Madam Chairwoman, Senator Allard, and Members of the Subcommittee, thank you for your invitation to present testimony in support of the budget request of the Office of the Secretary of the Senate for Fiscal Year 2008.

It is a pleasure to have this opportunity to draw attention to the accomplishments of the dedicated and outstanding employees of the Office of the Secretary. The annual reports which follow provide detailed information about the work of the 26 departments of the office, their recent achievements, and their plans for the upcoming fiscal year.

My statement includes: Presenting the Fiscal Year 2008 budget request; implementing mandated systems, financial management information system (FMIS) and legislative information system (LIS); continuity of operations planning; and maintaining and improving current and historic legislative, financial and administrative services.

PRESENTING THE FISCAL YEAR 2008 BUDGET REQUEST

I am requesting a total Fiscal Year 2008 budget of $25,500,000. The request includes $23,500,000 in salary costs and $2,000,000 for the operating budget of the Office of the Secretary. The salary budget represents an increase of $2,446,000 over the Fiscal Year 2007 Continuing Resolution funds, which were held at Fiscal Year 2006 levels. The increase is a result of the costs associated with annual salaries and merit increases in Fiscal Year 2007 not previously funded ($1,112,000), the costs associated with the annual Cost of Living Adjustment for Fiscal Year 2008 ($650,000), and funding for merit increases and other staffing ($684,000). The operating budget represents an increase of $20,000 from Fiscal Year 2007.

The net effect of my total budget request for 2008 is an increase of $2,466,000.
Our request is consistent with the amounts requested and received in recent years through the Legislative Branch Appropriations process, aside from last fiscal year when funding as a result of the Continuing Resolution was held to the previous yearôs level. This request will enable us to continue to attract and retain talented and dedicated individuals to serve the needs of the United States Senate.

OFFICE OF THE SECRETARY APPORTIONMENT SCHEDULE

Items	Amount available fiscal year 2007, Public Law 110-5	Budget estimates fiscal year 2008	Difference
Departmental operating budget:			
Executive office é é é é é ..	$630,000	$550,000	- 80,000
Administrative servicesé é é	$1,290,000	$1,390,000	+100,000
Legislative servicesé é é é ..	$60,000	$60,000	é é é é
Total operating budgeté é .	$1,980,000	$2,000,000	+20,000

IMPLEMENTING MANDATED SYSTEMS

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

Financial Management Information System (FMIS)

The Financial Management Information System, or FMIS, is used by approximately 140 Senate offices. Consistent with our five year strategic plan, the Disbursing Office continues to modernize processes and applications to meet the continued demand by Senate offices for efficiency, accountability and ease of use. Our goals are to move to an integrated, paperless voucher system, improve the Web FMIS system, and make payroll and accounting system improvements.

During FY 2006 and the first half of FY 2007, specific progress made on the FMIS project included:

- Web FMIS was upgraded twice, once in January 2006 and again in December 2006. This system is used by office managers and committee clerks to create vouchers and manage office funds, by the Disbursing Office to review vouchers and by the Senate Committee on Rules and Administration to sanction vouchers. These two releases provided both technical and functional changes. Most significant of these is the integration of the travel advance and cash advance tracking functionality of the standalone Funds Advance Tracking System (FATS). As a result of this change, an office manager knows before coming to the Disbursing Office front counter whether a travel advance can be issued. The system changes support the underlying rules associated with travel advances that were issued by the Senate Committee on Rules and Administration in December 2006. As a result of the integration of the advance functions into Web FMIS, the standalone FATS system was shut down during the first week of March.
- The Senate Automated Vendor Inquiry (SAVI) System was upgraded in December 2006. It is used by Senate staff to create expense summary reports (ESRs) online and to check the status of reimbursements. It is integrated with Web FMIS so that vouchers are created in Web FMIS from ñimportedò ESRs without re-typing the expense and itinerary data shown on the ESR. SAVI release 4.0 addressed requests from SAVI users to reduce the number of pages for an average travel ESR from 3 to 2 by collapsing any sections in which there are no expenses.
- ADPICS was upgraded twice, once in March 2006 and again in October 2006. Used primarily by the Sergeant at Arms (SAA) finance staff, it is a mainframe system that provides integrated procurement, receiving and voucher preparation functions that are not included in Web FMIS. In response to requests from the SAA finance staff, functional and ñease-of-useò changes to ADPICS were made to approximately 40 ADPICS and FAMIS screens. These included adding fields on specific screens, modifying

calculations, modifying query results, and facilitating ñround-tripò linking from one screen to another and then back to the original.

- The computing infrastructure for FMIS is provided by the SAA. Each year the SAA staff upgrades the infrastructure hardware and software. Two major upgrades were accomplished during the last year. The first, upgrading the FMIS database software, DB2 from version 7 to version 8, was done in three ñstepsò, the last of which was completed in August 2006. The second, installing a new mainframe, first at the Alternate Computer Facility (ACF) and then at the Primary Computing Facility in the Postal Square Building (PCF), was completed in December 2006. For each activity, the Disbursing Office staff tested the changes in the FMIS testing environment and then validated the changes in the production environment.
- Disaster operation services for FMIS are provided at the ACF. In October 2006, the SAA conducted a day-long disaster recovery test of the Senateôs computing facilities, including FMIS functions. The test involved switching the Senateôs network from accessing systems at the PCF, to the ACF, our backup location, and powering down the PCF. The Disbursing Office staff successfully tested all critical online components of FMIS, including Payroll, ADPICS, FAMIS, SAVI, Web FMIS, and Checkwriter. Two components were not tested: printing documents from ADPICS for SAA finance, which required hardware that was not yet at the ACF; and running the overnight batch processes.

During the remainder of Fiscal Year 2007 the following FMIS activities are anticipated:

- Implementing additional system and reporting enhancements for the SAA.
- Implementing a new release of Web FMIS that:
    - Integrates additional functionality from the FATS system to track election moratorium periods that informs an office manager when a voucher includes travel related expenses that are not allowable during the 60 days prior to an election;
    - Enhances the pages used by the Senate Committee on Rules and Administration Audit staff to review and sanction vouchers to use newer technology and make functional changes to support imaging and electronic signature functions;
    - Enhances the Office Budget page to simplify creation of a budget; and
    - Allows ñimportingò of data from the Bank of America credit card program in order to simplify voucher creation.
- Completing analysis of the appropriate hardware/software acquisition strategy for electronic signatures, and imaging of supporting documentation, and beginning acquisition.
- Implementing online distribution of payroll system reports.
- Implementing e-mail notification to vendors of payments made via direct deposit.
- Upgrading the Hyperion Financial Management (HFM) system, the software to be used for creating financial statements should the Senate decide to issue such statements.
- Testing and verifying an upgrade of the mainframe operating system to Z/OS version 1.7
- Participating in the yearly disaster recovery test.

During Fiscal Year 2008 the following FMIS activities are anticipated:

- Eliminating the Social Security number (SSN) as the key field in the payroll system and all Senate systems receiving data from the payroll system (e.g., FMIS employee vendor numbers).
- Converting all data in FMIS using employee vendor number based on SSN to new employee vendor number.
- Conducting a pilot of the technology for paperless payment. This assumes identification of satisfactory hardware and software for electronic signatures and imaging of supporting documentation, and resolution of related policy and process issues.

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

CAPITOL VISITOR CENTER

While the Architect of the Capitol directly oversees this massive and impressive project, I would like to briefly mention the ongoing involvement of the Secretaryôs office in this endeavor. My colleague, the Clerk of the House, and I continue to facilitate weekly meetings with senior staff of the joint leadership of Congress to address issues that might impact the status of the project or the operation of Congress in general.

Although the construction creates numerous temporary inconveniences to Senators, staff and visitors, completion of the CVC will bring substantial improvements in enhanced security and visitor amenities, and its educational benefits for our visitors will be tremendous.

CONTINUITY OF OPERATIONS and EMERGENCY PREPAREDNESS PLANNING

Background

The Office of the Secretary maintains a COOP program to ensure that the Senate can fulfill its Constitutional obligations under any circumstances. Plans are in place to support Senate floor operations both on and off Capitol Hill, and to permit each department within the Office of the Secretary to perform its essential functions during and after an emergency.

COOP planning in the Office of the Secretary began in late 2000. Since that time, the Office has successfully implemented COOP plans during the anthrax and ricin incidents, and has conducted more than thirty drills and exercises to test and refine our plans. In conjunction with the SAA, USCP, and the Offices of the Attending Physician (OAP) and the AOC, the Office of the Secretary has established and exercised Emergency Operations Centers, Briefing Centers, the Leadership Coordination Center and Alternate Senate Chambers, both on and off Capitol Hill.

