010, a comprehensive review of records pertaining to both art works began and was used to develop a report outlining the history of their treatments and placement during their time in the Capitol. These histories, along with condition analyses conducted by conservators in 2004, provided necessary information to solicit treatment proposals. Conservation experts from the Senate Curatorial Advisory Board and the National Gallery of Art aided in the process. Three separate conservations were undertaken, one for treating the *Eagle and Shield*, and one each for the painting and the frame of *George Washington, (Patriæ Pater)*. Treatments for the painting and the frame were completed, and the portrait will remain in storage until the renovations in the Old Senate Chamber are completed. Treatment for the *Eagle and Shield* requires more time, and it will return to the Capitol in the spring of 2012.

The office completed the restoration of the eight Senate Reception Room Flemish oak benches purchased in 1899. This project was undertaken as part of the Reception Room restoration project. Over time, the original carved back panels were removed, the seats and backs upholstered, and the benches poorly refinished multiple times. The conservation sought to return the furnishings to their original appearance. The process included research into the original carved panels and finish, and the difficult repair of the extensive upholstery damage. The benches returned to the Capitol in September, and the Curator's office is working with the SAA to ensure proper housekeeping and handling practices regarding these historic benches.

Regular care of the Senate's gilded objects was a priority in 2011. A program to provide routine, on-site professional care for the Senate's gilded mirror and picture frames, as well as other gilded objects, continued. Eleven gilded pieces were treated. Additionally, to increase the skill and knowledge of the Curator's office, several staff participated in hands-on training related to basic gilded frame repair. This will reduce the need for professional conservators, improve the response to urgent repairs, and save the Senate time and money.

Historic Preservation

The Senate's historic preservation program seeks to formulate a solid preservation policy reflective of the Senate's interests and the need to preserve the Capitol's historic fabric and historical artistic intent. Through various initiatives, the preservation program has positioned itself as a valuable resource for the Senate, ensuring that all projects are carefully considered and weighed in light of sound preservation practices.

The Curator's office continued to work closely with the AOC and the SAA to review, comment, plan, and document Senate-side construction projects (many of which are long-term initiatives) that involve or affect historic resources. Such construction and conservation efforts included smoke purge system installation, Senate Reception Room wall and ceiling restoration, scagliola conservation, third floor plaster repair, Brumidi Corridors restoration, Strom Thurmond Room wall and ceiling restoration, fire grate installation, storm window installation, Republican Whip's suite improvements, first responder radio system, and ceiling repairs. Through this work, the Curator's office was able to ensure that the highest preservation standards possible were applied to all Capitol projects. In order to provide further protection to the Senate's architectural elements, the Curator's office drafted guidelines for the preservation of restored spaces and the protection of historic assets.

The protection of public spaces and historic assets remained a focus of the Curator's office, with continued participation in a working group (whose other members are the SAA, the AOC, and the Rules Committee) to devise uniform furnishings and protection solutions. In the areas with conserved and faux scagliola, the office continued working with the SAA and AOC to stop unauthorized furniture storage and to install much needed protective measures. Related to this charge, the rounds program, which was established in 2007 to monitor the collections on display, was expanded to include maintenance issues. The program now helps identify preventable damage so staff can address the root cause. The rounds program also reports needed maintenance, so public spaces can look their best for Capitol staff and visitors.

The pilot phase of the Senate Reception Room wall conservation was successfully completed. The original wall decoration comprised a very complex pattern of surface treatments with delicate toned glazes and precise application methods. Over the years, layers of overpaint obscured the original fresco, and conservation was necessary to reveal the true colors. Throughout the pilot project, the Curator's office kept Capitol staff and visitors informed through regularly updated signage. The Reception Room restoration and rehabilitation project is a joint effort between the Senate Curator and the AOC Curator, and includes various work in the room. In addition to restoring the historic Reception Room benches, the Curator's office developed a furnishing plan for the room, based on use surveys. As a first step, one of the historic benches was replaced with a row of chairs, thus allowing easy access to a closet and better use of the space by members and Senate staff. The office is also working with the Senate Committee on Rules and Administration, the AOC, and the SAA on various furnishing initiatives for the room.

The office continued to assist the AOC in the procurement process for a five year plan for finishing the Brumidi Corridors restoration. Curator's staff reviewed the proposal request and will serve on the selection board. Similarly, the office was involved in the procurement for the Strom Thurmond Room restoration and subsequent treatment.

The Curator's office provided significant input on the AOC smoke purge project. After requesting an air flow study to better predict how air will move through the building and at what

speed, the Curator's office engaged a team of environmental and art experts to review the project plan, identify potential threats to Senate art, establish an area of impact during construction and testing, and determine appropriate levels of protection measures. Curator's staff developed an art protection needs document, detailing expectations, and presented it to the AOC. In reaching agreement with the AOC, conversations centered on physical protection, climate control, and dust control. An updated set of art protection specifications were drafted and incorporated into the scope of work, thus ensuring a satisfactorily plan of protection for the Senate's art treasures during this complex project, which is scheduled to begin in 2013.

Historic Chambers

During 2011, the Curator's office, with assistance from the AOC and SAA, initiated a long anticipated project to address major plaster repairs in the Old Senate Chamber, which had been restored in 1970. The initial scope included removing failing areas of plaster and lead paint, patching, and repainting with the existing 1975 colors. Additionally, the Curator's staff requested paint analysis, which had never been undertaken in the room, in order to better understand the chamber's architectural history and to increase the Senate's knowledge of the space. Given the long history of major work in the room, early paint layers were not expected to be discovered, but to everyone's great surprise they were. Working closely with the AOC's historic preservation officer, the Curator's office combined microscopic paint analysis with exposures of target paint layers and archival research to identify an historic paint scheme. The early colors consisted of a warm gray on the ceiling, a slightly darker version of the gray on the walls, and a cream color on the trim. The effect will be a monochromatic scheme in contrast to the highly accented style used in the 1975 restoration which featured shades of peach and salmon with metallic highlights. Given this new knowledge, it was decided to repaint the chamber to a more correct historic appearance. Along with painting the walls, ceiling, and trim, the project expanded to include repainting the extensive 1975 faux marble, badly yellowed due to multiple layers of varnish.

With the support of the Senate Commission on Art, the Old Senate Chamber was closed and the task of repairing and repainting the room began. One exciting discovery was an original section of marble cornice that had been painted over. The marble was stripped and cleaned and it will remain exposed. Throughout the project, the Curator's office has continued to conduct extensive research as new questions arise that require immediate curatorial decisions. The staff is overseeing the schedule to ensure all tasks are completed and that thorough documentation occurs, both photographic and written. Justification for each and every decision and action is important for the historic record.

The Old Senate Chamber project is on schedule, and the new and more historically correct chamber will be reopened to the Senate and public in March 2012.

The Curator's staff continued to maintain the Old Senate and Old Supreme Court Chambers and coordinated periodic use of both rooms for special occasions. The staff worked with the U.S. Capitol Police to record after-hours access to the historic chambers by current members of Congress. Sixty-eight requests were received from members for after-hours access to the Old Senate and Old Supreme Court Chambers.

Loans to and from the Collection

A total of 66 historic objects and paintings are currently on loan to the Curator's office on behalf of Senate leadership and offices in the Senate wing of the Capitol. The staff returned two loans, accessioned one loan into the collection, coordinated seven new loans, and renewed loan agreements for 54 other objects. Over 20 loans are projected to be renewed next year.

The Curator's office was proud to have contributed the Senate's only landscape painting, *Niagara, Table Rock–Winter* by François Régis Gignoux, to the Smithsonian American Art Museum exhibition *The Great American Hall of Wonders*. The show examined the 19th-century American belief that the people of the United States shared a special genius for innovation. The exhibition featured 161 objects and ended January 8, 2012.

Publications and Exhibitions

A new exhibition was installed in the Hart Senate Office Building atrium highlighting the maquette, or model, of Alexander Calder's monumental sculpture *Mountains and Clouds*. It is the sculptor's last project and his only creation combining a separate mobile and stabile in a single sculptural work. The display explores the commissioning of the sculpture, the career of Calder, and the ongoing care and conservation of the sculpture itself. The display was the result of a collaborative effort coordinated by the Curator's office with the Secretary's Office of Preservation and Conservation, the SAA Printing and Graphics, the AOC Sheet Metal and Paint Shops, and the Creative Services Division of the U.S. Government Printing Office (GPO). The exhibit was built using in-house resources at minimal cost to the Senate.

The office continued to increase its presence on Senate.gov this year by supplementing the Senate collections already featured with information on new objects. Over 30 artifact pages were added to the sections on decorative art, ephemera, and graphic art. Objects highlighted include ballot boxes, Sèvres vases, inkstands, Argand lamps, stereographs, and gallery tickets for the 1868 Andrew Johnson Impeachment trial.

Collaborations, Educational Programs, and Events

A painting of Senator William H. Frist by artist Michael Shane Neal was unveiled in the Old Senate Chamber on March 2, 2011, as part of the Senate Leadership Portrait Collection.

In conjunction with the Office of Web Technology and the Senate Historical Office, the Curator's staff developed a comprehensive bibliographic and publications site, combining various lists in one and organizing publications by subject. Viewers may now access all bibliographies and available publications from links throughout the art and history section of Senate.gov site.

Curator's staff assisted with numerous CVC-related projects throughout the year, including participating in the morning briefings to the Capitol Visitor's Service, conducting exhibition lectures for the public, reviewing exhibition text and images, and evaluating products and publications for the CVC gift shop.

The Curator's staff also gave lectures on the Senate's art and historical collections to various historical groups and art museums, as well as to members of the United States Capitol

Police Chamber Division. The office continued to assist with the Secretary's Senate staff lecture and tour series, and was a regular contributor to *Unum*, the Secretary's newsletter.

Office Administration and Automation

The Senate Curatorial Advisory Board for the 112th Congress was empanelled. Two new and five returning members were welcomed. Composed of respected scholars and curators, this 13-member board provides expert advice to the Commission on Art regarding the Senate's art and historic collections, preservation programs, and review and acquisition of new objects for the collection. As an improvement to the Senate Curatorial Advisory Board empanelment procedures, the staff developed a standardized system to chart the appointment process for future board members.

The Curator's office coordinated with staff from the General Accounting Office (GAO) as they conducted an audit of the Senate Preservation Fund: Audit of Fiscal Years 2009 and 2010. The final result of the audit was that the Commission on Art and the Secretary of the Senate continue to be in compliance with all applicable laws and operating standards as deemed by GAO.

In the area of file management, the Curator's office continued to advance the implementation of the new organizational matrix, file naming protocols, and improved project documentation through a series of file work days. This effort has greatly improved the usability of the office resources, streamlined office recordkeeping, and enhanced research capabilities.

The Rights and Reproductions program was improved by subscribing to the Large File Transfer System, a program administered by the SAA. This allows Senate collection images to be transmitted to customers digitally, providing cost and time savings as well as an environmental alternative to mailing disks.

Continuity of Operations (COOP) Planning

In the area of continuity of operations preparedness (COOP), the office conducted monthly exercises to develop the ability to work remotely. The exercises proved effective in identifying problems and troubleshooting issues in advance of a true emergency.

Objectives for 2012

Conservation and preservation of the Senate's collections continue to be a priority, and several major projects are planned for 2012. The office has already contracted with a professional conservator to restore two companion tables that were purchased around 1860 for the Vice President's Ceremonial Office. Repair and treatment is also planned for the 100 inkwells and 100 sanders in the Senate Chamber desks. Over time these containers have suffered from daily use, resulting in heavy corrosion, loose or broken hinges, and chipped or missing glass liners. The containers are no longer used as originally intended, and treatment will focus on cleaning and stabilizing the containers. The office will continue to expand the care of the Russell mirrors by completing the comprehensive, on-site conservation of one of the impressive committee room mirrors. Repair work will begin on the Senate Chamber desk writing boxes.

A major initiative will begin to provide on-site conservation treatment to preserve the collection of historic furnishings that are in daily use by the Senate. Of particular note in the collection are the Senate Chamber desks. In August 2011, Curator's staff visited the Department of State to observe and consult about a similar program in place for the furnishings in the Diplomatic Reception Rooms. A multi-step procurement process, coordinated through the SAA Procurement Office, began in fall 2011 to select conservation studios with the required experience and technical ability to provide periodic condition assessments and treatment for the collection. As a result of this program, ongoing care of the Senate's historic furnishings will be provided on a regular basis, to maintain their appearance and ensure their preservation for future use. The contract is anticipated to be in place before the end of 2012.

In conjunction with the AOC's work in the Senate Reception Room, the Curator's office will oversee the refinishing and reupholstering of the existing table and six chairs in the room. Similarly, during the wall conservation in the Strom Thurmond Room, the office will restore the historic 19th century overmantel mirror.

Several sculpture moves are anticipated for 2012, including: moving the original marble pediment sculpture, *Justice and History*, from its location in the Senate subway area to the vestibule outside the Old Supreme Court, moving the three plaster reliefs made by Lee Lawrie from their location in the Senate subway area to the main corridor on the third floor of the Capitol, and relocating the marble bust of George Washington to the entrance of the President's Room. These new locations will help preserve the objects by offering more protected environments, and will provide more convenient and enjoyable viewing for staff and visiting public.

The four sculptures currently in the Senate subway area will receive conservation treatment to repair damage to their surfaces in conjunction with their planned moves. Of particular concern to *Justice and History*, is the grease now coating the surface due to its current proximity to the Senate subway.

All of the prints in the Senate collection will be re-housed using advanced archival methods and materials. Advantages to this project include sturdier protection for individual prints, front and back viewing capabilities, and easier access to objects.

The Curator's staff will confer with the AOC regarding preservation issues related to Senate restoration and remodeling projects, establish project records as appropriate, disseminate project information to the Senate, develop preservation projects at the request of the Senate, conduct condition inspections, and arrange necessary maintenance. The bulk of the office's project management will involve advancing the restoration and rehabilitation of the Brumidi Corridors, the Senate Reception Room, and the Strom Thurmond Room. The brochure for the Strom Thurmond Room will be updated following the completion of the restoration work.

An exhibit will be mounted for four Constantino Brumidi paintings. These oil-on-canvas sketches, painted as studies for Capitol murals, will be displayed in a public area so staff and visitors can appreciate these important works of art.

The office will assist the Joint Congressional Committee on Inaugural Ceremonies in various capacities for the 2013 presidential inauguration.

In the area of COOP preparedness, the office will conduct its annual table top exercise, and will continue with its series of remote desktop exercises to best prepare staff for an emergency situation.

EDUCATION AND TRAINING

The Joint Office of Education and Training provides employee training and development opportunities for all Senate staff in Washington D.C. and the states. There are two branches within the office: Education and Training and Health Promotion. The Education and Training branch is responsible for providing management and leadership development, training on human resource issues, writing, editing, legislative research and time management, as well as offering technical training support for approved software packages and equipment and new staff and intern orientation in either Washington, D.C. or the state offices. This branch provides training as instructor-led classes, one-on-one coaching sessions, specialized vendor provided training, video teleconferencing, webinars, internet-based training, documentation, job-aids, and quickcards. The Health Promotion branch provides seminars, classes and screenings on health and wellness issues. This branch also coordinates an annual health fair for all Senate employees and plans blood drives every year.

Capitol Hill Training Events

The Office of Education and Training offered 1,058 classes and events on Capitol Hill in 2011, drawing over 12,000 participants. The registration desk handled over 25,000 e-mail and phone requests for training and documentation.

