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Employment Procedures

Senate Placement Office

Senate Placement Office services are available to all Senate offices desiring assistance in filling professional and support staff vacancies. Placement Office staff conduct informational interviews with applicants seeking Senate employment to determine their interests and requirements before referring resumes to Senate offices. The applicant pool consists of legislative, administrative, and press candidates from entry to professional levels.

Position Information Needed to Respond to Resume Requests

Each job request registered with the Placement Office is strictly confidential. For the Placement Office to accurately respond to a request for resumes, the following position information is helpful:

- Position title
- Description of duties
- Education level and experience required
- Skill level and desired proficiency (typing tests are administered when appropriate)
- Salary range
- Previous home state or regional residency, if required or desirable
- Additional criteria that will help to identify the most qualified applicants for the position.

Delivery of Resumes and Applications to Offices

The Placement Office delivers resumes and applications of qualified individuals to the Senate office shortly after the Placement Office receives a job request. The Placement Office requests Senate offices receiving applications to consider them all in a confidential manner and not to refer the applications to other Senate offices or external organizations. The Placement Office encourages Senate offices to communicate with them regarding the status of listed vacancies and to notify the Placement Office when the Senate office fills a position.

The *Senate Employment Bulletin*: A Place for Offices to Advertise Vacancies

The Placement Office publishes a weekly *Senate Employment Bulletin* for offices wishing to advertise vacancies. Deadline for submitting advertisements is Friday afternoons for the following week's issue. Printed copies of the *Bulletin* are available to the Senate community and the general public the following Tuesday. The *Senate Employment Bulletin* is available at www.senate.gov/employment, the Senate's intranet, Webster, under the Sergeant at Arms link by choosing E for Employment or P for

Placement, as well as on voice recording by dialing (202) 228-JOBS (5627). The Placement Office collects and forwards unscreened advertisement responses to Senate offices at each week's end.

Placement Office Hours of Operation

Senate offices are welcome to refer constituents and other interested applicants to the Placement Office for employment information and assistance. The Placement Office is open Monday through Friday from 8:30 a.m. to 5:30 p.m. The Placement Office conducts informational interviews on a walk-in basis Monday through Friday from 10:00 a.m. to noon and 1:00 p.m. to 3:00 p.m. To obtain additional information about Placement Office services, please call 4-9167 or TTY 4-4215, or visit the Placement Office in SH-116.

Education and Training

The Senate Joint Office of Education and Training, sponsored by the Sergeant at Arms and the Secretary of the Senate, offers a wide variety of programs to serve all Senate staff. These programs include training on management, leadership, customer service, legislative topics, security, system administration, Senate-supported software and web applications, and health awareness.

Senate staff can obtain education and training through a variety of methods, including instructor-led classes, webinars, online training, books, CDs, and Senate-specific documentation.

The Office of Education and Training displays information about these programs, along with relevant documentation, on Webster at the Education and Training link (<http://webster.senate.gov/training/index.cfm>).

In addition to regular class offerings, the Office of Education and Training provides customized services, including classes, team development, facilitation, and individual coaching, to meet the unique needs of offices and departments.

Programs also address state office staff's training and development needs. Several times a year, the Office of Education and Training conducts training conferences on Capitol Hill for state office staff. Additionally, Web-based training enables state office staff members to learn at their computers, while training via video teleconferencing makes training available to many state staff members simultaneously.

The Office of Education and Training also provides Senate employees with information and activities to help employees develop healthier lifestyles. Programs include yoga, seminars on health-related topics, health screenings, the annual Senate Health Fair, and more.

For more information about any of the programs and services provided by the Joint Office of Education and Training, please call 202-224-7952.

Identification Cards

The Office of the Sergeant at Arms issues regular Senate employees a photo identification card, commonly referred to as a Senate ID card. All Senate employees must wear and have their ID cards readily visible at all times within the Capitol and Senate office buildings. Staff displaying an ID card may use any entrance to the Capitol and any Congressional office building.

Security and Congressional ID

As per the Congressional ID Policy manual and the United States Capitol Police (USCP) Standard Operating Procedures, all staff are required to go through security screening upon entering any building within the U.S. Capitol complex.

Obtaining ID Cards for Senate Employees

Please submit a TranSAAct request for a Senate ID card one business day prior to the employees first day of work.

After the Senate Disbursing Office swears in a Senate employee, verifying employment, the employee should immediately report to the Senate Identification Office, SD-G58, with valid photo identification to have ID Office personnel produce a Senate ID card for the employee.

Permanent staff, interns, fellows, and detailees may receive ID badges at the request of the employing Senate office.

To obtain a Senate ID card:

- Submit a TranSAAct request, one business day in advance of card issuance.
- Identify the individual's status, hours of access and length of service.
- One form of valid, unexpired photo identification is required.
 - U.S. driver's license
 - State issued non-driver ID card
 - Domestic or foreign passport
 - U.S. military card

Obtaining ID Cards for Temporary Employees and Non-Paid Senate Staff

Temporary employees and non-paid Senate staff may also request ID cards from the Sergeant at Arms. This request must be submitted through TranSAAct.

Obtaining ID Cards for Senators' State Office Staff

State staff who are in D.C. should follow the D.C. Staff procedures, above.

To obtain a Senate ID card for state staff:

- Submit a TranSAAct request for each state staff member.
- Attach a digital photograph in .jpeg format to the TranSAAct form.
- Provide full face view photograph taken against a white or a very light background.
- Glasses with dark lenses and non-religious headgear should not be worn in the photograph.
- The ID Office does not accept printed passport photographs.
- When notified, the Administrative Director must pick up and sign for the ID card(s).

- Each office is responsible for delivering the ID card(s) to the state staff.

Please remember to send:

- Most recent ID card issued to the staff member.
- If the state staff member no longer has their previous ID card, they must complete and return a Replacement ID Affidavit form, which can be obtained from the Senate ID Office by the Administrative Director.

The Washington, D.C. Administrative Director is responsible for verifying the identity of any state office staff member for whom he or she submits a photograph.

Rules Governing ID Cards

The ID Office will not issue an ID without submission of an appropriate request. The ID Office will not extend an ID's expiration date without submission of an appropriate request. The ID Office does not issue ID's to lobbyists, former employees, constituents, or extended family members.

IDs are valid for one Congress (2 years) only. There is a maximum allowance of two replacement ID cards per person per Congress. After the issuance of a third ID, the ID Office will not issue subsequent ID cards to an individual until renewal at the beginning of the next Congress.

Senate ID cards are non-transferable. The U.S. Capitol Police will confiscate an ID card in the possession of anyone other than the individual to whom the ID Office issued the card and conduct an appropriate investigation of the incident.

ID Card Replacement Procedure

Any employee who loses a Senate ID card, reports the card stolen, or has the card confiscated because it has expired must follow the Replacement ID Procedure to receive a replacement ID:

1. The employee receives a three-day temporary ID card and completes a Replacement ID Affidavit, issued by the Senate ID Office.
2. The employee must wait the required three-day (business days) period, determined by the issue date on the affidavit and the expiration date on the temporary staff ID.
3. After the three-day wait, the employee submits the temporary card and the completed letter of request to the Senate ID Office. The Senate Parking and ID Office does not accept visitor temporary ID cards. Employees should also plan to show a valid photo ID.

If an employee ID is confiscated for any reason other than expiration, please contact the Senate Parking and ID Office for further instructions.

Renewing ID Cards

Employees must renew identification cards at the beginning of each Congress. Staff who cannot return a previously issued Senate ID upon renewal or extension must follow the Replacement ID Procedure outlined above. The Administrative Director or other staff member responsible for employment matters should collect and forward expired ID cards and terminated employees' ID cards to the ID Office.

Mutilated or Damaged ID

Mutilated or damaged current Senate ID cards must be returned to the Senate ID Office for replacement.

Who Senate IDs are Not Available For

Senate IDs are not available to:

- Lobbyists
- Former employees
- Constituents
- Extended family members

The ID Office does not issue Senate IDs to these parties.

Types of IDs Issued by the Senate ID Office

The following table summarizes the Senate ID types the Parking and ID Office issues. Do not consider the list to be either all inclusive or all exclusive.

Table I-1: Types of IDs Issued

The Senate ID Office issues this ID ...	To ...
Three-Day Staff or Three-Day Press	Persons reporting a previously issued ID as lost, stolen, etc., to allow building access during the ID replacement waiting period. The person requesting the three-day staff or three-day press ID must submit a Replacement ID Affidavit.
Support (includes CATO, Child Care, Credit Union, Liaison, Vendor and Contractor badges)	Airline Ticket Office employees who work in the Russell Building, employees of the Senate Employee Child Care Center (SECCC), employees of the U.S. Senate Employees Federal Credit Union who work in the Hart Building, individuals who act in a liaison capacity between the Senate and other government agencies, vendors and contractors working on-site at the Senate in a support capacity.
Family	Children of Senators
Leadership	Senators, Senate officers (Secretary of

The Senate ID Office issues this ID ...	To ...
	the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain) and their spouses.
Metal Detector Exemption	Individuals who qualify medically to bypass metal detector screenings.
Page	Individuals working for the Page Program.
Press	Members of the press who are preapproved by the House and Senate Press Galleries. IDs either issued short term or annually through April 30th of the following year.
SECCC	Parents, caretakers, and others who need to access the Senate Employees Child Care Center to pick up and drop off children. This ID allows entry to the Child Care Center only.
Staff (includes, Detailees, Fellows and Interns)	Permanent, paid Senate staff (D.C. and state office) upon certification of employment by the Senate Disbursing Office, individuals detailed to the Senate from other federal government agencies, participants in a fellowship program. Intern paid and volunteer interns working for the Senate.

Senate ID Office Hours

ID Office hours are 8 a.m. to 5 p.m., Monday through Friday. To contact the office, please call 4-2338.

Office Policies

Office of Senate Chief Counsel for Employment

The Office of Senate Chief Counsel for Employment is a non-partisan office that provides legal advice and representation in the area of labor and employment law to all Senate offices.

The office is staffed by employment law litigators and has three main responsibilities. First, the office provides legal advice, on a daily basis, to the management of Senate offices regarding their obligations under employment laws. For example, the office advises management on discipline and termination of employees within the confines of the law, leave requirements under the law, overtime pay requirements, obligations to accommodate the disabled, compliance with discrimination laws, union activities, interviewing, and policy manuals.

Second, the office conducts group seminars for managers of Senate offices to educate them about developments in the area of employment law. The office also conducts training for both staff and management regarding unlawful harassment.

Third, the office defends Senate offices if a charge or complaint is filed against them alleging a violation of employment laws. The office provides this defense whether the complaint is filed with the Office of Compliance or with a federal court. The office handles litigation from the inception of the case through the appellate and Supreme Court process.

The office also maintains a website that provides to management of Senate offices in-depth discussions about employment laws applicable to Senate offices, sample forms and policies, and other information useful to running a Senate office in compliance with applicable laws. The website can be found at <http://webster.senate.gov/secretary/scce/>.

For more information about any of the services provided by the Office of Senate Chief Counsel for Employment, SH-103, please call 224-5424.

Congressional Accountability Act

The Congressional Accountability Act (CAA), Public Law 104-1, 2 U.S.C. §§1301-1438, applies various provisions of 12 different employment laws to the employees and employing offices of Congress. The CAA took effect on January 23, 1996. Employees alleging a violation of the CAA must utilize the dispute-resolution procedures of the Office of Compliance, an independent office within the Legislative Branch. Employees then may file formal complaints with the Office of Compliance or the United States district courts.

Summary of the Laws Applied to Congress by the CAA

- **Fair Labor Standards Act of 1938 ("FLSA")**

The CAA applies numerous provisions of the FLSA to Senate employees. The FLSA has four principal components: overtime compensation, minimum wages, equal pay, and child labor restrictions. If an office violates the FLSA provisions of the CAA, it can be ordered to pay the employee double the amount of unpaid minimum wages or unpaid overtime compensation, as the case may be.

Overtime

The overtime provision of the FLSA, as incorporated by the CAA, requires that Senate employees be paid 1 1/2 times their regular hourly rate of pay for all hours worked in excess of 40 per workweek. Three categories of employees are exempt from this requirement: "executive," "administrative," and "professional" employees. These categories of exempt employees, however, are narrowly defined by regulations. Each Senate office must determine which of its employees fall within one of those categories and are therefore not entitled to overtime pay. The attorneys in the Office of Senate Chief Counsel for Employment (4-5424) can assist Senate offices in determining which employees are "exempt" and which employees are "non-exempt."

The CAA specifically prohibits most Senate employees from receiving compensatory time in lieu of overtime compensation. The only exception is for employees whose work schedules directly depend on the schedule of the Senate. This exception is construed very narrowly and is limited to employees who are essentially floor staff.

Minimum Wage

The minimum-wage provision requires that Senate employees receive no less than the statutorily prescribed straight-time rate per hour of work. The current minimum wage is \$7.25 per hour (\$15,080 per year for a 40-hour workweek).

Equal Pay

The equal-pay requirements of the FLSA prohibit gender-based wage discrimination between employees in the same employing office who perform substantially the same work, unless any wage difference can be justified on the basis of merit, seniority, productivity or a factor other than gender.

Child Labor

The child-labor provisions restrict the working hours of all minors under the age of 16. For example, during the school years, minors between the ages of 14 and 16 can work only between the hours of 7 a.m. and 7 p.m. but only before and after school; they cannot work more than 18 hours per week; and they cannot work more than three hours per day. Different restrictions apply when school is not in session.

Interns

The FLSA requirements do not apply to interns who (1) are performing services in an employing office as part of a demonstrated educational plan, and (2) are appointed on a temporary basis for a period not to exceed 12 months (the 12 months need not be consecutive). Fellows and pages are not included in the definition of "intern" under the FLSA.

■ **Federal Service Labor-Management Relations Act**

The Federal Service Labor-Management Relations Act guarantees employees the right to form, join, or assist labor unions and to engage in collective bargaining over conditions of employment. It prohibits employers and labor unions from interfering with labor organizing efforts, from disciplining or discriminating against employees for engaging in protected activities, and from refusing to negotiate in good faith. The statute also makes it illegal for employees or labor unions to engage in or condone a strike, a work stoppage, a slowdown or picketing of an office due to a labor-management dispute if the picketing interferes with the office's operations.

Certain employees are exempt from the statute's coverage and are not permitted to unionize. These include supervisors, management officials, employees who act in a confidential capacity for the employing office with respect to labor-management relations, employees engaged in personnel work in other than a purely clerical capacity, employees who administer the provisions of the statute, employees engaged in intelligence, counterintelligence, investigative or security work that directly affects national security, and employees primarily engaged in investigation or audit functions affecting the office's internal security.

In addition, employees of offices delineated in 2 U.S.C. § 1351(e)(2) cannot organize.

■ **Anti-Discrimination Laws**

The CAA extends to Senate employees the rights and protections of Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, and the employment discrimination provisions of the Americans with Disabilities Act of 1990. These discrimination laws prohibit a Senate office from discriminating against an employee, former employee, or job applicant on the basis of race, color, religion, gender, national origin, age, handicap or disability. It is not a violation of the CAA, however, for Members' offices and committees to consider a person's political party affiliation, domicile, or political compatibility with the office or committee in making employment decisions.

A Senate office found to have violated one of these anti-discrimination laws can be required to reinstate a terminated employee, reimburse an employee for lost wages, promote an employee retroactively, pay compensatory damages of up to \$300,000, and pay the employee's attorney's fees and other litigation costs. In addition, an employee can receive double damages if the employer willfully discriminates on the basis of the employee's age.

Employees who believe that they have been discriminated against may sue in federal court and request a jury trial. Alternatively, employees may have the matter addressed through an administrative hearing before a hearing officer.

The CAA does not affect the continuing applicability of Senate Rule 42, which prohibits any Member, officer or employee of the Senate from discriminating on the basis of race, color, religion, sex, national origin, age, or handicap with respect to promotion, compensation, or other terms and conditions of employment. The Senate Select Committee on Ethics retains the authority to discipline Members, officers and employees who violate this Rule.

■ **The Family and Medical Leave Act of 1993 ("FMLA")**

The CAA applies the rights and protections of the FMLA to Senate offices. It requires Senate offices to provide eligible employees a minimum of 12 weeks of unpaid leave during a 12-month period for the following reasons: (a) because of the birth of the employee's child and to care for the newborn child; (b) because of the placement of a child with the employee for adoption or foster care; (c) because the employee is needed to care for an immediate family member with a serious health condition; (d) because the employee's own serious health condition makes the employee unable to perform his or her job; or (e) for a qualifying exigency arising from the fact that the employee's immediate family member is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces. The FMLA also requires Senate offices to provide certain eligible employees up to 26 weeks of unpaid leave in a single 12-month period to provide care to a covered servicemember. Some Senate offices choose to pay for part of or all FMLA leave, but that is not required by law.

The FMLA also provides job protection for most employees, continuation of healthcare benefits, and the preservation of previously accrued benefits during periods of family or medical leave. As applied by the CAA, the FMLA allows Senate employees to take FMLA leave if they have worked in any congressional employing offices for a total of at least 12 months (employment does not have to be consecutive) and for at least 1,250 hours during the 12-month period preceding the leave.

Employees who are denied FMLA leave in violation of the law can be awarded back pay and benefits, reinstatement and promotion, double damages, and attorney's fees and other litigation costs.

- **The Employee Polygraph Protection Act of 1988**

The CAA applies the Employee Polygraph Protection Act of 1988 to Senate offices. It prohibits employers from requiring lie detector tests or using the results of such tests for employment-related purposes, except in certain limited circumstances. Remedies for violations of the Act include lost wages and benefits, reinstatement, promotion, and other relief.

- **The Worker Adjustment and Retraining Notification Act (the "WARN Act")**

The CAA extends the rights and protections of the WARN Act to Senate offices. The Act requires that, in certain instances, employing offices must give at least 60 days advance notice to employees affected by an office closing or a mass layoff. This requirement applies only to employing offices that employ 100 or more employees excluding part-time employees, or that employ 100 or more employees including part-time employees who in the aggregate work at least 4,000 hours per week, excluding overtime. Offices that violate the Act may be required to pay the affected employees their back pay and benefits for each day of violation, up to 60 days.

- **Veterans' Reemployment and Employment Laws**

The CAA applies certain veterans' employment and reemployment laws to Senate offices. These laws prohibit discriminatory practices against persons who served, are serving, have applied to serve, or have an obligation to serve in the military, and provides reemployment rights to employees who must leave their jobs on short notice because of active military duty. In addition, these laws entitle Senate employees who are Reserves of the Armed Forces or members of the National Guard to be paid military leave to engage in activities such as active military duty, inactive duty training, funeral honors duty, or field or coast defense training.

The veterans' reemployment law also requires that at the conclusion of an employee's military leave, the employing office promptly reinstate the employee if his or her cumulative absence due to military service does not exceed five years. Certain military service does not count toward the five-year total. In addition, specific rules apply to reinstatement. The Office of Senate Chief Counsel for Employment will provide individualized advice to Senate offices regarding the five-year limit, if and when it becomes an issue, and the rules regarding reinstatement.

Senate offices must provide notice to employees of their rights, benefits and obligations under the veterans' employment and reemployment laws. This requirement may be met by posting a notice where your office customarily provides notices for employees (e.g., an office bulletin board). Senate offices may obtain a poster containing the required notice from the Office of Senate Chief Counsel for Employment.