In addition, the office has identified equipment, supplies and other items critical to the conduct of essential functions, and has assembled ñfly-away kitsò for the Senate Chamber, and for each Department of the Office of the Secretary. Multiple copies of each fly-away kit have

been produced; some are stored in offices, and back-up kits are stored nearby but off the main campus, as well as at other sites outside the District of Columbia. This approach will enable the Office of the Secretary to resume essential operations in 12 to 24 hours, even if the staff cannot retrieve anything from their offices.

Today, the Office of the Secretary is prepared to do the following in the event of emergency:

- support Senate floor operations in an Alternate Senate Chamber within 12 hours on campus, and within 24 to 72 hours off campus, depending upon location;
- support an emergency legislative session at a Briefing Center, if required;
- support Briefing Center Operations at any of three designated locations within one hour;
- activate an Emergency Operations Center at Postal Square or another near-campus site within one hour; and
- activate an Emergency Operations Center at another site within the National Capital Region within three hours.

Activities in the Past Year

During the past year, the Office of the Secretary continued to update, refine and exercise emergency preparedness plans and operations. Specific activities included the following:

- Updated plans for use of the Leadership Coordination Center, to support Leadership response to an incident, and the Office of the Secretaryôs Emergency Operations Center.
- Worked with the Sergeant at Arms on development of a joint program to facilitate writing, maintaining and implementing COOP plans.
- Worked with the SAA, the OAP, and the AOC on contingency plans for a pandemic influenza outbreak.
- Conducted and participated in 10 emergency preparedness drills and exercises.

The central mission of the Office of the Secretary is to provide the legislative, financial and administrative support required for the conduct of Senate business. Our emergency preparedness programs are designed to ensure that the Senate can carry out its Constitutional functions under any circumstances. These programs are critical to our mission and are a permanent, integral part of our operations.

LEGISLATIVE OFFICES

The Legislative Department of the Office of the Secretary of the Senate provides the support essential to Senators to carry out their daily chamber activities and the constitutional responsibilities of the Senate. The department consists of eight offices ï the Bill Clerk, Captioning Services, Daily Digest, Enrolling Clerk, Executive Clerk, Journal Clerk, Legislative Clerk, and the Official Reporters of Debates, which are supervised by the Secretary through the Director of Legislative Services. The Parliamentarianôs office is also part of the Legislative Department of the Secretary of the Senate.

Each of the nine offices within the Legislative Department is supervised by experienced veterans of the Secretaryôs office. The average length of service of legislative supervisors in the Office of the Secretary of the Senate is 18 years. The experience of these senior professional staff is a great asset for the Senate. In order to ensure well-rounded expertise, the legislative team cross-trains extensively among their specialties.

1. BILL CLERK

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

Legislative Activity

The Bill Clerkôs office processed into the database more than 1,500 additional legislative items and 50 additional roll call votes than the previous session. Of most significant note, the number of Senate Resolutions submitted increased dramatically to reach 634, the highest number submitted in any one Congress

For comparative purposes, below is a summary of the second sessions of the 108th and 109th Congresses, followed by a cumulative summary of final numbers from each Congress:

	108th Congress, 2nd Session	109th Congress, 2nd Session
Senate Bills:	1,032	1,953
Senate Joint Resolutions:	16	14
Senate Concurrent Resolutions:	66	48
Senate Resolutions:	204	287
Amendments Submitted:	1,857	2,544
House Bills:	322	325
House Joint Resolutions:	12	8
House Concurrent Resolutions:	87	77
Measures Reported	317	233
Written Reports:	208	157
Total Legislation:	4,121	5,646
Roll Call Votes:	216	279

	108th Congress	109th Congress
Senate Bills:	3,035	4,122
Senate Joint Resolutions:	42	41
Senate Concurrent Resolutions:	152	123
Senate Resolutions:	487	634
Amendments Submitted:	4,088	5,239
House Bills:	604	611
House Joint Resolutions:	32	19
House Concurrent Resolutions:	165	165
Measures Reported	659	519
Written Reports:	428	369
Total Legislation:	9,692	11,842
Roll Call Votes:	675	645

Assistance with the Government Printing Office

The Bill Clerk's office maintains a good working relationship with the Government Printing Office (GPO) and seeks to provide the best service possible to meet the needs of the Senate. GPO continues to respond in a timely manner to the Secretary's request, through the Bill Clerk's office, for the printing of bills and reports, including the expedited printing of priority matters for the Senate chamber. To date, at the request of the Secretary through the Bill Clerk, GPO expedited the printing of over 100 measures for consideration by the Senate during the 109th Congress.

2. OFFICE OF CAPTIONING SERVICES

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

Accuracy continues to be the top priority of the office. Overall caption quality is monitored through daily Translation Data Reports, monitoring of captions in realtime, and review of caption files on the Senate Intranet. Dedication to this process has produced an overall average office accuracy rate above 99% this past year, the 13th year in a row the office has achieved this feat.

Continuity of Operations Planning (COOP) and preparation throughout 2006 also was a priority to ensure that staff are prepared and confident about the ability to relocate and successfully caption from a remote location in the event of an emergency.

The office continues to prepare and plan for its relocation to the Senate expansion space in the Capitol Visitor Center (CVC), where it will be housed with the Senate Recording Studio.

3. SENATE DAILY DIGEST

The Senate Daily Digest serves seven principal functions:

- To render a brief, concise and easy-to-read accounting of all official actions taken by the Senate in the *Congressional Record* section known as the Daily Digest.
- To compile an accounting of all meetings of Senate committees, subcommittees, joint committees and committees of conference.
- To enter all Senate and Joint committee scheduling data into the Senateôs Web-based scheduling application system. Committee scheduling information is also prepared for publication in the Daily Digest in three formats: Day-Ahead Schedule; Congressional Program for the Week Ahead; and the extended schedule which appears in the Extensions of Remarks section of the *Congressional Record.*
- To enter into LIS all official actions taken by Senate committees on legislation, nominations, and treaties.
- To publish in the Daily Digest a listing of all legislation which has become public law.
- To publish on the first legislative day of each month in the Daily Digest a óResume of Congressional Activityô which includes all Congressional statistical information, including days and time in session; measures introduced, reported and passed; and roll call votes. (See Chart - Resume of Congressional Activity)
- To assist the House Daily Digest Editor in the preparation at the end of each session of Congress a history of public bills enacted into law and a final resume of congressional statistical activity.

Committee Activity

Senate committees held 916 meetings during the second session of the 109th Congress, 153 more than were held during the second session of the 108th Congress.

All hearings and business meetings (including joint meetings and conferences) are scheduled through the Office of the Senate Daily Digest, published in the *Congressional Record* and entered in LIS. Meeting outcomes are also published by the Daily Digest in the *Congressional Record* each day.

Chamber Activity

The Senate was in session 138 days, for a total of 1,027 hours and 48 minutes, and conducted one live quorum call and 279 roll call votes. (See 20-Year Comparison of Senate Legislative Activity)

Computer Activities

The Digest continues the practice of sending a disc containing the complete publication along with a duplicate hard copy to GPO at the end of the day. GPO receives the Digest copy by electronic transfer, which promotes the timeliness of publishing the *Congressional Record*. The office continues to feel comfortable with this procedure, both to allow the Digest Editor to

physically view what is being transmitted to GPO, and to allow GPO staff to have a comparable final product to cross reference.

The Digest office will soon implement a new procedure for preparing copy. Information System staff has worked closely with the Daily Digest staff to develop a Daily Digest Authoring System . The system will streamline the process for creating, editing, and managing files for the publication of the Daily Digest, and the publishing of the *Congressional Record*. Also, Digest staff continue to work closely with computer staff to refine the LIS/DMS system, including further refining the Senate Committee Scheduling application.

Government Printing Office

The Daily Digest continues to work with GPO on issues related to the printing of the Digest, and is pleased to report that editing corrections, especially the insertion of page reference numbers, and transcript errors are infrequent. Discussions with GPO continue regarding the inclusion of online corrections.

Office Summation

The Daily Digest consults on a daily basis with the Senate Parliamentarians, the Official Reporters of Debates, and the Legislative, Executive, Journal, and Bill Clerks, as well as the staffs of the policy committees and other committee staffs, and is grateful for the continued support from these offices.