The above total includes 160 customized training sessions for 2,667 staff members. These sessions ranged from in-depth training of Senate office system administrators, conflict resolution, and organizational development. The office provides individual consultation on website development and office systems training, as well as classes in resume and interviewing skills building for staff whose members have announced their retirements.

The Senate's intern program is also a focus of the office. The office provides training for intern coordinators as well as ten orientation and training sessions for approximately 1,225 interns.

The biannual Senate Services Expo for Senate office staff had 36 presenters from the offices of the Secretary of the Senate, the Sergeant at Arms, the Architect of the Capitol, the U.S. Capitol Police, and the Library of Congress providing an overview of their services to 260 staff. This is part of the orientation for new staff and the aides to the senators-elect in addition to the eight orientation sessions held January through March.

State Training Events

The Office of Education and Training provided 94 learning opportunities and training sessions to state office for which 2,625 state staff registered.

The office continues to offer the State Training Fair Program and video teleconferencing and webinars as a means to train state staff. In 2011, one session of the State Training Fair was attended by 40 state staff. In addition, 42 state administrative managers and directors attended the State Directors Forum, 57 state staff participated in a Constituent Services Forum, and 41 staff attended the Outreach Conference.

Education and Training also provided advanced all-staff meeting facilitation to over 30 offices that were attended by over 500 staff. Additionally, the office offered 20 video teleconferencing classes for which 718 state staff registered and 22 webinars that were attended by 200.

To date, 826 state and Washington, D.C. staff have registered and accessed a total of 1,780 different lessons and publications using internet-based training covering technical, professional, and language skills. This allows staff in both Washington, D.C. and state offices to take training at their convenience. Education and Training also provides 64 Senate-specific self-paced lessons that have been accessed over 4,800 times.

Health Promotion

In the Health Promotion area, approximately 2,000 staff participated in 64 activities throughout the year. These activities included: lung function and kidney screenings, eight blood drives, the Health and Fitness Day, seminars on health related topics, and the Annual Senate Health Fair.

Cost Saving Measures

This office reduced each of our Washington, D.C.-based state training sessions by one-half day to reduce *per diem* costs to the offices. We have added to our catalog of self-paced training to allow state and hill staff to learn at their own time and place. Video teleconferencing and webinar training offerings have also been expanded. Education and Training continues to distribute documents electronically to reduce paper costs.

Continuity of Operations (COOP) Planning

This office has upgraded the video and audio in the spaces used as the Emergency Operations Centers for the Sergeant at Arms (SAA) and Secretary of the Senate. We have begun work with the SAA Continuity and Emergency Preparedness Operations Office to provide staffing for alternate office space, alternate computing center, and alternate chamber support. Our office is also working with the Senate Employee Assistance Program Office to develop, deliver, and staff our response to emotionally challenging events.

GIFT SHOP

Since its establishment in 1992 (2 U.S.C. 121d), the Senate Gift Shop has continued to provide outstanding service and products that maintain the integrity of the Senate while increasing the public's awareness of its mission and history. The Gift Shop serves senators, their spouses, staffs, constituents, and the general public, including many visitors to the U.S. Capitol complex. The products available include a wide range of fine gift items, collectables, and souvenirs created exclusively for the U.S. Senate.

Facilities

In addition to providing products and services from three physical locations, the Gift Shop has an online presence on Webster, the Senate's intranet. The website currently offers an increasing selection of products that can be purchased by phone, e-mail, or by printing and faxing the order form provided on the site. Along with offering over-the-counter and walk-in sales, as well as limited intranet services, the Gift Shop Administrative Office provides mail order service via phone or fax, and special order and catalogue sales via in-person visit, e-mail, phone or fax.

The Gift Shop maintains two warehouse facilities. The bulk of the Gift Shop's stock is held in the Senate Storage Facility (SSF), an offsite warehouse. While the Senate Sergeant at Arms (SAA) is in charge of the overall management of the SSF, the director of the Gift Shop has responsibility for the operation and oversight of the interior spaces assigned for Gift Shop use. Storing inventory in this centralized, climate-controlled facility provides protection for the Gift Shop's valuable inventory in terms of physical security as well as improved shelf life for perishable and non-perishable items alike.

The second Gift Shop warehouse is maintained within the Capitol complex. This facility serves as the point of distribution of merchandise to the Gift Shop store and the Capitol Gift Shop counter, both of which have limited storage space. This warehouse accommodates the Gift Shop's receiving, shipping, and engraving departments, as well as supplying the inventory sold through the administrative and special order office.

Sales Activities

Sales recorded for Fiscal Year 2011 were \$1,608,728.55. Cost of goods sold during this same period was \$1,216,191.66, accounting for a gross profit on sales of \$392,536.89.

In addition to tracking gross profit from sales, the Senate Gift Shop maintains a revolving fund and a record of inventory purchased for resale. As of October 1, 2011, the balance in the revolving fund was \$3,149,788.37. The inventory purchased for resale had an end of the year value of \$3,101,301.

Additional Activity

GAO Audit

At the request of the Secretary of the Senate, in September 2010, the Government Accountability Office (GAO) conducted an inventory observation and audit of the Gift Shop

financial operations. The formal results of this audit were received in April 2011. The established departmental procedures and policies implemented on a daily, monthly, and annual basis proved to be instrumental in the Gift Shop's achieving a positive review. The recommendations provided by GAO at the conclusion of their observation had either already been implemented or have been adapted.

Environmental Fair

The Gift Shop participated in the 2011 U. S. Senate Environmental and Energy Fairs sponsored by the Architect of the Capitol (AOC). Environmentally friendly products that were displayed included wooden flag and desk boxes, wooden pens, custom designed wrapping paper produced from recycled paper, aluminum water bottles, Nalgene BPA-free water bottles, biodegradable travel mugs, and a travel mug produced from 100% U.S. natural corn products.

Selected Accomplishments in Fiscal Year 2011

Official Congressional Holiday Ornaments

The Official 2011 Congressional Holiday Ornament features a view of the east front of the Capitol backed by a translucent blue window. The ornament is crafted of layered cutwork brass with a 24 karat gold finish and multicolored enamel detailing.

Sales of the 2011 holiday ornament exceeded 26,000 ornaments, of which more than 6,400 were personalized with engravings designed, proofed, and etched by Senate Gift Shop staff. This is an increase in engraved ornaments of over 12%. This highly successful effort was made possible by the combined efforts of our administrative, engraving, and store staffs.

Candlesticks

The members' staircases in the Capitol feature railings that are masterworks of bronze casting. The banisters of the railings, embellished with finely detailed foliate decoration, have been replicated in miniature as 12-inch tall solid pewter candlesticks. They are available in either a polished silver or a matte gold finish, and are sold singly or in sets of two.

Webster Intranet Site

The website continues to expand with the addition of new merchandise, photographed with assistance from the Senate Photography Studio. Product descriptions are written in-house.

The Gift Shop contributes an article highlighting products and services to each issue of the Secretary's *UNUM* newsletter. In turn, the website links to the electronic version of *UNUM*, a practice that has increased traffic to the website and may be responsible for an increase in the use of Gift Shop services by state offices.

Projects Recently Produced and New Initiatives for 2012

Capitol Visitor Center

The Senate Gift Shop continues to supply them with a wide variety of inventory product, offering service when needed and advice on purchase order, invoice, and operational processes.

Congressional Plate Series

The latest eight year, four-plate series of the 112th, 113th, 114th and 115th Congress has been produced. The 112th plate is currently being offered for sale. The plates for each of the future congresses will be made available during that respective congressional session. The designs depict art and architecture from four of the most historically significant rooms in the Capitol: the Senate Appropriations Room, Old Senate Chamber, Old Supreme Court Chamber, and President's Room.

Laser Engraver

Recently purchased and soon to be installed, the laser engraver will allow the Senate Gift Shop to expand engraving services to include additional materials including wood, acrylic, glass, plastic, stone, marking metals and anodized aluminum.

New Color Printer

The Senate Gift Shop acquired a color printer which prints in quantity on card stock, allowing in-house production of educational inserts for merchandise in smaller quantities than would be possible using outside printers. This results in cost, time, and resource savings.

HISTORICAL OFFICE

Serving as the Senate's institutional memory, the Historical Office collects and provides information on important events, precedents, dates, statistics, and historical comparisons of current and past Senate activities for use by members and staff, the media, scholars, and the general public. The Office staff advises senators, officers, and committees on cost-effective disposition of their non-current office files and assists researchers in identifying Senate-related source materials. The historians keep extensive biographical, bibliographical, photographic, and archival information on the more than 1,900 former and current senators. The staff edits for publication historically significant transcripts and minutes of selected Senate committees and party organizations, and conducts oral history interviews with key Senate staff. The photo historian maintains a collection of approximately 40,000 still pictures that includes photographs and illustrations of Senate committees and nearly all former senators. The Office staff develops and maintains all historical material on the Senate website, Senate.gov.

*Editorial Projects**Sesquicentennial of the Civil War*

In connection with the commemoration of the 150th anniversary of the Civil War, the Historical Office published and distributed a booklet on "The Senate's Civil War," which is also available to the public for purchase in the Capitol Visitor Center (CVC) gift shops, an arrangement that reduced printing costs. The historians, working with the Office of the Senate Curator, designed and mounted a 13-panel exhibit in the Senate wing of the Capitol exploring the role played by the Senate and its members during the war years. The historians have also posted online and updated monthly features relating to the Senate's Civil War experiences on the Senate's website, and have worked with the CVC staff in selecting items for display related to the Civil War and Reconstruction.

Documentary Histories of the U.S. Senate

The Historical Office continued working on its online documentary history series, which presents case studies and primary-source documentation for all contested Senate elections, censure and expulsion cases, impeachment trials, and major investigations. Intended for use within the Senate and by the general public, these documentary histories are particularly valuable for teachers who seek to include primary-source documents in their lesson plans. This project also allows the Historical Office to update case studies of past events and add recent case studies, eliminating the need for new print editions of past publications, reducing costs and paper use. Existing case studies in three categories (contested elections, censures, and expulsions) of this five-stage project have been completed and posted on Senate.gov, with new revisions and updated cases added throughout this year. Substantial progress also has been made in the remaining two categories (impeachment trials and investigations). Three case studies were added into the investigations category, on the Truman Committee, the investigation into Air and Ocean Mail contracts, and the investigation of the attack on Pearl Harbor.

States in the Senate

The *States in the Senate* project, featured on Senate.gov, highlights persons and events in each state's history that relate to the U.S. Senate, which informs senators, staff, and constituents alike. Historians and staff have collaboratively created timelines and compiled selected illustrative images for each of the fifty states. A web design for the project was created in partnership with the Government Printing Office (GPO) and the Office of Web Technology that provides an interactive timeline for each state with links to relevant documentary and visual material, along with a table of senators from each class with service dates. Staff entered data and collected more than 1,000 images for all of the states.

Administrative History of the Senate

The associate historian continued to prepare a historical account of the Senate's administrative evolution since 1789. This study traces the development of the offices of the Secretary of the Senate and Sergeant at Arms, considers nineteenth and twentieth-century reforms that resulted in reorganization and professionalization of Senate staff, and looks at how the Senate's administrative structure has grown and diversified.

Rules of the United States Senate, Since 1789

In 1980, Senate parliamentarian emeritus Floyd M. Riddick, at the direction of the Senate Committee on Rules and Administration, prepared a publication containing the eight codes of rules that the Senate adopted between 1789 and 1979. In the 1990s, the Senate Historical Office staff, in consultation with Dr. Riddick, developed a project to incorporate an important feature not contained in the 1980 publication. Beyond simply listing the eight codes of rules, the Office's goal is to show how—and why—the Senate's current rules have evolved from earlier versions. The Senate's historian emeritus has continued work on this project, which will contain eight narrative chapters outlining key debates and reasons for significant changes. Appendices will include the original text of all standing rules and, for the first time in one publication, all changes adopted between each codification.

Biographical Directory of the U.S. Congress, 1774-present

The Historical Office continues to expand and update the *Biographical Directory of the U.S. Congress* as needed, including adding new member biographical entries and bibliographical citations that incorporate recent scholarship. The Senate historians work closely with the

historical staff of the House of Representatives to maintain accuracy and consistency in this joint Senate-House database, and to promote this valuable resource among historians, teachers, students and the public. Senate and House historians and technical staff for the House of Representatives continue to collaborate on a planned update of the online site in appearance and functionality and have approved a new template and overall appearance for the *Directory*. The Senate archivist and her deputies continue to expand and revise the “Research Collections” aspect of the database, taking advantage of new resources on archival collections.

Senate Manual and Congressional Directory

The Historical Office has assisted the Senate Committee on Rules and Administration with the preparation of the statistical data sections of the *Senate Manual* and the *Congressional Directory*. Staff worked to research, edit, and revise statistical information on the 1,931 senators who have served since 1789, along with Senate officers, executive cabinet members, and sessions of Congress.

Party Conference Minutes, 1965-1977

Previously, the Historical Office staff edited, indexed, and published the Minutes of the Senate Democratic and Republican Conferences covering the years prior to 1964, and they are currently preparing a similar volume for the Democratic Conference including its minutes from 1965 to 1977. After January 1973, verbatim transcripts were prepared for each Conference meeting, considerably enlarging the documentation. This project has involved scanning and editing 2,869 pages of transcripts for 102 meetings of the Conference and inclusion of an index and explanatory annotations. With the approval of the Conference, the minutes will be published, and a similar editorial project will be proposed for the Republican Conference minutes for this time period. The office has scanned an additional 3,115 pages of transcripts for the 73 conferences between 1977 and 1982, for future publication.

Dirksen Senate Office Building Exhibits

Senate historians, working with the staff of the Senate Curator and the Senate Library, continue to prepare new exhibits for the entrance room to SG-50 in the Dirksen Building. The first exhibits dealt with the life and career of Senator Everett M. Dirksen and on the design and functioning of the office building named in his memory. These are being replaced with exhibits on the changing design of Senate committee rooms in the Capitol and Senate office buildings, and on some of the notable investigations held by Senate committees.

Oral History Program

The Historical Office staff conducts a series of oral history interviews to record personal recollections of various Senate careers. Interviews were conducted with former Senator Edward E. (Ted) Kaufman, who previously served as chief of staff to Senator Joseph R. Biden, Jr.; Richard Murphy, who served on the staff of Senator Hugh Scott; Barry Piatt, former communications director for Senator Byron Dorgan; Rufus Edmisten, deputy counsel to the Watergate committee; and Barbara Hines, one of the Senate’s first female pages. An interview with Senate telecommunications personnel was released for research. The complete transcripts of 35 interviews conducted since the 1970s have been posted on Senate.gov. That site features a different oral history interview series each month, including digital audio-clips along with the interview transcripts. The Historical Office has worked with the National Archives to digitize past oral history interviews, which had been archived on magnetic tape, for preservation

purposes. Digitization also allows for inclusion of short audio segments on Senate.gov. For *Unum*, the Secretary of the Senate's newsletter, the staff has created a regular series entitled "Senate Voices," which includes excerpts from the oral histories with a contextual introduction.

Member Services

Educational Outreach

The historian and associate historian delivered a series of "Senate Historical Minutes" at the weekly Democratic and Republican Conference luncheons. These "minutes" highlighted significant events and personalities associated with the Senate's institutional development. Many of them are now included on Senate.gov as "Historical Minute Essays."