- **Public Accommodations and Services Provisions of the Americans With Disabilities Act ("ADA")**

The CAA applies the public-access provisions of the ADA to Senate offices. These provisions require Senate offices to remove architectural, communication, and transportation barriers that impede individuals with disabilities, where such removal is readily achievable. These provisions also require Senate offices to provide to individuals with disabilities auxiliary aids and services, such as interpreters, readers, and materials written in Braille, to allow them to participate in public services, programs or activities or to obtain access to places of public accommodation. These provisions do not require Senate offices to take any action that would threaten to destroy the historic significance of a historic property or that would cause undue financial and administrative burdens.

The General Counsel of the Office of Compliance is required to inspect all congressional offices periodically (at least once each Congress) to ensure that they are in compliance with the ADA's public-access provisions.

- **The Occupational Safety and Health Act of 1970 ("OSHA")**

The CAA applies the safety and health standards of OSHA to Senate offices and employees. OSHA requires employers to provide a place of employment that is free from hazards that cause or are likely to cause death or serious physical harm to employees. OSHA also requires both employers and employees to comply with occupational safety and health standards that will be defined in regulations issued by the Office of Compliance.

The General Counsel of the Office of Compliance is required to inspect all Senate offices and facilities periodically (at least once each Congress) to ensure that they are in compliance with OSHA standards.

Senate offices cannot be fined or penalized for OSHA violations under the CAA. The only remedy is an order from the Office of Compliance to correct the violation.

- **Retaliation**

The CAA prohibits Senate offices from intimidating or retaliating against employees who have exercised their rights under the CAA or who have assisted or participated in a CAA hearing or proceeding.

Administrative and Judicial Dispute-Resolution Procedures under the CAA

The CAA provides for various dispute-resolution procedures, depending on the alleged violation of the law. To commence proceedings for an alleged violation of the anti-discrimination laws, the FMLA, the FLSA, the Employee Polygraph Protection Act, the WARN Act, the veterans' employment and reemployment laws, or the prohibition against retaliation, an employee must initiate counseling with the Office of Compliance and must engage in mediation with the employing office. After completing those procedures, the employee may either file a complaint with the Office of Compliance or file a civil lawsuit in a United States district court. If the employee chooses the first option, the case is tried before an independent hearing officer appointed by the Executive Director of the Office of Compliance. The hearing officer's decision can be appealed to the Office's Board of Directors and then to the U.S. Court of Appeals for the Federal Circuit. If the employee chooses the second option, he/she may request a jury trial in cases where a jury trial would be available against an employer in the private sector.

Claims for violations of the public-access requirements of the ADA, OSHA, or the labor-management relations law must first be investigated by the General Counsel of the Office of

Compliance. If the charges cannot be resolved, the General Counsel may file a complaint with the Office of Compliance. The complaint is submitted to a hearing officer for decision, which may be appealed to the Board of Directors of the Office of Compliance and then to the U.S. Court of Appeals for the Federal Circuit.

Awards and settlements of claims brought under the CAA, with a few exceptions, will be paid from funds appropriated to an account designated for that purpose. In most instances, therefore, individuals and Senate offices are not liable for payment of awards and settlements.

Other Legal Requirements Applicable to Senate Offices

Senate offices are subject to additional requirements, contained in statutes other than the CAA, that may affect the hiring and retention of employees.

■ Immigration Reform and Control Act ("IRCA")

The IRCA applies to every Senate office. The purpose of the IRCA is to control the employment of persons who are not authorized to work in the United States. The IRCA not only prohibits Senate offices from knowingly hiring or employing an unauthorized alien but also requires Senate offices to obtain specific documents from every new employee.

Pursuant to the IRCA, each office must do the following:

1. Require each employee to complete section 1 of a Form I-9 at the time of hire. The Disbursing Office includes a copy of the Form I-9 in the "new employee" packet;
2. Check specified documents of each new employee to verify the employee's eligibility to work in the United States. The lists of the acceptable documents are included with the Form I-9. Senate offices are required to view the documents but are not required to keep them or to keep a copy of them; and
3. Terminate an employee who does not or cannot present the appropriate documents verifying eligibility to work in the United States.

■ E-Verify

The Illegal Immigration Reform and Immigrant Responsibility Act requires each Senate office to verify through the web-based E-Verify program that each new hire is authorized to work in the United States. Participation in E-Verify is not optional for Senate offices; the law requires all offices to participate.

To initiate compliance with this law, a Senate office must register at the following website: <https://e-verify.uscis.gov/enroll/> (Senate offices should contact the Office of Senate Chief Counsel for Employment at 224-5424 to obtain all of the information needed to register with E-Verify). As the registration site explains, each office must sign a Memorandum of Understanding ("MOU") that sets forth the office's obligations with regard to the program, including:

1. Posting in a visible area of the office a notice that alerts prospective employees that the office is participating in the E-Verify program (this poster can be obtained from the Office of Senate Chief Counsel for Employment);
2. Using the program to verify every new employee's work authorization; and
3. Not using the program to pre-screen employment applicants or to check employees hired before the office signed the MOU.

The requirement to participate in E-Verify is in addition to each Senate office's requirements under the IRCA. E-Verify requires Senate offices to submit electronically information from an employee's Form I-9 to the Social Security Administration ("SSA") and the Department of Homeland Security ("DHS"). If the SSA cannot verify the employee's authorization to work in the United States, the employee's information is referred to the DHS. In most cases, the Senate office will receive an answer within seconds regarding the employee's work authorization. If work authorization cannot be confirmed, E-Verify provides procedures for a Senate office to follow to confirm work authorization or to make a final determination that the employee is not work authorized. The Office of Senate Chief Counsel for Employment will provide individual training in E-Verify to any Senate office that requests it.

- **Genetic Information Nondiscrimination Act ("GINA")**

Title II of the GINA prohibits Senate offices from using genetic information – regardless of how it was acquired by the office - for hiring, firing or promotion decisions, and for any decisions affecting the compensation, terms, conditions or privileges of employment of an applicant, employee or former employee. In addition, Senate offices are prohibited from segregating, classifying or otherwise limiting an applicant, employee or former employee based on the employee's genetic information. If a Senate office is found to have violated Title II of GINA, the office can be required to hire a rejected job applicant, to reinstate a terminated employee or to promote an employee retroactively. In addition, the individual may be awarded lost wages, compensatory damages of up to \$300,000, attorney's fees and other litigation costs.

Assistance

The Office of Senate Chief Counsel for Employment is a non-partisan office formed at the direction of the joint leadership. It is staffed by defense attorneys who specialize in employment law and litigation. The attorneys provide legal advice and education to the management of Senate offices in all areas of employment law. It is also the legal counsel to Senate offices in administrative hearings before the Office of Compliance and the federal courts. The Office is located in the Senate Hart Building, Room 103 and can be reached at 224-5424.

The Office of Compliance is an independent office within the Legislative Branch that enforces the CAA, issues regulations pertaining to the CAA, and provides education and information regarding those laws. The Office is available to assist employees who believe they may have been subject to a violation of one of the laws applied by the CAA. It is located in Room LA 200 of the John Adams Building and can be reached at 724-9250.

Standards of Official Conduct

Code of Official Conduct

The United States Constitution authorizes each House of Congress to establish its own rules and to discipline its members. The violation of a Senate Rule by an employee may result in the employee's loss of his or her job. Violation of a rule by a Member could require disciplinary action which could include expulsion. The violation of a Senate Rule generally would not result in a judicial proceeding against a Senator or employee, except in those instances when violation of a Senate Rule also constitutes a violation of a Federal or State statute.

The Code of Official Conduct, Rules 34-43 of the Standing Rules of the Senate, addresses actions and types of activities by Senators, officers, and employees of the Senate. In addition, Members and employees should be aware that the Constitution and federal statutes also contain numerous provisions which prohibit or restrict certain types of activities. Questions concerning the Code and other statutory provisions may be referred to the Select Committee on Ethics, 224-2981. Additional information and the *Senate Ethics Manual* also can be found on the Committee's website on Webster. The Standing Rules of the Senate can be found on the Committee on Rules and Administration website – <http://rules.senate.gov/public/index.cfm?p=RulesOfSenateHome>.

The Code of Official Conduct includes the following Standing Rules of the Senate:

- **Rule XXXIV Public Financial Disclosure**
- **Rule XXXV Gifts**
- **Rule XXXVI Outside Earned Income**
- **Rule XXXVII Conflict of Interest**
- **Rule XXXVIII Official Accounts**
- **Rule XXXIX Foreign Travel**
- **Rule XL Franking Privilege, Radio and T.V.**
- **Rule XLI Political Fund Activity**
- **Rule XLII Equal Employment Opportunity**
- **Rule XLIII Representation by Members**

Facilities and Furnishings, Paper and Mailing Allowances

Office Space

This section provides information on Senators' Washington, D.C., office space, and home state and mobile office space.

Washington, D.C., Office

Senators are assigned office space in the Russell, Dirksen, or Hart Senate office buildings under the following rules and procedures of the Committee on Rules and Administration. Selection of office space begins promptly after the general election in November.

Assignment of Washington, D.C., Office Space Based on Seniority

Assignment lists are prepared by ranking the Senators numerically according to length of service. The Senator with longest service is assigned number 1 and has first choice of available office space; the Senator with next longest service is assigned number 2 and has second choice of available space, etc. The Rules Committee procedures regarding suite selection are in **“Appendix I-J: Suite Selection Regulations.”**

Priority on the assignment list is given under the following rule: traditionally, seniority determines suite assignments in the Senate office buildings. The assignment system takes into account the number of consecutive years that individual Senators have served in the Senate.

A further breakdown within the seniority for space assignments exists that applies to incoming Senators, not succeeding themselves in the Senate and who take office on the same day.

Arrangement of such Senators follows this formula:

1. Formerly served in the Senate
2. Served as Vice President
3. Served in the House of Representatives
4. Former cabinet officials
5. Former state Governors
6. Preference based on state population
7. Where all other factors are equal, according to the alphabetical order of their surnames

Vacating Office Space

Senators not serving in the succeeding Congress must vacate offices on term expiration. For guidance in closing an office, as well as for procedures if office vacation results from a Senator's death or resignation, see **“Appendix I-C: Closing a Senator's Office.”**

Rules Concerning Moving of Modular Furniture

Offices considering a move should be aware that modular furniture must remain in the office space where installed and not moved from one office to another.

Storage Space

Storage lockers are assigned by the Committee on Rules and Administration on the same basis as room assignments and, when possible, are assigned in the same building as a Senator's office. All materials must be kept *inside* the locker and may not be left in passageways.

Senate Building Hallways Must Remain Clear of Clutter

Hallways outside offices must remain clear. An accumulation of furniture, boxes, and trash in halls present an unappealing appearance in Senate office buildings, creates a hazard in both the event of an emergency and to passing individuals and traffic, especially to people with mobility impairments. Furthermore, it unnecessarily complicates security monitoring in the buildings, which requires that unattended materials be regarded as suspicious. All such items must remain inside the office until removed by Superintendent's personnel that evening. Easels with signs are also not permitted in hallways.

Offices must comply with OSHA regulations issued by the Office of Compliance.

Housekeeping, Office Maintenance and Repair, and Furnishings

Housekeeping, office maintenance and repair, and furnishings are provided by the Superintendent (for the Senate office buildings) and the Sergeant at Arms (for the Capitol Building). Janitorial services are provided automatically each week night. The following services are available on request:

- Senate office buildings
- Plumbing, heating, and air conditioning services
- Carpet cleaning
- Carpentry
- Painting and refinishing
- Upholstery
- Electrical services
- Sheet metal services
- Masonry services
- Linen services
- Legislative clocks
- Staff fitness center
- Recycling

- Locksmith services
- Other related services such as Indoor Air Quality, OSHA Compliance, and Ergonomic Assessments.
- Miscellaneous services, including trash pickup, delivery of ice, moving of furniture within offices, and moving of items between offices.
- Capitol Building
- Carpentry
- Upholstery
- Miscellaneous services, including trash pickup, delivery of ice, moving furniture within offices, and moving items between offices.

Home State Office(s)

To obtain assistance to secure office space, either Federal or commercial, call the Sergeant at Arms State Office Liaison staff, Postal Square, at 4-5409. Senators may secure suitable office space in Federal buildings in cities of their choice. If suitable office space is unavailable in Federal buildings, Senators may lease privately-owned office space at rates not exceeding the highest rate per square foot charged Federal agencies in that city by the General Services Administration (GSA). The Sergeant at Arms pays rental charges for home state offices, but the Sergeant at Arms State Office Liaison must review leases prior to signing.

Procuring State Office Space

The population categories in the following table are for procuring state office space pursuant to 2 U.S.C. 59(b). (Separate categories are established in 2 U.S.C. 61-1 for the purpose of personnel compensation.) The population of a Senator's state entitles the Senator to specified aggregate square feet of office space, with no restriction on the number of offices. To find the aggregate square feet of office space entitled to a Senator, locate the home state population below and then see the table in the next section, "Square Footage Allowance."

Table I-2: State Population Categories

States With Population Under 3 Million		
Alaska	Arkansas	Delaware
Hawaii	Idaho	Kansas
Maine	Montana	Mississippi
New Mexico	North Dakota	Rhode Island
South Dakota	Utah	Vermont
West Virginia	Wyoming	Nebraska
Nevada	New Hampshire	

States With Population Between 3 and 4 Million		
Connecticut	Iowa	Oklahoma
Oregon		
States With Population Between 4 and 5 Million		
Alabama	Louisiana	Kentucky
South Carolina		
States With Population Between 5 and 7 Million		
Arizona	Colorado	Indiana
Maryland	Massachusetts	Minnesota
Missouri	Tennessee	Washington
Wisconsin		
States With Population Between 7 and 9 Million		
Virginia	New Jersey	
States With Population Between 9 and 10 Million		
Georgia	Michigan	North Carolina
States With Population Between 10 and 11 Million		
None		
States With Population Between 11 and 12 Million		
Ohio		
States With Population Between 12 and 13 Million		
Illinois	Pennsylvania	
States With Population Between 13 and 15 Million		
None		
States With Population Between 15 and 17 Million		
None		
States With Population Over 17 Million		
California	New York	Texas
Florida		

Square Footage Allowance

Title 2 U.S.C.59(b) prescribes the aggregate square feet of office space for each Senator, with no restriction on the number of offices. The following table shows the aggregate square footage of office space based on state population categories.

Table I-3: Square Footage Allowance Based on State Population Category

Population Categories	Aggregate Square Footage
Less than 3 million	5,000
3 to 4 million	5,200
4 to 5 million	5,400
5 to 7 million	5,800
7 to 9 million	6,200
9 to 10 million	6,400
10 to 11 million	6,600
11 to 12 million	6,800
12 to 13 million	7,000
13 to 15 million	7,400
15 to 17 million	7,800
17 million or more	8,200

GSA Regional Offices Contact Information

For information to contact the GSA regional office, see the following table.

Table I-4: GSA Regional Offices Contact Information

Region	Name/Address/Phone	Areas Served
1	O'Neill Federal Office Bldg. 10 Causeway Street Boston, MA 02222 Congressional Services Rep Telephone: 617-565-6000	<ul style="list-style-type: none"> ■ Connecticut ■ Maine ■ Vermont ■ New Hampshire ■ Massachusetts ■ Rhode Island
2	26 Federal Plaza New York, NY 10278 Congressional Services Rep Telephone: 212-264-8252	<ul style="list-style-type: none"> ■ New Jersey ■ New York ■ Puerto Rico ■ Virgin Islands
3	The Wanamaker Building 100 Penn Square East Philadelphia, PA 19107 Congressional Services Rep Telephone: 215-446-4915/4916	<ul style="list-style-type: none"> ■ Pennsylvania ■ Delaware ■ West Virginia ■ Maryland ■ Virginia

Region	Name/Address/Phone	Areas Served
4	401 W. Peachtree St. Atlanta, GA 30308 Congressional Services Rep Telephone: 404-331-3243/4404/0982	<ul style="list-style-type: none"> ▪ Alabama ▪ Florida ▪ Georgia ▪ Kentucky ▪ Mississippi ▪ North Carolina ▪ South Carolina ▪ Tennessee
5	230 S. Dearborn St. Chicago, IL 60604 Congressional Services Rep Telephone: 312-353-5536/5537/9388	<ul style="list-style-type: none"> ▪ Illinois ▪ Indiana ▪ Ohio ▪ Michigan ▪ Minnesota ▪ Wisconsin
6	1500 East Bannister Rd. Kansas City, MO 64131 Congressional Services Rep Telephone: 816-926-7291	<ul style="list-style-type: none"> ▪ Iowa ▪ Kansas ▪ Missouri ▪ Nebraska
7	819 Taylor Street Fort Worth, TX 76102 Congressional Services Rep Telephone: 817-731-8259	<ul style="list-style-type: none"> ▪ Arkansas ▪ Louisiana ▪ Texas ▪ New Mexico ▪ Oklahoma
8	Building 41 Denver Federal Bldg. Denver, CO 80225 Congressional Services Rep Telephone: 303-236-7151/7152	<ul style="list-style-type: none"> ▪ Colorado ▪ North Dakota ▪ South Dakota ▪ Utah ▪ Montana ▪ Wyoming
9	450 Golden Gate Avenue San Francisco, CA 94102 Congressional Services Rep Telephone: 415-522-2633/2628	<ul style="list-style-type: none"> ▪ California ▪ Hawaii ▪ Arizona

Region	Name/Address/Phone	Areas Served
		<ul style="list-style-type: none"> ■ Nevada
10	GSA Center Auburn, WA 98002 Congressional Services Rep Telephone: 253-931-7126	<ul style="list-style-type: none"> ■ Alaska ■ Idaho ■ Oregon ■ Washington
NCR	7th & D Sts., SW Washington, D.C. 20407 Congressional Services Rep Telephone: 202-708-7209	<ul style="list-style-type: none"> ■ District of Columbia

Mobile State Office

A Senator may lease one mobile office for use in the state represented. The Senator receives reimbursement for rental payments, together with actual non-personnel costs of operation. The lease term may not exceed 3 years, and the Sergeant at Arms State Office Liaison staff must review the lease prior to signature.

Maximum aggregate annual rental payments and operating costs for which the Senator may receive reimbursement may not exceed the amount determined by multiplying the highest applicable rate per square foot the GSA charges in that state (based upon 100 percent building quality rating) by the maximum aggregate square feet of home state office space the Senator is entitled to have (reduced by the number of square feet the Senator already is using for other state offices).

The lease must contain the following provisions: (1) liability insurance in the amount of \$1 million on the mobile office operation and use; and (2) either of the following inscriptions displayed on three sides of the mobile office, in not less than 3-inch-high letters: "Mobile Office of Senator (Name of Senator)" "FOR OFFICIAL OFFICE USE ONLY"; or "United States Government Vehicle" "FOR OFFICIAL USE ONLY."

A Senator will not receive reimbursement for mobile office costs attributable to or incurred during the 60-day period before any primary or general election in which that Senator is a candidate for public office, unless such candidacy is uncontested. For further information about pre-election restrictions, see "**Appendix I-K: Sixty-Day Pre-Election Period Regulations.**"

Reimbursements are made monthly upon submission of vouchers approved by the Sergeant at Arms. For further information, contact the Sergeant at Arms State Office Liaison staff, Postal Square, 224-5409.

Furniture and Furnishings

Under the direction of the Committee on Rules and Administration, the Senate Superintendent provides furniture and furnishing to offices in the Senate office buildings pursuant to the regulations listed below. The GSA provides furniture and furnishings, subject to an allowance for Senator's home state offices. And within the Senate Wing of the Capitol, the Sergeant at Arms provides furniture.