DATA ON LEGISLATIVE ACTIVITY
Second Session, 109th Congress

	SENATE	HOUSE	TOTAL
Days in Session	**138**	**101**	
Time in Session	**1,027 hrs 48**	**850 hrs, 19'**	
Congressional Record:			
Pages of proceedings	**S11849**	**H9202**	
Extension of remarks	**0**	**E2187**	
Public bills enacted into law	**73**	**175**	**248**
Private bills enacted into law	**1**	**0**	**1**
Bills in conference	**1**	**4**	**5**
Measures passed, total	**635**	**710**	**1345**
Senate bills	**142**	**87**	
House bills	**211**	**319**	
Senate joint resolutions	**2**	**2**	
House joint resolutions	**8**	**8**	
Senate concurrent resolutions	**20**	**8**	
House concurrent resolutions	**41**	**77**	
Simple resolutions	**211**	**209**	
Measures reported, total *	**231**	**345**	**576**
Senate bills	**160**	**10**	
House bills	**57**	**223**	
Senate joint resolutions	**3**	**0**	

House joint resolutions	**0**	**1**	
Senate concurrent resolutions	**4**	**0**	
House concurrent resolutions	**0**	**9**	
Simple resolutions	**7**	**102**	
Special reports	**9**	**12**	
Conference reports	**1**	**9**	
Measures pending on calendar	**303**	**159**	
Measures introduced, total	**2302**	**2451**	**4753**
Bills	**1953**	**1785**	
Joint resolutions	**14**	**27**	
Concurrent resolutions	**48**	**174**	
Simple resolutions	**287**	**465**	
Quorum calls	**1**	**2**	
Yea-and-nay votes	**279**	**287**	
Recorded votes	**0**	**252**	
Bills vetoed	**0**	**1**	
Vetoes overridden	**0**	**0**	

*These figures include all measures reported, even if there was no accompanying report. A total of **155** reports have been filed in the Senate, a total of **366** reports have been filed in the House.

NOMINATIONS – RESUME

Disposition of Executive Nominations (109-2)

From: 01/03/2006 to 12/31/2006

Civilian Nominations, totaling 618 (including 148 nominations carried over from the First Session), disposed of as follows:	Confirmed	415
	Withdrawn	21
	Returned to White	182
Other Civilian Nominations, totaling 3266 (including 780 nominations carried over from the First Session), disposed of as follows:	Confirmed	3,263
	Withdrawn	1
	Returned to White House	2
Air Force Nominations, totaling 7830 (including 100 nominations carried over from the First Session), disposed of as follows:	Confirmed	7,829
	Returned to White House	1
Army Nominations, totaling 9785 (including 608 nominations carried over from the First Session), disposed of as follows:	Confirmed	9,772
	Returned to White House	13
Navy Nominations, totaling 7036 (including 21 nominations carried over from the First Session), disposed of as follows:	Confirmed	7,035
	Returned to White House	1
Marine Corps Nominations, totaling 1293 (including 2 nominations carried over from the First Session), disposed of as follows:	Confirmed	1,289
	Returned to White House	4

Summary

Total Nominations carried over from the First Session	1659
Total Nominations Received this Session	28,169
Total Confirmed	29,603
Total Unconfirmed	0
Total Withdrawn	22
Total Returned to the White House	203

Prepared by the Senate Daily Digest -Office of the Secretary

20-YEAR COMPARISON OF SENATE LEGISLATIVE ACTIVITY

	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Senate Convened	1/6	1/25	1/3	1/23	1/3	1/3	1/5	1/25	1/4	1/3	1/3	1/27	1/6	1/24	1/3	1/23	1/7	1/20	1/4	1/3
Senate Adjourned	12/22	10/21	11/21	10/28	1/3/92	10/9	11/26	12/01	1/3/96	10/4	11/13	10/21	11/19	12/15	12/20	11/20	12/9	12/8	12/22	12/9
Days in Session	170	137	136	138	158	129	153	138	211	132	153	143	162	141	173	149	167	133	159	138
Hours in Session	1,214'52_	1,126'48_	1,003'19_	1,250'14_	1,200'44_	1,091'09_	1,269'41_	1,243'33_	1,839'10_	1,036'45_	1,093'07_	1,095'05_	1,183'57_	1,017'51_	1,236'15_	1,043'23_	1,454'05_	1,031'31_	1,222'26_	1027'48
Average Hours per Day	7.1	8.2	7.4	9.1	7.6	8.5	8.3	9.0	8.7	7.8	7.1	7.7	7.3	7.2	7.1	7.0	8.7	7.7	7.7	7.4
Total Measures Passed	616	814	605	716	626	651	473	465	346	476	386	506	549	696	425	523	590	663	624	635
Roll Call Votes	420	379	312	326	280	270	395	329	613	306	298	314	374	298	380	253	459	216	366	279
Quorum Calls	36	26	11	3	3	5	2	6	3	2	6	4	7	6	3	2	3	1	3	1
Public Laws	240	473	240	244	243	347	210	255	88	245	153	241	170	410	136	241	198	300	169	248
Treaties Ratified	3	15	9	15	15	32	20	8	10	28	15	53	13	39	3	17	11	15	6	14
Nominations Confirmed	46,404	42,317	45,585	42,493	45,369	30,619	38,676	37,446	40,535	33,176	25,576	20,302	22,468	22,512	25,091	23,633	21,580	24,420	25,942	29,603
Average Voting Attendance	94.03	91.58	98.0	97.47	97.16	95.4	97.6	97.02	98.07	98.22	98.68	97.47	98.02	96.99	98.29	96.36	96.07	95.54	97.41	97.13
Sessions Convened Before 12 Noon	131	120	95	116	126	112	128	120	184	113	115	109	118	107	140	119	133	104	121	110
Sessions Convened at 12 Noon	12	12	14	4	9		6	9	2	15	12	31	17	25	10	12	4	9	1	4
Sessions Convened after 12 Noon	25	5	27	17	23	10	15	17	12	7	7	2	19	24	21	23	23	21	36	24
Sessions Continued after 6 p.m.	97	37	88	100	102	91	100	100	158	88	96	93	113	94	108	103	134	129	120	129
Sessions Continued after 12 Midnight	6	7	9	13	6	4	9	7	3	1					2	3	8	2	3	3
Saturday Sessions	3	0	1	3	2	2	2	3	5	1	1	1	3	1	3		1	2	2	2
Sunday Sessions	1			2					3		1			1			1	1	2	

4. ENROLLING CLERK

The Enrolling Clerk prepares, proofreads, corrects, and prints all Senate-passed legislation prior to its transmittal to the House of Representatives, the National Archives, the Secretary of State, the United States Claims Court, and the White House.

During 2006, 99 enrolled bills (transmitted to the President), 2 enrolled joint resolutions (transmitted to the President) and 9 concurrent resolutions (transmitted to Archives) were prepared, printed, proofread, corrected, and printed on parchment for official enrollment. In addition, the office processed a total of 571 additional pieces of legislation that were passed or agreed to by the Senate.

Throughout 2006 the enrolling clerks met with personnel of the LIS Project Office to integrate and test the LEXA application for processing bills for printing. The LEXA training manual was updated in early February 2006; and, as of January 2007, the enrolling clerks are now incorporating the new legislative drafting tool. Senate Enrolling will embark in this new challenge to continue to help incorporate these changes into the process to further its primary mission of providing the most timely and accurate product for the Senate.

5. EXECUTIVE CLERK

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

Nominations

During the second session of the 109th Congress, there were 1,049 nomination messages sent to the Senate by the President, transmitting 28,169 nominations to positions requiring Senate confirmation and 22 messages withdrawing nominations sent to the Senate during the second session of the 109th Congress. Of the total nominations transmitted, 370 were for civilian positions other than lists in the Foreign Service, Coast Guard, NOAA, and Public Health Service. In addition, there were 2,486 nominees in the ñcivilian listò categories named above. Military nominations received this session totaled 25,213 (7,730 - Air Force; 9,177 - Army; 7,015 - Navy and 1,291 - Marine Corps). The Senate confirmed 29,603 nominations this session. Pursuant to the provisions of paragraph six of Senate Rule XXXI, 203 nominations were returned to the President during the second session of the 109th Congress.

Treaties

There were 14 treaties transmitted to the Senate by the President during the second session of the 109th Congress for its advice and consent to ratification, which were ordered printed as treaty documents for the use of the Senate (Treaty Doc. 109-9 through 109-22). The

Senate gave its advice and consent to 14 treaties with various conditions, declarations, understandings and provisos to the resolutions of advice and consent to ratification.

Executive Reports and Roll Call Votes

There were 11 executive reports relating to treaties ordered printed for the use of the Senate during the second session of the 109th Congress (Executive Report 109-9 through 109-19). The Senate conducted 29 roll call votes in executive session, all on or in relation to nominations and treaties.

Executive Communications

For the second session of the 109th Congress, 4,186 executive communications, 192 petitions and memorials and 23 Presidential messages were received and processed.

LIS Update

The Executive Clerk consulted with the computer staff during the year to improve the LIS processing of nominations, treaties, executive communications, presidential messages and petitions and memorials.