Members' Records Management and Disposition Assistance

Whenever senators announced their retirements, the Senate archivist held meetings with their staffs to discuss schedules for closing and to ascertain specific archiving needs. A new "closing an office" notebook was compiled to better address the numerous and recurring issues involved in preserving a Senate collection. H. Con. Res. 307, adopted on June 20, 2008, serves as the introduction to the notebook and has proved to be an effective outreach tool to senators and their senior staff. As a result of these meetings, some senators have hired archivists to assist with this specialized process; others have dedicated staff to perform the necessary work. All offices appear to be working more closely with their selected archival repository. This planning has become increasingly valuable in the digital era.

Eighteen offices closed at the end of the 111th Congress. This presented a good opportunity to observe recordkeeping practices in 18% of members' offices. While some offices still relied on paper to transact business, the majority used a variety of electronic systems. Senators increasingly used computer notepads to view their daily briefing memos. Senators have also made use of social media, particularly YouTube, Facebook, and Twitter. Offices showed variations in levels of understanding how to preserve these files, and were curious about what services a research repository can provide. These insights led to an *Office Archives Toolkit* specifically designed for new offices. Amid the demands of setting up the office, staff can begin to create filing systems that not only can be of immediate use but can lead to long-term archival preservation. The *Toolkit* contains 18 readily accessible "tools" ranging from an office policy statement to a records management control table. It includes suggestions for the systems administrator, personal records management advice, and archiving e-mail strategies sandwiched in between. The *Toolkit* is available in hard copy, on a disk or on the Senate's intranet, Webster. The *Toolkit* points out that from the start there will be archival records in the form of constituent communications that need to be managed. It also covers what senators should look for in an archival repository and what they should keep for their research collections.

The archivist made extensive revision of the *Records Management Handbook for U.S. Senators and Their Archival Repositories*. Archival guidance in the form of "Quick Cards" were updated and augmented by a fourth card on social media communications archiving. A staff exit-interview form designed to provide better context of their records, was supplemented by a new checklist for locating records among portable media.

The Senate archivist held a series of brown-bag lunch discussions for archivists in committees and senators' personal staffs. These focused on records management, storage and

electronic records. Informal meetings of CHARM (Capitol Hill Archivists and Records Managers) focused on description standards, electronic records description, and improving capture of e-mail.

The archivist listserv serves as an effective means for updating archival staff about records management and archival guidance. The Senate archivist continues to work with the repositories receiving senatorial collections to ensure the adequacy of documentation and the transfer of records with adequate finding aids, helping to lower costs for the receiving repositories and providing guidance on electronic records. The archivist and Senate historian presented a talk on the history of the Senate's archives to Senate staff. The talk was also presented to a graduate class on documentation at the University of Maryland.

Committee Records Management and Disposition Assistance

The Senate archivist provides Senate committees with staff briefings, guidance on preservation of information in electronic systems, and instructions for the transfer of permanently valuable records to the National Archives' Center for Legislative Archives. A survey conducted of the committees' electronic archiving revealed that almost all committees had voluminous electronic record backlogs that require archival review. The backlogs fall into three categories: files of committee staff that have departed the committee; share drives; and accumulated e-mail.

Because of the Senate's increasing employment of electronic records, the Senate archivist continues to encourage committees to hire their own archivists. Over the past year, the Committee on the Budget and Select Committee on Indian Affairs added archivist positions, making a total of nine archivists on eight committees. The result has been a positive improvement in the quality of historical documentation of these committees.

There remains a danger of losing electronic records that are sitting in backlogs. This year the archivist began offering direct electronic records processing assistance to committees and is currently working on electronic records backlogs of 6 committees, some dating from the 1990s. Thirteen of the 17 committees (75%) are engaged in archiving electronic records. The Senate now has 2.5 terabytes of data stored at the National Archives and Records Administration's Center for Legislative Archives. There is a growing gap between the documentary qualities of the records being archived from committees that have archivists as opposed to those without archivists or those that have not sought specific help with their electronic records.

Direct processing of electronic records rendered valuable insights about contemporary staff record-keeping. Close evaluation of staff e-mail accounts for the purposes of description, revealed some unusual gaps indicating that staff members were not totally aware of how to use the e-mail archive folder function. These were addressed with targeted guidance. Dealing with large digital backlogs also has allowed for a refinement of the description of digital records.

Working with the Office of Senate Security, the archivist created an appraisal chart specifically for classified records. The chart is designed for use by security officers and archivists to identify historically valuable classified records and to eliminate the hundreds of feet of such material regularly sent in multiple copies to the Senate. A top concern is the preservation of the classified notes staff take at briefings, usually the only record of such meetings.

Three new archives IT initiatives began during the past year. A large file transfer system for transferring records accessioning and description documentation to the Center for Legislative Archives was implemented and has cut down substantially on the use of paper. The archivists compiled specifications for a Senate archives virtual server that eventually can archive electronic records. The archivists also worked with the Center for Legislative Archives Holding Maintenance System to provide better tracking of loans back to the Senate.

The Senate Committee on Rules and Administration has accepted a gift of five original Senate Appropriations Committee ledgers covering the period from 1870 to 1909. The ledgers were purchased privately by an antiquarian bookseller, who then donated them back to the Senate. They provide an inventory of appropriations “by item and by Congress” and fill a significant gap in the historical record of the committee. The five ledgers are divided as follows: Agriculture, Army, Fortifications, Pensions, and Post-Office; Diplomatic and District of Columbia; Legislative; Military Academy and Naval and Sundry Civil Appropriations.

During 2011, the Senate archivist oversaw the transfer to the Archives of 607 accessions of Senate records totaling 2,303 cubic feet of textual records and 732.78 gigabytes of electronic records. The archivist and deputy archivists responded to 155 requests for loans of archived records back to committees. Responsibility for archiving the records of the Joint Select Committee on Deficit Reduction was assigned to the Senate archivist, who briefed the committee staff as the office was setting up. Archiving of those records continues into 2012.

Advisory Committee on the Records of Congress

This eleven-member permanent committee, established in 1990 by Public Law 101-509, meets semiannually to advise the Senate, the House of Representatives, and the Archivist of the United States on the management and preservation of the records of Congress. Its membership representing the Senate includes the Secretary of the Senate, who is chairing the panel during the 112th Congress; the Senate Historian; and appointees of the Secretary and the Majority and Minority Leaders. The Historical Office furnishes support services for the Advisory Committee’s regular meetings. The archivist and deputy archivist served as appointed members of the Next Generation Finding Aid Task Force established by the Advisory Committee to develop criteria to improve the finding aids for the Senate’s archival records. The task force’s report, which was approved by the Advisory Committee at its June meeting, outlines significant steps needed to bring finding aids to Senate collections up to contemporary standards. Implementation of its recommendations began with training for the archivists in metadata, EAD, EAC-CPF, DACS, and *Archivists Toolkit*, all standards and systems required to automate accessioning and description of the Senate’s historical records. A Task Force on a New Descriptive Tool has been created to compile system requirements for a new accessioning and description system. When fully implemented, the system will streamline the description, accessioning, and management of the Senate’s archival collections from their origin within committees to their use for research.

Educational Outreach

The Historical Office’s correspondence with the general public has increasingly taken place through Senate.gov. The historians maintain and frequently update the website with timely reference and historical information, and each month select related material to be featured on the site. During the past year, the Office responded to more than 1,500 inquiries from the public, the news media, students, family genealogists, congressional staffers, and academics, through the

public e-mail address listed on Senate.gov. The diverse nature of their questions reflected varying levels of interest in Senate operations, institutional history, and former members.

Working closely with the Webmaster's staff, the historians have substantially redesigned all the principal pages of Senate.gov, to better utilize the online environment to provide timely, accurate, and interesting historical material. Beginning in October of 2011, the historians began monthly thematic presentations of historical essays, images, cartoons, and statistics, along with exhibition of primary-source documents from the National Archives, Library of Congress, and other sources, to better serve senators, staff, and the public. Underway are major revisions to the online oral history collection and the "historical minutes," to make these valuable features more interesting and easier to navigate.

Staff presented seminars on the general history of the Senate, Senate committees, women senators, Senate floor leadership, relations between the press and the Senate, the U.S. Constitution, the history of Senate impeachment trials, and notable Senate investigations. The historians also participated in Senate staff seminars and conducted briefings for specially scheduled groups. The associate and assistant historian met with teachers from the National Council for the Social Studies, and offered specialized tours to Senate staff, including a tour of Capitol locations associated with the Civil War.

Photographic Collections

The Senate photo historian consulted with other image professionals in planning the renovation of the collection space, to create an environment conducive to the preservation and access of the image collection. She successfully oversaw the physical transfer of the Senate's image collection to the newly renovated office space, and arranged for the transfer of thousands of historic negatives to the Center for Legislative Archives.

The photo historian ensured history-focused photographic coverage of the contemporary Senate by photographing Senate committees, collecting formal photo portraits of new senators, and capturing significant Senate events in cooperation with the Senate Photographic Studio. She provided timely photographic reference service by phone and e-mail, while cataloging, digitizing, relocating, and expanding the Office's 40,000-item image collection. She assisted several Senate offices in creating collages of all the senators who previously served in that seat.

The photo historian assisted in the creation and production of the brochure, "The Senate's Civil War," selecting images to illustrate the text and sought permissions to use the images, and collaborated with the historical editor and the GPO staff to design and publish the brochure. The photo historian also selected and obtained an estimated 1,500 images for the upcoming online exhibit, "States in the Senate," for its illustrated timelines.

The photo historian collaborated with the Senate Curator's Office, the Center for Legislative Archives, and the Senate Office of Conservation and Preservation to select and obtain historic images and documents for the Senate Committee on Rules and Administration.

As the founder of the Capitol Hill Archivists and Records Managers group (CHARM), an informal group of Senate archivists, the photo historian planned tours and professional

development events for committee and member archivists, and planned its 10th anniversary luncheon.

Continuity of Operations (COOP) Planning

As the Historical Office's continuity of operations (COOP) Action Officer and Emergency Coordinator, the Senate photo historian continued to update the Office's COOP plan in the emergency preparedness database. She made regular back-ups of the office's electronic records to store off-site in a secure environment. She trained new staff members and interns in the Office's emergency evacuation procedures. She updated staff members' contact information in the ALERTS system. She provided the Sergeant at Arms' Continuity and Emergency Preparedness Office with an after-action report after the August 2011 earthquake incident and worked to ensure that staff members have the resources needed to work off-site in the event of an evacuation of the office.

Capitol Visitor Center

The historians supplied information and guidance to the staff of the Capitol Visitor Center (CVC) related to the educational component of the exhibition gallery. They have provided material and general editorial review for a new web-based training program for staff and tour guides. They made regular presentations on the history of the Senate in training seminars for Senate staff and interns, and gave morning briefings to the Capitol Guide Service. They gave exhibit talks in the CVC, contributed to the training of visitor assistants who guide visitors through the exhibition gallery, worked with exhibit staff to plan rotations of documents and images, and advised the CVC staff on its educational outreach programs.

HUMAN RESOURCES

The Office of Human Resources was established in June 1995 by the Secretary as a result of the Congressional Accountability Act. The office focuses on developing and implementing human resources policies, procedures, and programs for the Office of the Secretary of the Senate that fulfill the legal requirements of the workplace and complement the organization's strategic goals and values.

These responsibilities include recruiting and staffing; providing guidance and advice to managers and staff; training; performance management; job analysis; compensation planning, design, and administration; leave administration; records management; maintaining the employee handbooks and manuals; internal grievance procedures; employee relations and services; and organizational planning and development.

The Human Resources staff administers the following programs for the Secretary's employees: the Public Transportation Subsidy program, Student Loan Repayment Program, FMLA program, parking allocations, and the summer intern program that offers college and other post-graduate students the opportunity to gain valuable skills and experience in a variety of Senate support offices. Human Resources staff has completed migration of eligible commuters to the Smart Benefits Program, which is operated by the Washington Metropolitan Area Transit Authority.

Recruitment and Retention of Staff

Human Resources has the ongoing task of advertising new vacancies or positions, screening applicants, interviewing candidates, and assisting with all phases of the hiring process. Human Resources staff coordinate with the Sergeant at Arms (SAA) Human Resources Department to post all SAA and Secretary vacancies on the Senate intranet, Webster, so that the larger Senate community may access the posting from their own offices. In an effort to reach a larger and more diverse applicant pool, the department uses multiple posting forums to reach potential applicants for employment. As a result, the Human Resources Department processed more than 3,000 applications for vacancies in the Secretary's Office, including review of applications, coordinating scheduling of candidates for interview, sending out notices to both successful and unsuccessful candidates, and finalizing new hire paperwork. All new hires also receive orientation from the Human Resources staff when they come on board.

Training

In conjunction with the Senate Chief Counsel for Employment, staff continues to develop and deliver training for department heads and staff. Training topics include sexual harassment, interviewing skills, Family Medical Leave Act administration, and an overview of the Congressional Accountability Act. Human Resources staff also works with different department employees on topics specific to their group in outreach efforts to enhance teamwork in the workplace.

Veterans Employment Opportunity Act of 1998

In 2011, the rights and protections of the Veterans Employment Opportunity Act of 1998 (VEOA) became applicable to the Office of the Secretary of the Senate through the Congressional Accountability Act of 1995. Eligible veterans now receive hiring preferences over non-veterans for most of the job openings in the Secretary's Office and can seek legal redress if they believe they have been denied their veterans' preference rights. Consistent with its new obligations under the VEOA, the Secretary's Office has identified over 204 VEOA preference-eligible positions within its organization, has instituted a process for proper application of the veterans' preference law and, to date, has invited preference-eligible veterans to apply for 19 job openings.

Congressional Internship for Individuals with Intellectual Disabilities

In February 2012 the Office of the Secretary of the Senate received approval to participate in a unique internship program for students with intellectual disabilities – the Congressional Internship Program for Individuals with Intellectual Disabilities. The internship program, which lasts 12 weeks, gives students with intellectual disabilities the same educational and enrichment opportunities typically afforded to Congressional interns here in our nation's capital. Interns work for one two-hour session each week. The interns work with their congressional offices, as well as job coaches specifically trained to assist the students, to complete various office tasks as assigned.

Interns

Human Resources manages the Secretary's internship program. From posting vacancies, conducting needs analyses, communicating, screening, placing and following up with all interns, the staff keeps a close connection with these program participants in an effort to make the internship most beneficial to them and the organization.

Operation Warfighter

In December 2010 Human Resources on behalf of the Secretary received approval to host Wounded Warriors from the Department of Defense's Operation Warfighter (OWF) program. The unpaid internship program is open to all wounded and ill service members assigned to a Military Treatment Facility, an Army Warrior Transition Unit, the USMC Wounded Warrior Regiment, the Air Force Wounded Warrior Program, or the Navy Safe Harbor Program. The program positively impacts the recuperation process, and provides meaningful activity outside of the hospital environment that positively impacts wellness.

Combined Federal Campaign

The office has again taken an active role in the Combined Federal Campaign (CFC) for the Senate community at-large. The office serves as co-directors of the program. The staff participates in kick-off meetings, identifies key workers in each office, and disseminates and collects necessary information and paperwork.

INFORMATION SYSTEMS

The staff of the Department of Information Systems provides technical hardware and software support for the office of the Secretary of the Senate. Information Systems staff also interface closely with the application and network development groups within the Sergeant at Arms (SAA), the Government Printing Office (GPO), and outside vendors on technical issues and joint projects. The department provides computer-related support for all local area network (LAN) servers within the office of the Secretary of the Senate. Information Systems staff provide direct application support for all software installed workstations, initiate and guide new technologies, and implement next generation hardware and software solutions.