Washington Office

Furniture, Accessories and Special Allowances Policy for Senate Office Buildings

(Approved September 27, 1989, amended June 29, 1994, and amended February 28, 2004)

1. Pursuant to 40 U.S.C. 174c, furnishings for offices in the Senate Office Buildings are supplied and maintained by the Architect of the Capitol through his representative, the Superintendent of the Senate Office Buildings. Matters of general policy are subject to the approval of the Senate Committee on Rules and Administration.
2. Effective on the date of adoption of this policy by the Senate Committee on Rules and Administration, the Superintendent of the Senate Office Buildings shall undertake to survey the physical quality of all furnishings presently assigned to offices. Thereafter, a survey will be conducted on an annual basis. Office heads, as defined in the Senate Equipment Regulations, should work with the Superintendent's Office to identify furnishings that do not meet an acceptable level of quality.
3. When the survey is completed, all items on the Standard Furniture and Accessories list that are in disrepair will be declared "surplus" and/or repaired. This does not preclude repairs as needed irrespective of survey timing. No furnishings will be delivered to an office unless they are functional and in quality condition.
4. The Superintendent's Office will maintain a full inventory of all furnishings assigned to designated suites, including documentation of furnishings provided from the Standard Furniture and Accessories list, and items purchased from the Senators' special furniture and accessory allowance.
5. Senators with suites in the Russell or Dirksen Buildings shall have the option of using traditional or modular furniture to create an effective office environment. Senators electing to use modular furniture in Russell or Dirksen shall use the modular system in the suite except for the Senator's personal office, reception room, and conference room.

Modular furniture will be offered to Senators in Russell and Dirksen based upon the availability and the order in which the request is received.

6. Senators in the Hart Building shall utilize modular furniture as the basic system of furnishing. The actual system of furniture in place in a suite in the Hart Building shall remain in the same suite regardless of which Senator occupies the space.

In the Hart Building, traditional furniture may be chosen for the Senator's personal office, the Chief of Staff's office, the reception area and the conference room.

7. Only a Senator or the designated office head of each Senate office will have the authority to request furniture and furnishings in an office. Such requests may be made through the Senate Furniture Requestor accessed by the Superintendent's web based system or by calling the Superintendent's Furniture branch (Dirksen 4-5540, Hart 4-6700, and Russell 4-1889).

The transfer of furniture from one official office inventory to another may be authorized based upon the following:

- A. All furniture items to be transferred from one Senate office or Committee to another Senate office or Committee must be authorized by the Committee on Rules and Administration prior to the transfer.
- B. The Senator, Committee Chairman or designated office head must agree to the release of the furniture on a Request for Furniture form providing for the removal of those items from

their office inventory. Additional furniture intended to replace the furniture proposed for transfer shall be requested simultaneously on a Request for Furniture form.

C. The Senator, Committee Chairman or designated office head receiving the transferred furniture must agree to its receipt on a Request for Furniture form so that the furniture can be incorporated into their office inventory.

The Superintendent shall adjust the official office inventories based upon completion of the issuance or return of furniture items.

8. The Architect of the Capitol will maintain in stock an inventory of the following items, referred to hereafter as the Standard Furniture and Accessories list, available for viewing through the Senate Furniture web system (<http://senate.aoc.gov>)

STANDARD FURNITURE AND ACCESSORIES

SENATORS' SUITES

- Bookcase - See Shelves
- Chair Mats
- Chairs - Conference (with or without arms)
- Chairs - Desk (with or without arms)
- Chairs - Executive
- Coats - Tree
- Credenza - (Conference room & Front office only)
- Desk - Computer
- Desk - Half size
- Desk - Flat Top Executive
- Desk - L-Shape
- Fans & Heaters
- File Cabinets - Lateral 2-Drawer
- File Cabinets - Lateral 5-Drawer
- File Cabinets - 2-Drawer
- File Cabinets - 5-Drawer
- Fireplace - Screens (Russell SOB only)
- Fireplace - Tools (Russell SOB only)
- Footrests - Furniture or Computer
- Lighting - Ceiling (Chandelier) in Russell SOB only (Reception Rooms, Conference Rooms and Senator's Personal Office, limited to 3 total)
- Lighting - Floor Lamps (2 per office)
- Lighting - Desk/Table Lamps
- Mirrors - (One per suite standard)
- Partitions - Acoustical
- Racks - Pamphlets
- Refrigerator - Medium (Not to exceed 3 total)

- Shelves - Open shelves (Book)
- Shelves - Desk organizers
- Shelves - Cabinets (with doors)
- Sofa - Love seat
- Sofa - Couch
- Stand - Telephone
- Stand - Plant
- Tables - Conference
- Tables - Round
- Tables - Computer
- Tables - Coffee
- Tables - End
- Tables - Other (assorted sizes)
- TV Stand

SENATORS' PERSONAL OFFICES

- Cabinet - Telephone
- Chairs - High Back (Desk)
- Chairs - Side - (with arms or without arms)
- Chairs - Wingback
- Chairs - Overstuffed (Historic)
- Credenza; Desk
- Lighting - Table Lamp
- Lighting - Floor Lamp
- Lighting - Ceiling (Chandelier) in Russell SOB only, (Reception Rooms, Conference Rooms and Senator's Personal Office, limited to 3 total)
- Lighting - Mantle Fixtures (Russell SOB only)
- Lighting - Wall (Sconce) Fixtures (Russell SOB only)
- Lighting - Rheostat
- Mirror
- Refrigerator - Compact
- Shelves - Bookcases
- Credenza with refrigerator
- Sofa table
- Banker's lamp (white or green)
- Wooden File Cabinet – 2 drawer
- Wooden File Cabinet – 4 drawer
- Sofa - Love seat
- Sofa - Couch
- Table - Coffee
- Table - End

- TV/VCR Cabinet

For Loan (for Meetings and Related Functions)

- Blackboards
 - Easels
 - Folding Tables
 - Piano
 - Podiums
 - Stacking Chairs
9. A Special Furniture and Accessory Allowance will be authorized to the Architect of the Capitol for the purpose of furnishing a Senator's personal office, reception room and conference room when a Senator is elected/re-elected for a term of office. This will be in addition to the furnishings requested from the Standard Furniture and Accessories list and only will be authorized during the first year of each Senator's new term of office. Such amount will be determined by the Senate Committee on Rules and Administration as a recommendation for appropriation to the Architect of the Capitol to become available for the Senator's term of office. Provisions will be made for Senators to purchase through this special allowance furniture and accessory items which are unique to their offices and/or home state. All acquisitions from this allowance will be made by the Architect of the Capitol in consultation with the office head.
 10. Requests for furnishings will be acknowledged within five working days reflecting appropriate disposition of the request. If requests are made for items critical to the function of the office which are not on the Standard Furniture and Accessory list or are out of stock, and delivery/restock is not anticipated for three months or greater, an office head may submit a request in writing to the Chairman of the Senate Committee on Rules and Administration. If requests are made for special items, as part of the Special Furniture and Accessory Allowance, appropriate information should be attached from a commercial supplier or a catalogue from which the items are available. If favorably acted upon by the Rules Committee, an approval to purchase will be forwarded to the Architect's Office.
 11. Certain furniture and accessory items may be built to published plans, including table platforms for computer work stations, open shelves and sorting racks for desks and tables, and bookshelves, in accordance with a standard catalogue provided by the Superintendent. An office head may submit a request for an item by identifying it from the Superintendent's catalogue of sketches.
 12. Office heads may submit to the Senate Committee on Rules and Administration at any time a request to add items to the Standard Furniture and Accessory list. The Committee, in consultation with the Architect of the Capitol, will review the list annually to ensure that items continue to meet the needs of Senate offices acknowledging changing technology and staff environments.
 13. Furnishings secured through the Architect of the Capitol from the Senators' Special Furniture and Accessory Allowance may be returned at the request of the office head to the Architect's inventory. They then may be purchased at a depreciated price with a Senator's personal funds. All returns will be made without credit to the original purchaser's Special Furniture and Accessory Allowance.

14. The Committee on Rules and Administration, in consultation with the Architect of the Capitol, will monitor requests for non-standard items to preserve the architectural conformity of the Senate Office Buildings.
15. Furniture is not authorized by statute to be purchased through a Senator's Official Personnel and Office Expense Account. However, T.V. stands and V.C.R. stands are considered accessories to equipment and may be purchased in a manner consistent with the statutes and regulations governing the purchase of standard and non-standard equipment.
16. All furniture and accessories, whether chosen from the Standard list or purchased from the Senators' Special Furniture and Accessory Allowance, remain the property of the Architect of the Capitol. Senators will be responsible for any furniture stolen, lost, or otherwise unaccounted for, and reimbursement for all losses will be made in an amount equal to the fair market value of such furniture after applying an appropriate depreciation.
17. The implementation of this policy is subject to the availability of appropriated funds to the Architect of the Capitol.

OPERATIONAL POLICY -- SENATORS' SPECIAL FURNITURE AND ACCESSORY ALLOWANCE

(Amended February 20, 2004)

1. An amount of \$5,000 will be allotted from appropriated funds to each newly elected/re-elected Senator for the purpose of furnishing a Senator's personal office, reception room, and conference room.
2. This allowance is for the purchase of furniture and furnishings which are in addition to the furnishings requested from the Standard Furniture and Accessories list and will be authorized at the beginning of each Senator's new term of office. The balance in the account will remain available until expended or the end of the term of office.
3. Provisions will be made for Senators to purchase from this special allowance furniture and accessory items which are unique to their offices and/or home states.
4. A. Items authorized for purchase include furniture, furnishings and accessory items. All items shall be separate from other items or assemblies, shall not be perishable, shall be storable, shall be capable of accepting Senate inventory tags, and, except as noted in 4.b, shall be able to be returned to stock for reissue. Items purchased shall be substantial, shall not be of a temporary nature, and shall, in general, be replaceable. The purchase of items of art, antiques and artifacts is not provided for in this allowance. Items purchased shall not be available through other means such as the Senator's Official Personnel and Office Expense Account. Examples of items not provided for include ashtrays, paintings, frames, photographs, clocks, cut flowers, decorative flowers, vases, or bookends.

B. Items which are exceptions to the above requirements in 4.a., that is, are not required to be returned to stock, but which may be procured through this allowance, include materials to construct draperies, upgraded carpeting, and materials and labor for the custom upholstering of furniture items.

C. The Committee on Rules and Administration, in conjunction with the Architect of the Capitol, will monitor requests for non-standard items to preserve the architectural conformity of the Senate Office Buildings.

5. All furniture and accessories, whether chosen from the Standard list or purchased from the Senators' Special Furniture and Accessory Allowance, remain the property of the Architect of the Capitol.
6. Furnishings secured through this allowance may be returned at any time at the request of the Senator, or the Senator's designated Office Head, to the Architect's inventory without credit to the Senators' special allowance.
7. Items obtained through the special allowance may be purchased, at a depreciated price, from a Senator's personal funds at any time. However, furniture furnished as standard furniture for Senators or Staff from the Standard Furniture and Accessories list, but which has been custom upholstered with materials purchased from the special allowance, is not available for purchase unless the Building Superintendent has declared it to be surplus.
8. Items purchased through the special allowance which have been returned to the Architect's inventory may be re-issued to other Senator's based on availability.
9. Depreciation on all items will be calculated on the following basis:

Table I-5: Furniture Depreciation

During Year	Percent of Original Purchase Price
One	100
Two	90
Three	80
Four	70
Five	60
Six	50
Seven	40
Eight	30

Salvage value is considered to be 30 percent of the original purchase price.

Procedure for Ordering Items

Special furniture and accessory items may be obtained by Senators or the designated office head submitting a request through the Senate Furniture Requestor accessed by the Superintendent's web based work request system, including a complete description, cost, availability, vendor(s), etc. Procurement methods will be consistent with the procedures described in the Federal Acquisition Regulation, and all items procured through the special allowance will be at a fair and reasonable price reflective of the fair market value. Procurement will be accomplished by the issuance of a purchase order from the Architect of the Capitol to the vendor. Vendors will then bill the Architect of the Capitol against the purchase order, with payment following approval of each invoice. Reimbursements to other accounts will not be made from the special allowance accounts.

Miscellaneous Furnishings

United States flags, State flags, flagpoles and stands can be purchased through the Senate Stationery Room. By regulations of the Committee on Rules and Administration (**Appendix I-H: Display of Flags and State Senate Seals in Hallways Outside Senators' Offices**), two flagpoles bearing a 3 x 5 foot flag (either State or U.S.) may be displayed in the hallway outside a Senator's office during office hours, and it must be moved inside the office each night. Flagpoles and stands of regulation size (8 feet high, 15/32 inch diameter, with bright brass finished stand weighing at least 15 pounds) may be purchased through the Senate Stationery Room.

As part of the Senate Wayfinding Program, the Superintendent's Office provides the State Seal Sign and the Senator's name and State sign cast in bronze.

Other than the flags and seals described above, no artifacts are permitted on the walls or doors or in the corridors outside Senators' offices.

The Disbursing Office supplies a Webster's Unabridged Dictionary and a stand to each office. These items remain the property of the Senate and are to be returned when no longer needed. Questions should be directed to the Disbursing Office, SH-127, Ext. 4-3205.

A limited number of potted plants for Senators' office suites are available on loan from the Botanic Garden by request only, and in accordance with restrictions of 40 U.S.C., subsection 216a. The types of plants vary, depending on availability and demand. An exchange of new plants for old or unhealthy plants can be made periodically. The Botanic Garden provides delivery and pickup. An office may borrow a maximum of three plants at a time, and no more than six total in a year. To request plants and additional information on types available, call Ext. 5-8333.

Capitol Offices

The Sergeant at Arms maintains offices in the Capitol and provides furniture, carpet, drapes and upholstery from existing stock or standard stock developed in conjunction with the Curator to maintain the historical quality of the Capitol. Standard items will be replaced when in disrepair. Carpet will not be replaced for a minimum of 6 years unless it is determined by the Sergeant at Arms to be in disrepair.

Each Senator or Officer of the Senate entitled to a Capitol office is provided an allowance of up to \$2,500 per term for the purchase of non-standard furniture, carpet, drapes, upholstery, or other accessory items unique to their office or home state.

When a Senator or Officer moves out of an office, standard furniture remains in the office and is assumed by the incoming occupant. A Senator or Officer exchanging one Capitol office for another may move to the new office the non-standard furniture and accessories, including those items purchased with their allowance. Non-standard carpet remains in the office where originally placed.

Upon retirement from the Senate, Senators may purchase at a depreciated price one chair and one desk that had been used in their Capitol office. Furniture purchased with a Senator's allowance is the property of the Senate but may be purchased upon retirement. Historical items may not be purchased.

Home State Office(s)

2 U.S.C., Section 59 sets forth an aggregate furniture and furnishings allowance for one or more state offices in either Federal or privately owned buildings. The statute increases the \$40,000 minimum

allowance for office space not in excess of 5,000 square feet by \$1,000 for each authorized increase of 200 square feet of space. Make furniture requests in writing to the GSA Regional Administrator.

The GSA Regional Congressional Services Representative maintains inventory and accountability records for all GSA-owned property assigned to a Senator. The Senator should also maintain inventory records of these items.

A Member leaving Congress, except for expulsion, may purchase furniture provided by the GSA at depreciated or fair market value, whichever is greater (from one office only).

The Regional Administrator offers furniture and furnishings in an office vacated by a Senator through retirement or end of service to a newly-elected Senator for that Senator's use.

To contact a GSA Regional Congressional Services Representative, see the table in “**GSA Regional Offices Contact Information.**”

Home State Office Furniture and Furnishings Allowances Provided by the GSA

The following table lists state office furniture and furnishings allowances. Furnishings include such items as carpeting and draperies.

Table I-6: State Office Furniture and Furnishings Allowances

State	Square Feet	Amount \$
Alabama	5,400	51,000
Alaska	5,000	48,000
Arizona	5,800	53,000
Arkansas	5,000	48,000
California	8,200	68,000
Colorado	5,800	51,000
Connecticut	5,200	50,000
Delaware	5,000	48,000
Florida	8,200	68,000
Georgia	6,400	57,000
Hawaii	5,000	48,000
Idaho	5,000	48,000
Illinois	7,000	61,000
Indiana	5,800	53,000
Iowa	5,200	50,000
Kansas	5,000	48,000
Kentucky	5,400	51,000
Louisiana	5,400	51,000
Maine	5,000	48,000
Maryland	5,800	53,000

State	Square Feet	Amount \$
Massachusetts	5,800	53,000
Michigan	6,400	57,000
Minnesota	5,800	53,000
Mississippi	5,000	48,000
Missouri	5,800	53,000
Montana	5,000	48,000
Nebraska	5,000	48,000
Nevada	5,000	48,000
New Hampshire	5,000	48,000
New Jersey	6,200	56,000
New Mexico	5,000	48,000
New York	8,200	68,000
North Carolina	6,400	57,000
North Dakota	5,000	48,000
Ohio	6,800	59,000
Oklahoma	5,200	50,000
Oregon	5,200	50,000
Pennsylvania	7,000	61,000
Rhode Island	5,000	48,000
South Carolina	5,400	51,000
South Dakota	5,000	48,000
Tennessee	5,800	53,000
Texas	8,200	68,000
Utah	5,000	48,000
Vermont	5,000	48,000
Virginia	6,200	56,000
Washington	5,800	53,000
West Virginia	5,000	48,000
Wisconsin	5,800	53,000
Wyoming	5,000	48,000

Use of Senate Rooms

Room reservations can be made only for Senate-related business -- meetings, breakfasts, luncheons, dinners, and receptions when the rooms are not required for official business. Senate committee hearings and official legislative meetings take precedence over all other functions and it may be necessary to cancel or move any reservations on short notice based on the legislative schedule of the Senate.

The Rules Committee has established policies governing assignment and use of space in the Senate Buildings, the Senate Wing of the Capitol, and the courtyard of the Russell Building. To avoid embarrassment to the sponsoring Senator or to an outside group using Senate facilities, the staff member who reserves the space should take care to ensure that the prospective function adheres to policy, and should provide appropriate officials of the group with full information on what types of activities are permitted in Senate facilities.

These policies are presented as **Appendix I-B: Policy for Use of Senate Rooms** of this chapter. Any conditions or circumstances not covered by these regulations cannot be assumed to be acceptable and must be cleared by the Rules Committee.

Rules Committee Rooms

Not all Senate rooms are under Rules Committee scheduling control. Committee hearing rooms are under individual committee control. Only rooms on the list below may be scheduled through the Rules Committee. See Table I-8 below for a list of alternative rooms.

Table I-7: Rules Committee Event Rooms

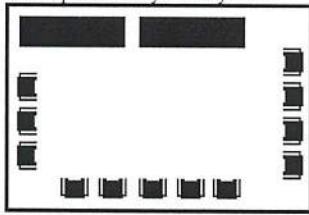
Room	Reception Style w/o tables Capacity	Theater Style Capacity	Round Table Capacity	Long Table Capacity
SRC-03	40	25	n/a	25
SR-188	50	50	50	40
SR-325	400	250	200	250
SR-385	150	125	80	50
SR-485	170	80	30	50
SD-G11	145	70	70	60
SD-G50	500	340	300	340
SD-106	350	270	200	270
SD-562	150	110	50	80
SH-216	517	240	200	240

Room	Reception Style w/o tables Capacity	Theater Style Capacity	Round Table Capacity	Long Table Capacity
SH-902	400	200	200	200
SC-4	50	50	40	n/a
SC-6	50	50	40	n/a
S-115 Family Dining Room	60	50	48	n/a
S-120 Hugh Scott Room	50	36	32	n/a
SVC-200	75	50	30	n/a
SVC-201	75	50	30	n/a
SVC-200&201	167	116	60	n/a
SVC-202	67	45	30	n/a
SVC-203	67	45	30	n/a
SVC-202&203	150	104	50	n/a
SVC-208	75	50	30	n/a
SVC-209	75	50	30	n/a
SVC-208&209	167	115	60	n/a
SVC-210	88	58	40	n/a
SVC-212	88	58	40	n/a
SVC-210&212	196	136	80	n/a
SVC-214	49	33	20	n/a
SVC-215	83	55	30	n/a

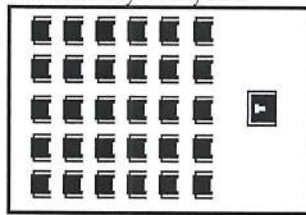
Event Styles

You can tailor the setup within these basic styles to fit your individual needs, but the following diagrams represent the basic layout.