6. JOURNAL CLERK

The Journal Clerk takes notes of the daily legislative proceedings of the Senate in the ñMinute Bookò and prepares a history of bills and resolutions for the printed *Journal of the Proceedings of the Senate*, or *Senate Journal*, as required by Article I, Section V of the Constitution. The *Senate Journa*l is published each calendar year, and in 2006, the Journal Clerk completed the production of the 1,090 page 2005 edition.

The *Journal* staff take 90-minute turns at the rostrum in the Senate chamber, noting by hand for inclusion in the Minute Book (i) all orders (entered into by the Senate through unanimous consent agreements), (ii) legislative messages received from the President of the United States, (iii) messages from the House of Representatives, (iv) legislative actions as taken by the Senate (including motions made by Senators, points of order raised, and roll call votes taken), (v) amendments submitted and proposed for consideration, (vi) bills and joint resolutions introduced, and (vii) concurrent and Senate resolutions as submitted. These notes of the proceedings are then compiled in electronic form for eventual publication at the end of each calendar year of the *Senate Journal*.

The LIS Senate Journal Authoring System continues to be updated as needed to further assist in the efficiency of production. The 2006 *Senate Journal* is expected to be sent to GPO for printing at the end of April.

7. LEGISLATIVE CLERK

The Legislative Clerk sits at the Secretaryôs desk in the Senate Chamber and reads aloud bills, amendments, the *Senate Journal*, Presidential messages, and other such materials when so directed by the Presiding Officer of the Senate. The Legislative Clerk calls the roll of members to establish the presence of a quorum and to record and tally all yea and nay votes. The office

prepares the Senate *Calendar of Business*, published each day that the Senate is in session, and prepares additional publications relating to Senate class membership and committee and subcommittee assignments. The Legislative Clerk maintains the official copy of all measures pending before the Senate and must incorporate into those measures any amendments that are agreed to. This office retains custody of official messages received from the House of Representatives and conference reports awaiting action by the Senate. The office is responsible for verifying the accuracy of information entered into LIS by the various offices of the Secretary.

Summary of Activity

The second session of the 109th Congress completed its legislative business and adjourned on December 9, 2006. During 2006, the Senate was in session 138 days and conducted 279 roll call votes. There were 231 measures reported from committees and 635 total measures passed. In addition, there were 2,545 amendments processed.

Cross-Training

Recognizing the importance of planning for the continuity of Senate business, under both normal and possibly extenuating circumstances, cross-training continues to be strongly emphasized among the Secretaryôs legislative staff. To ensure additional staff are trained to perform the basic floor responsibilities of the Legislative Clerk, as well as the various other floor-related responsibilities of the Secretary, approximately 50% of the legislative staff are currently involved or have recently been involved in cross-training.

Amendment Tracking System Feedback

The Senateôs Web-based application that allows users to access images of Senate amendments proposed to legislation is called the Amendment Tracking System (ATS). Developed in 1997 to provide the Senate with online access to amendments, ATS provides legislative staff with scanned images of the amendments, and descriptive information about them, including their purpose, sponsor, cosponsors, submitted date, proposed date, and status.

In September of 2005, the scope of information available on ATS was expanded to include submitted amendments, those amendments that have been submitted but have not been proposed on the Senate floor. Staff members now have the option to view all, just submitted, or just proposed amendments. ATS also expanded the size of amendment images from 25 to 50 pages, so users are now able to see up to 50 pages of a submitted or proposed amendment.

After utilizing the expanded version of the ATS for a full year, reaction from the Senate community continues to be extremely positive.

8. OFFICIAL REPORTERS OF DEBATES

The Official Reporters of Debates prepare and edit a report of the proceedings of the Senate for publication in the *Congressional Record*, and serve as liaison for all Senate personnel on matters relating to the content of the *Record*. The transcript of proceedings, submitted

statements and legislation are transmitted in hard copy and electronically throughout the day to GPO.

The office works diligently to assure that the electronic submissions to GPO are timely and efficient. The Official Reporters encourage offices to make submissions to the *Record* by electronic means, which results in both a tremendous cost saving to the Senate and minimizes keyboard errors. The office provides formatting guidelines to Senate offices which has facilitated an accurate and timely printing of each dayôs *Congressional Record*.

9. PARLIAMENTARIAN

The Parliamentarian's Office continues to perform its essential institutional responsibilities to act as a neutral arbiter among all parties with an interest in the legislative process. These responsibilities include advising the Chair, Senators and their staff, as well as committee staff, House members and their staffs, administration officials, the media and members of the general public, on all matters requiring an interpretation of the Standing Rules of the Senate, the precedents of the Senate, unanimous consent agreements, as well as provisions of public law affecting the proceedings of the Senate.

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

The Parliamentarians monitor all proceedings on the floor of the Senate, advise the Presiding Officer on the competing rights of the Senators on the floor, and advise all Senators as to what is appropriate in debate. The Parliamentarians keep track of the amendments offered to the legislation pending on the Senate floor, and monitor them for points of order. In this respect, the Parliamentarians reviewed more than 1,000 amendments during 2006 to determine if they met various procedural requirements (such as germaneness). The Parliamentarians also reviewed thousands of pages of conference reports to determine what provisions could appropriately be included therein.

The Office of the Parliamentarian is responsible for the referral to the appropriate committees of all legislation introduced in the Senate, all legislation received from the House, as well as all communications received from the executive branch, state and local governments, and private citizens. In order to perform this responsibility, the Parliamentarians do extensive legal and legislative research. During 2006, the Parliamentarian and his assistants referred 2,245 measures and 4,403 communications to the appropriate Senate committees. The office worked extensively with Senators and their staffs to advise them of the jurisdictional consequences of particular drafts of legislation, and evaluated the jurisdictional effect of proposed modifications

in drafting. The office continues to address the jurisdictional questions posed by the creation of the new Department of Homeland Security, by the adoption of S.Res. 445 reorganizing intelligence and homeland security jurisdiction of the Senateôs committees, and by the enactment of the Intelligence Reform and Terrorism Prevention Act of 2004. The Parliamentarians have made dozens of decisions about the committee referrals of nominations for new positions created in this department, nominations for positions which existed before this department was created but whose responsibilities have changed, and hundreds of legislative proposals concerning the departmentôs responsibilities.

Additionally, in the last six years, rules relating to legislation on appropriations bills, and the scope of conference reports on all bills were reinstated. As a result, the Parliamentarians have been asked to review hundreds of Senate amendments and now have the responsibility of potentially reviewing every provision of every conference report considered by both Houses of Congress.

In 2006, as in all election years, the Parliamentarians received all of the certificates of election of Senators elected or reelected to the Senate, and reviewed them for sufficiency and accuracy, returning those that were defective and reviewing their replacements.

FINANCIAL OPERATIONS: DISBURSING OFFICE

DISBURSING OFFICE ORGANIZATION

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

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

DEPUTY FOR BENEFITS AND FINANCIAL SERVICES

The principal responsibility of this position is to provide expertise and oversight on federal retirement, benefits, payroll, and financial services processes. Coordination of the interaction between the Financial Services (Front Office), Employee Benefits, and Payroll Sections is also a major responsibility of the position, in addition to the planning and project management of new computer systems and programs. The Deputy for Benefits and Financial Services ensures that job processes are efficient and up to date, modifies computer support systems, as necessary, implements regulatory and legislated changes, and designs and produces up-to-date forms for use in all three sections.

After year-end processing of payroll for the calendar year 2005, minor enhancements to the cost of living allowance (COLA) process were smoothly completed. W-2ôs were issued promptly and made immediately available on the Document Imaging System (DIS). During the year, other minor changes were made to the Human Resources Management System (HRMS) to promote greater efficiency.

DIS, which contains electronic images of employee personnel folders, documents, records, W-2 statements, as well as other pay and service history records, has proven to be a valuable resource for the Disbursing Office. As DIS began nearing its storage capacity, research was conducted and projections were made on future uses and capacity requirements. New SQL servers were requisitioned and installed. In addition to transferring data from old to new, including replication for the Alternate Computing Facility (ACF), testing of the new server has begun, and it is expected to be fully operational later this month. This upgrade will allow us the ability to expand the scope of our document imaging and to bring it into full compliance with COOP guidelines.

The Senate Service Facility (SSF) was completed in February. Revolving vertical file cabinets were installed in the Disbursing Officeôs enclosed, secure and environmentally controlled area. In addition, a dedicated, secure ñcageò was provided for organized and elevated box storage. Access was granted and security codes were authorized to those in need of access. All Disbursing Office files and employee personnel folders in the offsite warehouses were transported to the SSF. Employee personnel folders were then transferred from the 70 outdated file cabinets into the state-of-the-art revolving vertical cabinets. This required a great deal of planning and organization to integrate the personnel folders from many groupings into one alphabetical run for ease of access and organization. During the summer, 18,000 of the older employee personnel folders maintained on-site in the Disbursing Office were purged. These folders were transported to the SSF and interfiled with those folders already located there. This alleviated overcrowding of the Disbursing Office files and has made the older folders readily accessible.