Mission Evaluation

The primary mission of the Information Systems Department is to continue to provide the highest level of customer satisfaction and computer support for the office of Secretary of the Senate. Emphasis is placed on creating and transferring legislative records to outside departments and agencies, fulfilling Disbursing Office financial responsibilities to the member offices, and complying with office mandated and statutory obligations.

FY 2011 Technology Initiative Summary

The department technology initiatives concentrated in four specific areas:

- Improvements in workflow process efficiency and security
- Deployment of improved hardware and software technologies
- Business continuity planning and disaster recovery improvements
- Network Perimeter and End Point Security Awareness

Improvements in Workflow Process Efficiency and Security

- Each Secretary of the Senate department has adopted IT security policies and improved procedures for the handling and migration of business-related electronic documents. In partnership with the SAA Security and Operation staff, educational awareness training is now mandated for all staff, intern, and contractor personnel. Each department head is required to assess the data involved, how it might be accessed on a variety of devices, and insures all data is encrypted when migrated out of the office environment.
- Since November 2008, Information System staff has worked in partnership with SAA development staff testing improved access methods of virtual private networks (VPN). In 2010, new technology was implemented to provide the senate community with improved access to their office workstations when working from home or outside of the office. Improved web-based secure access is now available to establish secure network routing to an employee's office workstation when working remotely.
- Improved security token hardware and software was installed in 2011 to ensure compliance with evolving security standards and to minimize threats to the Senate network.
- Implemented and installed an improved version of legislative reporting in order for staff to run Legislative Information System (LIS) reports via a web browser session. This feature allows all of the reporting features of the existing clerk LIS application and eliminates the installation of client software at each workstation. Additionally it provides the Senate Library staff additional research tools when accommodating requests from the senate community.

Deployment of improved hardware and software technologies

- Completed third phase of network printer hardware replacement program by replacing all color network printers with improved high speed models that reduce energy use up to 50 percent with instant-on technology.
- Improved BlackBerry devices support by utilizing new web-based administrative tools to manage devices, and applied backup process in managing service accounts. This provides a much quicker response to securely lock down devices in the event of a misplaced or stolen device.
- Upgraded the reporting functionality for the hardware server application which remotely deploys system and application patches for server and workstation hardware. Improved reporting means higher levels of asset management and additional accuracy when deploying patches to hardware systems.
- Completed laptop hardware upgrades for all department head staff and legislative floor dais staff. Upgraded all continuity of operations (COOP) laptop hardware located on campus at the emergency operations center (EOC) and at the leadership coordination

center (LCC). Replaced and refreshed all COOP laptop hardware located at multiple offsite locations.

- Retired three hardware servers in the Office of Public Records and virtualized the primary office database applications. This project, in part, minimized the impact of the office renovations in August 2011, providing the staff the ability to continue business as usual in their alternate location.
- Completed 21 major LIS software upgrades and installed updated LIS application software in all legislative clerk offices, alternate computing facility, and offsite home laptop locations. Virtualized the LIS applications for the Senate Library staff which streamlined the availability of application for LIS users. Added LIS web reporting functionality to allow staff to retrieve reports via a secure web browser.
- Retired hardware server in the office of Human Resources. Virtualized the human resource information system application and relocated the application to an existing platform located at the datacenter in Postal Square (higher availability).
- Replaced three hardware platforms at the primary computing facility (PCF) and upgraded the BlackBerry Exchange server hardware platforms to a virtual infrastructure. This was accomplished for the Secretary of the Senate, Disbursing, and Chief Counsel for Employment (SCCE) offices. Additionally, three hardware platforms for each respective office were retired at the alternate computing facility (ACF). These ACF servers are the major active directory server for each office and critical in the failover capability when moving network resources to an alternate location.
- Upgraded unclassified workstations in the Office of Senate Security. Finalized the design and delivery of a new improved SharePoint server hardware platform for the office classified network. This new design will accommodate the increase workload with the room reservation system, and provide additional efficiency using a virtual server instance to manage classified data.
- Information Systems staff initiated new technologies to reduce ongoing application support cost by introducing a “*virtual application*” in the office. Virtual applications are installed once and available on a centralized server and need not be installed multiple times on all workstations. The first application candidate for all staff use is an XML editing application and this is now hosted as the first Secretary “thin application” for staff use.
- Evaluated multiple portable teleconferencing solutions to be used by the Executive Office staff.
- Implemented a low cost computing terminal emulation hardware solution for the Office of Public Records, the Office of Printing and Document Services, and the summer internship program. This evolving hardware technology is a network appliance that replaces the standard office personal computer with a low cost hardware device. Multiple appliances can then be networked to a single host to run software applications. A cost saving is realized not only in foregoing the purchase of additional personal computers, but also with the reduction of ongoing support for the additional system patches and updates.

Business continuity planning and disaster recovery improvements

- Replaced all laptop hardware for department heads, the Disbursing Office, and SCCE.
- Added portable servers in the Disbursing office at the ACF. This solution provides a nightly scheduled backup and a replica of the Hart location data to the ACF facility.

- Upgraded legislative staff with improved laptop hardware at the dais chamber location for a more streamlined and secure connection to the Senate network.
- Created a “virtualized” and encrypted software solution for the Senate Enrolling Clerk in order to process legislation when staff reside offsite. Virtualization of mission critical workstation applications provides for a way to lower the support time and cost required to keep offsite laptops updated with current software revisions. It also provides a more efficient process to migrate existing applications to numerous systems thus making it available to a wider range of key personnel who require the application access.
- Parallel in completing the Enrolling Clerk virtual host project, Information System staff partnered with GPO technical staff to provide two functional offsite hardware printers for use during a COOP event. This functionality provides the Enrolling Clerk staff the ability to print multiple types of parchment style documents for delivery to the White House in the event of an office closure or relocation.
- Updated and migrated the member accountability client application to function with the SAA Windows SQL 2008 Server platform. Configured four virtual hosts, one reserved specifically for training purposes, and one virtual “always on” instance that resides at the PCF datacenter. Configured and made this available virtual solution for the Secretary of the Majority and the Secretary of the Minority offices.
- Demonstrated the capability during the COOP offsite exercise in May 2011 to transfer data files directly from the Official Reporters of Debate Stentura device to GPO. During a COOP event key personnel may not always be available, and this test functionality eliminated three personnel in the floor proceeding data transfer process. The test data transferred to GPO was compiled successfully by their staff to produce the *Congressional Record* for the exercise.
- Configure http protocol “quick links” on the improved Senate web portal appliance for staff to remotely connect to the office workstation. Presently 70% of the staff has some method of secure remote access to Senate network resources.
- In the event GPO “fails-over” their operation at North Capitol Street, changes to the legislative file transfer process to support transactions between the Secretary’s office and GPO have been implemented. A secondary backup (encrypted) file transfer method has also been implemented between GPO, the Senate Office of Legislative Counsel, and the Office of the Secretary. Demonstrated secure file transfer capability during the May 2011 offsite exercise.
- In partnership the SAA Security Operations Center, selected and tested COOP offsite laptops operation using the Senate vulnerability assessment software tool. This software tool is now available to the Senate community. Future testing in 2012 will involve the testing of the Executive office workstation.
- IT staff continue to monitor e-mail spam filtering applications. Present rate of undesirable e-mail messages average 6,000 messages per day, which is approximately a 30% reduction from Fiscal Year 2010. E-mail messages to staff who are no longer employed by the Secretary’s office continue to be removed from the messaging server.
- Information Systems staff continue to monitor network security ensuring best practice information is available to all staff. Developed global security server policies to automatically lock computer terminals after one hour of application inactivity.
- Staff continues to provide a BlackBerry scanning service for staff prior to travel outside of the United States.

- Staff continues to manage the Alerts notification database for all Secretary staff. Database information is verified nightly to ensure e-mail, voice, and BlackBerry personal identification number information is valid and will function during an emergency.
- After implementation of the Lumension Deployment server, Information Systems staff continues to maintain the inventory of all applications for 300 workstation installations. The office now has the ability to review in real time which systems require application updates, and can deploy security patches without interruption to the business owner.

Ongoing and Future Projects in 2012

- As server and laptop hardware nears the end of the maintenance life cycle, replace older hardware servers with virtual server solutions. All active directory server hardware was updated in FY2010. PCF and ACF domain controllers were virtualized for fail-over capability in 2011.
- Evaluate new Senate active directory enterprise solution for Secretary of the Senate, Disbursing Office, and SCCE.
- Migrate to next generation of Microsoft Exchange E-mail Server. This was accomplished in January 2012.

INTERPARLIAMENTARY SERVICES

The Office of Interparliamentary Services (IPS) is responsible for administrative, financial, and protocol functions for all interparliamentary conferences in which the Senate participates by statute, for interparliamentary conferences in which the Senate participates on an *ad hoc* basis, and for special delegations authorized by the Majority and/or Minority Leaders. The office also provides appropriate assistance as requested by other Senate delegations.

The statutory interparliamentary conferences are:

- NATO Parliamentary Assembly
- Mexico-United States Interparliamentary Group
- Canada-United States Interparliamentary Group
- British-American Interparliamentary Group
- United States-Russia Interparliamentary Group
- United States-China Interparliamentary Group
- United States-Japan Interparliamentary Group

In 2011, IPS was responsible for organizing the following interparliamentary conferences: the U.S.-China Interparliamentary Group; the Mexico-U.S. Interparliamentary Group; and the British-American Parliamentary Group.

As in previous years, all foreign travel authorized by the Majority and Minority Leaders is arranged by the IPS staff. In addition to delegation trips, IPS provided assistance to individual senators and staff traveling overseas. Senators and staff authorized by committees for foreign travel continue to call upon this office for assistance with passports, travel arrangements, and reporting requirements.

IPS receives and prepares for printing the quarterly consolidated financial reports for foreign travel from all committees in the Senate. In addition to preparing the quarterly reports for the Majority Leader and the Minority Leader, IPS assists staff members of senators and committees in filling out the required reports.

IPS maintains regular contact with the Department of Defense, the Department of State and foreign embassy officials. The office staff organizes visits for official foreign visitors and assists them in setting up meetings with leadership offices. The staff continues to work closely with other offices of the Secretary of the Senate and the Sergeant at Arms in arranging programs for foreign visitors. In addition, IPS is consulted by individual Senate offices on a broad range of protocol questions. Occasional questions come from state officials regarding Congressional protocol.

On behalf of the Senate Majority and Minority Leaders, IPS arranges official receptions for heads of state, heads of government, heads of parliaments, and parliamentary delegations. Required records of expenditures on behalf of foreign dignitaries under authority of P.L. 100-71 are maintained by IPS.

Continuity of Operations (COOP) Planning

IPS regularly reviews its COOP plan with ongoing discussions, updating materials kept offsite, evaluating evacuation procedures, and working from remote sites.

LEGISLATIVE INFORMATION SYSTEM (LIS) PROJECT

The Legislative Information System (LIS) is a mandated system (Section 8 of the 1997 Legislative Branch Appropriations Act, 2 U.S.C. 123e) that provides desktop access to the content and status of legislative information and supporting documents. The 1997 Legislative Branch Appropriations Act (2 U.S.C. 181) also established a program for providing the widest possible exchange of information among legislative branch agencies. The long-range goal of the LIS Project is to provide a "comprehensive Senate Legislative Information System" to capture, store, manage, and distribute Senate documents. Several components of the LIS have been implemented, and the project is currently focused on a Senate-wide implementation and transition to a standard system for the authoring and exchange of legislative documents that will greatly enhance the availability and re-use of legislative documents within the Senate and with other legislative branch agencies. The LIS Project Office manages the project.

Background: LIS Augmentation Project (LISAP)

An April 1997 joint Senate and House report recommended establishment of a data standards program, and in December 2000, the Senate Committee on Rules and Administration and the Committee on House Administration jointly accepted the Extensible Markup Language (XML) as the primary data standard to be used for the exchange of legislative documents and information. Following the implementation of the Legislative Information System (LIS) in January 2000, the LIS Project Office shifted its focus to the data standards program and established the LIS Augmentation Project (LISAP). The over-arching goal of the LISAP is to provide a Senate-wide implementation and transition to XML for the authoring and exchange of legislative documents.

The current focus for the LISAP is the continued development and implementation of the XML authoring system for legislative documents produced by the Office of the Senate Legislative Counsel (SLC), the Office of the Enrolling Clerk, the Committee on Appropriations, and the Government Printing Office (GPO). The XML authoring application is called LEXA, an acronym for the Legislative Editing in XML Application. LEXA replaces the DOS-based XyWrite software used by drafters to embed locator codes into legislative documents for printing. The XML tags inserted by LEXA provide more information about the document and can be used for printing, searching, and displaying a document. LEXA features many automated functions that provide a more efficient and consistent document authoring process. The LIS Project Office has worked very closely with the SLC, the Enrolling Clerk, and the editorial and printing staff of the Committee on Appropriations to create an application that meets the needs for legislative drafting.

LISAP: 2011

The LIS Project Office continued to provide support to the SLC, the Senate Committee on Appropriations, and the Senate Enrolling Clerk in their use of LEXA for drafting, engrossing and enrolling. In addition, drafters in the Committee on Commerce began using LEXA in mid-2011 to create measures in XML instead of locators. With the addition of the Commerce drafters, it is now possible that all measures in the second session of the 112th Congress will be produced in XML. In addition, GPO uses LEXA to complete measures for printing. Several new features and fixes were added in LEXA releases to make the drafting process faster, more efficient, and more consistent. LIS staff trained new drafters and interns in the use of LEXA.

Changes to LEXA included upgrading all users to Xmetal 6.0 and to Perl 5.8.9 libraries. Xmetal is the underlying software for LEXA, and the 6.0 version is compatible with Vista and the 32-bit version of Windows 7. Perl is the main programming language used in building the LEXA application. The upgrade projects required extensive testing of LEXA on multiple operating systems including XP, Vista, and Windows7.

Several new features and improvements were made to LEXA in the past year. One new feature allows a user to easily create a valid XML document from multiple XML documents. The Enrolling Office often has to work with very large documents, and changes were made to speed up the printing of large documents. The project to convert, edit, and print the compilations of existing laws continued with improvements to printing to portable document formats and quicker access to open compilations from an index document. Several enhancements were made to correctly set form, endorsement, and printing parameters for bills reported by the Senate Committee on Appropriations. New document templates and printing procedures were created for the Committee on Commerce. Because the text of new documents can come in many different formats, an important update to LEXA is improvements in copying non-XML-formatted text and pasting into LEXA in a valid XML format. The previous paste process added the text, but a great deal of time and effort was required to conform the document to valid XML.

Continuity of Operations (COOP) Planning

Several procedures have been implemented to provide for continuity of operations (COOP). All source code and data files are backed up nightly to a drive in the office, and each LIS Project Office staff member carries an encrypted flash drive containing the office COOP plan, documentation, and the most recent version of LEXA. All the software and documentation required to create the development environment and a LEXA end user environment are available in duplicate copies of the LIS Project Office fly-away kit. The COOP plan and the fly-away kits are updated frequently, and one fly-away kit is kept in an off-site location. Regular testing of the ability to work remotely is conducted via Senate laptops and personal computers to ensure that application development and user support can continue if access to the office is not possible.