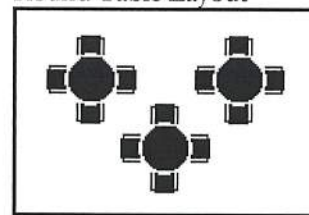
Reception Style Layout



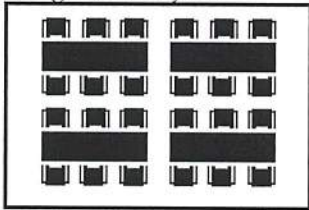
Theater Style Layout



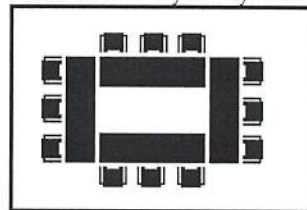
Round Table Layout



Long Table Layout



Conference Style Layout



Alternate Room Choices

Table I-8: Alternative Event Rooms

Room	Scheduling Control	Room Information
Committee Space	Individual Committees also control space. You can contact each Committee separately to ascertain whether space is available.	
S-211 LBJ Room	Secretary of the Senate <ul style="list-style-type: none"> ▪ Tues, Thurs standing lunches ▪ Every third Wed lunch ▪ No Press conferences 	125 reception style 55 Seated
S-207 Mansfield Room	Sergeant at Arms <ul style="list-style-type: none"> ▪ Tues, Wed Standing Lunches 	150 reception style 100 seated
CVC Core Space Rooms	(See Section on Capitol Visitor Center Core Space Event Rooms below)	

Frequently Used Phone Numbers for Events

- **Room Reservation Requests**

(202) 224-3870

Note: This number should NOT be given to outside groups.

- **Senate Office Buildings**

- **Catering**
 - (202) 224-2363
 - FAX (202) 224-1900
 - **Superintendent Set up**
 - (202) 224-3146
 - FAX (202) 228-0365
 - (call the Superintendents office for all your set up needs; including electric, mics, audio/visual, phones, labor, etc.)
 - **Water**
 - For speaker only: Superintendent (202) 224-3146
 - For large group: Catering (202) 224-2363
 - **Ice/Pickup**
 - SR-B88 and SD-G17B
 - Contact the Superintendent's Office at 224-2021 for access.
 - **U.S. Capitol Building**
 - **Set up**
 - Sergeant at Arms (202) 224-5240
 - FAX (202) 228-4571
 - **Catering**
 - (202) 224-5240 or 8-4141
 - FAX (202) 228-4571
 - **Environmental Services**
 - (202) 224-2343

Room Reservation Process

- **Step 1**

Complete the authorization form for all staffers who will be authorized to request rooms. The Committee treats this form as a complete list and will revoke room requestor privileges for any staffers whose names are not on the form. The Rooms Coordinator will contact any new staffers to set up a brief training session after receiving the form via either email to rooms@rules.senate.gov or in person in SR-305. Staffers will have access to the Room Reservation System once they complete training.
- **Step 2**

Browse the list of rooms under Rules Committee scheduling control. (Also review the list of alternate rooms.)
- **Step 3**

Fill out the on-line Room Request form and submit your request for a reservation.
- **Step 4**

Be sure to keep a copy of your Room Request page for your records and wait for Rules Committee confirmation of your request.

- **Step 5**
After you have received confirmation of your request, you should contact **SET UP** and **CATERING** for any special needs.

Public Internet Access in Committee Hearing Rooms

Temporary wired and wireless access to the public Internet can be made available from any committee room in the Russell, Dirksen and Hart Senate office buildings, as well as from rooms S-207 and S-211 in the Capitol. The access is provided through a high-speed fiber optic link to our Internet Service Provider.

Temporary access will be made available, upon request and payment of the appropriate fee, for Senate business purposes that need a direct connection to the public Internet. No connection is made between this access and the Senate Switch Network and minimal firewall protection is provided. An office, by requesting this temporary access, agrees to follow the policy guidelines below.

- Devices having external access to the Internet via this connection may not be connected to the Senate Switch Network, or any other Senate network, either directly or indirectly and are subject to all Senate Internet rules and policies.
- The office requesting this Internet connection is responsible for the security of all equipment, services, and data placed on the external connection.
- The office requesting this Internet connection is responsible for the installation and support of equipment which will use the Internet connection. Costs incurred to repair and correct damage to software or equipment caused as a result of these connections are the sole responsibility of the office.

To obtain this service, please submit a Request for Assistance **at least three business days in advance** of the date service is needed. If the request is for more than 20 wired or 15 wireless connections, more notice is required. The advance notification is especially important for wireless access requests given the nature of the technology and the need to both assess the signal coverage in the location and any impact to surrounding Senate 802.11 wireless access points. This advance notification also enables the SAA to ensure the connections for Internet access are set up properly. The Request for Assistance must provide the following information:

- a point of contact in the Senate office making the request
- the purpose of the connection
- the hearing room number
- the service start and end dates and times for each connection requested
- the number of devices to be connected, with physical wiring or 802.11 wireless
- whether the connection is for certifiable or non-certifiable activities

The basic fee for this service is \$150 for each day the access is required. The fee includes accommodations for a maximum of 20 wired connections and support for up to 15 wireless clients.

For certifiable requests, this fee will be certified to the requesting office on its next monthly telecommunications bill. For non-certifiable requests the fee, in the form of a check made payable to the Senate Sergeant at Arms, must accompany the Request for Assistance and be delivered to IT Support Services in SD-180.

Sergeant at Arms staff will contact the person named on the Request for Assistance to advise him or her of the IP addresses, the default gateway address, and the DNS address to be used for this temporary connection. For wireless access, the contact will be provided instructions for configuring proper SSID and WEP key credentials for Windows XP hosts. The SAA will generally provide wireless technical support during the initial part of an event, though the purpose is not to provide extensive configuration assistance for hosts or wireless utility programs.

Capitol Visitor Center Core Space

Rooms in the Capitol Visitor Center that Member offices may book through the Visitor Center Special Events staff include: Congressional Auditorium & Atrium, North & South Orientation Theaters, North & South Congressional Meeting Rooms, North & South Restaurant Side Rooms and Restaurant Dining Area.

To review general information about CVC rooms including their location, capacity, and regulations governing their usage go to- http://webster.senate.gov/Rules/upload/CVC_ROOMUSE_.pdf

Any requests or circumstances not covered by these room regulations must be submitted to the oversight committees. The Committee on House Administration and the Committee on Rules and Administration of the Senate has jurisdiction over assignment and use of space in the Capitol Visitor Center.

Table I-9: Capitol Visitor Center Core Space Event Rooms

Room	Booking Controls	Approx. Max Capacity (Theater Style)*
Congressional Auditorium	<ul style="list-style-type: none"> • CVC AV Technician handles all AV; must be present at event • No food or beverage permitted 	450
Orientation Theaters North and South	<ul style="list-style-type: none"> • CVC AV Technician handles all AV; must be present at event • Non-operating hours only • No food or beverage permitted 	244 each
Congressional Meeting Rooms North and South	<ul style="list-style-type: none"> • CVC AV Technician handles all AV; must be present at event • CVC may request to use for public programs 	82 each
Restaurant Side Rooms North and South	<ul style="list-style-type: none"> • Intended for education groups during CVC operating hours • Non-dining peaks only 	69/56

* Room capacities as approved by Fire Marshal.

Under no circumstances will an event be planned to exceed the legal occupancy limits of the Visitor Center spaces.

NOTE: It may be necessary to cancel or move a function on short notice based on the official business of Congress.

Reserving CVC Core Space Rooms

The Capitol Visitor Center has developed a Web-based event reservation program to process requests from Member offices to use meeting rooms and spaces in the Visitor Center. Member offices and Congressional officers may register for an account and receive a user ID and password. Visit the CVC site for more information. If you have questions or for additional information, contact the Capitol Visitor Center Special Events staff at (202) 593-1775 or e-mail them at cvcevents@aoc.gov. The Capitol Visitor Center Special Events Office is responsible for managing reservations and use of the Visitor Center rooms and spaces.

Senator's Paper Allowance

Each Senator receives annual paper allowances for blank paper, letterhead paper, and envelopes. The allowances are based on State population, as prescribed by the formula set forth in the Regulations Governing Franked Mail (see "**Appendix I-D: Regulations Governing Franked Mail**"). The paper allowance year begins January 3 and ends the following January 2, and is cumulative during the two sessions of a Congress. Allowances are based on the Census Bureau's July 1 estimate of State populations. Annual allowance figures are provided to each office by the Rules Committee as soon as they are available early in the year.

Inquiries about allowance balances may be directed to the Office of Printing Services, which maintains records for each Senator and committee. Letterhead, blank paper and envelopes are ordered through the office of Printing and Document Services, B-04 Hart Bldg., Ext. 4-0205.

Items available include:

- Blank sheets - 8 1/2 x 11 inches or 8 1/2 x 14 inches
- Official Letterhead - 8 1/2 x 11 inches
- Committee Letterhead - 8 1/2 x 11 inches
- Mailing Labels
- Xerographic paper, bond paper, colored paper, recycled paper, and miscellaneous other paper products
- Envelopes - plain or kraft, with or without window, various sizes.

The most common envelope sizes used by Senate offices are:

- 4 1/8 x 9 1/2 (No. 10) - Kraft or white
- 6 1/16 x 10 1/2 - Kraft or white
- 9 1/2 x 12 (Record) - Kraft
- 10 x 15 (Legal) - Kraft

■ 12 x 16 - Kraft

Paper usage for mass mailing items and other print and reproduction orders placed through the Printing, Graphics & Direct Mail Department is reported to the Office of Printing Services for deduction from the Senator's paper allowance.

A Senator-elect has no paper allowance. However, when the Senator-elect submits the form to establish a mailing frank, the Secretary of the Senate customarily orders a small supply of letterhead paper and envelopes bearing the mailing frank for the Senator-elect's use during the period between Election Day and January 3. This stationery is then charged to the Senators' allowance after the Senator is sworn in.

Table I-10: Paper Allowances

State	Blank Sheets	Letterhead	Envelopes
Alabama	4,230,667	425,298	425,298
Alaska	1,800,000	180,000	180,000
Arizona	4,033,333	421,794	421,794
Arkansas	2,445,333	248,377	248,377
California	30,394,667	3,158,915	3,158,915
Colorado	3,686,667	374,659	374,659
Connecticut	3,302,667	327,466	327,466
Delaware	1,800,000	180,000	180,000
Florida	14,392,000	1,416,557	1,416,557
Georgia	7,036,000	720,088	720,088
Hawaii	1,800,000	180,000	180,000
Idaho	1,800,000	180,000	180,000
Illinois	11,605,333	1,182,994	1,182,994
Indiana	5,754,667	580,347	580,347
Iowa	2,822,667	284,176	284,176
Kansas	2,497,333	256,533	256,533
Kentucky	3,850,667	386,022	386,022
Louisiana	4,137,333	434,233	434,233
Maine	1,800,000	180,000	180,000
Maryland	5,026,667	504,249	504,249
Massachusetts	6,189,333	607,355	607,355
Michigan	9,373,333	954,935	954,935
Minnesota	4,485,333	460,955	460,955
Mississippi	2,580,000	269,724	269,724
Missouri	5,256,000	532,352	532,352

State	Blank Sheets	Letterhead	Envelopes
Montana	1,800,000	180,000	180,000
Nebraska	1,800,000	180,000	180,000
Nevada	1,800,000	180,000	180,000
New Hampshire	1,800,000	180,000	180,000
New Jersey	7,976,000	794,530	794,530
New Mexico	1,800,000	180,000	180,000
New York	18,012,000	1,813,608	1,813,600
North Carolina	7,194,667	719,514	719,514
North Dakota	1,800,000	180,000	180,000
Ohio	11,054,667	1,115,051	1,115,051
Oklahoma	3,200,000	327,769	327,769
Oregon	3,125,333	314,059	314,059
Pennsylvania	12,217,333	1,207,184	1,207,184
Rhode Island	1,800,000	180,000	180,000
South Carolina	3,638,667	367,327	367,329
South Dakota	1,800,000	180,000	180,000
Tennessee	5,261,333	525,605	525,605
Texas	17,765,333	1,872,399	1,872,399
Utah	1,800,000	195,141	195,141
Vermont	1,800,000	180,000	180,000
Virginia	6,674,667	661,836	661,836
Washington	5,350,667	543,094	543,094
West Virginia	1,874,667	182,814	182,814
Wisconsin	5,026,667	512,287	512,287
Wyoming	1,800,000	180,000	180,000

Official Mail Allowance

Franked mail is not free. The Senate pays postage costs to the Postal Service from an appropriation to cover the cost of mailing items sent under the frank. Each Senator, committee and other Senate office gets an allocation against which the cost of their mail is charged. Allocations are made according to formulas set forth in the Regulations Governing Franked Mail (“**Appendix I-D: Regulations Governing Franked Mail**”), pursuant to Pub. L. 101-520. Allocations for Senators are based primarily on the total number of addresses in each state. Allocation and balance information may be obtained from Printing, Graphics and Direct Mail, Ext. 4-6138.

Mass mailings may not be made under the Official Mail Allowance. Pursuant to the 1995 Legislative Branch Appropriations Act (Pub. L. 103-283), such costs are charged to the Senator's Official Office Expense Account, and may not exceed \$50,000 in a fiscal year.

Senators whose term of office begins or ends during the fiscal year receive a proportional allotment. A Senator-elect's allotment is proportionate to the period between certification and the date the Senator is sworn in.

Senators-elect may not use the frank to send out any unsolicited mass mailing, nor may Senators whose service ends on January 3 send out any unsolicited mass mailing on or after January 3. In addition, during the 60-day pre-election period all Senators are subject to certain restrictions, which are discussed in **“Appendix I-K: Sixty-Day Pre-Election Period Restrictions.”**

Reporting Procedures

All outgoing franked mail is counted by the Printing, Graphics & Direct Mail Department, and costs computed including costs of handling undeliverable mail and change-of-address information. The costs of non-mass mail are charged against the Official Mail Allowance, and the costs of mass mailings are reported to the Financial Clerk to be charged against the Senator's Office Account. Quarterly mass mail costs of all Senate offices are published in the *Congressional Record* and in the semi-annual *Report of the Secretary of the Senate*.

Establishing a Frank

While individual employees have day-to-day use of the mailing frank, it remains the responsibility of the Senator to ensure that use of the franked mail privilege is consistent with the requirements established by statute, the Standing Rules of the Senate, Interpretative Rulings of the Select Committee on Ethics, and regulations established by the Committee on Rules and Administration. To help avoid violations of the franking law, Senators should provide for the training and supervision of employees and their familiarization with these regulations. Questions concerning use of the frank may be referred to the Select Committee on Ethics, 224-2981. Additional information and the *Senate Ethics Manual* can also be found on the Committee's website on Webster.

To establish the frank, a Senator submits his or her signature written in black ink on forms furnished by the Office of Printing & Document Services, B-04 Hart Bldg., 4-0205. The signature can be changed at any time by following the same procedure.

Frank mailing labels can be ordered from the same office and are available either gummed or pressure sensitive. The latter are for use in laser printers. Labels are printed 10 to a sheet and are marked “Official Business.”

Support Services

Automobile License Tags

This section describes information about obtaining Congressional tags and reciprocity stickers.

Congressional Tags

The Senate Sergeant at Arms provides up to two Congressional tags for each Senator and designated Senate officials to be used by them individually while on official business. Congressional tags are issued upon the full completion and submission of an application identifying the motor vehicle upon which the Congressional tag will be used. Congressional tags shall not be used by others.

Congressional tags permit the authorized vehicle access to Capitol Complex spaces and designated areas located at Dulles International Airport and Ronald Reagan Washington National Airport. When used for these purposes, the Congressional tag should be displayed on the driver's side dashboard.

Obtaining Reciprocity Stickers for Home State Automobiles in the District

Reciprocity stickers for home state automobile license tags are available for vehicles owned by a Senator, and for certain employees of a Senator. In the District of Columbia, Senators and eligible staff may apply for reciprocity stickers from the D.C. Bureau of Motor Vehicle Services, 95 M Street SW, Washington, D.C. 20024, telephone 202-727-5000 (press 1, 0).

A Senator may request reciprocity stickers by submitting a letter on official letterhead to the D.C. Bureau of Motor Vehicle Services.

Enclosed with the letter must be:

- Copy of the driver's license
- Copy of vehicle registration and insurance information
- Proof of D.C. residency

If the request is for a staff member, the letter must also state the length of the individual's employment on the Senator's personal staff in Washington, D.C.

The following District of Columbia, Department of Motor Vehicles web link offers additional information on obtaining reciprocity permits:

<http://dmv.washingtondc.gov/serv/parking/Reciprocity.shtm>

Obtaining Reciprocity Stickers for Home State Automobiles in Virginia

To obtain a reciprocity sticker for a home state in Virginia, a Senator must submit a letter on official letterhead to the Department of Motor Vehicles, P.O. Box 27412, Richmond, VA 23269, attn: VSA (Reserve). The letter must include:

- Name and Virginia address (including county) of the owner
- Make, model and ID number of the vehicle
- State and number of the tag

A Senator may also designate one staff member for reciprocity. The Senator's letter designating this person should include the above information plus a statement verifying that this employee is a legal resident of that Senator's home state and is temporarily residing in Virginia while employed by the Senator. Senators and Senate staff must renew reciprocity annually. Note that although reciprocity exempts a vehicle from state registration, it does not exempt the vehicle's owner from local fees and sticker requirements imposed by most Virginia cities or counties. Owners should check with local authorities about such requirements.

The telephone number for the Virginia Department of Motor Vehicles in Richmond, Virginia, is (804) 367-0538.

The state of Maryland does not issue reciprocity stickers.

Employee Assistance Program

The Employee Assistance Program (EAP) is a free, confidential service for U.S. Senate employees and their family members. The EAP offers emotional and behavioral support services to include: assessment, short-term support, management consultations, referrals to community resources, mental health education and online training.

The EAP addresses issues such as:

- Stress Management
- Interpersonal Relationships
- Alcohol/Substance Abuse
- Work and Family Problems
- Depression
- Emotional Problems
- Grief and Loss
- Addictive Behavior
- Critical Incident Stress Management
- Work-life Support

For additional information visit the EAP website at <http://webster.senate.gov/eap> or call: 224-3902.

Flag Operations

The Senate Stationery Room and Printing, Graphics and Direct Mail (PG&DM) assist Senate offices with the processing of constituent requests to have American flags flown over the United States

Capitol. Constituents send Member offices flag requests along with a check covering the cost of the type of flag they wish to order. Total cost includes the flag price, shipping fees, and the flag flying and certification fee. Prices for various types of flags can be obtained from the Stationery Room.

Important! Constituents must make checks payable to the Keeper of the Stationery.

The following section describes how a Senate staffer obtains a flag and has it flown over the Capitol building after the Member office receives the flag request.