As a result of legislation passed in 2004, the new pre-tax Federal Employees Dental and Vision Insurance Program (FEDVIP) was implemented in 2006. In preparation for implementation, disbursing staff attended agency-wide meetings and seminars. The Office of

Personnel Management (OPM) provides guidance for this program which is administered by a third-party administrator. Programming specifications were determined for compliance with the programôs parameters and its regulations, and provided to the SAA Computer Center for development. The Disbursing Office provided testing and trouble-shooting for the new programming. Preparations for the first annual FEDVIP Open Season (OS) were made, including training, education and distribution of materials. The initial FEDVIP OS coincided with the Federal Employees Health Benefits (FEHB) and Flexible Spending Accounts (FSA) OS, and enrollments were effective 12-31-2006. This new program will be monitored with programming and procedures modified as needed.

Updates and revision of many Disbursing Office forms were completed, and many were made available electronically through Webster. The Disbursing Office also worked with the SAA Computer Center to provide internal electronic storage and retrieval of reports and to eliminate the need for paper production and distribution of those reports.

In addition, the Disbursing Office administers the retirement and benefits programs for the Senate Employeesô Child Care Center (SECCC). In 2006 electronic imaging and storage of employee folders and documents for SECCC staff was completed as well as the creation of electronic retirement records.

At the request of the Senate Committee Rules and Administration, the Disbursing Office worked to edit and update relevant portions of the Senate Handbook. In addition, Senator-elect information and guidance was also reviewed and updated for the orientation handbook.

FRONT OFFICE - ADMINISTRATIVE AND FINANCIAL SERVICES

The Front Office is the main service area of all general Senate business and financial activity. The Front office maintains the Senateôs internal accountability of funds used in daily operations. Reconciliation of such funds is executed on a daily basis. The Front office provides training to newly authorized payroll contacts along with continuing guidance to all contacts in the execution of business operations. It is the receiving point for most incoming expense vouchers, payroll actions, and employee benefits related forms, and is the initial verification point to ensure that paperwork received in the Disbursing Office conforms to all applicable Senate rules, regulations, and statutes. The Front Office is the first line of service provided to Senate Members, Officers, and employees. All new Senate employees (permanent and temporary) who will work in the Capitol Hill Senate offices are administered the required oath of office and personnel affidavit. Staff is also provided verbal and written detailed information regarding pay and benefits. Authorization is certified to new and state employees for issuance of Senate identification cards. Advances are issued to Senate staff authorized for official Senate travel. Cash and check advances are entered and reconciled in the Funds Advance Tracking System (FATS). Repayment of travel advances is executed after processing of certified expenses is complete. Travelers checks are available on a non-profit basis to assist the traveler. Numerous inquiries are handled daily, ranging from pay, benefits, taxes, voucher processing, reporting, laws, and Senate regulations, and must always be answered accurately and fully to

provide the highest degree of customer service. Cash and checks received from Senate entities as part of their daily business are handled through the Front office and become part of the Senateôs accountability of federally appropriated funds and are then processed through the Senateôs general ledger system.

General Activities

- Processed approximately 2,300 cash advances, totaling approximately $1.1 million and initialized 800 check/direct deposit advances, totaling approximately $620,000.
- Received and processed more than 25,000 checks, totaling over $2,500,000.
- Administered Oath and Personnel Affidavits to more than 2,700 new Senate staff and advised them of their benefits.
- Maintained brochures for 12 Federal health carriers and distributed approximately 4,000 brochures to new and existing staff during the annual FEHB OS.
- Provided 20 training sessions to new administrative managers.

In December, the advance functionality module of Web FMIS was implemented to replace the legacy FATS system for issuance and repayment of travel advances. This implementation required the ongoing dual run of both systems until testing was successfully completed in March of this year.

The Front office continues its daily reconciliation of operations and strengthened internal office controls. New locks for cash drawers were ordered and scheduled for installation. This will allow for better central control of the cash accountability. Training and guidance to new administrative managers and business contacts continued, as did the incorporation of updates of the scanning and imaging project into daily operations. A major emphasis was placed on assisting employees in maximizing their Thrift Savings Plan (TSP) contributions and making them aware of the TSP catch-up program. The Front office continued to provide the Senate community with prompt, courteous, and informative advice regarding Disbursing Office operations.

PAYROLL SECTION

The Payroll Section maintains the Human Resources Management System (HRMS) and is responsible for processing, verifying, and warehousing all payroll information submitted to the Disbursing Office by Senators, Chairmen and other appointing officials for their staffs, including appointments of employees, salary changes, title changes, transfers and terminations. It is also responsible for input of all enrollments and elections submitted by Members and employees that affect their pay (e.g. retirement and benefits elections, tax withholding, TSP participation, allotments from pay, address changes, direct deposit elections, levies and garnishments) and for the issuance of accurate salary payments to Members and employees. The Payroll Section jointly maintains the Automated Clearing House (ACH) FedLine facilities with the Accounts Payable Section for the normal transmittal of payroll deposits to the Federal Reserve. Payroll Expenditure, Projection and Allowance reports are distributed to all Senate offices. Issuance of the proper withholding and agency contributions reports to the Accounting Department is handled by

Payroll as is transmission of the proper TSP information to the National Finance Center. In addition, the Payroll Section maintains earnings records for distribution to the Social Security Administration and employeesô taxable earnings records for W-2 statements. The Payroll Section is also responsible for the payroll expenditure data portion of the *Report of the Secretary of the Senate.* The Payroll Section calculates, reconciles and bills the SECCC (Child Care Center) for their staff Employee Contributions and forwards payment of those contributions to the Accounting Section. The Payroll Section provides guidance and counseling to staff and administrative managers on issues of pay, salaries, allowances and projections.

General Activities

The Payroll Section processed a January 1, 2006 cost of living increase of 3.44 percent. The Payroll Section maintained the normal schedule of processing TSP election forms. Employees took full advantage of the increase of TSP deductions making the most of the new $15,000 maximum. For those employees over 50, the TSP catch-up program provided an opportunity to make additional contributions in excess of the standard limitations.

Payroll Allowance, Expenditure and Projection reports are provided to all Senate offices on a monthly basis. A desire to provide these reports in an electronic format was identified. Brainstorming sessions were held within the Disbursing Office to determine possible paths for this project. Initial contacts between the Disbursing office, SAA Computer Center and the appropriate contractor were made and early stage meetings have been held to identify requirements, possible strategies and means to provide the electronic reports. The goal is to make these reports available electronically in 2007.

The Payroll Section provides administration of the Student Loan Repayment Program (SLRP). In response to the high volume of calls and e-mails, an exclusive SLP e-mail account has been established. This tool will speed responses to inquiries from offices and employees. In addition, meetings were held with office administrators to provide clarification about and to ensure compliance with Public Law 107-68 that governs the Senate SLP.

In November the Payroll Section gained access to the U.S. Treasury Pacer System, which allows us to resolve SLP lender issues and employee inquiries in an accurate and efficient manner by presenting physical evidence of payments negotiated. Disbursing continues to review internal processes and controls, seeking ways to improve efficiency and performance. In 2006, the office developed a database to provide better tracking and reporting for the SLP activities.

In September the Payroll Section began to receive TSP reports, receipts, loans and error lists via TSPôs Web-based secure system. This enabled us to handle all of these functions in a timely manner. Previously TSP correspondence was sent by mail and was subject to mail delays and loss.

The Payroll Section was involved in the preparations and programming specifications for implementation of FEDVIPS. Flexible Spending Accounts, and Long Term Care Insurance

processing continues. The office continues to refine and improve processes in working with third party administrators.

The 2006 elections presented the Payroll Section with the need to prepare for the opening and closing of ten personal offices in addition to leadership changes. Disbursing Office staff looked into the specifics of S. Res. 478 to determine its impact on outgoing staff and to ensure that procedures allowed for the proper administration of the resolution.

The Payroll Section again participated in disaster recovery testing. This yearôs test, conducted in October, entailed using the ACF processing equipment to operate the payroll/personnel system from the Hart Building while SAA programmers ran trial payrolls from dial up sources. Part of the test was for members of SAA Production Services to produce the payroll output from printers located at the ACF. The Payroll/Personnel Systems test proved that it could be run from multiple locations at the same time.