LISAP: 2012

The LIS Project Office will continue to work with and support all the Senate offices now using LEXA and will continue to work with the House, GPO, and the Library of Congress on projects and issues that impact the legislative process and data standards for exchange. Several offices within these organizations will participate in two projects. The LIS Project Office is working with staff from the Legislative Computer Systems (LCS) in the Office of the Clerk and GPO on a pilot project to create and print committee reports in XML. A second group project to collaborate on changes needed for using XML for codification bills and the U.S. Code includes participants from the Law Revision Counsel, the Senate and House Legislative Counsel, and LCS.

Xmetal 7.0 will be released in 2012, and the LIS Project Office will conduct extensive testing before upgrading LEXA users. Xmetal 7.0 will be certified to operate on the 64-bit version of Windows7, and it will provide interfaces to content management systems. Following the Xmetal upgrade, testing will begin on an interface between Xmetal and Sharepoint and on upgrading to the .Net4 framework.

LIBRARY

The Senate Library provides legislative, legal, business, and general information services to the United States Senate. The Library's collection encompasses legislative documents that date from the Continental Congress in 1774; current and historic executive and judicial branch materials; an extensive book collection on American politics, history, and biography; a popular collection of audiobooks; and a wide array of online resources. The Library also authors content for three websites—LIS.gov, Senate.gov, and Webster, the Senate's intranet.

The Library marked 140 years of service to the Senate with the complete transfer of the Senate Information Services (SIS) program from the Senate Sergeant at Arms (SAA), a full program review, the launch of a redesigned FrontPage portal to include all electronic resources available Senate-wide, the release of a new State NewsWatch portal focused on regional and local news sources, the upgrade and replacement of the Senate's Westlaw custom search interface, the continued development of a redesigned custom search interface for LexisNexis, the full implementation of new internal processes and a web-based application to log SIS support requests, and the issuance of new contracts for the procurement of online research services for the delivery beginning in Fiscal Year 2012.

Senate-wide access to several specialized products was terminated as of December 31, 2011. In light of price increases incurred in several online products, overall Senate usage of these news and research services did not justify the cost of continuing access. Available SIS program funds were reallocated to preserve Senate-wide access to core services identified in the Senate research services survey conducted in November 2010. These changes in service were authorized by the Secretary of the Senate with the approval of the Senate Committee on Rules and Administration and are a consequence of reductions in program funding.

The Library's creation of new web-based content, judicious selection and investment in online resources, expanded outreach and training opportunities, and use of technology to support alternative means for information delivery continues to meet the Senate's increasing demand for information.

Notable Achievements

- Successful outreach efforts contributed to an increase in Library usage in the following areas over the past year: the Library catalog experienced a 24 fold increase in visits from 3,804 Senate staff, patron computer accounts are up 66 percent, and online book requests are up 23 percent. Loans of audiobooks increased 13 percent and travel books by 46 percent.
- Targeted efforts to reach underserved state staff and interns were rewarded with a total of 830 staff participating in 150 classes, tours, and webinars. This represents a 65 percent increase in the number of training opportunities offered and a 119 percent increase in the number of staff trained.
- The Library catalog now provides Senate staff with desktop access to over 39,649 full-text electronic documents and online resources, an increase of 15 percent over 2010.
- Library staff and interns completed the retrospective digitization of *Senate Executive Calendars* from 1997 to the present, creating the only digital archive of this material with the goal of making it publicly available.
- Catalog records for confirmation hearings on appointments to the federal judiciary and the armed forces have been enhanced to allow searching by the names of all individual nominees.
- Three well received display cases were completed on *African Americans in the Civil War*, *Philip Reid and the Slaves Who Built the Capitol*, and *19th Century Gilded Book Bindings in the Senate Library*.
- The online Senate Services Directory (Red Book) was released on Webster, featuring a new taxonomy developed by the Library in collaboration with the Office of Web Technology and the Sergeant at Arms' ASAA/CIO Office.

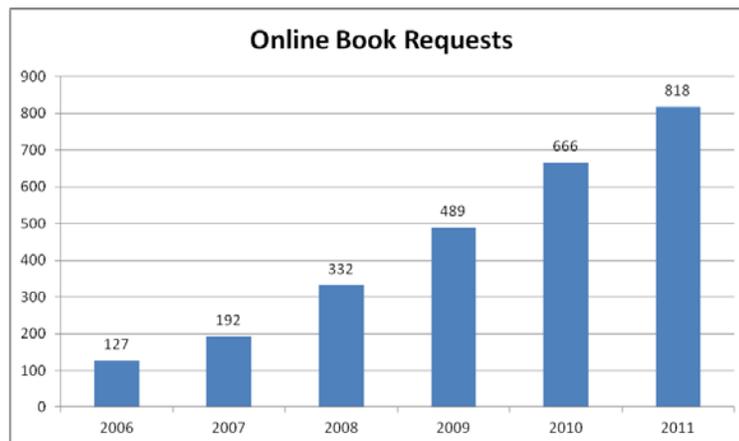
Senate Library Inquiries, Online Book Requests, and Patron Accounts

The increase in requests for online materials, the availability of new and enhanced database offerings, and the expanded availability of resources on the web have not dampened the overall demand for high quality Library resources and services. Librarians answered 25,123 walk-in and e-mail reference requests in 2011.

Senate staff continued to demonstrate an increasing preference for web-accessible resources. Use of Library-created resources on Webster increased to 184,551 page visits, an increase of 108 percent from 2010. Links to the Library’s *Hot Bills*, appropriations, and cloture table content from LIS added 13,954 page visits while referrals from LIS to FrontPage and the Library’s website totaled 6,924. Usage statistics for Library’s popular Virtual Reference Desk on Senate.gov are not available for 2011 as a consequence of a change in the overall site architecture.

The January launch of the Library’s new FrontPage electronic resources portal marked a seamless transition of the site from the SAA to the Library. The new portal received 82,016 page visits in its first year. Senate staff turned to SIS program support 147 times for help with accounts, resource access, and custom news profile requests. Program staff logged an additional 150 requests with program vendors related to program site maintenance and support during 2011.

The Library received 818 online book requests in 2011, a 23 percent increase over the previous year. The increase can be attributed to the online book request form on the Library catalog, as well as to the promotion of online topical bibliographies that highlight the Library’s collections of audiobooks, travel books, and new books. Audiobook loans increased by 13 percent, travel books increased by 46 percent, and new books decreased by 8 percent from 2010 levels.



Seventy-two percent of the Library’s patrons are Senate office and committee staff members while the remaining users include support office staff, members of the accredited press, and government agencies.

A total of 889 new patrons were registered in 2011, a decrease of 10 percent over the number of new staff registered in 2010. Targeted outreach to Senate interns resulted in an increase of 63 percent in the number of intern borrowing accounts during the same period.

Other activities for 2011 included setting up 458 new computer accounts for our patron workstations, a 67 percent increase from 2010, as well as providing the following document printing and delivery services:

Information Service Support Activities, 2011	
Category	Total

Circulation	
Document Deliveries	4,391
Item Loans	3,371
Pages Printed	
Microform Pages Printed	648
Photocopies	51,278
Document Delivery Total	59,688

Senate Library Content Creation

Senate.gov Website Content

A new page, *New Senators, 2001-present*, was launched in May that lists all new senators by Congress as they are sworn in, including senators whose service begins at the start of a Congress as well as those whose service begins later that year or during the second session. The table is arranged in reverse chronological order by Congress and Senate service start date.

Dates of Sessions of the Congress, present to 1789 was revised in November. The page lists the convening and adjournment dates for both the House and Senate for every session of Congress beginning in 1789.

Senate Webster Content

Senate Information Services Program Content

The Library's new Senate Information Services (SIS) FrontPage portal was launched in January with the collaboration of the Office of Web Technology featuring a tabbed format highlighting online resources for news, legislative, legal, and general policy research. Key parts of the site include a display of current course offerings and a graphical ad that are linked to current service promotions. The addition of a linked program news page provides an efficient and timely means to alert users to changes in SIS program services.

A new portal, State NewsWatch, focused on regional and local news sources, was also launched in January. The site was created in response to an expressed need by Senate staff for more access to local news. The design was the result of a collaborative effort of a team of Library staff and the platform vendor. In 2011, Senate staff viewed 28,561 pages on the site that now includes all news feeds authorized for redistribution by SIS program vendors.

A revised Senate Westlaw custom search interface was released in August. The new site highlights frequently used business, news, legislative, and legal content. Development was a collaborative effort between a team of Library staff and the vendor.

Senate Library Website Content

A Library team revised and updated the Library training related pages on the Library's website to create a unified page presenting Library and SIS vendor course offerings, to modify course listings to accommodate the new webinar format, and to provide a link to the Library's monthly promotional flyer. All training related pages on the Library's site received 27,424 visits from Senate staff.

Other Digital Content

Library staff completed the first phase of the retrospective digitization of the Senate Executive Calendars from 1997 to the present in response to staff requests for older editions of the calendar. Work will continue on the digitization of the remaining Executive Calendars in the Library's collection. This collaborative project between the Library, the Senate Executive Clerk, the Office of Web Technology, and the LIS Project Office will build a complete digital collection from the Library's bound editions and form the basis for a future online digital archive available on Senate.gov and Webster.

In anticipation of an update to Senate Committee Print 99-95, *Senate Cloture Rule*, substantial improvements were made to the Library's XML cloture tables by adding *Congressional Record* volume and page numbers for each motion and vote from 1917 to the present. Summer interns collaborated on this project helping with research and data entry.

Senate Knowledge Base

The Senate knowledge base is an institutional repository of data to support the Webster site taxonomy project and Webster search enhancement. To date, 1,129 document records, 1,960 term records, and 480 organization records in the Senate knowledge base are supporting the Webster taxonomy and search projects. The 45 percent increase in the number of terms and 19 percent increase in the number of documents created this year is a result of a restructuring of the database to support the online Senate Services Directory (Red Book) and reporting for "keymatches."

Webster Online Services Directory (Red Book)

The online Services Directory was launched in January as a joint effort between the Sergeant at Arms' ASAA/CIO office and the Library. The online directory combines web page links to internal and selected external services, links between related terms and services, along with contact information contained in the Red Book. The Red Book was a printed directory (last published in November 2010) created by the Senate telephone operators as a finding aid for commonly requested numbers and services. The online Senate Services Directory is driven by a completely new taxonomy that is managed through the Senate knowledge base.

Webster Search Enhancement

Librarians improve Webster search results by analyzing popular search terms and matching them with topically relevant pages or search engine "keymatches" (which are managed through the Senate knowledge base). This improves the chances a searcher will find what he or she is looking for on Webster. During 2011, 237 "keymatches" were established and 719 changes were made to update web page links.

Instruction and Outreach Programs

Reference librarians conduct a wide variety of classes and tours for Senate staff, including *Insider's Guide to Webster*, *Introduction to LIS*, *Research Tools on Your Desktop*, *Services of the Senate Library*, and *Got Questions?* Targeted efforts to reach underserved state staff and interns were rewarded with a total of 830 staff participating in 150 classes, tours, and webinars. This represents a 65 percent increase in the number of training opportunities offered and a 119 percent increase in the number of staff trained. Library trainers offered no cost web-based training using Watson conference sessions targeted at state staff. Webinars proved to be

extremely popular with state office staff, which constituted the majority of the 190 session attendees.

Senate Information Services (SIS) program sponsored vendor training was expanded to include both in person and web-based training from LexisNexis and Westlaw in an effort to reach underserved state staff.

A new course offering titled *Using the Legislative Information System (LIS)* was taught to 50 participants as part of the Legislative Survival Guide training series in collaboration with the Joint Office of Education and Training in the fall of 2011.

The Library gave numerous tours to outside library professionals including each semester's Senate Page School class, law library interns from the Library of Congress, Catholic University library school students, Federal Depository librarians, Congressional Research Service (CRS) librarians, and a group of visiting Special Library Association member librarians. The Library also participated in the CRS District State Institute, instructing 30 state staff, and participated in the Senate Services Fair, making contact with 60 Senate staff.

Efforts to reach Senate staff more directly through the use of small graphics with links to featured resources in staff e-mail signatures and by engaging mobile device users with quick response (QR) codes in promotions in posters and flyers resulted in 378 click throughs on e-mail signatures and 42 page views using mobile devices. The QR codes and e-mail signatures change monthly to coordinate with the Library's overall promotional program. In 2011, a total of 24 Webster ads for Library services were run and 660 flyers were distributed.

Monthly book displays and online bibliographies highlight the Library's collections and stimulate interest in reading new titles. Five new bibliographies were created during the year, including *From the Gilded Age to the Information Age*; *September 11: A Look Back*; *Bill of Rights: Then and Now*; *Award Winning Books from the Senate Library*; and *War Stories: Remembering Veterans*. The graphical ads featured on Webster that linked to the reading lists have resulted in 2,023 downloads of the new bibliographies and an increase in books requested online and in the number of books loaned. October's *Award Winning Books from the Senate Library* proved to be the most popular with staff, accounting for 1,150 downloads. The Library's *Great Reads for New Senate Staff* continued to draw in readers as did the Library's 140th anniversary promotional list *From the Gilded Age to the Information Age*. The Library's permanent online bibliographies, travel guides, and style guides received 28,718 visits from Senate staff.

Collection Development

Audiobooks

The Library acquired 45 new audiobook titles in 2011, bringing the total number to 170 titles. Designed to assist users with diverse needs, including those who may be visually challenged, as well as to draw patrons into the Library, the program remains popular with patrons whose 902 loans were equivalent to circulating each item in the collection more than five times over. An online bibliography of audiobooks on Webster contains links to the catalog and the online book request form.

New Digital Resources

The overall number of searches using the Serials Solution A-Z list was 3,156, 60 percent of which were the result of users finding and using SIS program content from LexisNexis, ProQuest, and Westlaw. The 26 percent decline in usage following the launch of the State NewsWatch platform in January was because of improved access to state and local newspapers and Library efforts to focus training on and increase user awareness of the new site. Content was updated to include two new databases that resulted from changes in vendor offerings.

The Library added the Bar Journals Library to its Hein Online subscription expanding digital access for librarians to over 80 journal titles, and also subscribed to the online version of the legal encyclopedia *Corpus Juris Secundum* on Westlaw which provides a thorough, contemporary statement of American laws as derived from reported cases and legislation. Senate-wide access was provided to the 2011 e-book edition of the *Gale Directory of Publications & Broadcast Media*. These resources increase the scope of material available and the efficiency with which reference librarians can answer questions from Senate staff.

The Library began offering Senate-wide access to a legislative histories database on the ProQuest Congressional platform. The legislative histories database provides information on all hearings and reports associated with a law and provides direct links to the full text of these congressional documents.

Government Documents

As a participant in the Government Printing Office's (GPO) Federal Depository Library Program, the Library receives selected categories of legislative, executive, and judicial branch publications. The Library received 8,997 government publications in 2011. In response to the trend of issuing government documents in electronic format, 5,206 links were added to the Library catalog, bringing the total number to 39,649, an increase of 15 percent over last year. The links provide Senate staff desktop access to the full text of each document.

Acquisitions, 2011	
Category	Total
Congressional Documents	7,048
Executive and Judicial Branch Publications	1,949
Books (including audiobooks and e-books)	841
Electronic Links	5,206
Total Acquisitions	15,044

Legislative Validation

The Library's Legislative Validation Clerk verifies and edits the accuracy and consistency of data and legislative information published by Secretary of the Senate staff in the Legislative Information System (LIS), the document management system (DMS), the *Congressional Record*, Senate.gov, and Webster. The clerk's work also requires the verification of selected *Congressional Record Index* entries (print and electronic) and includes comparing electronic entries made by legislative staff or data entry clerks from various agencies with the printed *Congressional Record Index* and notifying the offices of discrepancies.