How To Obtain and Fly a Flag

1. Senate office receives flag order form and check or money order from constituent.
2. Senate office completes Flag Request Form and prepares a mailing label. Flag Request Forms are obtained from PG&DM and include the following information:
 - Name of member office that received the flag request
 - Name of constituent or organization for whom the flag will be flown
 - Type of flag being requested
 - Message that will be printed on the flag certificate
 - Expected date the flag is to be flown
 - Instruction for disposition of the flag after it is flown
3. Senate office writes the Senator's name on check or money order and purchases flag -- along with necessary cards that indicate flying/certification and shipping charges have been paid -- from the Senate Stationery Room.
4. Senate office takes flag, Flag Request Form and flying/certification and shipping cards to the Packaging and Flags section of PG&DM (SDG-82).
5. PG&DM personnel deliver the flag to the Architect of the Capitol Flag Office in the Capitol where staff fly the flag and create a certificate.
6. PG&DM personnel will either deliver the finished flag to the Senate office or ship it directly to the constituent.
7. If a constituent does not request that a flag be flown on a specific date, Senate offices can purchase flags that have been pre-flown over the Capitol. These flags also are purchased in the Senate Stationery Room and cost the same as flags that are to be flown on a particular date. Pre-flown flags contain a certificate that certifies the flag was flown over the U.S. Capitol. The Member office can elect to prepare a second certificate that includes the constituent's name and references an occasion. Senate office staff prepares a mailing label and deliver the pre-flown flag to PG&DM for shipment.

Flag Hints and Tips

- PG&DM can help with the design and printing of a Senate office's flag order form.
- Blank shipping labels bearing the Senator's return address can be ordered from PG&DM.

- Only flag requests within two weeks of the date they are to be flown are accepted by PG&DM and the Flag Office.
- Senate staff should expect four to six weeks for a flag to be shipped or returned to the office after it is flown because of the time required to prepare the certificate. Pre-flown flags can be shipped to the constituent without delay.
- Rush orders can be taken directly to the Flag Office in the Capitol (HT-16) but should be kept to a minimum.
- Senate Offices should establish a good filing system for flag requests because inquiries from constituents as to the status of their request are common.
- Most offices include a description of the flag program on their Web site and provide a link to the flag order form.
- Pursuant to S. Res. 294, 96th Congress, Senate offices can use official funds to purchase flags. The legislation limits the groups to which a gift of a flag may be made to public organizations only, such as churches, schools, and patriotic service groups. Refer to the *Senate Ethics Manual* and the *Senate Handbook* for direction on permitted use of office funds and the mailing frank.
- Offices can also purchase flags not to be flown over the Capitol; however, offices should consider the workload involved with becoming a conduit for supplying nominally-priced flags.

Floor Privileges

Senators should submit a request via Transact for those staff members to whom they wish to grant floor privileges in accordance with Senate Rule 23. Senate office employees must be permanent full-time Senate staff before they can receive floor privileges. Offices should keep the Sergeant at Arms advised of any staff changes throughout the year that affect the floor privileges list. Staff members must sign in at the desk outside the Senate Chamber, where a Senate Doorkeeper will give them a badge permitting access to the Senate floor. Staff admission to the Chamber is for the discharge of official duties only. The Sergeant at Arms may rotate staff on and off the floor to eliminate congestion. Staff wishing to monitor legislation should use the staff gallery.

Senate staff should familiarize themselves with rules governing floor privileges. For rules governing floor privileges, see **“Appendix I-M: Admission of Senators’ and Committees’ Employees to Senate Floor”**.

Framing Services

Framing is provided by the Senate Sergeant at Arms in accordance with the Framing Policy established by the Committee on Rules and Administration (see below). Requests for framing services are submitted from the office through CapFOR or by using the touch screen located at the service counter of the frame shop in SDG-82.

Framing Policy

SERGEANT AT ARMS CAPITOL FACILITIES

(January 1, 2005)

Framing is provided by the Senate Sergeant at Arms in accordance with this policy. All framing will be for official Senate use only.

1. Each Senator will be allotted a total of 50 picture frames, including a maximum of 20 gold picture frames per calendar year.
2. Each Committee will be allotted a total of 20 picture frames, including a maximum of 10 gold picture frames per calendar year.
3. Only a Senator/Chairman or the designee of each Senator's office or Committee will have the authority to request framing. Requests for framing are to be submitted through CapFOR.
4. Picture framing will be offered in three (3) finishes of black, walnut and gold. Gold picture frames will be offered in one style, #2178 or equal (standard 3/4" width). Items framed in gold will have a maximum frame size of 20" x 24".
5. Matting will be offered in the six (6) colors of black, white, cream, blue, red, and gray. Only single matting cut with square corners will be provided.
6. Specialty frames for the display of documents, signing pens or other memorabilia will be offered. However, due to the expense of the custom-built frames, each specialty frame will be a deduction of 10 wood picture frames from the allotment. Specialty frames will be available in the finishes of black or walnut.
7. Flag boxes will be offered for the display of flags only or flags with medal and certificate. However, due to the expense of the custom-built boxes, each flag box will be a deduction of 15 wood picture frames from the allotment. Only one flag box per Senator's office will be allotted per calendar year. Flag boxes will be available in the finishes of black or walnut.

Gallery Passes

Gallery Passes Senate

Full-time Senate staff members holding current Senate identification cards are permitted in the Staff Gallery. Senate interns may use the Staff Gallery if space permits.

Senate Gallery passes are required for all visitors wishing to view the Senate in session. Senators issue individual gallery passes to guests. Individual gallery passes are supplied to Senate offices by the Sergeant at Arms Office and are available for pickup in S-151, the Capitol. When the Senate is in session, all unescorted visitors with gallery passes should be directed to the Capitol Visitor Center (CVC) for access to the Senate Gallery. Staff with fewer than 15 visitors may access the Capitol through the CVC.

Children under six are not admitted into the gallery.

Foreign visitors may obtain gallery passes at the Senate Appointment Desk on the lower level of the Capitol Visitor Center (CVC).



There is an accessible gallery for individuals who cannot or prefer not to use stairs. The gallery also includes a television with closed captioning which may be helpful to visitors who are deaf, hard of hearing or have low vision.

No packages, bundles, cameras, calculators, suitcases, or briefcases are allowed in the galleries. Standing or sitting in the doorways and aisles, smoking, applauding, reading, taking notes, taking photographs, and the wearing of hats by men, except for religious purposes, are prohibited.

House Gallery Passes

Passes to the House of Representatives gallery must be obtained from a House Member. Members of the Senate sometimes exchange supplies of gallery passes with House Members in the same State delegation for the convenience of constituent visitors.

Joint Sessions and Special Events

The Sergeant at Arms automatically provides each Senator with one Gallery pass for their spouse or guest (Senators do not need a ticket for themselves) for each Joint Session, Joint Meeting, or special event held in either the House or Senate Chamber.

Gift Shop

The Senate Gift Shop SD-B01 (4-7308), established under 2 U.S.C. § 121d, carries a variety of Senate-related merchandise suitable for souvenir and gift items. Purchases may be made by cash, check, or personal credit card, but may not be charged to the Senators' Account. S. Res. 294 (96th Cong.) and S. Res. 176 (104th Cong.) specifically prohibit use of Senate funds for purchase of holiday greeting cards, flowers, trophies, awards, certificates, or donations or gifts of any type, except flags which have been flown over the Capitol, copies of the book "We, the People", and copies of the calendar, "We, the People" published by the U.S. Capitol Historical Society. The shop operates under the direction of the Secretary of the Senate, and is open to Senators, employees and the public. Refer to the *Senate Ethics Manual* and the *Senate Handbook* for direction on permitted use of office funds and the mailing frank.

Hair Care Services

A hair care facility is available for Senators, staff, and the public (men and women). See the following table for facility location, contact information, and hours of operation.

Table I-11: Hair Care Services locations, Contact Information, and Hours of Operation

Location	Extension	Hours (Mon. – Fri.)
SR-B70	4-4560	8:00 a.m.-4:30 p.m.

Health Services

MEDICAL EMERGENCIES....Within the Capitol or office buildings, call 911# from a land line or 4-0911 / 5-0911 from a Senate issued cell phone. If on Capitol grounds, you can call 202-224-0911 or 202-225-0911 from a personal cell phone.

Important! Calling 911 from a non U.S. Capitol complex telephone, you will get D.C. EMS and not the U.S. Capitol Police.

In the event of any medical emergency (Senators, Staff or Visitors), the Attending Physician's response team will respond and provide emergency care until the patient can be transferred to the appropriate medical facility.

Health Units

Health units are located within the Hart Senate office building, Postal Square, as well as the Capitol building for use by Senate staff. Each station is staffed by a registered nurse. Health Units are located as follows:

▪ Hart Senate Office Building:	SH-124	4-6580
▪ Postal Square:	6203	4-4802
▪ Capitol Building:	S-153	6-4830
	H-166	5-5421
▪ Rayburn House Office Building:	B-344	5-0611
▪ Longworth House Office Building:	1204	5-2500
▪ Cannon House Office Building:	110	5-3470
▪ Ford House Office Building:	145	6-1452

Routine hours of operation are 8:30 a.m. to 5:00 p.m., Monday through Friday; and on weekends if Congress is in session. If the House or Senate remains in session past 5:00 p.m., the Office of the Attending Physician H-166 and S-153 offices are open until 15 minutes after adjournment.

Senate Health Care Program

The Office of Attending Physician (OAP) was established on Capitol Hill in 1928 to provide medical care to the Members of Congress. Over the years the OAP has grown and changed in order to best serve the U.S. Congress, however their commitment to excellence and first class medical care has not wavered. Their mission is to ensure that the Members of Congress are able to perform their duties for the continuity of government.

The Senate Health Care Program is a prepaid health care plan operated by the Attending Physician to provide personal health care to authorized participants. The program is open to Senators and Officials, and the program fees are withheld from the pay of those who enroll. Those who wish to enroll must contact the Secretary of the Senate at 202-224-3622. Services included under this plan

are solely those provided in the Office of the Attending Physician, and do not include the cost of prescription drugs.

For security reasons and for continuity planning purposes, they ask that all Senators contact the OAP so that we can have the most accurate and up to date medical information possible. They need this information regardless whether the Senator or Official choose to pay the fee or not. This information is vitally important and can be life saving in the event of a medical emergency, especially while traveling. They have physicians on call 24 hours a day, 365 days a year who can communicate with the Senator or Official or a treating physician anywhere in the world. Medical information or examinations conducted by the Attending Physician will be sent to Senator's private physician on the Senator's written request.

Consultations can be arranged with National Naval Medical Center (Bethesda), Walter Reed Army Medical Center, Malcolm Grow Air Force Hospital, or private physicians.

General Services for Congressional Staff

Health Units located in the Senate, House and Capitol buildings provide first aid and other emergency nursing services necessary to stabilize a patient requiring immediate medical attention until that patient can be transported to a local hospital where more definitive care can be rendered. Health Units also provide occupational health nursing services to Congressional staff, Capitol Police, Pages, and visitors. Immunizations required for official travel overseas are available, and an allergy program can be arranged in cooperation with your private physician.

Office of Health Promotion

The Senate takes notice of information showing that reducing health risks leads to increased productivity, decreased absenteeism and turnover, and other tangible savings, as well as intangible benefits such as improved morale, resulting from improved health. The Senate's Office of Health Promotion, located in SH-121, Ext. 4-7952, arranges health-related activities and educational programs such as exercise classes, nutrition education, weight loss programs, cholesterol screening, stress management, workplace safety, and health risk assessment. An appropriate fee is charged to program participants to cover any costs incurred in providing the program.

Upcoming services and programs are announced by flyers distributed to Senate offices, and further information about the activities of the Office can be obtained by calling Ext. 4-7952.

Media Galleries

Radio-TV Gallery

The Senate Radio-TV Gallery serves as a newsroom for broadcast journalists. The Gallery staff functions as a liaison to the broadcast news industry for the Senate. The staff issues Senate press credentials to broadcasters, who cover Senate news events such as committee hearings, news conferences and photo opportunities. The staff organizes the broadcast coverage of Senate news events and reserves time in the Senate Radio-TV Gallery Studio for news conferences. Along with these duties, the staff offers guidance with respect to the rules for broadcast media coverage of Congress.

Some of the key functions of the Gallery are:

- coordinate use of Gallery studio
- coordinate coverage of Senate Committee hearings
- coordinate coverage of stakeouts, opportunities and other media events
- help Senate staff in setting up press conferences
- record a chronological log of Senate floor activities
- compile a list of the next day's committee hearings
- record which Gallery members and organizations cover press conferences, hearings and other events
- distribute press releases from Senate offices and committees to Gallery members

Senators are requested to furnish the following: 25 copies of news releases, newsletters, committee reports; notices of committee hearings and meetings, and notices of press conferences.

The Senate Radio-Television Gallery is located in Room S-325 of the Capitol, telephone (202) 224-6421 and on the web at <http://www.senate.gov/galleries/radiotv/index.htm>. See “**Appendix I-N: Rules of Media Galleries**”.

Periodical Press Gallery

The Senate Periodical Press Gallery serves the needs of accredited news reporters for magazines, newsletters, original content websites, and non-daily newspapers that cover the U.S. Senate. The primary responsibility of Periodical Gallery staff is to serve as a liaison between reporters, Senate officials, and law enforcement. Each day Periodical Gallery staff work to secure information and testimony from committee hearings and press events.

To keep our members updated on Senate Floor activities, Periodical Gallery staff maintains a Floor Log that is immediately updated on our website. Additionally, our office operates as a working newsroom for periodical reporters with telephones, televisions, wireless internet, space to set up laptop computers and printers for their convenience.

The Periodical Press Gallery is located in Room S-320 of the Capitol, telephone (202) 224-0265 and on the web at <http://www.senate.gov/galleries/pdcl/index.htm>. See “**Appendix I-N: Rules of Media Galleries**”.

Press Gallery

The Senate Press Gallery is a non-partisan office that helps safeguard the public's interest in independent news coverage of Congress. It offers many services to help Senators communicate with the credentialed daily print reporters who belong to the Gallery.

Daily print reporters who hold the Congressional press pass use the Gallery as a filing center. Senators and Senate press secretaries are welcome in the Gallery on a “drop in” basis, or for scheduled briefings. Generally, more reporters are found in the Gallery from midday to late afternoon.

Only Senators can hold briefings in the Gallery. Lobbyists, special interest groups or individual, outside citizens do not have access.

The Gallery is a distribution point for Senators' press releases.

- Senators are requested to furnish the following: 10 copies each of notices of committee hearings and press conferences; 35 copies of press releases that are national in scope; 20 copies of press releases that are regional or local in scope.
- Deadline for morning newspapers is early evening. Reporters can give more thorough attention to information if they receive it by mid-afternoon. However, for major breaking news, reporters can file late copy. In addition, some reporters file throughout the day, either for the major wire services or for their newspapers' web pages.
- For major breaking news, press releases should be delivered immediately to the Gallery, regardless of time-of-day. Press releases that are "feature" or analytical in nature are not as deadline-sensitive.

The Gallery can provide temporary workspace and other assistance to visiting daily print reporters from your home state. However, to receive Gallery services, an out-of-town reporter must be a fulltime professional reporter and must work for an independent daily print publication. College journalists and special-interest publications of any kind do not meet these requirements.

The standards for credentialing and many Gallery policies are set by an elected committee of reporters, the Standing Committee of Correspondents. The credentialing rules, a list of daily print reporters who hold the Congressional press pass, and other information about the Gallery can be found at <http://www.senate.gov/galleries/daily/index.htm>. See "**Appendix I-N: Rules of Media Galleries**".

The Daily Press Gallery office is located in Room S-316 of the Capitol, telephone (202) 224-0241. Hours of operation are 9:00a.m. – 6:00p.m. or until the Senate adjourns (*In Session*) and 9:00a.m.-5:00p.m. (*Out of Session*).

Press Photographers' Gallery

The U.S. Senate Press Photographers' Gallery acts as the chief liaison between news photographers and the Congressional offices in the Senate and House of Representatives. The Gallery issues press credentials to bona fide news photographers and helps facilitate their coverage of Capitol Hill. Gallery staff works with Congressional offices on media arrangements for special events and hearings and keeps photographers apprised of these and other activities, including legislation, press conferences and photo-opportunities.

Senators are requested to furnish the Gallery with the following: 10 copies of news releases; notices of committee hearings and meetings; notices of press conferences, media availabilities and photo-ops. These can also be sent via email to press_photo@saa.senate.gov

The Gallery has offices in both the Capitol and Dirksen Building. They provide work space to credentialed photographers as well as information on daily events and activities. Visiting news photographers can acquire temporary credentials at either office. Photography guidelines and related information can be found on the Gallery's Web page: <http://www.senate.gov/galleries/photo/>. See "**Appendix I-N: Rules of Media Galleries**".

The Press Photographers' Gallery office is located in Room S-317 of the Capitol and the studio in SD-151 in Dirksen, telephone (202) 224-6548. Hours of operation are 9:00 a.m. - 6:00 p.m. or until the Senate adjourns (*In Session*) and 9:00 a.m. - 5:00 p.m. (*Out of Session*).

Office of Congressional Accessibility Services (OCAS)

The Office of Congressional Accessibility Services (OCAS) is available to assist Senators and their staff with making events and information accessible to individuals with disabilities. OCAS is located in the Crypt of the Capitol, S-156 and can be reached at 224-4048. Congress has charged OCAS with:

- Providing and coordinating accessibility services for individuals with disabilities, including Members of Congress, officers and employees of the House of Representatives and the Senate, and visitors, in the United States Capitol Complex.
- Providing information regarding accessibility for individuals with disabilities, as well as related training and staff development to Members of Congress and employees of the Senate and House of Representatives.

Some of the accessibility services OCAS provides include:

- Assistive Listening Devices (FM System), which are used for sound amplification by individuals who are hard of hearing. OCAS has an FM system that can be used in one-on-one situations, large meetings, and in committee hearings as necessary. OCAS' FM system is often used in conjunction with the sound system present in committee rooms to augment accessibility for individuals using hearing aids or cochlear implants. OCAS is available for consultation with Senators, staff and visitors regarding auditory aids in the Senate Chamber, hearing rooms, etc.
- CART or real-time captioning is available for anything defined as Official Business under the rules of the Senate. Individuals will have a preference for CART or Sign Language Interpreting. OCAS is available to assist Senators and staff in meeting these preferences.
- Documents in accessible formats are necessary to communicate with constituents who are blind or have low vision. OCAS can assist with the production of written material in alternative formats including Braille, large print and HTML on a CD for use by computers with screen reading technology.
- Sign Language Interpreting Services for things such as staff meetings, visits with constituents, press conferences, work related instructional classes (i.e. computer training), etc., and anything defined as Official Business under the rules of the Senate. Interpreters are not provided for committee hearings unless requested to enable specific witnesses to communicate with Senators and staff. These services are available at locations within the Capitol Complex. OCAS is available to assist Senate offices in obtaining interpreting services outside the Capitol Complex including in their home state.
- Tours of the Capitol for individuals with disabilities. While all public tours of the Capitol are accessible, OCAS offers tours designed specifically for individuals with disabilities. These tours can be adapted to the needs of the individual. OCAS is also available to assist Senate staff in making their staff-led tours accessible.
- Training and Consultation Services. Training and consultation services are provided to Senators and staff with regard to accessibility on Capitol Hill. This includes: Accessibility seminars to supervisory level employees in the Senate; consultation for offices hiring a staffer/intern with a disability issues such as disability etiquette, and orientation on the use of sign language interpreters and adaptive equipment.