EMPLOYEE BENEFITS SECTION

The primary responsibilities of the Employee Benefits Section (EBS) are administration of health insurance, life insurance and all retirement programs for Members and employees of the Senate. This includes counseling, processing of paperwork, research, dissemination of information and interpretation of retirement and benefits laws and regulations. EBS staff is also expected to have a working knowledge of FSAs, the Long Term Care Insurance (LTCI) Program and FEDVIPS. In addition, the sectional work includes research and verification of all prior federal service and prior Senate service for new and returning appointees. EBS provides this information for payroll input and when Official Personnel Folders and Transcripts of Service from other federal agencies are received, verifies the accuracy of the information provided and reconciles as necessary. Senate Transcripts of Service, including all official retirement and benefits documentation, are provided to other federal agencies when Senate Members and staff are hired elsewhere in the government. EBS is responsible for the administration and tracking of employees placed in Leave Without Pay (LWOP) to perform military service and the occasional civilian appointment to an international organization. EBS also handles most of the stationery and forms inventory ordering and maintenance for the Disbursing Office. EBS processes employment verifications for loans, the Bar Exam, the Federal Bureau of Investigation (FBI), OPM, and Department of Defense (DoD), among others. Unemployment claim forms are completed, and employees are counseled on their eligibility. Department of Labor billings for unemployment compensation paid to Senate employees are reviewed in EBS and submitted by voucher to the Accounting Section for payment, as are the employee fees associated with FSAs. Designations of Beneficiary for Federal Employeesô Group Life Insurance (FEGLI), Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), and unpaid compensation are filed and checked by EBS.

General Activities

EBS assisted with the transition of Senator Corzine and his staff as he resigned his Senate seat to become Governor of New Jersey, as well as the transition of Senator Menendez and his

staff to the Senate from his seat in the House. EBS also provided counselling to all outgoing Senators, and provided their outgoing staff with office talks and individual counselling. Additionally, EBS provided counselling to committee and leadership staff affected by leadership changes.

EBS conducted agency-wide seminars on CSRS and FERS and hosted a seminar with the D.C. Department of Employment Services in December for all potentially outgoing staff. This seminar was very helpful to staff in providing pointers and references in applying for new employment.

EBS staff attended interagency meetings on the development and understanding of the new FEDVIP program and the Benefeds Portal that will combine third-party administration of FSA, LTCI and the new FEDVIP programs. EBS also attended government-wide TSP meetings to keep abreast of new regulations and procedures.

Approximately 500 employees changed plans during the annual FEHB OS. These changes were processed and reported to carriers very quickly. This year we were again able to offer Senate employees access to the online ñCheckbook Guide to Health Plansò to research and compare FEHB plans. This tool will remain available to staff throughout the year. Once again, the Disbursing Office hosted a FEHB OS Health Fair, with over 1,200 employees attending. Senate enrollment in the new Dental and Vision Insurance plans was over 1,600.

There has been significant coordination with the SAA Computer Center to effect computer enhancements and provide additional automated forms to the EBS database. This has provided greater efficiency and increased accuracy of information. In addition, EBS created several ñfillable formsò for use by EBS staff.

EBS is in the process of building a sectional electronic ñlibraryò of scanned documents on our shared directory. This library of samples, documentation, rulings and other benefits will help to teach new personnel to ensure consistent EBS output. The library will also be a valuable COOP resource.

DISBURSING OFFICE FINANCIAL MANAGEMENT

Headed by the Deputy for Financial Management, the mission of Disbursing Office Financial Management (DOFM) is to coordinate all central financial policies, procedures, and activities, to process and pay expense vouchers within reasonable time frames, to work toward producing an auditable consolidated financial statement for the Senate and to provide professional customer service, training and confidential financial guidance to all Senate accounting locations. In addition, the Financial Management group is responsible for the compilation of the annual operating budget of the United States Senate for presentation to the Committee on Appropriations as well as for the formulation, presentation and execution of the budget for the Senate. On a semiannual basis, this group is also responsible for the compilation, validation and completion of the *Report of the Secretary of the Senate*. Disbursing Office

Financial Management is segmented into three functional departments: Accounting, Accounts Payable, and Budget. The Accounts Payable Department is subdivided into three sections: Audit, Disbursement and Vendor/SAVI. The Deputy coordinates the activities of the three functional departments, establishes central financial policies and procedures, acts as the primary liaison to the HR Administrator, and carries out the directives of the Financial Clerk and the Secretary of the Senate.

ACCOUNTING DEPARTMENT

During FY 2006, the Accounting Department approved in excess of 53,000 expense reimbursement vouchers, processed 1,300 deposits for items ranging from receipts received by the Senate operations, such as the Senateôs revolving funds, to cancelled subscription refunds from Member offices. General ledger maintenance also prompted the entry of thousands of adjustment entries that include the entry of all appropriation and allowance funding limitation transactions, all accounting cycle closing entries, and all non-voucher reimbursement transactions such as payroll adjustments, COLA budget uploads, stop payment requests, travel advances and repayments, and limited payability reimbursements. The department began scanning all documentation for journal vouchers, deposits, accounting memos, and letters of certification to facilitate both storage concerns and COOP backup.

This year the Accounting Department assisted in the validation of various system upgrades and modifications, including the testing required to implement Db2 version 8 Compatibility and New Features modes, and an upgrade to the mainframe operating system to Z/OS. During January 2006, the Accounting Department with contract support completed the 2005 year-end process to close and reset revenue, expense, and budgetary general ledger accounts to zero. The new CD log was developed and extensive regression testing was required. The log is now fully functional. Document purge and rollover were turned over to the IT group as the department geared up for 2006 fiscal year-end closing activities.

The Department of the Treasuryôs monthly financial reporting requirements include a Statement of Accountability that details all increases and decreases to the accountability of the Secretary of the Senate, such as checks issued during the month and deposits received, as well as a detailed listing of cash on hand. Also, reported to the Department of the Treasury on a monthly basis is the Statement of Transactions According to Appropriations, Fund and Receipt Accounts, a summary all activity of all monies disbursed by the Secretary of the Senate through the Financial Clerk of the Senate. All activity by appropriation account is reconciled with the Department of the Treasury on a monthly and annual basis. The annual reconciliation of the Treasury Combined Statement is also used in the reporting to the Office of Management and Budget (OMB) as part of the submission of the annual operating budget of the Senate.

This year, the Accounting Department transmitted all federal tax payments for federal, Social Security, and Medicare taxes withheld from payroll expenditures, as well as the Senateôs matching contribution for Social Security, and Medicare to the Federal Reserve Bank. The Department also performed quarterly reporting to the Internal Revenue Service (IRS) and annual

reporting and reconciliation to the IRS and the Social Security Administration. Payments for employee withholdings for state income taxes were reported and paid on a quarterly basis to each state with applicable state income taxes withheld. Monthly reconciliations were performed with the National Finance Center regarding the employee withholdings and agency matching contributions for the TSP.

There are also internal reporting requirements such as the monthly ledger statements for all Member offices and all other offices with payroll and non-payroll expenditures. These ledger statements detail all of the financial activity for the appropriate accounting period with regard to official expenditures in detail and summary form. It is the responsibility of the Accounting Department to review and verify the accuracy of the statements before Senate-wide distribution.

The Accounting Department, in conjunction with the Deputy for Financial Management, continues to work closely with the SAA Finance Department in completing the corrective actions that were identified during our Pro-forma financial statements auditability assessment. Based on the results of this exercise, 23 corrective actions were suggested including an action plan and proposed schedule to have them corrected. Some of the actions were rather simple to implement while others will take significantly longer. Of the 23 corrective actions noted, 18 have been completed and 5 are still in process.

Accounting also has a budget division whose primary responsibility is compiling the annual operating budget of the United States Senate for presentation to the Committee on Appropriations. The Budget division is responsible for the preparation, issuance and distribution of the budget justification worksheets (BJW). In FY 2006, the budget justification worksheets were mailed to the Senate accounting locations and processed in December. The budget baseline estimates for FY 2007 were reported to OMB by mid-January, via the upgraded MAX database.

During January, the Senate Budget Analyst is responsible for the preparation of 1099's and the prompt submission of forms to the IRS before the end of the month.

ACCOUNTS PAYABLE
Vendor/Senate Automated Vendor Inquiry Section

The Vendor/Senate Automated Vendor Inquiry (SAVI) Section maintains the accuracy and integrity of the Senateôs central vendor (payee) file for the prompt completion of new vendor file requests and service requests related to the Disbursing officeôs Web-based payment tracking system known as SAVI. This section also assists the IT Department performing periodic testing and monitoring the performance of the SAVI system.