Between January and December 2011, the Legislative Validation Clerk submitted 271 corrections out of hundreds of thousands of verified legislative actions that took place during the year.

Legislative Validation Clerk Corrections, 2011	
Office	# Submitted
Bill, Enrolling, Executive, Journal, and Legislative Clerks	88
Reporters of Debates, Morning Business Editor, and Daily Digest	146
GPO and Library of Congress – LIS	37
Total Corrections	271

Cataloging

The Library's productive cataloging staff draws on years of experience to produce and maintain a catalog of more than 217,000 bibliographic items. During 2011, they added 4,673 new titles to the catalog (an increase of over 25 percent from the previous year) and performed 28,137 record maintenance and enhancement activities (an increase of 18 percent from the previous year), including correcting subjects and names that have become obsolete and retrospectively adding links to full-text content and book jacket images to existing records.

Catalogers' time and skills at categorizing and describing content are increasingly in demand for taxonomy-related projects designed to enhance Webster. These include creating the records that drive functionality in the new online Red Book Senate Services Directory, analyzing logs of unsuccessful searches to create "keymatches" that target Webster search results, and developing a topical framework to support the development of news alerts, improve content organization, and enhance the effectiveness of predefined searches in Senate NewsWatch and the InfoViewer client.

Catalogers created 623 bibliographic records for Senate hearings not yet printed using information in the *Congressional Record Daily Digest* and the combined hearings schedule on Webster. This includes field hearings that are not listed in the *Daily Digest*. These records provide preliminary access for Senate staff and remain in the catalog until the printed hearing is received and cataloged.

The catalog is updated nightly to ensure that Senate staff will retrieve accurate and current information on Library holdings. The addition of 740 book jacket images in 2011, an increase of 38 percent, enhanced the catalog's visual appeal.

2011 was a milestone for the Library catalog, marking its first-time availability to Senate users via remote access through the Senate's virtual private network gateway. Visitors to the catalog increased 24 fold as a result of promotional efforts to highlight the Library's collection coupled with this expanded access. The Library catalog was used by 3,804 Senate staff accounting for 7,210 visits in 2011.

Library Automation

An upgrade to the Library's integrated library system was installed in September. Among the many fixes, the patch provided support for various fields and codes recently

introduced by the Library of Congress, including a new genre/form thesaurus code and new fields intended to support the future implementation of the *Resource Description and Access* (RDA) cataloging rules. The OCLC Connexion software, used to create bibliographic records for the catalog, was also upgraded on Technical Services staff computers in October.

The Library purchased a Cognos report writer authoring license as an add-on for the integrated library system. This product will enable Library staff to write structured query language (SQL) queries against the cataloging and circulation database to create custom reports as needed, facilitating catalog maintenance projects, streamlining data exports from the catalog, and improving the gathering of statistics.

The Library and the Information Systems Office worked with SAA staff to upgrade and fully implement a web-based off-the-shelf call tracking application to log, track, and route incoming SIS support requests. Clearly defined processes and procedures were also established to monitor e-mail and telephone requests and establish data entry and statistical requirements prior to use. The result has been efficient tracking of calls, vendor support requests, and prompt response to the needs of Senate staff.

Preservation, Binding, and Collection Maintenance

Technical Services staff continued to participate in book repair training sessions led by the director of the Office of Conservation and Preservation. Trainees repaired 281 volumes, making significant progress in the preservation of the Library's bound book collection.

The Library continues to preserve and protect rare and fragile print materials in its collections using commercial binding services procured through the Government Printing Office. In 2011, a total of 48 volumes were sent out for binding, and 153 volumes were completed, with excellent results.

Budget

Budget negotiations with database vendors resulted in flat or reduced pricing for online research services and subscriptions. Budget savings from price reductions in 2011 online research services and cuts in subscriptions totaled \$6,000. After fourteen years of budget monitoring, savings total \$155,013. This continual review of purchases eliminates materials not meeting the Senate's current information needs. This oversight is also critical in containing and offsetting cost increases for core materials and for acquiring new materials.

Special Projects

Unum, Newsletter of the Office of the Secretary of the Senate

Unum, the Secretary's quarterly newsletter, has been produced by Senate Library staff since October 1997 and is distributed throughout the Senate and to former staff and senators. It serves as an historical record of accomplishments, events, and personnel news in the Office of the Secretary of the Senate. Highlights from the 2011 *Unum* issues include articles on letters donated by Senator Fred Harris that shed light on the process for choosing the "Famous Five" senators whose portraits now hang in the Senate Reception Room; a feature on the Senator Bill Frist leadership portrait; an article on the 20th anniversary of the Office of Captioning Services;

book reviews on Civil War books and on “great reads for new Senate staff”; an article by Senate Associate Historian Betty Koed setting the record straight about the Russell Senate Office Building basement as a horse stable; and the continuation of the “Senate Voices” series prepared by the Historical Office that contains excerpts of oral histories of former staffers.

National Library Week

James Swanson, author of *Bloody Crimes: The Chase for Jefferson Davis and the Death Pageant for Lincoln’s Corpse*, was the featured speaker at the Library’s 13th annual book talk in honor of National Library Week with 90 people in attendance. Other events included a book display, *Rarities and Oddities of the Senate Library*, and a well-attended dessert reception.

Display Cases

Hallway display cases continue to educate staff and visitors alike while highlighting the Library’s collections. Display cases featured this year include: *African Americans in the Civil War*, *Philip Reid and the Slaves Who Built the Capitol*, and *19th Century Gilded Book Bindings in the Senate Library*.

Cooperative Projects

Hearing Universal Resource Locator (URL) data from the Library catalog is exported weekly to provide LIS and THOMAS with full-text links to Senate hearings. The Library contributed 2,905 new Senate hearing links to the LIS database during 2011, a 176 percent increase over 2010.

Major Library Goals for 2012

- Implement a rebuilt Senate NewsWatch platform to accommodate anticipated changes in news feed delivery with better integration and presentation of available state and local news content on the site.
- Continue team evaluation and enhancement of instructional course offerings, review available applications to create online course offerings, and expand web-based training opportunities to reach state staff.
- Complete project to create an online archive of the Senate Executive Calendar, in collaboration with the Senate Executive Clerk and the Office of Web Technology.
- Complete and release a redesigned LexisNexis customized user search interface for the Senate.
- Begin the collaborative development of a topical framework for Senate NewsWatch to support the development of news alerts, improve content organization, and enhance the effectiveness of predefined searches in Senate NewsWatch and the InfoViewer client.
- Create and install two new displays for the entrance to the Dirksen Senate Auditorium, SD-G50, under the direction of Senate Committee on Rules and Administration in collaboration with the Office of Senate Curator and the Senate Historical Office.
- Prepare for the anticipated implementation of new cataloging rules, called *Resource Description and Access* (RDA) by the Library of Congress and other libraries worldwide in 2013.
- Begin project to improve access to the Library’s collection of unpublished Senate hearings on microfiche by adding item-level records to the catalog with links to full-text content.

Senate Library Statistics for Calendar Year 2011
ACQUISITIONS

	Books		Government Documents		Congressional Publications				Total
	Ordered	Received	Paper	Fiche	Hearings	Prints	Bylaw	Reports/Docs	
January	21	63	108	49	320	15	65	227	847
February	18	72	60	80	311	42	137	107	809
March	14	48	401	72	335	39	123	141	1,159
1st Quarter	53	183	569	201	966	96	325	475	2,815
April	12	64	103	83	239	30	91	140	750
May	14	45	68	11	257	20	110	165	676
June	15	41	82	70	232	11	112	208	756
2nd Quarter	41	150	253	164	728	61	313	513	2,182
July	26	131	39	2	283	7	169	294	925
August	35	90	83	70	452	7	109	171	982
September	74	63	66	85	283	9	88	226	820
3rd Quarter	135	284	188	157	1,018	23	366	691	2,727
October	23	105	95	79	228	6	99	166	778
November	20	50	52	82	188	10	100	197	679
December	22	69	97	12	188	14	92	185	657
4th Quarter	65	224	244	173	604	30	291	548	2,114
2011 Total	294	841	1,254	695	3,316	210	1,295	2,227	9,838
2010 Total	299	761	1,589	699	3,719	135	1,210	2,726	10,839
% Change	-1.67%	10.51%	-21.08%	-0.57%	-10.84%	55.56%	7.02%	-18.31%	-9.24%

**Senate Library Statistics for Calendar Year 2011
CATALOGING**

	S. Hearing Numbers Added to LIS	Bibliographic Records Cataloged									Total Records Cataloged
		Books		Government Documents			Congressional Publications				
		Paper	Audio/ E-books	Paper	Fiche	Electronic	Hearings	Prints	Docs./ Pubs./ Reports		
January	17	80	3	19	0	19	174	126	103	524	
February	64	47	4	10	0	19	185	55	47	367	
March	18	39	5	4	18	9	273	170	61	579	
1st Quarter	99	166	12	33	18	47	632	351	211	1,470	
April	40	16	4	3	31	10	158	38	47	307	
May	13	12	9	0	0	10	206	9	28	274	
June	48	13	2	3	0	13	140	60	61	292	
2nd Quarter	101	41	15	6	31	33	504	107	136	873	
July	47	24	1	6	0	10	120	74	74	309	
August	73	40	6	4	3	26	315	76	65	535	
September	7	41	11	4	0	7	227	73	55	418	
3rd Quarter	127	105	18	14	3	43	662	223	194	1,262	
October	10	63	6	2	0	9	89	3	156	328	
November	38	34	7	3	5	23	163	1	121	357	
December	0	41	6	7	1	16	174	1	137	383	
4th Quarter	48	138	19	12	6	48	426	5	414	1,068	
2011 Total	456	450	64	65	58	171	2,224	686	955	4,673	
2010 Total	312	338	46	58	7	122	1,796	234	1,135	3,726	
% Change	46.15%	33.14%	39.13%	12.07%	728.57%	40.16%	23.83%	193.16%	-15.86%	25.42%	

Senate Library Statistics for Calendar Year 2011
DOCUMENT DELIVERY

	Volumes Loaned	Materials Delivered	Facsimiles	Micrographics Center	Photocopiers
				Pages Printed	Pages Printed
January	245	433	26	50	4,629
February	251	361	25	47	4,652
March	249	369	41	11	3,996
1st Quarter	745	1,163	92	108	13,277
April	255	415	19	63	3,570
May	239	388	14	85	3,089
June	296	307	22	101	5,696
2nd Quarter	790	1,110	55	249	12,355
July	273	328	17	101	5,256
August	339	313	28	64	2,998
September	331	366	19	52	3,879
3rd Quarter	943	1,007	64	217	12,133
October	298	385	15	22	5,776
November	296	361	16	47	3,002
December	299	365	9	5	4,735
4th Quarter	893	1,111	40	74	13,513
2011 Total	3,371	4,391	251	648	51,278
2010 Total	3,251	4,349	223	857	71,983
% Change	3.69%	0.97%	12.56%	-24.39%	-28.76%

PAGE SCHOOL

The United States Senate Page School exists to provide a smooth transition from and to the students' home schools, providing those students with as sound a program, both academically and experientially, as possible during their stay in the nation's capital, within the limits of the constraints imposed by the work situation.

Summary of Accomplishments

- Accreditation by the Middle States Commission on Secondary Schools continues through April 2013. The midpoint re-accreditation process began with review of the standards by staff in the fall of 2011.
- Two page classes successfully completed their semester curriculum. Closing ceremonies were conducted on June 10, 2011, and January 27, 2012, the last day of school for each semester.
- Orientation and course scheduling for the Spring 2011 and Fall 2011 pages were successfully completed. Needs of incoming students determined the semester schedules.
- English Usage pre- and post-tests were administered to students each semester and the results were reviewed by faculty to determine what usage instruction or remediation was needed.
- A general study skills tutorial was presented to all students, and study skills sessions were provided to identify students in need of training in specific areas.
- Faculty and staff provided extended educational experiences to pages, including 21 field trips, 4 guest speakers, opportunities to play musical instruments and vocalize, and foreign language study with the aid of tutors. Summer pages took 8 field trips to educational sites and heard 2 guest speakers as an extension of the page experience. In addition, a panel of former pages spoke with current pages during the Fall semester. They presented their views on the value of the program and advice on how to make the experience meaningful.
- Fourteen pages took 27 Advanced Placement (AP) exams in eight subjects for qualification in scholarship programs.
- The community service project embraced by pages and staff in 2002 continues. Items for gift packages were collected, assembled, and shipped to military personnel serving in various locations. Pages included letters of support to the troops.
- All Page School staff attended continuing education and training classes.
- New tutors were trained in evacuation procedures.
- All Page School staff attended continuing education and training classes.
- Communication among the Sergeant at Arms, Secretary of the Senate, Party Secretaries, Page Program, and Page School is ongoing.
- Equipment purchased included an Optoma Projector for enhanced teaching and communication in social studies classes, three power supply units for the science laboratory, an electronic lab for science classes, dry erase board overlays for use in math and social studies classes, and additional copies of a novel for English classes.

Continuity of Operations (COOP) Planning

The evacuation plan and continuity of operations (COOP) have been reviewed and updated. Pages and staff continue to practice evacuating to primary and secondary sites. Pages participated in escape hood training.

Summary of Plans

Our goals include:

- Individualized small group instruction and tutoring by teachers on an as-needed basis will continue to be offered, as well as optional academic support for students preparing to take AP tests.
- Foreign language tutors will provide assistance to students.
- The focus of field trips will be sites of historic, political, and scientific importance which complement the curriculum.
- English usage pre- and post-tests will continue to be administered to students each semester to assist faculty in determining needs of students for usage instruction. Pre- and post-tests will be devised to administer to students each semester to assist faculty in determining course placement and achievement in both math and science.
- Staff development options include attendance at seminars conducted by Education and Training and subject matter and/or educational issue conferences conducted by national organizations.
- The community service project will continue.
- Continuation of the work for re-accreditation will proceed.

PRINTING AND DOCUMENT SERVICES

The Office of Printing and Document Services (OPDS) serves as liaison to the Government Printing Office (GPO) for the Senate's official printing, ensuring that all Senate printing is in compliance with Title 44, U.S. Code as it relates to Senate documents, hearings, committee prints, and other official publications. The office assists the Senate by coordinating, scheduling, delivering and preparing Senate legislation, hearings, documents, committee prints and miscellaneous publications for printing, and provides printed copies of all legislation and public laws to the Senate and the public. In addition, the office assigns publication numbers to all hearings, committee prints, documents, and other publications; orders all blank paper, envelopes and letterhead for the Senate; and prepares page counts of all Senate hearings in order to compensate commercial reporting companies for the preparation of hearings.

Printing Services

During fiscal year 2011, OPDS prepared 3,568 requisitions authorizing GPO to print and bind the Senate's work, exclusive of legislation and the *Congressional Record*. Since the requisitioning done by OPDS is central to the Senate's printing, the office is uniquely suited to perform invoice and bid reviewing responsibilities for Senate printing. As a result of this prepared office's cost accounting duties, OPDS is able to review and assure accurate GPO invoicing as well as play an active role in helping to provide the best possible bidding scenario for Senate publications.