- TTY Support. While technology is fast replacing the TTY with various communication alternatives, there is still a population that relies on the TTY as its primary means of communication. Current FCC regulations still require the use of a TTY for calling 911. OCAS supports TTY technologies and use by providing training to staff of Senate offices that have a TTY.
- Wheelchair Loans to visitors will predominantly be arranged by the Capitol Visitor Center staff. OCAS also offers wheelchairs for use in connection with staff-led tours and also for use by Senators and staff as requested.

Page Service

Messenger service by Senate Pages is available on a limited basis from the Democratic and Republican Cloakrooms. Messenger service is available only during the hours that the Senate is in session and only among the Senate office buildings and the Capitol, plus one delivery daily at 2:00 p.m. to the House side. Senate Pages do not deliver between offices located in the same building.

- Republican Cloakroom Ext. 4-6491
- Democratic Cloakroom Ext. 4-9500

Riding Page messenger service to government agencies and selected downtown press locations is provided through the Senate Post Office, Ext. 4-5353. See the listing of Post Office services for further information.

Parking

A limited number of parking spaces are provided under the jurisdiction of the Committee on Rules and Administration and the Sergeant at Arms. An employee who holds any Senate parking privilege may not participate in the Public Transportation Subsidy program, pursuant to regulations included in “**Appendix IV-B: Public Transportation Subsidy Regulations**”.

Public Law 102-486 and IRS guidelines treat employer-provided parking as a taxable fringe benefit. Up to \$155 per month in employer-provided parking is tax free. To the extent that the value of parking exceeds this threshold, that amount will be imputed income and subject to income tax (Federal and State income taxes, as well as FICA (OASDI) and Medicare deductions). Based on a market analysis of commercial parking facilities in the Capitol Hill area, it was determined that all surface parking, street parking, and parking in the Thurgood Marshall Judicial complex garage has a value of less than \$155 per space and, therefore, does not affect the tax liability of parking permit holders. (For further information, see “Section 1911 of Pub.L. 102-486 and IRS Notice 94-3,” dated Dec. 29, 1993.)

The allocation of parking spaces for a Senator's personal staff is determined by a formula which takes into account state population. No preference is given to party or seniority of a Senator in the number and location of allocated spaces.

Each Senator is guaranteed a minimum of ten preferred outdoor spaces. A map of the Senate parking areas can be found at the end of this section.

State Senate Office Parking

The General Services Administration (GSA) provides one parking space for a Senator for each office in the home state located in a federal building. Senators may obtain additional space, if available, by written request to the Sergeant at Arms, who forwards the request to the GSA.

Commercial leases for office space in the home state must include any required parking spaces. Leases must be reviewed and approved by the Sergeant at Arms prior to the Senator's signature. Senators or staff should assure that parking provisions are included in rental fees for commercial office space since separate charges for parking will not be paid by the Senate.

Underground Parking (Russell, Dirksen, and Hart Garages)

Garage parking is provided by the Committee on Rules and Administration to each Member. Four (4) permits shall be provided to each Member's office. Five (5) permits shall be provided to each Committee. Officers of the Senate shall be issued permits in sufficient number as determined by the Committee on Rules and Administration.

Requests for garage parking must be submitted through TranSAAct.

In addition to displaying their garage permits, persons entering garage facilities are also required to display their Senate ID badges.

Parking is on a non-reserved basis. It has been determined that the current fair market value for non-reserved spaces in the Russell, Dirksen, and Hart garages is less than \$155 per month, thus there is no tax liability for non-reserved permit holders. However, Senators and their staff may reserve spaces by filing a request with the Committee on Rules and Administration. The fair market value of reserved spaces in these garages has been determined to be \$290 per month. Accordingly, reserved parking permit holders will have imputed income, subject to taxation. The Disbursing Office will make the appropriate deductions and report this value to the IRS.

- **Garage permits are not transferable; permit holders are the only persons who may use permits.**

Important! Permit holders may park only in their assigned area, even during legislative recess. A permit to park in the Senate garages is not a reciprocal parking privilege for outdoor spaces.

The Senate parking facilities should not be regarded as automobile storage facilities. Persons who leave their vehicles unattended for extended periods will be in violation of parking privileges, which may result in suspension of their garage space.

Outdoor Parking

The Sergeant at Arms administers outdoor parking. Upon being sworn in, the Sergeant at Arms allots parking spaces in the Senate parking areas for the Senator's staff use. Since staff parking spaces are limited, some offices assign spaces on a priority basis to those staff members with minor accessibility needs, those who frequently must remain after regular hours, or those with seniority.

Parking permits are issued in the name of an individual at the request of an authorized official. This authorization includes the privilege to obtain permits for multiple vehicles. Use of the permit by anyone other than the named individual is prohibited and such use may subject the authorized permit holder to revocation and the vehicle to citation by the U.S. Capitol Police.

Important! Employees are advised that they park vehicles on Senate lots or streets at their own risk. The Senate is not liable for any damage or loss to vehicles parked on Senate grounds unless such damage or loss is caused by the wrongful act or negligence of Sergeant at Arms employees acting within the scope of their employment. The Senate assumes no liability for the loss of personal property left in vehicles parked on Senate lots or streets.

Parking for Individuals with Disabilities

Accessible parking is available for visitors with disabilities whose vehicles display a state-assigned handicap designation. These spaces are located on Lot 19 and are available on a first-come, first-served basis only. Senate permit holders that display a state-assigned handicap designation, in conjunction with a valid Senate “HCP” permit allocation may park in spaces in Lot 19, First Street NE, Delaware Avenue and the Capitol Drives.

Obtaining General Parking Permits

Staff members (regular, full-time employees) may receive general parking permits upon a Senator's written request to the Sergeant at Arms. Interns, volunteers and temporary personnel cannot be accommodated. Spaces in general parking areas are filled on a first-come, first-served basis.

Process for Senate Staff to Obtain Parking Permits

1. All requests for outdoor parking must be made via the Sergeant at Arms TranSAAct system.
2. In addition to the parking area and length of duration, the TranSAAct system requires:
 - Name of individual as it appears on their Senate ID card
 - The individual's Driver's License number and issuing state
 - Vehicle year, make, model, and color
 - License plate number
 - State of registration
3. Parking Operations reviews the request for completeness and updates the status of the request in TranSAAct.
4. TranSAAct will provide an email notification with instructions pertaining to permit issuance to the staff member in the requesting office. Permanent permits are only issued in the Russell Legislative Garage (enter via New Jersey Avenue NW); where the individual must present their Senate ID card, driver's license and a current vehicle registration. No individual is authorized to have a permit affixed to any vehicle other than his or her own without a letter of permission from the vehicle's registered owner. Only Parking Operations personnel can affix or remove a permit to/from a vehicle.

The Senate Parking Office can issue temporary permits to those holders who must drive a different vehicle for short periods of time or new vehicles with temporary license plates. Privileges for U.S. Senate parking may be revoked at any time the permit holder does not adhere to policy defined by the Sergeant at Arms.

Accurate Parking Records Maintenance

The Parking Operations system is tied to the Sergeant at Arms' ID database. Permit holder terminations will be automatically updated via the information in the ID database. However, this termination will not result in the immediate availability of the terminated permit holder's parking space. Permanent permits must be recovered by Parking Operations before the space will be made available to the Senate office. Permit holders leaving the Senate may request their permit be scraped by Parking Operations by notifying a parking specialist or contacting the Parking Office. If a permit is not returned, the allocated space will be held for 30 days before the Senate office may reassign the permit. This policy ensures unapproved vehicles are not parked in Senate areas.

Summary of Principal Senate Parking Rules

Following is a summary of the principal Senate parking rules:

- Any vehicle parked on Senate grounds must display a valid Senate parking permit. There are two types: (1) a permanent sticker identifying the area to which the vehicle is assigned; (2) a temporary windshield card, obtainable for short periods from the Parking Office in SD-G10.
- Persons entering the Thurgood Marshall garage facility (lower level only) are required to display their Senate ID badges in addition to the parking permit.
- All permit areas are reserved for their respective permit holders from 8:00 a.m. to 10:00 a.m. Reserved area permit holders are guaranteed space availability from 8:00 a.m. to 10:00 a.m. while unreserved permit holders have no guarantee, space being available on a first-come, first-served basis only. After 10:00 a.m., most parking areas on the Senate side are open to any valid Senate permit. Areas reserved beyond 10:00 a.m. are the following:
 - First Street NE from Constitution Avenue to the police barricade near the entrance to Lot 19
 - C Street from New Jersey Avenue to Second Street NE (including TUN designation)
 - Delaware Avenue from Constitution Avenue to D Street NE
 - E Street from North Capitol Street to Columbus Circle
 - Lot 17, PRS, TV
 - Capitol drives (Northeast and Northwest)
 - Spaces designated for persons with disabilities or as otherwise designated
- **Lots 12, 16, 18 and 19 are staffed by parking specialists. This is not valet parking.** Vehicles are parked bumper to bumper by permit holders themselves on these lots in a "stacked" manner. In this way the total space available is used to its maximum. When staff members wish to leave the lots, specialists will move vehicles to facilitate egress. Any unauthorized person who moves another person's car without explicit permission is subject to suspension of parking privileges for up to one year. Persons parking on specialists lots must leave their ignition key in the ignition and their driver's door unlocked, unless parked in an area where movement is unnecessary. Any mechanical eccentricities of the vehicle must be specified in writing to the Parking Office. Vehicles with mechanical problems should be immediately repaired. Any vehicle a parking attendant deems unsafe may be restricted from parking on Senate grounds until such time as they are repaired and approved.

- **Specialists will assist departure from the lots but it is recommended that persons moving their cars during the day limit such activity.** When departing, persons will be required to display both their Senate ID and exit sticker/card to the specialist on duty on the lot. Parking exit stickers are issued with the permit and should be carried by the vehicle operator. If the ID or permit is lost, it should be reported and replaced immediately. The Senate ID and exit sticker/card should not be left in the vehicle; if they are, specialists are authorized to remove them as a breach of security and an unnecessary temptation for unauthorized use.
- **Persons parking on unattended lots or streets are asked to cooperate with police and Parking Office personnel when directed.** No spaces are reserved for individual vehicles on a daily basis.

Senate Parking Office Hours and Contact Information

The Senate Parking Office is open weekdays from 8 a.m. to 5 p.m. in SD-G10. To contact the Parking Office, call 4-8888.

The hours from 7:30 a.m. to 4:30 p.m. are set aside for parking permit issuance and placement of parking permits on the vehicles in the Russell Legislative Garage. Should emergencies arise, a parking supervisor is available in the Parking Office from 6:30 a.m. to 8:30 p.m., or 30 minutes after the Senate adjourns. To contact the parking supervisor, call 4-8888.

Photo Studio

The Senate Photo Studio provides professional photography and photo printing services to Senate offices and Committees. Studio photographers are available for photo sessions on the Senate side of the Capitol and throughout the Senate Office buildings. The Studio does not charge offices for Senate photographers to photograph events. Charges are incurred only for ordered products, such as photo prints.

To provide photography services to as many Senate offices as possible, appointments are generally scheduled in 15-minute increments. Please schedule appointments several days before an event and provide the Studio with the following information:

- Senator or Committee name
- Date, time, and location of event
- Number of people in the photo with the Senator
- Name and phone number of the Office contact
- Brief description of event

The Photo Studio provides these services:

- **Event Photography.** Photographers use professional, high-resolution digital cameras to photograph events such as Senators participating in constituent meetings, hearings, press conferences, receptions, special presentations, dignitary visits, and other historical events.

- **Portraits.** Studio photographers can take Senators' portraits in a formal studio setting or at other locations in the Capitol complex. Please schedule portrait sessions at least one day in advance.
- **Passport Photographs.** Passport photos for official travel can be taken between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. In accordance with the Rules Committee interpretations of Title 2 of the US Code, Section 58, subsection (e), all passport expenses must be classified as "officially connected" (non-certified) and paid for by funds other than official. This does not apply to Committee staff members, who are permitted to declare passport expenses as "official."
- **Photo Browser Database.** The Photo Studio maintains an image database of Senators' photographs that can be accessed via the Senate intranet at <http://webster.senate.gov/photostudio>. The photo browser program provides authorized staff the ability to directly download images suitable for press or Web use, email images directly from the browser, and submit and track photo print orders online. A monthly fee is charged for access to this service.
- **Photo Printing and Imaging.** The Studio laboratory offers a full range of digital processing and photo printing services. Photo quality prints, in sizes ranging from "4 x 6" to "30 x 40", can be produced from negatives and digital image files taken by Studio photographers or provided by Senate staff. Digital imaging services include:
 - Transferring images from negatives, slides, or digital cameras to digital media;
 - Image cropping, color correcting, formatting;
 - Customized composite photo prints;

Photo printing services are typically completed within three working days. Priority orders for press purposes may be requested for 24 hour completion.

Processing and Printing Costs

There are costs associated with processing and photo printing services. The Photo Studio uses the Photo Authorizations List in SAA TranSAAct to verify staff members authorized to incur charges. Requests for photo prints should be placed only by those on the authorized list.

Invoices and statements for photo services are sent monthly and payment is due within 30 days.

Orders designated as "official" (certified) are certified monthly and paid from official funds. Orders designated as "officially connected" (non-certified) should be paid for by credit card, money order, or check when the order is placed.

Post Office

The following sections describe services provided by the Senate Post Office.

Post Office Locations and Hours of Operation

Senate Post Offices are in SD-B17, phone number 4-5353; and SR-B34B, phone number 4-3900. Most postal services are available during regular weekday hours, 8:30 a.m. to 5:30 p.m.

Mail Security

As a security precaution, all incoming mail and packages are tested and x-rayed by trained mail specialists. All incoming and outgoing mail is checked for adherence to U.S. Postal Service and U.S. Senate regulations. As incoming mail is processed, attention is given to identifying mail which has the recognized characteristics of suspicious or hazardous mail. Only staff displaying proper ID can bring mail to the Senate Post Office.

USPS Irradiated Mail Procedures

The United States Postal Service (USPS) irradiates all letters and flat mail (3/4" thick and less) addressed to the Senate to safeguard against biological agents. All incoming mail is x-rayed, opened and tested at an off-site facility before delivery to your Senate office. These processes delay all incoming mail 8-10 days.

Important! Should you find United States Postal Service incoming mail that has not been opened, call the Senate Post Office at 4-5353 immediately.

Inside Mail

Mail marked "Inside Mail" is mail delivered to offices in the Senate Office Buildings, the Capitol, the House of Representatives, and to selected support agencies, such as the Library of Congress and the Congressional Budget Office. **All Inside Mail must bear either a frank (for official business) or proper postage (for non-official or personal matter).** For restrictions on subject matter sent by franked mail, see "Appendix I-D: Regulations Governing Franked Mail".

Mail Classifications

- **First Class** is used for mail containing written or typewritten correspondence that will be sealed against any USPS inspection. Items in this category may weigh up to and include 11 ounces. Delivery is usually two to five days.
- **Franked Mail With First Class Endorsement** All franked mail clearly marked first class or priority is provided that service and charged the appropriate rates. Delivery is usually 3 to 5 days.
- **Franked Mail With No Class Endorsement** As mandated by the Rules Committee governing the use of the Frank, all franked mail with no class endorsement up to 16 ounces is automatically sent as Regular Standard Mail, delivery is from 7 to 14 days. All franked mail over 16 ounces, but not exceeding 7 pounds is sent as Package Services Parcel Post. Delivery is usually between 7 and 14 days.
- **Priority Mail** consists of First Class matter over 11 ounces, but not exceeding 70 pounds. Sender may elect Priority Mail to send mail that weighs less than 11 ounces, but will be charged Priority Mail rates. The rate for Priority Mail up to one pound starts at \$4.90. The two pound Priority rate starts at \$5.00. Postage rates over two pounds are determined by weight and distance. Delivery is usually one to three days. Clearly mark envelopes and packages with Priority Mail stickers or use franked labels on the various sizes of red, white, and blue Priority Mail envelopes. Both Priority Mail stickers and Priority Mail envelopes are available at no charge from the Senate Post Office.

- **Orange Pouch mail** is sent at Priority Mail rates. See “Orange Pouch Mail” section.
- **Regular Standard Mail** is not considered personal correspondence. Items that can be mailed Regular Standard Mail includes circulars, booklets, catalogs, merchandise, photographs, keys, printed drawings, and other printed matter. Each piece of mail must weigh less than 16 ounces; anything heavier must be mailed as Package Services Parcel Post or Priority Mail. USPS delivery should be within 7 to 14 days.
- **Package Services Parcel Post** is material weighing 16 ounces or more, not included in any of the above classes. The rate is determined by shape, weight and distance. USPS delivery is usually within 7 to 14 days.
- **Bound Printer Matter or Book Rate** items that may be sent at this rate are books of at least eight (8) pages, 16mm or narrower film, film catalogs, printed music, records, video tapes, video information, educational reference charts, sound recordings and guides. Parcels must be marked “Book Rate.” USPS delivery is usually within 7 to 14 days.

Correspondence may be enclosed in Regular Standard Mail or Package Services Parcel Post but appropriate letter postage must be placed on the package and “First Class Mail Enclosed” stamped on the front of the package.

Charging Stamps and USPS Service Fees

For official business, Senate and Committee offices can charge stamps and other U.S. Postal Service fees for services (insured, certified, and Express Mail) with an authorization card which will automatically debit the office account. At the Post Office, the office representative must present the authorization card and have proper Senate identification.

Delivery and Pick-Up Times for Dirksen, Hart, and Russell

The following table provides the delivery schedule for Dirksen, Hart, and Russell Senate office buildings.

Table I-12: Delivery Schedule for Dirksen, Hart, and Russell Senate Office Buildings

Delivery Days	Times
Monday - Friday	▪ 7:00 a.m., 10:00 a.m., 1:30 p.m.
Pick Up Days	Times
Monday - Friday	▪ 7:00a.m., 10:00a.m., 1:30p.m., 5:00p.m.

All times listed are approximations. Variables, such as volume of mail, delivery of newspapers, Congressional Records and legislative calendars will affect dispatch times. Inside mail is picked up on each delivery.

Orange Pouch Mail

Orange pouch mail service is an expedited mail service between a Senator's Washington, D.C. office and the Senator's state offices. This mail goes directly to Reagan National Airport for distribution by the United States Postal Service. To send Orange pouch(es) Mail:

- Have your pouch(es) ready for pick-up in your main office as follows: Monday-Friday 10:00 a.m., 1:30 p.m., 5:00 p.m.-Not guaranteed over-night (USPS mail contract may deliver the following a.m.)
- All pouches must be "Direct Firm" pouch(es) containing franked mail being transmitted from the Washington, D.C. office directly to the Senator's state office.

Important! Only "First Class" franked mail is to be sent in the pouch(es) (no personal, political, or postage-paid mail).

- State office "Direct Firm" pouch(es) handle letters, manila envelopes (flats) and packages. Distribution pouches have been discontinued.
- Franked mail formerly sent in a "DIS" pouch is now weighed and charged by individual unit, then sorted by ZIP code at Postal Square.
- Any material over 11 ounces should be marked "Priority Mail". Office supplies may be sent in the Orange pouch(es), but please be aware that your franking privilege will be billed accordingly at the Priority Mail rates."
- Make certain each piece is properly addressed. This will aid in proper processing, should the pouch be inadvertently opened or torn.
- The pouch should be of sufficient weight to ensure the U.S. Postal Service realizes the bag is not empty. The U.S. Postal Service recommends the bag(s) be 1/3 full.
- For small shipments, red, white and blue U.S.P.S. Priority Mail envelopes are available from SD-B17 (Dirksen Post Office) or SR-B34B (Russell Post Office). For large shipments, divide mailing among several bags, as no one bag may weigh over 70 pounds. The U.S. Postal Service will not accept bags over 70 pounds, and they will be returned to your office.
- The ACT sticker (airport code) is now attached by Postal dispatchers at the airport.
- Please put the date and time sent on the back of the slide tag so that each receiving State office can determine the delivery time taken for the pouch(es). If delays in delivery occur, this information should be given to the Senate Mail Room so corrective action can be taken.