Currently, more than 14,400 vendor records are stored in the vendor file. Daily requests for new vendor addresses or updates to existing vendor information are processed within 24 hours of being received. In 2004, the A/P Department began paying vendors electronically via the ACH. Besides updating mailing addresses, the Vendor/SAVI section facilitates the use of ACH by switching the method of payment requested by the vendor from check to direct deposit. Whenever a new remittance address is added to the vendor file, a standard letter is mailed to vendors requesting tax and banking information. If a vendor responds to our letter and indicates they would like to receive ACH payments in the future, the method of payment is changed. Currently, more than 1,800 vendors and over half of the home state office landlords are being paid via ACH.

SAVI is the Disbursing officeôs Web-based payment tracking system. Senate employees can electronically create, save, and file expense reimbursement forms, track their progress, and get detailed information on payments. The most common service requests are requests for system user ids, system passwords and to activate deactivated accounts. Employees may also request an alternative expense payment method. An employee can choose to have their payroll set up for

direct deposit or paper check, but can have their expenses reimbursed by a method different from their salary payment method.

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

The Vendor/SAVI section electronically scans and stores all supporting documentation of existing vendor records and new vendor file requests. Currently electronic records for over 9,000 vendors have been verified against paper records and the paper files certified for destruction. In the near future, this section will assist the IT Department in testing an automatic e-mail notification system which will alert vendors when an EFT payment has been made and will provide pertinent payment information.

During 2006, the Vendor/SAVI section processed over 2,400 vendor file requests, completed nearly 1,800 SAVI service requests, mailed over 1,100 vendor information letters, and converted over 500 vendors to direct deposit.

The SAVI web-based system was upgraded in 2006 to version 4.0, and the section participated in testing of new features and functionality.

ACCOUNTS PAYABLE
Disbursements Department

The department received and processed over 158,000 expense claims. The department also wrote more than 34,000 expense checks and approximately 57,500 direct deposit reimbursements were transmitted via ACH. The department has experienced a slight increase of roughly 5.7% in the number of checks written and a slight increase of 2% in the number of ACH payments. The departmentôs goal is to reduce the number of checks and increase the number of ACH payments sent out. The department suffered no performance loss, ensuring that all vendors and employees continued to receive timely and accurate payments. ACH and check printing capabilities were established at the ACF. The ACF is stocked so COOP initiatives can be carried out. A new version of Checkwriter was installed as part of the release of Web FMIS version 11.

After vouchers are paid, they are sorted and filed by document number. Vouchers are grouped in 6-month ñclustersò to accommodate their retrieval for the semi-annual *Report of the Secretary of the Senate*. Currently, files are maintained for the current period and two prior periods in-house as space is limited. Previously, older documents were stored in the departmentôs warehouse, but were successfully transferred to the SSF in February 2006.

A major function of the department is to prepare adjustment documents. Adjustments are varied and include the following: preparation of foreign travel advances and vouchers, reimbursements for expenses incurred by Senate leadership, re-issuance of items held as

accounts receivable collections, re-issuance of payments for which non-receipt is claimed, and various supplemental adjustments received from the Payroll Department. Such adjustments are usually disbursed by check, but an increasing number are now handled electronically through the ACH. Paper payroll check registers were replaced by an electronic version using Reveal software. A spreadsheet was also created to track cases of non-receipt of salary checks, including stop payment requests and reissuance.

During 2006, while small in number, some ACH returns occurred. All rejected items are logged into an ACH Reports folder. They are classified as either Payroll or Accounts Payable, and the actual daily reports are also scanned into the folder. Once logged in, the payroll items are forwarded to the Payroll Department, and the non-payroll items are forwarded to Vendor/SAVI for appropriate corrective action.

The Accounts Payable Disbursements Department prepares mailing labels for the distribution of the monthly ledgers to the 140 accounting locations throughout the Senate. Although the ledgers are sorted and sent out by Accounting, the Disbursements Group maintains the file of how and where the statements are to be delivered. The main objective of this process is to have each office receive their ledger statements for the month just ended by the 10th of the following month.

The Department also prepares the forms required by the Department of Treasury for stop payments. Stop payments are requested by employees who have not received salary or expense reimbursements, and vendors claiming non-receipt of expense checks. During this year, the A/P Disbursement Supervisor and the Accounts Payable Manager continued using the Department of Treasury - Financial Management Service (FMS) online stop pay and check retrieval process known as PACER. The PACER system allows us to electronically submit stop-payment requests and provides online access to digital images of negotiated checks for viewing and printing. Once a check is viewed, it is printed and may be scanned. Scanned images are then forwarded to the appropriate accounting locations via e-mail. During 2006, over 500 requests were received for check copies.

The Disbursements Department continues the use of laser checks. The tractor-fed check writer system has been dismantled and a new, improved system was developed and implemented. The folder/inserter was purchased and has been installed. New hardware and further Checkwriter upgrades were implemented in 2006. The result was a user friendly system which has the additional benefits of greater security and a higher degree of accuracy.

ACCOUNTS PAYABLE
Audit Department

The Accounts Payable Audit Section is responsible for auditing vouchers and answering questions regarding voucher preparation and the permissibility of expenses and advances. This section provides advice and recommendations on the discretionary use of funds to the various accounting locations, identifies duplicate payments submitted by offices, monitors payments

related to contracts, trains new administrative managers and chief clerks about Senate financial practices and the Senateôs Financial Management Information System, and assists in the production of the *Report of the Secretary of the Senate*.

A major function of the section is monitoring the Fund Advances for travel and petty cash. FATS was used to ensure that advances were charged correctly, vouchers repaying such advances were entered, and balances were adjusted for reuse of the advance funds. An ñagingò process was also performed to ensure that travel advances are repaid in the time specified by the travel advance regulations. Travel advances may be repaid via regular voucher processing, or may be canceled if the corresponding travel is not taken and the funds are returned.

Late in 2006, a new advance module was placed into service for issuing and tracking advances. The module is part of Web FMIS version 11 and is the first of a two-phase project. The first phase has been completed and accommodates issuance, tracking, and repayment of advances. The second phase will accommodate entry and editing of election dates and Senator-elect vouchers. There is no conceptual difference in the way advances are issued and repaid, only the methodology involved in using FATS versus Web. FATS will ultimately be replaced once phase two of Web FMIS advances is implemented.

Concurrently, the Accounts Payable Manager, Deputy for Financial Management, and the IT Department participated in discussions with the Senate Committee on Rules and Administration which led to a major revision to the Senate Travel Regulations. Among the many changes was a standardization of the number of travel advances any one individual may have outstanding at any given time. Prior to this, different entities had different limits and some had no limits at all. A maximum of two per individual was established. The advance revisions were included in the latest version of Web FMIS.

The Accounts Payable Audit Section processed in excess of 158,000 expense vouchers in FY 2006, as well as 45,000 uploaded items. In addition, the section sanctioned in excess of 56,000 vouchers under authority delegated by the Senate Committee on Rules and Administration. The voucher processing consisted of providing interpretation of Senate rules, regulations and statutes and applying the same to expense claims, monitoring of contracts, and direct involvement with the Senateôs central vendor file. On average, vouchers greater than $100.00 that do not have any issues or questions are received, audited, sanctioned electronically by the Senate Committee on Rules and Administration using Web FMIS and paid within 10 business days.

Uploaded items are of two varieties, certified expenses and vendor payments. Certified expenses have been around since the 1980's and included items such as stationery, telecommunications, postage, and equipment. Currently, the certifications include mass transit, mass mail, franked mail, excess copy charges, Photographic Studio, and Recording Studio charges. Expenses incurred by the various Senate offices are certified to the Disbursing Office on a monthly basis. The expenses are detailed on a spreadsheet which is also electronically

uploaded. The physical voucher is audited and appropriate revisions are made. Concentrated effort is put forth to ensure certified items appear as paid in the same month they are incurred.

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

The Disbursing Office has sanctioning authority for vouchers of $100.00 or less. These vouchers comprise approximately 60% of all vouchers processed. The responsibility for sanctioning rests with the Certifying Accounts Payable Specialists and are received, audited, and paid within 5 business days of receipt. As in the previous year, Disbursing continued to pass two post-payment audits performed by the Senate Committee on Rules and Administration.

Additionally, advance documents and non-Contingent Fund vouchers are now posted in Audit. Currently, there are three Certifying Accounts Payable Specialists who handle the bulk of the sanctioning responsibilities within the group. This, coupled with the reduced flow of vouchers to the Senate Committee on Rules and Administration, has allowed us to continue with their inclusion in the online sanctioning process.

The Accounts Payable Audit Group provided training sessions in the use of new systems, the process for generation of expense claims, the permissibility of an expense, and participated with seminars sponsored by the Secretary of the Senate, the Sergeant at Arms, and the Library of Congress. The Section trained 10 new Administrative Managers and Chief Clerks and conducted three informational sessions for Senate staff through seminars sponsored by the Congressional Research Service (CRS). The Accounts Payable group also routinely assists the IT department and other groups as necessary in the testing and implementation of the new hardware, software, and system applications. Web FMIS version 10 was in use for most of the year with the electronic, importable expense summary report (ESR). The section participated in testing for the release of Web FMIS version 11 late in the year.