In addition to processing requisitions, the Printing Services Section coordinates proof handling, job scheduling and tracking for stationery products, Senate hearings, Senate publications and other miscellaneous printed products, as well as monitoring blank paper and stationery quotas for each Senate office and committee. OPDS also coordinates a number of publications for other Senate offices, such as the Curator, Historian, Disbursing, Legislative Clerk, Senate Library, as well as the U.S. Botanic Garden, U.S. Capitol Police, Architect of the Capitol, and the U.S. Capitol Visitor Center. These tasks include providing guidance for design, paper selection, print specifications, monitoring print quality and distribution. Last year's major printing projects included:

- Semi-Annual Report of the Secretary of the Senate
- The Senate Civil War brochure
- The U.S. Senate Leadership Portrait Collection brochure
- The U.S. Senate Appropriations Committee brochure
- The Senate Manual
- Authority and Rules of Senate Committees
- 2011 Senate Telephone Directory
- Senate gallery passes and visitor badges
- Capitol Visitor Center tour tickets and informational brochures

Hearing Billing Verification

Senate committees often use outside reporting companies to transcribe their hearings, both in-house and in the field. OPDS processes billing verifications for these transcription services to ensure that costs billed to the Senate are accurate. OPDS utilizes a program developed in conjunction with the Sergeant at Arms Computer Division that provides greater billing accuracy and information gathering capacity; and adheres to the guidelines established by the Senate Committee on Rules and Administration for commercial reporting companies. During 2011, OPDS provided commercial reporting companies and corresponding Senate committees a total of 894 billing verifications of Senate hearings and business meetings, a 9% increase above 2010 levels. Over 62,920 transcribed pages were processed at a total billing cost of \$573,974.00.

During 2011, the office processed all file transfers and billing verifications between committees and reporting companies electronically ensuring efficiency and accuracy. Department staff continues training to apply today's expanding digital technology to improve performance and services.

Secretary of the Senate Service Center

The Service Center within OPDS is staffed by experienced GPO detailees who provide Senate committees and the Secretary of the Senate's Office with complete publishing services for hearings, committee prints, and the preparation of the *Congressional Record*. These services include keyboarding, proofreading, scanning, and composition. This allows committees to decrease, or eliminate, additional overtime costs associated with the preparation of hearings. Additionally, the Service Center provides work for GPO detailees assigned to legislative offices during Senate recesses.

Document Services

The Document Services Section coordinates requests for printed legislation and miscellaneous publications with other departments within the Secretary's office, Senate committees, and GPO. This section ensures that the most current version of all material is available, and that sufficient quantities are available to meet projected demands. The *Congressional Record*, a printed record of Senate and House floor proceedings, Extension of Remarks, Daily Digest and miscellaneous pages, is one of the many printed documents provided by the office on a daily basis. In addition to the *Congressional Record*, the office processed and distributed 7,770 distinct legislative items during the first session of the 112th Congress, including Senate and House bills, resolutions, committee and conference reports, executive documents, and public laws.

The demand for online access to legislative information continues to be strong. Before Senate legislation can be posted online, it must be received in the Senate through OPDS. Improved database reports allow the office to report receipt of all legislative bills and resolutions received in the Senate which can then be made available online and accessed by other websites, such as LIS and Thomas, used by Congressional staff and the public.

Customer Service

The primary responsibility of OPDS is to provide services to the Senate, but documents are also made available to the general public and other government agencies. During 2011, over 10,000 requests for legislative material were received at the walk-in counter, through the mail, by fax, and electronically. Online ordering of legislative documents and the Legislative Hot List Link, where members and staff can confirm arrival of printed copies of the most sought after legislative documents, continued to be popular. The site is updated several times daily each time new documents arrive from GPO to the Document Room. In addition, the office handled thousands of phone calls pertaining to the Senate's official printing, document requests, and legislative questions. Recorded messages, fax, and e-mail operate around the clock and are processed as they are received, as are mail requests. The office stresses prompt, courteous customer service while providing accurate answers to Senate and public requests.

On-Demand Publication

The office supplements depleted legislation when needed by producing additional copies in the DocuTech Service Center, staffed by experienced GPO detailees who provide member offices and Senate committees with on-demand printing and binding of bills, reports and other legislation. On-demand publication allows the department to cut the quantities of documents printed directly from GPO and reduces waste. In particular the decrease in the number of documents routinely received by Senate Committees during the last quarter of 2011 increased the need for DocuTech services. OPDS anticipates that need to further increase over the next year. The office produced 132 on-demand jobs for committees during 2011, a 94% increase over the previous year. Total jobs run on the DocuTech increased 62% over 2010. The DocuTech is networked with GPO, allowing print files to be sent back and forth electronically. This allows OPDS to print necessary legislation for the Senate floor, and other offices, in the event of a GPO continuity of operations (COOP) situation.

Accomplishments & Future Goals

Over the past year, OPDS has faced challenges by providing new services for customers and improving existing ones. Of particular note is the office's commitment to help 'green' the Senate. During 2011 over 12.9 million sheets of 100% recycled paper were ordered by Senate offices, representing a 235% increase in the use of recycled paper over the previous year. Additionally, the office anticipates its print-on-demand capabilities will continue to grow in 2012, answering the Senate's needs in light of decreased GPO distribution of legislative documents. The office works diligently to track document requirements, monitor print quantities, and reduce waste and associated costs.

The office continues working with the GPO on behalf of its customers to improve efficiency and help answer the evolving needs of the Senate. Focus on COOP planning and emergency preparedness will continue.

PUBLIC RECORDS

The Office of Public Records receives, processes, and maintains records, reports, and other documents filed with the Secretary of the Senate that involve the Federal Election Campaign Act, as amended; the Lobbying Disclosure Act (LDA) of 1995, as amended; the Senate Code of Official Conduct: Rule 34, Public Financial Disclosure; Rule 35, Senate Gift Rule filings; Rule 40, Registration of Mass Mailing; Rule 41, Political Fund Designees; and Rule 41(6), Supervisor's Reports on Individuals Performing Senate Services; and Foreign Travel Reports.

The office provides for the inspection, review, and publication of these documents. From October 2010 through September 2011, the Public Records office staff assisted more than 2,000 individuals seeking information from reports filed with the office. This figure does not include assistance provided by telephone or e-mail, nor help given to lobbyists attempting to comply with the provisions of the Lobbying Disclosure Act of 1995, as amended. In addition, the office works closely with the Federal Election Commission, the Senate Select Committee on Ethics, and the Clerk of the U.S. House of Representatives concerning the filing requirements of the aforementioned acts and Senate rules.

Fiscal Year 2011 Accomplishments

The office continued to implement S.1, the Honest Leadership and Open Government Act (HLOGA), which amended the LDA and the Senate Code of Conduct. The office posted two LDA guidance updates and concentrated on developing additional research tools to assist with LDA compliance issues, referring 305 cases of potential non-compliance to the U.S. Attorney for the District of Columbia. The Senate Office of Public Records continued to test continuity of operations (COOP) plans and pandemic response plans.

Plans for Fiscal Year 2012

The Public Records office will continue to assess technology infrastructure needs, as well as continue to work with the Clerk of the House of Representatives (Clerk) and her staff to semiannually review and update the LDA Guidance as needed. Additionally, the office will work with the Clerk to initiate a review and update of the LDA filing system. The office will also continue to develop and implement educational information and tools that will help all report filers comply fully with the law and assist customers in accessing the information they seek.

Automation Activities

During Fiscal Year 2011, the Senate Office of Public Records continued to work with the Sergeant at Arms to enhance database performance for all issue areas and improve public query programs.

Federal Election Campaign Act, as Amended

The Act requires Senate candidates to file quarterly and pre- and post-election reports. Filings totaled 4,740 documents containing 394,676 pages.

Lobbying Disclosure Act of 1995, as amended

The LDA requires semi-annual contribution reports, and quarterly financial and lobbying activity reports. As of September 30, 2011, there were 4,738 registrants representing 18,510 clients. The total number of individual lobbyists disclosed on 2011 registrations and reports was 13,609. The total number of lobbying registrations and reports processed was 124,849.

Public Financial Disclosure

The filing date for Public Financial Disclosure Reports was May 16, 2011. The reports were made available to the public and press by June 15, 2011 as required by statute. Public Records staff provided copies to the Select Committee on Ethics and the appropriate state officials. A total of 3,765 reports and amendments were filed containing 23,923 pages. There were 293 requests to review or receive copies of the documents.

Senate Rule 35 (Gift Rule)

The Senate Office of Public Records received 223 Gift Rule/Travel reports during Fiscal Year 2011.

Registration of Mass Mailing

Senators are required to file mass mailing reports on a quarterly basis. The number of pages submitted during Fiscal Year 2011 was 380.

STATIONERY ROOM

The Senate Stationery Room is the provider of office and administrative supplies, health and personal security supplies, personalized stationery and special order items for official government business. The Stationery Room serves all Members, both current and retired; support offices, and other authorized organizations.

The Stationery Room fulfills its mission by:

- Utilizing open market, competitive bid or GSA schedules for supply procurement.
- Maintaining sufficient in-stock quantities of select merchandise in order to best meet the immediate needs of the Senate community.
- Developing and maintaining productive business relationships with a wide variety of vendors to ensure sufficient breadth and availability of merchandise.
- Maintaining expense accounts for all authorized customers and preparing monthly activity statements.
- Managing all accounts receivable and accounts payable reimbursement.
- Ensuring the integrity and security of all funds and government assets under our control.

<u>Fiscal Year 2011 Statistics</u>		<u>Fiscal Year 2010 Statistics</u>	
Gross sales	\$3,535,526.90	Gross sales	\$3,343,167.00
Sales transactions	36,198	Sales transactions	44,626
Purchase orders issued	6,041	Purchase orders issued	6,354
Vouchers processed	6,441	Vouchers processed	7,022
Office deliveries	6,578	Office deliveries	5,986
Number of Items Delivered	142,132	Number of Items Delivered	136,021
Number of Items Sold	351,408	Number of Items Sold	390,528
Total cartons received in offsite	25,192	Total cartons received in offsite	22,583
Total of all items received	161,431	Total of all items received	149,762
Average office deliveries per day	27	Average office deliveries per day	25

Fiscal Year 2011 Overview

Wireless Point of Sale (POS) System

During Fiscal Year 2011, the Stationery Room purchased mobile point of sale (POS) licenses for three existing MC-70 handheld computers. Used primarily for inventory control and merchandise ordering, the MC-70 can now be used as a wireless mobile sales station. These devices are used in conjunction with the Stationery Room's retail management system (RMS) and can be deployed at times of extremely heavy sales volume to shorten checkout lines or to improve customer service with "concierge" type personal shopping, whereby the sales associate can accompany the customer around the store, scan the desired items, finalize the sale, and package the order for delivery.

Credit Card Acceptance

Continuing to improve customer service, the Senate Stationery Room began accepting credit card payments for in-store purchases. The standalone terminals utilized to process payments via local area network connection are secure and compliant with industry standards. No fees are incurred by the Stationery Room or the customer. Purchases are accepted from all Members, staff, and others who are authorized.

Credit Card Payment for Flags

Utilizing the Pay.gov service offered by the U.S. Department of Treasury, the Stationery Room began to accept flag requests and payments online from constituents. Five offices are currently utilizing this service, and feedback has been very positive. Wait time for the constituent has been drastically reduced, payment inaccuracies have been almost eliminated, and the workload for office representatives is much more manageable. The service will eventually be offered to all offices.

Permit Mailing of Flags

With the assistance and support of the Sergeant at Arms' Printing, Graphics and Direct Mail (PGDM) Branch, the Stationery Room has begun the transition from using a postage meter to mail flags to a much more economical permit mailing and manifest process. PGDM personnel will utilize their experience with this process (already in use by several other offices) to mail flags, saving the Stationery Room approximately \$2,000 per year in fees for rent, maintenance, and supplies. Additionally, the Stationery Room will realize savings in general postage fees and, while no accurate estimate is possible until the process is fully operational, these savings could amount to several more thousand dollars each year.

WEB TECHNOLOGY

The Department of Web Technology is responsible for the websites that fall under the purview of the Secretary of the Senate:

- the Senate website (Senate.gov) – available to the world;
- the Secretary's internal website (Webster.senate.gov/secretary) – available to the Senate Staff;
- central portions of the Senate Intranet (Webster.senate.gov) – available to the Senate Staff; and
- the Senate Legislative Branch website (Legbranch.senate.gov) – available to the Senate, House of Representatives, Library of Congress, Architect of the Capitol, Government Accountability Office, Government Printing Office, Congressional Budget Office, and U.S. Capitol Police.

The Senate Website – Senate.gov

The Senate website content is maintained by over 30 contributors from seven departments of the Secretary's office and three departments of the Sergeant at Arms (SAA). Content team leaders regularly share ideas and coordinate the posting of new content. All content is controlled through the Secretary's web content management system (CMS) managed by the Office of Web Technology.

*Major Additions to the site in 2011**Civil War Sesquicentennial Exhibit*

This exhibit has provided a continuing series of online features exploring the Senate's wartime experiences. The components of this exhibit have been updated monthly to highlight various events, people, and locations related to the Senate during the war and connecting users to rich historical information throughout the site.