The following table provides the orange pouch mail pick-up schedule for the Dirksen, Hart, and Russell Senate office buildings.

Table I-13: Orange Pouch Pickup Schedule for Dirksen, Hart, and Russell Senate Office Buildings

Days	Times
Monday – Friday	10:00 a.m., 1:30 p.m. and 5:00 p.m.

Outgoing Mailing Cartons

All outgoing (not inside) franked mail picked up in offices is processed before transfer to the U.S. Postal Service.

Any outgoing franked cartons that are to be transported from the Senator's office to the Senate Post Office for USPS shipment or storage should have a blue pickup tag attached to each piece. Cartons must not be placed in the hallways. For numerous shipments and over-sized cartons that require more than the usual pickup carts, or if four or more cartons are being shipped at one time, call the Senate Superintendent's Office at 4-3141 for transport to the mail room (SD-B26).

Office supplies or other materials in cartons weighing over 11 oz. can be sent by one of two means:

First Class

- Use an addressed franked label.
- Mark box "Priority Mail" with sticker or marker.
- Box should arrive in two to three days at destination.
- Frank is charged at Priority Mail rate.

Package Services Parcel Post

- Use an addressed franked label.
- Box should arrive in seven to ten days at destination.
- Frank is charged at lower Package Services Parcel Post rate.

When mailing boxes of materials to State Offices, always put an addressed franked label inside the box and write the Senator's name in indelible ink on the outside. Mark all interior envelopes and packages so that they can be identified if the box is damaged during shipment. As an additional safeguard, materials should be enclosed and shipped in reinforced cartons available through the Printing, Graphics, and Direct Mail Branch. Make certain that large envelopes and cartons are sealed with a filament-type tape as scotch tape will not hold properly.

Please attach a blue Post Office pickup tag to each franked carton or any postal equipment that is to be transported from the Senator's office to the Senate Post Office for USPS shipment or storage.

Cartons and equipment must not be placed in the hallways. For numerous carton shipments, extra large cartons, or pieces of equipment that require more than the usual pickup carts, please call the Superintendent of Mails at 4-5353. If there are four or more cartons, please call the Senate Superintendent at 4-3141 to have the cartons moved to the Mail Room (SH-B21).

Other Services Provided

The following is a list of services provided by the Senate Post Office:

- **Insurance** is available on franked mail with indemnity up to \$5,000. Insurance can be purchased up to \$5,000 on all First-Class, Priority, and Regular Standard Mail and Package Services Parcel Post. Express Mail includes \$100 insurance at no extra charge; more insurance may be added up to \$5,000. A claim for loss, damage, or rifling is based on the

actual value of the mail piece and not the amount of the insurance purchased. **(Fee must be paid - Frank will not cover special services.)**

- **Certified mail** provides a record of mailing and delivery at the Post Office of address. Certified mail travels with ordinary mail and **is not traceable (Fee must be paid - Frank will not cover special services.)**
- **Registered mail** provides maximum security for mail and **is traceable**. From the time of acceptance until delivery, signature records are maintained by the U. S. Postal Service. Optional insurance is available for up to \$25,000. **(Fee must be paid - Frank will not cover special services.)**
- **Return Receipt** is available for use on Certified, Registered, Express Mail, or on Insured Mail valued over \$200.00. It is a self-addressed card attached to the outgoing mail referencing the article number. The return receipt is returned to the mailer with a signature and the date of delivery. **(Fee must be paid - Frank will not cover special services.)**
- **Restricted Delivery** is used in conjunction with the return receipt, but the signature received is only that of the addressee or his/her authorized agent. It is available on Registered, Certified, and Insured Mail (over \$200.00). **(Fee must be paid - Frank will not cover special services.)**
- **Money Orders** are available at both Senate Post Offices. The maximum value is \$1000. for any one money order. These are the charges for each money order purchased; \$.01 - \$500 the charge is \$1.10, \$500.01 - \$1000.00 is \$1.50. During a single day, no individual may purchase money orders with a face value of more than \$10,000.

The following table lists the days and hours of operation:

Table I-14: Other Senate Post Office Services and When Offered

Service	Days	Times
Express Mail	Monday – Friday	▪ 8:30 a.m. to 4:50 p.m.
Money Orders	Monday – Friday	▪ 8:30 a.m. to 5:30 p.m.
Registered Mail	Monday – Friday	▪ 8:30 a.m. to 4:00 p.m.
Stamp Sales	Monday – Friday	▪ 8:30 a.m. to 5:30 p.m.

Riding Page

The Riding Page Service offers delivery of official franked mail between Senate offices and Executive Departments, certain independent agencies and selected press offices. Call 4-5353 to place Riding Page requests or for information about delivery points.

Riding Pages can deliver franked letters only. The Riding Page Service does not handle classified material, bulk items, packages, or items having a monetary value. The following table lists the Riding Page schedule.

Guidelines:

1. All materials must be official business and enclosed in a franked envelope.

2. Classified materials, bulk items, packages, or items having a monetary value will not be handled by the Riding Pages.
3. All materials must have an accurate room number and street address on the envelope. Phone number and contact person are required from agencies with restricted entrances.
4. Please have materials ready prior to requesting Riding Page service. Riding Pages are instructed not to wait for items to be prepared.
5. Due to downtown traffic, each Senate office is limited to one agency stop for the 3:00 p.m. departure.
6. Items for which Riding Page service has been requested should be received at least ten minutes prior to scheduled departure times.

The Riding Page service is intended to give all Senate offices efficient, expeditious, and dependable service. Please call the Post Office at 4-5353 with requests or with any questions concerning the service.

Table I-15: Riding Page Schedule

Days	Times
Monday - Friday	<ul style="list-style-type: none"> ▪ 10:00 a.m., Agency, Press, and Passport (Call before 9:50 a.m.) ▪ 2:00 p.m., Agency, and Passport (Call before 1:20 p.m.) ▪ 3:00 p.m., Agency (Call before 2:50 p.m.)

Due to heavy traffic downtown, each Senate office is limited to one agency stop for the 3:00 p.m. departure.

ZIP+4 Information

Nationwide ZIP+4 directory assistance is available on the USPS official Web site at WWW.USPS.COM. To obtain the ZIP code listing, give the street address, city, and state. Address spelling assistance is also available. The name of an occupant at an address cannot be provided. Including the 4 digit suffix with the zip code will ensure faster delivery of mailed items. For further assistance, call the Senate Post Office at 4-5353.

Special Courier Boxes

Congressional mail addressed to the Pentagon, State Department, and White House may be placed in designated boxes located in SD-B17 (Dirksen Senate Post Office). Mail is picked up daily by an agency-designated courier (except White House) and delivered directly to the locations listed below.

Table I-16: Schedule of Courier Delivery

Agency	Schedule (Approx.)	Delivery Location
Pentagon	11:00 a.m.	Mail room of the Office of the Secretary of Defense
State Department	10:00 a.m.	Legislative Affairs <i>For urgent items and special pickup arrangements, call the agency's Congressional Liaison Office (202) 647-1712.</i>

Agency	Schedule (Approx.)	Delivery Location
White House	Between 10:00 a.m. – 5:00 p.m.	White House personnel drop off and pick up daily.

The Printing and Document Services

The Printing and Document Services Office, under the Secretary of the Senate, is the liaison to the Government Printing Office for the official printing of the Senate. Letterhead, blank paper and envelopes are ordered through the office of Printing and Document Services, SH B-04, Ext. 4-0205.

Legislative Documents

The Senate document room, Printing and Document Services Office, provides copies of publications generated by the Senate, including bills and resolutions; legislative and executive reports, including conference reports; documents; and committee assignment lists. The document room also supplies copies of public laws and treaties. Bills, resolutions, and committee rosters are available for the current Congress only. All other items are held 10 years or more. The document room is located in SH B-04, Ext. 4-7701. Documents can be picked up in person or ordered by fax, phone or on-line.

Printing, Graphics and Direct Mail

Printing, Graphics and Direct Mail (PG&DM) provides a variety of vital in-house services to Senate Offices, Committees, the offices of the Sergeant at Arms and the Secretary of the Senate, and the U.S. Capitol Police. These services include:

- Printing capabilities, photocopying, document layout and design, and production of chart presentations (See “Ordering Online”)
- Bindery services
- Packaging and flag processing (See “Packaging” and “Flag Operations”.)
- Franked mail processing, accounting, and reporting
- Certification of Senate Office franked mail funds and excess color copy charges
- Laser printing of constituent letters and special reports
- Payroll vouchers for the Secretary of the Senate
- Foil stamp, embossing and die cutting
- Printing of the Executive Calendar
- Document archiving
- Braille Printing

- Laminating of small items

PG&DM provides services that cover the entire document creation process from layout and design to printing (e.g., single-color to full-color work and small-to medium-volume work) to publishing (e.g., document binding, laminating, cutting, hole punching and mailing.)

To procure PG&DM services, customers must submit a work order request either in person at the Customer Service Desk in SD-G82 or online. However, work order requests may be submitted online for certain services only. See “Ordering Online” on below.

Customer Service Desk: First Stop for Placing a Work Order Request

The Customer Service Desk processes all work order requests for PG&DM services. Customer Service specialists are responsible for ensuring that Senate offices obtain the necessary services provided by PG&DM. This includes consulting with Senate staff to plan mailings and job processing in accordance with regulations governing use of the frank, and USPS regulations. To contact the Customer Service Desk, call 4-6138.

Forms for the following are available at the Customer Service Desk:

- Flag Requests (See “Flag Operations”.)
- Additional Standard and Non-Standard Equipment Review
- Sergeant at Arms Request for Assistance
- Request for Assistance with Picture Framing
- Informal Signature Request
- Authorization for Franked Mail and Mass Mail Reports

Ordering Online

If placing a work order request at the Customer Service Desk is inconvenient, customers can order these PG&DM services online:

- Black and white, or color laser print job
- Chart job
- Welcome to Washington booklets
 - Standard booklets
 - Personalized booklets
- Public Law reprint requests
- Document layout and design
- Document archiving
- Archive paper documents
- Convert microfilm to CD

- **Document Shredding Requests**

Before customers can order online, they must ask a Customer Service specialist to assist in setting up a logon account (user name and password) for the online ordering program. Additionally, Internet Explorer 5.5 or higher is needed for the program to operate.

To access online ordering from Webster, type "pgdm" in the URL. The program prompts for a user name and password. After logging on to the program, select the type of service to request and then complete and submit the appropriate work order request form (and source file if applicable).

Chart Creation

PG&DM Layout & Design creates charts for official Senate business only. Charts for the Senate Floor receive priority processing, and others are processed on a first-come, first-served basis. To order a chart online, submit the source file as an Adobe Acrobat (PDF). If ordering in person, for the quickest turn-around time, a print-ready file should be in PDF, on a disk, or presented as a camera-ready color or black-and-white copy. PG&DM can mount charts on foam board material.

PG&DM staff is available to assist customers with design and layout of charts, if requested. PG&DM will call a customer when the chart is ready for proofing and pickup.

Delivery of Completed Order, Etc.

PG&DM Supply and Delivery delivers completed work (for example, printing and graphics) as well as the delivery, storage, and pick-up of office equipment assigned to Senators' offices in Washington, D.C.

Digitized Letterhead

PG&DM Production Services can merge digitized letterhead for off-site Constituent Services System (CSS) letter printing. PG&DM can also imprint state maps as "watermarks," special logos, and fonts onto digitized letterhead.

To Create or Update an Off-Site Letterhead

1. Bring a current copy of the letterhead to the Customer Service Desk, SD-G82, and complete a work order for processing.
2. Upon completion of the digitized letterhead, PG&DM will notify the person who completed the work order or the contact person on the work order to proof the digitized letterhead.
3. Upon approval of the digitized letterhead, PG&DM will update all printers with the new letterhead.

To see samples of state maps as "watermarks" on digitized letter, please contact PG&DM at 4-9556.

Document Archiving

PG&DM Production Services archives original paper documents to CD-ROM, microfilm, or CD-ROM and microfilm. The section can handle a variety of paper sizes including large format pages. Production Services also maintains a web-based document management system where Member offices can view their own document archives.

PG&DM Production Services can convert 16 mm or 35 mm microfilm to CD-ROM. Customers can choose the archival file type on the CD-ROM to be a searchable PDF file, an image PDF file, a single-page TIFF, or a multiple-page TIFF.

Production Services will forward the final microfilm or CD-ROM to Supply and Delivery for delivery to offices.

Layout & Design

PG&DM Layout & Design can create charts (see “Chart Creation”), newsletters, press releases, town meeting notices, weekly columns, pamphlets and books, personalized memo pads, and office forms. Other services include:

- Scanning of images for Web pages
- Conversion of various file formats for a variety of uses.
- Work printed or processed in PG&DM can be converted to Adobe PDF files for an office to post on Web pages for Internet access.
- Reproduction of constituent letters in Braille for the visually impaired.
- Creation of some standard documents in Braille

Franked Mailing Services

PG&DM Printing and Mailing Services processes, records, and sorts all outgoing (not inside) franked mail picked up in offices or from bins before transfer to the U.S. Postal Service. PG&DM Customer Service Records provides monthly franked mail postage accountability reports to the Secretary of the Senate, the Rules Committee, Senate offices, and Senate Committees. When a Senate office receives its accountability report, it should review the report for accuracy and contact Customer Service Records at 4-4115 if the office notes discrepancies.

Local Administrative Directors of state offices report franked mail usage to Customer Service Records, which then reports these figures to the above-mentioned offices and committees.

For rules governing use of the frank, see “**Appendix I: D Regulations Governing Franked Mail**” and refer to the *Senate Ethics Manual*.

Franked Mail with No Class Endorsement

PG&DM Printing and Mailing Services automatically sends all franked mail as regular standard mail. The organization sends all franked mail over 16 ounces, but not exceeding 7 pounds as Package Services Parcel Post. Delivery is usually 7 to 14 days.

Printing and Mailing Services sends all franked mail clearly marked First Class or Priority as such and charges the appropriate rates to the Senate office. Delivery is usually 3 to 5 days. Customer Service Records provides monthly Certification of franked mail charges to the Disbursing Office and Senate Offices.

The frank does not cover special services such as Insurance, Certified, Registered, Return Receipt, and Restricted Delivery Mail. Senate offices must pay the appropriate fees for these services.

Mass Mailings

PG&DM Printing and Mailing Services processes all mass mailings and Customer Service Records reports Senate offices' postage usage and other costs for mass mailings to the Disbursing Office. Customer Service Records also provides a monthly report of postage records and quarterly report which includes postage and overhead costs for mass mailings to Senate offices. Senate offices should review these reports for accuracy and notify Customer Service Records of discrepancies. Customer Service Records provides monthly Certification of mass mail charges to the Disbursing Office and Senate Offices.

Each Senate office is responsible for reporting mass mailings to the Office of Public Records on a quarterly basis.

Off-Site Printing

PG&DM Production Services can conduct off-site printing of constituent letters files (WordPerfect, Microsoft Word, and Adobe formats) produced by a Senate office. But first, a computer in a Senate office must connect electronically to Production Services.

To Connect to PG&DM Production Services

1. Contact Production Services for assistance. They will assist you in connecting to the server.
2. Contact your Constituent Services System (CSS) vendor to set up your IP address for a logon and password to the Production Services print server. This information is needed to configure the computer in the Senator's office to connect to Production Services.

Make sure the file names submitted to PG&DM Production Services identify the office, print method, and number of pages per letter. PG&DM requests that file names be no more than 8 characters with a 3-character extension. In addition, documents to be printed duplex (printed on both sides of the paper) must have an even number of pages.

See the *Procedures for Connecting to Production Services* document on Webster to obtain a unique Office ID and a variety of other information, including step-by-step instructions for configuring a computer to connect to Production Services, naming and saving document files, and sending documents to PG&DM Production Services for printing.

Packaging

PG&DM Supply and Delivery provides a packaging service for official materials of the Senate, including wrapping and boxing over-sized products. The receiving desk is located adjacent to the Customer Service Counter, SD-G82. Materials are available for packaging a variety of items for mailing, shipping, or storage. Offices may pick up boxes and soft wrapping for "do-it-yourself" packaging, or leave an item with an addressed frank label, and staff will pack and mail the item.

This area also processes and mails flags that have been flown over the Capitol Building. Flags purchased at the Stationery Room with prepaid postage will be packaged in Priority bags, have postage applied and be sent to the USPS for mailing.

To contact the PG&DM packaging area, please call 4-4051.

Photocopying

PG&DM Publishing provides various reproduction services:

- High-Speed Copying
- Electronic Printing
- Color Copies (excess charges may apply)
- Stapled Documents
- Saddle Stitch, Tape- or Spiral-Bound Booklet

To obtain these services, customers should do one of the following:

- Bring the documents to the Customer Service Desk where staff will help the customer complete a work order.
- Order the services online, submitting files electronically.

When an order is ready, PG&DM Supply and Delivery will deliver it to the customer, or the customer can pick up the order from the Customer Service Desk.

Color Copies

Each Senate office is allocated 1,000 color copies per month. Additional copies are available for 25 cents per copy. For questions about allocation balances or costs incurred with color copying, please call the Customer Service Desk at 4-6138. If ordering a color laser print job online, submit the source file as an Adobe Acrobat (PDF) file or a Postscript file. Customer Service Records provides monthly Certification of color copy charges to the Disbursing Office and Senate Offices.

Self-Serve Copy Centers

An experienced printing specialist operates each PG&DM self-serve copy center and is available for assistance. Basic printing jobs may also be dropped off at these centers, printed by our printing specialists, and picked up later that day. These centers are open from 8:00 a.m. to 5:00 p.m., Monday through Friday and are located at:

- SH-230
- SR-B24A

Printing

PG&DM Printing and Mailing Services offers a wide variety of printing services (single-color to full-color work), Bindery Service, and Mailing Services including:

- Town Meeting Notices
- Newsletters
- Press Releases/Weekly Columns
- Dear Friend Letters

- Dear Colleague Letters
- Letterhead
- Office Forms
- Business Cards
- Bound Booklets (saddle stitch or perfect bind)
- Gold Border Certificates
- Congressional Record Reprints
- Foil stamp, embossing and die cutting
- Public Law Reprints (Reprints are on red border parchment. To order a reprint, the customer will need to know the Public Law Number.)
- Bindery Services (cutting, folding, inserting, padding, and hand work)
- Mailing Services (addressing, sorting, and mailing packages)

Recording Studio

The Recording Studio provides video and audio services to Members, Member offices, and Committees. The Senate Recording Studio updates its services based on available technology

Important! The use of any radio or television coverage of the proceedings of the Senate or Committee broadcasts for political purposes is strictly prohibited. A moratorium on the use of Studio services is in effect when a Senator is a candidate for election less than 60 days before the date of any primary or general election (whether regular, special, or runoff).

Services Offered

The Recording Studio provides the following services:

- **Televising and recording of Senate proceedings.** The Studio is responsible for televising and recording the Senate floor proceedings. The Studio maintains tapes for 30 session days, and copies are available upon request. Tapes dated prior to this 30-day period are available from the National Archives and the Library of Congress.
- **Committee broadcasts.** Twelve cable channels on the Senate cable system have been designated for live broadcast of Senate Committee hearings. A master video recording is made of each video broadcast and maintained at the studio. To schedule a broadcast, please call 224-4977.
- **Studio productions.** Video productions in the Studio range from taped one-camera PSAs to live, three-camera viewer call-in shows. Included in productions are teleprompter and limited post-production and graphics services.