Nine featured documents were also added as part of the Civil War exhibits. These provide pictures of the original historic documents, portable document format versions of the text, and in some instances transcripts. These documents are a great primary source reference and range in topics from Charles Sumner's speech on the Trent Affair to Civil War era petitions.

http://www.senate.gov/artandhistory/history/common/civil_war/CivilWar.htm
http://www.senate.gov/artandhistory/history/common/civil_war/Petitions_FeaturedDoc.htm
http://www.senate.gov/artandhistory/history/common/civil_war/TrentAffair_FeaturedDoc.htm

Civil War Chronology

Based on the interactive display created for the Senate Chronology page, this tab-based exhibit groups Civil War-related Senate events on a yearly basis. This page has a great wealth of knowledge displayed in a small amount of space with a useful display leveraging web 2.0 technologies that appeals to a wide audience.

http://www.senate.gov/pagelayout/history/one_item_and_teasers/CivilWar_chronology.htm

Civil War Senate Virtual Reference Desk Page

The virtual reference desk provides links to all the various features that comprised the Civil War Sesquicentennial Exhibit along with additional resources relating to the Senate and the Civil War. The page is useful to many different audiences and conveniently organizes this vast information set by chronology, featured documents, historical minutes, powers and procedures, and senators.

http://www.senate.gov/reference/Index/Civil_War_Senate.htm

Historical Senate Floor Reports

Legislative floor reports are now available for the previous five legislative days. An archive of previous reports is also now available online and is being incorporated to other ongoing projects to increasing their usefulness and accessibility.

http://www.senate.gov/pagelayout/legislative/g_three_sections_with_teasers/legislative_home.htm

Report of the Secretary of the Senate

In conjunction with the Disbursing Office, Web Technology enabled online electronic access of the *Report of the Secretary of the Senate*. The display housing the links will expand nicely to serve as a hub to access various Secretary Reports for many upcoming years, while ensuring accuracy and security of the information via GPO's electronic certification and hosting.

http://www.senate.gov/legislative/common/generic/report_secsen.htm

Executive Calendar Archive

Web Technology created new display, upload method, and automatic updating routines to display historic executive calendars. The archive goes back to 1997 and includes star prints and multiple versions for the same day when they exist. The fully automated system does not require any human intervention for the updates to appear nightly.

http://www.senate.gov/legislative/LIS/executive_calendar/2011/exec_calendar.htm

Custom 404 Page

The new advanced error page provides more options for missing content through providing a listing of current senators by state, access to the search box, webmaster e-mail, and general navigation. In revamping the global error page, we provide assistance to public users accessing the central, Committee, and Member sites that may have lost their way.

http://www.senate.gov/pagelayout/general/one_item_and_teasers/file_not_found.htm

This Week in Senate History

Senate.gov added an exciting new interactive slideshow displaying what happened on a particular date in Senate history. The repurposing of this legacy content makes it much more interesting for the user, provides more information on a single page, links to related content, and utilizes Web 2.0 technologies.

http://www.senate.gov/pagelayout/history/g_three_sections_with_teasers/origins.htm

Officers & Staff

This revamped historical section includes richer content and a more visually pleasing display. Pictures are now associated with various categories making browsing more intuitive and interesting. Greater depth of content is provided for each officer section in an easier to update format.

http://www.senate.gov/pagelayout/history/one_item_and_teasers/officers.htm

Party Leadership

Newly developed side-by-side images helped rework this historical section and maintain equal emphasis on multiple parties. The visually pleasing display presents updated content in a useful and interesting way, and the new format is much easier to maintain and update for content authors.

http://www.senate.gov/pagelayout/history/one_item_and_teasers/leader.htm);

Senators

Leveraging new content templates and organization methods, the new historical senators page provides an even greater wealth of information on previous Members than was available online before. The new format makes access easier and more logically presents information about featured senators and distinctions.

http://www.senate.gov/pagelayout/history/one_item_and_teasers/senators.htm

Timepieces

The *Decorative Arts* section on Senate.gov was expanded to include timepieces of the Senate. These artifacts were added as individual pages then grouped using an advanced browse list with a searching feature as well.

http://www.senate.gov/artandhistory/art/common/collection_list/Timepieces.jsp

Information about the Archives

New pages were added on various aspects of archiving in the Senate, related reports, and other useful resources for scholars. Complex reports broken down by section facilitating quick browsing and more robust searching, making pages useful and relevant to a wide audience.

http://www.senate.gov/artandhistory/history/common/generic/Information_about_Senate_Archives.htm

Enhanced Calendars and Schedules Virtual Reference Page

The greatly improved calendars and schedules virtual reference page makes finding information on the various Senate calendars much easier for all audiences. Also, now included are useful links to similar House information and resources to find out more about schedules, adjournments, and recesses.

http://www.senate.gov/reference/Index/Calendars_schedules.htm#BrowseExecutiveCalendars

New Officers and Treaties Virtual Reference Pages

The virtual reference pages continue to be some of the most popular and useful on the public site. The new versions of the officers and treaties provide a great wealth of information in well organized and easy to use matter.

<http://www.senate.gov/reference/Index/Officers.htm>

<http://www.senate.gov/reference/Index/Treaties.htm>

Senate Art and History Publications

The new display groups all Senate *Art and History* publications in one place making them much easier to locate and take advantage of the cleaner bibliography displays.

http://www.senate.gov/reference/bibliography/Art_History/index.shtml

Privileged Nominations

The new report lists privileged nominations received. Initially, the report is posted as a simple text file in the same manner as other nominations on Senate.gov. Web Technology is working with the LIS/DMS group to make this XML-based and the foundation for a new format for delivering reports that will provide greater flexibility for display.

http://www.senate.gov/pagelayout/legislative/one_item_and_teasers/nom_priv.htm

Biographies and Oral Histories

Seven featured biographies and five oral histories conducted by the Senate Historical Office were added to Senate.gov this year.

http://www.senate.gov/pagelayout/history/one_item_and_teasers/featured_biographies.htm

http://www.senate.gov/pagelayout/history/g_three_sections_with_teasers/oralhistory.htm

Homepage Feature Articles

- What Happens When a New Congress Begins?
- Locate Senate Speeches
- Discover the Senate Chamber Desks
- Locating Senate Legislation
- Notable Senate Investigations
- Focus on the Constitution: The Seventeenth Amendment
- Learn about the Senate: Officers & Senate Leaders
- Advice & Consent: Treaties
- The Senate and the Second World War

Secretary's Intranet – Webster.senate.gov/secretary

The screenshot shows the intranet for the Secretary of the Senate. At the top, there is a search bar and navigation links for 'Staff', 'Webster', and 'Search'. Below this is the 'WEBSTER UNITED STATES SENATE' logo and a navigation menu including 'SERGEANT AT ARMS', 'SECRETARY OF THE SENATE', 'CHAPLAIN', and 'RULES COMMITTEE'. The main content area is organized into several columns:

- SECRETARY OF THE SENATE:** A list of offices including Executive Office, Legislative offices (Bill Clerk, Captioning Services, Daily Digest, Enrolling Clerk, Executive Clerk, Journal Clerk, Official Reporters of Debates, Parliamentarian), Financial offices (Disbursing), and Administrative (Chief Counsel for Employment, Human Resources, Information Systems, Interparliamentary Services, Gift Shop, Printing & Document Services, Stationery Room, Senate Security, Information & Preservation, Conservation & Preservation, Curator, Librarian, LIS Project Office, Historical Office).
- Secretary of the Senate's Office: Services for the Senate:** A portrait of Samuel Ailyn Otis is shown next to a text block describing the role of the Secretary of the Senate as the chief legislative, financial, and administrative officer.
- Executive Office Staff:** A list of staff members including Nancy Erickson (Secretary), Sheila M. Dwyer (Asst. Sec.), Adam Bramwell (Counsel), Robert Paxton (CoS), Mark Tratos (Deputy CoS), Dot Svendsen, Gerald Thompson (Cap Ofcs Liaison), Zoraida Torres (Senior ExecAccts Admin), and Stephanie Wright (Staff Assistant).
- Secretaries of the Senate:** A portrait of Nancy Erickson is shown next to a text block stating she was elected Secretary of the Senate when it convened on January 4, 2007. A link to the 'Complete List of Secretaries of the Senate' is provided.
- Frequently Requested Links:** A list of links including 'Archiving in the Senate', 'Employee Benefits (Disbursing Office)', 'Floor Orientation Guide', 'Reserve the LBJ Room (S-211)', and 'Telephone Directory'.
- Monthly e-newsletter (archives):** A link to 'Subscribe or Unsubscribe (send generated e-mail)' and a list of newsletters for December 2011 and November 2011.
- UNUM (archives):** A list of newsletters for Autumn 2011, Summer 2011, Spring 2011, and Winter 2011.

The Secretary of the Senate intranet (<http://webster.senate.gov/secretary>) continued to expand in information and services offered. Web-based order forms were maintained, expanded, and enhanced for the requesting of specific legislative documents, class registration, blank paper, room reservations, and stationery product suggestions.

The catalog-based ordering system developed for the Stationery Office continues to be a large success. The system is managed with the content directly from the Stationery Office's existing Microsoft retail management system (RMS), which underwent several successful inventory updates during this past year. For the 2011 calendar year, 145 orders were successfully placed and filled using the online order form.

Web Technology added on-demand videos for required sexual harassment courses on the Senate Chief Counsel for Employment's (SCCE) site on Webster. These videos are required to be viewed annually by senate staff and interns. Having the video on the intranet facilitates the timely consumption of this seminar by all staff.

A new *Archiving in the Senate* section adds many useful sources regarding archiving. Utilizing Web 2.0 technologies we were able to display lots of information in a small amount of space and have it still be useful to a wide range of audiences (http://webster.senate.gov/secretary/departments/Historical_office/Archiving/archiving_services.htm).

Frontpage, the Web portal for the Senate Information Services, continued to be heavily utilized. Adjustments were made to accommodate information architecture changes to guarantee consistent access on and off campus. A newly launched interface for news.senate.gov was put in place seamlessly to the users and an enhanced class registration system was launched.

A new survey template was developed and utilized for internal use. The survey, http://webster.senate.gov/secretary/library/survey/westlaw_survey.htm, was successfully used to collect information on a newly launched Westlaw interface. It was designed and developed in a way to easily be repurposed for any subject.

Webster Central Web site – Webster.senate.gov

The screenshot displays the Webster Central Web site interface. At the top, there is a search bar and navigation links for 'Staff', 'Webster', and 'Search'. Below this, the site's header includes the Webster logo and the text 'WEBSTER UNITED STATES SENATE'. A navigation menu lists various sections: Home, Services (Red Book), Staff, Leadership, Legislative, News & Research, and About the Senate. The main content area is divided into several sections: 'Floor Schedule' with details for the next meeting on Tuesday, January 25, 2011, and the previous meeting on Wednesday, January 5, 2011; 'Announcements' featuring a notice about 'Casework - Getting Started in a New Senate Office'; 'Events' with a calendar for January 2011 and a list of upcoming events for Wednesday, January 19, 2011; and 'Did You Know?' with a tip about children's books. A sidebar on the left contains search filters for 'Webster' and 'Staff', and a list of 'Quick Links' such as CIO, Committee Hearings, and CRS.

In conjunction with the SAA, Chaplain, and Senate Committee on Rules and Administration, Web Technology continued administering, managing, and enhancing the central section of Webster. We were happy to partner with the SAA and the Senate Library to add a unique services directory search. This was accomplished through the creation of a separate Google onebox that enables automated creation of indexes based on XML files.

Enhancements made to the floor schedule include an RSS feed and direct population of the information on the home page from the same source file used on Senate.gov. These are both

good examples of how management of content on the central site continues to be streamlined by repurposing additional files that are already updated through existing systems on Senate.gov. The expansion of repurposed data continues to reduce duplicative efforts, increase consistency, relevancy, and timeliness of data displayed on Webster. Standardizing XML across both sites and having them integrated into the CMS was essential to making this possible.

Senate Legislative Branch Web site (Legbranch.senate.gov)

The Legbranch server is accessible by the Senate, House of Representatives, Library of Congress, Architect of the Capitol, Government Accountability Office, Government Printing Office, Congressional Budget Office, and U.S. Capitol Police. The Office of Web Technology maintains a basic website for a Capitol Hill e-mail messaging working group managed by the SAA. In the future the server will be used to share more information with other Capitol Hill entities.

Accomplishments of the Office of Web Technology in 2011

- States in the Senate Project. Worked extensively over the past year with the Historical Office and the Government Printing Office in the design and implementation of a new standalone site for states (<http://www.senate.gov/states>). The interactive exhibit will be useful to many different audiences and provides information about each state's history that relates to the U.S. Senate in a fun and interesting manner. Links to contact information for senators from each state have contact information linked to, which will further aid constituents with connecting to their senators. Dynamic pieces of content are pulled from existing lists, making updating much more fluid, timely, and accurate.
- Senate Floor Webcast on Senate.gov. In a joint project with the SAA's Chief Information Officer and Senate Recording Studio and the Committee on Rules and Administration, launched live streaming video of its floor proceedings, along with a searchable archive of previous proceedings (<http://www.senate.gov/floor>). An internal clipping tool was also developed for staff, greatly streamlining the process of generating and posting a video clip from the Senate floor to a member's website or social networking site.
- Senate Chief Counsel for Employment (SCCE) Seminar streams added to SCCE internal Website. The streaming service allows for viewing of live events and on-demand viewing of previous sessions in a secure manner. Worked in conjunction with SAA, Senate Recording Studio, and SCCE to establish procedures to easily produce, publish, and control the various streams from yearly seminar series. This is the first system of its kind at the Senate and sure to be used for future developments.
- Electronic Report of the Secretary of the Senate available online for the first time (http://www.senate.gov/legislative/common/generic/report_secsen.htm). Completed over year long initiative with the Disbursing Office, GPO, and the Senate Committee on Rules and Administration on the generating, authenticating, securing, and publishing of the report. The implemented solution guarantees accurate and valid information is available for this first online report and all future versions.
- Senate.gov Web Audit. Audited pages regularly; updating, enhancing, and correcting pages; verifying content; and reviewing individual page designs throughout Senate.gov for accessibility and usability. Additionally, attended training on the latest advances in coding techniques to ensure accessibility and applied them to our sites.

- Constantly monitored data feeds from the LIS/DMS system ensuring content on Senate.gov was current and all processes were functioning properly. This is of vital importance regarding information such as Committee hearing schedules, vote data, and Member contact information.
- Responded to approximately 1,204 e-mails from the general public regarding senate.gov sites. Worked with various content providers, Web support groups, SAA, member, and committee offices to make suggestions and resolve issues. This marks a slight increase from the previous year.
- Continually reviewed and adjusted search operations and canned matches for both Senate.gov and Webster based on user tendencies and requests. A major addition was the creation and maintenance of a new Google onebox for services (Redbook) recently released. Also, investigated other search technologies as alternatives to existing searches and as ways to accomplish potential future projects.
- Conducted user testing with Senate staff and interns to increase understanding of current website interactions, desires, and best practices.
- Helped organize Capitol Hill-wide Webmaster meetings, where best practices were shared across entities. Regularly gave presentations and facilitated conversations during meetings.
- Continually trained and practiced working from remote locations to be prepared should the need arise. All staff members are fully capable of accomplishing their job functions from any location with Internet access. This was accomplished largely through configuring virtual machines that mimic workstations on office laptops. Regardless of which staff member uses which laptop, the experience will be ubiquitous and consistent with being in the office. Additionally, completed new emergency action plan and director completed the eight course Emergency Coordinator Certificate Program.
- Aided the Senate Library in aspects of Senate Information Services transition. The new FrontPage interface exposes many more resources in an easy to use manner. In leveraging advances in Web 2.0 technologies we are able to take greater advantage of available space and provide robust information concisely. Through designing and developing the system in XML and leveraging the CMS, it is easy for non-technical users to update and maintain.
- Worked extensively with the Senate Library in the continued development, implementation, and maintenance of taxonomies utilizing the knowledge base system. Participated in the planning, design, development, and administration for including the "Red Book" data in the knowledge base and then on Webster.
- Maintained virtualized production and development server for the Secretary's intranet. Also, maintained virtualized production server for the Secretary's dedicated Google onebox server and transfer mechanisms to keep indices current.
- Administrated content management system constantly throughout year and resolved issues as they arose. Modified existing system for enhancement requests and changes in general Senate information architecture for both production and development systems. Resolved tricky update bug to ensure the CMS worked with most recent security updates to our computer systems. Ensured continuity of operations with fully functional alternate computer facility system.
- Implemented new coordinated monthly features across Senate.gov, highlighting various topics. Worked in conjunction with Historical Office, Curator's Office, and the Senate Library to produce and publish interesting content about historical events with current

significance. Generating this fresh content also helped emphasize other sections of the public site by incorporating many useful hyperlinks.

- Aided in the generation of a printed cloture brochure containing information up to the 110th Congress. Worked in conjunction with the Congressional Research Service, GPO, Senate Committee on Rules and Administration, and the Senate Library to provide mapping of XML content on senate.gov to print version. This marks the first time GPO has produced a printed document on XML based senate.gov content. Utilizing the content in XML greatly simplified the overall workflow and ensured the accuracy of information across delivery mediums.
- A major architecture change was made to the hosting of the central site in 2011. We worked closely with the SAA as a proof of concept for a distributed network approach to hosting senate web content for the public. This project has been highly successful and guarantees greater security of our site and even faster response times to users. This approach, fine tuned through the central site, is being implemented to Member and Committee sites. The change in architecture has made our methods for capturing web statistics obsolete. We are currently exploring new ways to capture this information.