- **Video tape room service.** The tape room provides video print and duplication services as well as post-production services to offices. In addition, this department records nightly news broadcasts, edits out the commercials, and replays the broadcasts the following business day on channel 2 on the Senate cable television system. Recorded weekend network public affairs shows are also aired on Mondays. Please contact the tape room, at 4-3788, to request video copies of these broadcasts, Senate floor proceedings or Committee broadcasts.
- **Equipment rental.** The Recording Studio rents large flat screen monitors with VCRs, DVD players and computer hook up capabilities; audio mult boxes; portable public address systems and portable teleprompters. The Studio delivers sets up and picks up the equipment.
- **Videoconferencing.** Videoconferencing services are available for video communication between sites. The Studio coordinates all of the details of the videoconference and maintains a database of alternate videoconferencing sites throughout the United States.
- **Video streaming.** The Recording Studio has the capability to stream video productions live on the Internet and can arrange for archiving of material for later viewing.
- **Audio services.** Radio production services include shows produced in the Studio (live or taped), post-production services, dubbing services and Internet services. The radio department can also record Senate Committee hearings directly via the Committee hearing room's audio system.
- **Equipment rental.** Large plasma video monitors with VCRs, DVD players and computer hook up capabilities, audio mult boxes and portable teleprompters are available for rent from the Studio. The Studio will deliver, set up and pick up the equipment.

Costs for Services

An associated cost exists for most services provided by the Recording Studio. The Studio invoices Member and Committee offices monthly and handles all bookings and work requests on a first-come first-served basis. There is no charge for productions or services that are canceled prior to initiation with the exception of satellite time. The Studio keeps a record of staff members authorized to place orders. Offices should keep the Studio informed of any changes in staff authorized to place orders.

Recording Studio Location and Contact Information

The Recording Studio is located in located in SVC-160 of the Capitol. To contact the Recording Studio, please call 224-4977.

Senate Library

Senate librarians provide confidential, nonpartisan research services to Senators and D.C. and state staff. The Senate Library is also a lending library that offers extensive collections of congressional materials dating from 1789 to the present, including bills, hearings, reports, and debates. The book collection of almost 60,000 volumes includes titles on current events, U.S. and world history, government, biography, and law. The Library subscribes to more than 100 newspapers and magazines that are available to Senate staff. The Senate Library is open weekdays from 9:00 a.m. to 6:00 p.m. and whenever the Senate is in session.

Librarians perform a wide variety of research and reference activities, including compiling legislative histories, locating relevant statistics and journal articles, accessing court dockets and public records, and researching information needed for everything from floor statements and committee hearings to constituent inquiries. The Library also provides Senate-wide support and customized individual and group training in a wide variety of online resources, including the Legislative Information System (LIS) and the news, legislative, legal, and policy information sources and services available to the Senate through the Senate Information Services (SIS) program.

All Senate staff may search the library's catalog at <http://catalog.senate.gov> and borrowing requests may be made through the catalog or by phone or e-mail. Senators, staff, and interns are always welcome to use the Library's facilities in SR-B15 in the Russell Building basement; resources include a reading room, computer workstations, a scanning and microform center, and secure VPN wireless access to the Senate network, which is available to users with their own Senate-issued laptops.

The Senate Library, under the direction of the Office of Secretary of the Senate, has provided information services to the Senate since 1871 and is an important resource for institutional knowledge. Use of the Library's resources is reserved primarily for Senators, Senate staff and interns, and Senate and House committees. Additional information regarding the Senate Library's history, collection, and borrowing policies is available at <http://webster/library/>.

Contact the Library:

Reference/Research Assistance: 202-224-7106 reference@sec.senate.gov

Senate Information Services (SIS) Program Support: 202-224-6272 ResearchHelp@sec.senate.gov

Book Borrowing/Pickup: 202-224-6087 books@sec.senate.gov

On Webster: <http://webster/library/> and <http://catalog.senate.gov>

Stationery Room

The Stationery Room, SD-B43 (4-4771), is under the direction of the Secretary of the Senate. A wide selection of stationery items and general office supplies is available for purchase for official use. Only items for use in performance of official duties may be purchased with the office charge card and debited from the Senators' Office Account.

Pursuant to S. Res. 294, 96th Congress, as amended by S. Res. 176, 104th Congress, official funds shall not be used to purchase donations or gifts of any type, except gifts of flags which have been flown over the Capitol, copies of the book "We, the People", and copies of the calendar "We the People" published by the United States Capitol Historical Society. S. Res. 294 limits the groups to which a gift of a flag may be made to public organizations only, such as churches, schools, and patriotic service groups. Refer to the *Senate Ethics Manual* and the *Senate Handbook* for direction on permitted use of office funds and the mailing frank. Gift items may be obtained at the Gift Shop and paid for using cash, check, or personal credit card.

Senate Restaurants

The Senate Restaurant facilities provide a variety of dining options in the U.S. Capitol Building and the Senate Office Buildings, including dining rooms, cafeterias, and carry-out operations. Under the jurisdiction of the Office of the Architect of the Capitol (AOC), subject to the policy direction of the

Committee on Rules and Administration, the Senate Restaurants strive to meet the culinary and nutritional preferences of its guests. Day-to-day operation of food services is provided by the Restaurant General Manager who is located in Room SDB-02 or by calling 4-9213.

Facilities in the Capitol

- Senate Dining Room, S-110 (224-2350)
Monday through Friday
Breakfast 8 a.m. – 10:30 a.m.
Lunch 11:30 a.m. – 3 p.m.
When in session, dinner service is available in the Senate Dining Room on Thursdays, from 6 p.m. to 9 p.m., if Senate has not yet adjourned for the day.

The Dining Room is open to:

- A. Senators, their families, and guests accompanied by the Senator or spouse; Administrative Assistants to Senators accompanying guests of the Senator; Officers of the Senate; the Senate Chaplain; the Secretary for the Majority and for the Minority; the chief assistant to the Majority Leader and to the Minority Leader; the Senate parliamentarians; former Senators alone or accompanied by their families; former Officers of the Senate; the Architect of the Capitol; the Attending Physician, the Librarian of Congress, and the Legal Counsel for the Majority Leader, alone or accompanied by their families. Guests of officers of the Senate and the above individuals must be accompanied by the authorized individual or deputy.
- B. House Members, Officers of the House, and the House Chaplain

Reservations are strongly recommended and are mandatory for large parties. Priority is always given to Members of the Senate. Groups are limited to 12 people maximum (including Senators and their spouses).

After 1:30 p.m., the Dining Room is open to Senate officers and officials listed in paragraph 1 (above), and their guests; Administrative Assistants, deputies to Senate officers, and officials listed in paragraph 1; guests who are accompanied by former Senators, and spouses of former Senators who are not accompanied by the former Senator. This time restriction does not apply on days when Senate is not in session and/or the Conference/Policy luncheons are held. Staff must present their ID card for admittance to the dining room.

Dress Code

Dress must be consistent with the dignity of the dining room. It is recommended that all female guests be attired properly (no shorts, t-shirts, sneakers or jeans) and all male guests be attired in coat and tie.

Lobbying in the Dining Room is prohibited. Registered lobbyists, other than former Senators and former Senate Officers, must be accompanied by current Senator or spouse.

- **Senators' Private Dining Room S-113 (224-2350)**
Is open to Senators only on Mondays through Friday - if votes are scheduled. It is open until the last vote is complete, but not later than 9 p.m.
- **Refectory S-112 (224-4870)**
Monday through Friday

10:00 a.m. to 3 p.m.

Open to Senators, staff, members of the press, and visitors. May have evening hours based on Senate schedule. The carry-out menu consists of a limited selection of soups, hot and cold sandwiches and beverages. Also carries various sundry items such as candy, aspirin, and other products.

- **Capitol Carry-Out, SB-10 S-112 (224-5340)**

Monday through Friday

7:30 a.m. to 3 p.m. (Tuesday-Thursday until 7 p.m. if votes are scheduled.)

Carry out service is open to Senators, staff, and visitors. Offers take-out fare including bagels, pastries, juice and coffee for breakfast. The lunch menu consists of hot and cold sandwiches, along with a daily special.

Facilities in the Senate Office Buildings

- **Dirksen Café and Dining Room (228-5628)**

Dirksen Basement North Side

Monday through Friday

7:30 a.m. to 3 p.m.

A multiple-selection cafeteria and carry-out service open to Senators, staff, and visitors.

- **Dirksen South Buffet (224-4249)**

Dirksen Basement South Side

Monday through Friday

11:30 a.m. to 2:30 p.m.

Buffet style dining facility open to Senators, staff, and visitors when the Senate is in session.

- **The Coffee Shop (228-2810)**

Dirksen Basement South

Monday through Friday

8:00 a.m. to 4:00 p.m.

Open to Senators, staff, and visitors. The Coffee Shop offers espresso, coffee, gelato, Panini sandwiches and cold beverages.

- **American Grill (224-4587)**

Dirksen/Hart Ground Floor Connecting Corridor

Monday through Friday

8:00 a.m. to 6:30 p.m.

Quick counter service offering a variety of “fast food” selections to Senators, staff, and visitors. It features hot and cold sandwiches, grill items, and frozen yogurt.

- **Hart Sundry Shop (224-4586)**

Dirksen/Hart Ground Floor Connecting Corridor

Monday through Friday

8:00 a.m. to 6:30 p.m.

Open to Senators, staff, and visitors. The sundry shop offers newspapers, greeting cards, snacks, flowers, and dry cleaning.

- **Cups and Company (224-8083)**
Russell Basement North Corridor

Monday through Friday
7:30 a.m. to 5:00 p.m.

Open to Senators, staff, and visitors.

Catering

Restaurant Associates provide catering services for breakfasts, luncheons, banquets, receptions, and other special functions sponsored by Senators. Arrangements for a catered event may be made by contacting the Catering Representative. For functions to be held in the Senate wing of the Capitol, call 224-9071 for menu planning assistance. If the event is to be held in the Senate Office Buildings, call 224-9071 for assistance.

Special Operating Hours

The hours of operation of Senate Restaurant facilities are subject to change during legislative recess periods and holidays. A schedule of special operating hours is posted at facilities when there is a variation from regular business hours.

Service Awards

A service pin and framed certificate are awarded to each Senator upon the commencement of his or her term of office. Senate employees receive a service pin and framed certificate after completing 12, 20 and 30 years of Senate service.

Pursuant to regulations adopted by the Committee on Rules and Administration “**Appendix I-L: Service Awards**”, the Secretary of the Senate is authorized to make these awards, and by custom the employing Senator presents them to the employee in recognition of his or her service.

Shuttle Bus Service

Congressional Shuttle Bus Service (AOC)

Shuttle bus service for Members of Congress and staff is provided by the Office of the Architect of the Capitol (AOC) to and from legislative buildings across Capitol Hill. The shuttle buses leave the Ford House Office Building and the Hart Senate Office Building on the hour and the half hour (two buses per hour). Hours of operation are Monday through Friday, 8 a.m. to 6 p.m., except holidays.

All passengers must have a valid House, Senate, or AOC Staff ID to ride the shuttle bus. The shuttle bus and its passengers are subject to routine security checks by Capitol Police at security checkpoints. New employees or visitors to the Capitol complex must be escorted by a Congressional staff member or must have written permission on AOC, U.S. House of Representatives or United States Senate letterhead and must be presented to the driver before boarding the bus.

The times below are estimated. Buses may be delayed by traffic, accidents, street closures, or any other unscheduled event. Safety is the AOC's first concern when it comes to transporting passengers between stops. Congressional shuttle vans are identified by the Architect of the Capitol's emblem on the front doors and a sign noting trip destination displayed in the front window.

Information related to schedule delays or stoppage of service may be obtained by calling 224-6645, Monday through Friday, from 7 a.m. to 3:30 p.m.

Shuttle Bus Pick-up/Drop-off Stops

3. Ford House Office Building: Third Street, SW entrance
4. Capitol Power Plant (on request): New Jersey Ave. and E Street, SE
5. Longworth House Office Building: South Capitol Street entrance. (Please note: The northbound bus will stop at the east curb of South Capitol Street; the southbound bus will stop at the west curb of South Capitol Street.)
6. Library of Congress/Supreme Court: East Capitol Street and First Street, NE entrance
7. Russell Senate Office Building: Delaware Avenue, NE entrance (Northbound only)
8. Postal Square Building: Entrance at First Street, NE
9. Hart Senate Office Building: Second and C, Streets, NE

Estimated Arrival and Departure Times

- Leaving from Ford House Office Building heading toward Hart Senate Office Building
Ford House Office Building: Leaves on the hour and on the half hour.
Capitol Power Plant (on request): Arrives 3-5 minutes past the hour and 35 minutes past the hour.
Longworth House Office Building: Arrives 5-10 minutes past the hour and 37-40 minutes past the hour.
Library of Congress/Supreme Court: Arrives 15 minutes past the hour and 45 minutes past the hour.
Russell Senate Office Building: Arrives 17-18 minutes past the hour and 47-48 minutes past the hour.
Postal Square: Arrives 20-25 minutes past the hour and 50-55 minutes past the hour.
Hart Senate Office Building: Arrives approx. 26-28 minutes past the hour and 56-59 minutes past the hour.
- Leaving from Hart Senate Office Building heading toward Ford House Office Building
Hart Senate Office Building: Leaves on the hour and 30 minutes past the hour.
Library of Congress/Supreme Court: Arrives 3-5 minutes past the hour and 33-35 minutes past the hour.

Rayburn House Office Bldg: Arrives 7-10 minutes past the hour and 37-40 minutes past the hour.

Capitol Power Plant (on request): Arrives 13-17 minutes past the hour and 43-45 minutes past the hour.

Ford House Office Bldg: Arrives 50-55 minutes past the hour.

Senate Side Shuttle (SAA)

Shuttle service is provided between Senate office buildings, the Capitol and designated parking areas. Passengers must present a valid Congressional ID to board the shuttle.

- Scheduled times are estimates.
- Factors can delay or change the shuttle times, destinations and/or daily operation.
- Shuttles and their passengers are subject to security checks by the Capitol Police.
- SAA Shuttles are handicapped accessible.

Shuttle Schedule

- 6:30 a.m. - 10:30 a.m. Pick up from Thurgood Marshall Building (JOB) and Pennsylvania Ave with drop offs at Hart and Russell buildings and the U.S. Capitol
- 4:00 p.m. - 7:00 p.m.* Pick up from U.S. Capitol and Russell building with drop offs at Thurgood Marshall Building (JOB) and Pennsylvania Ave
- *(or 60 minutes after adjournment, whichever is later)

The SAA Shuttle Service is administered by the Transportation and Fleet Office. Information related to schedule delays or stoppage of service may be obtained by calling 224-3858, Monday – Friday from 6:00 am to 7:30 pm.

Tours of the Capitol and Capitol Dome

Staff-led tours of the Capitol are available Monday through Saturday from 8:50 a.m. until 3:20 p.m. Member-led tours of the Capitol Dome are also available, subject to certain restrictions and space limitations.

Food, drinks, liquids, aerosol sprays, large bags, knives, sharp objects, and weapons are not permitted inside the Capitol or the Visitor Center. Staff members should ensure their guests do not bring these prohibited items along when entering the Capitol or the Visitor Center.

Staff-Led Tours of the Capitol

Senate offices have several options in arranging tours of the Capitol. They may either arrange for a Visitor Services Guide to conduct a tour of the Capitol or staff members may conduct a tour

themselves. Although tour passes can be picked up at the Information Desks in the Capitol Visitor Center on the day of a tour, space is often limited and it is recommended that Senate staff reserve tour passes in advance. There are two ways to schedule a tour:

- Senate staff may go online and reserve tour passes in advance by using the Advance Reservation System at <https://members.visitthecapitol.gov>. To request a log in and password, contact Visitor Services at (202) 593-1762.

Or

- Senate staff may call Visitor Services at (202) 593-1762 to schedule a tour.

Senate staff may give tours of the Capitol to groups of up to 15 visitors. Staff are responsible for their guests and must accompany them during the entire tour. All staff-led tours must check in with Visitor Services personnel in the Capitol Visitor Center for proper accounting and to receive visitor tour passes to enter the historic Capitol.

The Capitol Visitor Center can be accessed by entering the front doors of the visitor center on the East Front or from the Capitol subway platform. As tour passes are required for entry into the Capitol, staff-led tours should proceed to the Lower Level of the Visitor Center and check in at the Information Desks in Emancipation Hall to acquire tour passes. Visitor Services personnel are posted throughout the Visitor Center to assist with wayfinding and to answer questions.

Training classes are available for staff members who will be conducting staff-led tours. These classes cover tour logistics and the history, art, and architecture of the Capitol. For information on the Congressional Historical Interpretive Training Program (CHIP), send an e-mail to CHIP_registration@aoc.gov.

For more information on staff-led tours, please call Visitor Services at (202) 593-1762

Tours of the Capitol Dome

Dome tours are available to Members of Congress only and are conducted by a Visitor Services Guide. Tours are available Monday through Friday from 9:00 a.m. to 3:00 p.m. Tours last approximately 45 minutes. One (1) tour per hour is available.

Scheduling a Tour

To request a Dome tour, please contact Visitor Services at (202) 593-1762. Members are encouraged to make requests up to six to eight weeks in advance. Visitor Services processes tour requests in the order in which they are received.

Tour Guidelines

The following are guidelines for tours of the Capitol Dome:

- **Member Must Accompany Group.** Members are responsible for their guests and must accompany them during the entire tour.
- **Group Size.** To ensure that a safe evacuation is possible, group size is limited to the Visitor Services Guide, the Member, and a maximum of seven (7) guests.

- **Waiver Form.** Signed waiver forms must be given to the Office of Congressional Accessibility Services at the beginning of the tour.
- **Where to Meet for the Tour.** The Member should bring the tour group to the Crypt of the Capitol and meet the Guide at the Office of Congressional Accessibility Services, which is located in the Crypt (S-156).
- **Severe Weather.** Weather-permitting, Guides will take Dome Tour groups to the outside balcony beneath the Statue of Freedom. However, during periods of severe weather (i.e., thunderstorms, lightning, snow, and high wind), Dome Tours will be limited to the internal space only.

Capitol Dome Tour Safety Recommendations

Persons taking a Dome Tour should follow these tour safety recommendations:

- **Difficult Climb.** The tour route includes approximately 300 stairs to reach the top of the Dome, so visitors should wear flat, closed-toe, non-slipping shoes. No large-heeled shoes will be allowed. Please be aware that the steps to reach the top of the Dome consist of a series of straight, steep, narrow, spiral, curved, and irregularly spaced landings and stairs. No rest areas, seats, or rest rooms are available on the tour route.
- **Pay close attention to immediate surroundings.** Due to the geometry of the Dome's structure, numerous head hazards will be encountered throughout the tour route.
- **Dress Accordingly.** Since the temperature inside the Dome's two shells is not controlled, extremely hot or cold temperatures may be experienced, depending on the outside weather conditions.
- **Due to its physical challenges and hazards, the tour is not recommended for small children.** Additionally, the Office of the Attending Physician advises that persons with heart, back, knee, acrophobia (a fear of heights), or breathing problems, as well as those with difficulty in bending or with a disability that may prevent them from walking unaided (cane, walker, etc.), should not participate in the tour.
- **Large purses, briefcases, and/or backpacks are not allowed on the tour.** Large purses, briefcases, and/or backpacks are not allowed on the tour. Since storage facilities are not available in the Capitol, Members should make arrangements to safeguard these items in their offices.