The cancellation process for advances was upgraded and streamlined in 2006. This was necessary to ensure repayment of advances systematically for canceled or postponed travel in accordance with Senate Travel Regulations, as well as to provide functionality consistent with the release of the advance module in Web FMIS version 11. The new process eliminates the need to create zero dollar vouchers, allows the Disbursing Office to completely handle the cancellations in FAMIS, and allows administrative managers to simply void their advance documents.

DISBURSING OFFICE INFORMATION TECHNOLOGY

Financial Management Information System

The Disbursing Office Information Technology (IT) Department provides both functional and technical assistance for all Senate financial management activities. Activities revolve around support of the Senate's Financial Information System (FMIS) which is used by 140 Senate accounting locations (i.e., 100 Senator's offices, 20 committees, 20 leadership and support offices, the Office of the Secretary of the Senate, the Office of the Sergeant at Arms, the Senate Committee on Rules and Administration Audit section, and the Disbursing office). Responsibilities include:

- Supporting current systems;
- Testing infrastructure changes;
- Managing and testing new system development;
- Planning;
- Managing the FMIS project, including contract management;
- Administering the Disbursing Office's Local Area Network (LAN); and
- Coordinating the Disbursing Office's Disaster Recovery activities.

The activities associated with each of these responsibilities are described in more detail in the sections that follow. Work during 2006 was supported by the Sergeant at Arms (SAA) Technology Services staff, the Secretary's Information Systems staff, and contracts with BearingPoint.

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

Highlights of the year include:

- Implementation of two releases of Web FMIS, including integration of the travel advance functionality of the FATS;
- Implementation of a release of SAVI that reduced the number of pages of a standard Travel Expense Summary Report from 3 to 2;
- Implementation of a release of Checkwriter;
- Implementation of two sets of changes to ADPICS and FAMIS;
- Testing of a major upgrade to the underlying database, from DB2v7 to DB2v8;
- Testing of a new mainframe computer;
- Support of the Senate Committee on Rules and Administration's post payment audit of a statistically valid sample of vouchers of $100.00 or less;
- Installing new PCs throughout the Disbursing Office;

- Coordinating and participating in the FMIS portion of a disaster recovery exercise for the Alternate Computing Facility; and
- Conducting monthly classes and seminars on Web FMIS.

FMIS is not a single computer system. It is composed of many subsystems that provide Senate-specific functionality. These subsystems are outlined in the table that begins on the following page.

Supporting Current Systems

The IT section supports FMIS users in all 140 accounting locations, the Disbursing Office Accounts Payable, Accounting, Disbursements and Front Office Sections, and the Senate Committee on Rules and Administration Audit staff. The activities associated with this responsibility include:

- User support - provide functional and technical support to all Senate FMIS users; staff the FMIS "help desk"; answer hundreds of questions; and meet with chiefs of staff, administrative managers, chief clerks, and directors of various Senate offices as requested;
- Technical problem resolution - ensure that technical problems are resolved;
- Monitor system performance - check system availability and statistics to identify system problems and coordinate performance tuning activities for database access optimization;
- Security - maintaining user rights for all ADPICS, FAMIS, and Web FMIS users;
- System administration - design, test and make entries to tables that are intrinsic to the system;
- Support of accounting activities ï perform functional testing of the cyclic accounting system activities such as rollover, the process by which tables for the new fiscal year are created, and archiving and purging for the current year tables data for lapsed fiscal years;
- Support the Senate Committee on Rules and Administration post payment voucher audit process; and
- Training - provide functional training to all Senate FMIS users.

Under the supervision of the IT Group, the contractor created tools to determine the sample size, to enable selecting the sample from the universe of vouchers of $100 and less, and to determine the acceptable number of discrepancies given the sample size and the desired confidence interval. Both audits conducted in 2006 resulted in a favorable finding of zero discrepancies. The audit conducted in April 2006 for the six-month period ending March 31, 2006, covered 26,162 vouchers and the audit conducted in October 2006 for the six-month period ending September 30, 2006, covered 27,994 vouchers.

Senate Financial Management Information System

Subsystem	Functionality	Source	Primary Users	Implementation

Subsystem	Functionality	Source	Primary Users	Implementation
FAMIS (Mainframe)	General ledger Vendor file Administrative functions Security functions	Off-the-shelf federal system	Disbursing Office	October 1998
ADPICS (Mainframe)	Preparation of requisition, purchase order, voucher from purchase order, and direct voucher documents Electronic document review functions Administrative functions	Off-the-shelf federal system	Sergeant at Arms Disbursing Office Secretary of the Senate	October 1998
Checkwriter (Client-server)	Prints checks and check registers as well as ACH (Automated Clearing House) direct deposit transmission payments	Off-the-shelf state government system purchased from and adapted to Senate's requirements	Disbursing Office	October 1998
Web FMIS (Intranet)	Preparation of voucher, travel advance, voucher from advance documents, credit documents and simple commitment	Custom software developed by contractor	All Senators' offices All Committee offices All leadership & support offices Secretary of the Senate Sergeant at Arms Disbursing Office	October 1999 - Client Server August 2004 - Intranet

Subsystem	Functionality	Source	Primary Users	Implementation
	and obligation documents Entry of detailed budget Reporting functions (described below) Electronic document submission and review functions Administrative functions			
FATS (PC-based)	Tracks travel advances and petty cash advances (available to Committees only) Tracks election cycle information We are in the process of integrating FATS functionality into Web FMIS. The December 2006 Web FMIS release integrated the travel advance and petty cash advance functionality of	Developed by SAA Technology Services	Disbursing Office	Spring 1983

Subsystem	Functionality	Source	Primary Users	Implementation
	FATS.			
Post Payment Voucher Audit (PC-based)	Selects a random sample of vouchers for the Senate Committee on Rules and Administration to use in conducting a post payment audit. Sanctioning of these documents was delegated to the Financial Clerk	Excel spreadsheet developed	Senate Committee on Rules and Administration And Disbursing Office	Spring 2003
SAVI (Intranet)	As currently implemented, provides self-service access (via the Senate's intranet) to payment information for employees re-ceiving reimbursements Administrative functions	Off the shelf system purchased	Senate employees	Pilot - Spring 2002 Senate-wide - July 2002
Online ESR (Intranet)	A component of SAVI through which Senate employees can create online Travel/Non-	Custom software developed by contractor	Senate employees	April 2003

Subsystem	Functionality	Source	Primary Users	Implementation
	Travel Expense Summary Reports and submit them electronically to their Administrative Manager/ Chief Clerk for processing			
Secretary's Report (Mainframe extracts, crystal reports, and client-server “tool box”)	Produces the *Report of the Secretary of the Senate*	Custom software developed by contractor	Disbursing Office	Spring 1999
Ledger Statements (Mainframe database extracts, and crystal reports)	Produces monthly reports from FAMIS that are sent to all Senate "accounting locations"	Developed by SAA Technology Services	Disbursing Office Senate Accounting Locations	Winter 1999
Web FMIS Reports (mainframe database extracts, crystal reports, and Intranet)	Produces a large number of reports from Web FMIS, FAMIS and ADPICS data at summary and detailed levels. Data is updated as an overnight process and can be updated through an online process by accounting	Custom software developed by contractor	Senate Accounting Locations	October 1999 ï Client Server April 2005 - Intranet

Subsystem	Functionality	Source	Primary Users	Implementation
	locations			

Testing Infrastructure Changes

The SAA provides the infrastructure on which FMIS operates, including the mainframe, the database, security hardware and software, the telecommunications network, and a hardware and software installation crew. During 2005 the SAA implemented two major upgrades to the FMIS infrastructure ï upgrading the database software, DB2, from version 7 to version 8, and installing a new mainframe computer.

For each upgrade, the Disbursing office tests all FMIS subsystems in a testing environment and verifies all FMIS subsystems in the production environment after the implementation. The change is implemented and production validation is done by the IT section.

The DB2 upgrade required three such testing and validation periods during the spring and summer of 2006 for operating system changes that were pre-requisites of the DB2 upgrade, DB2 v8 in ñcompatibility modeò and DB2v8 in new features mode. The new mainframe computer required one validation activity. The SAA installed a new mainframe at the ACF and later at the Primary Computing Facility in the Postal Square Building (PCF).

Managing and Testing New System Development

During 2006, the FMIS team supervised development, performed extensive integration system testing, and implemented changes to FMIS subsystems. For each, implementation and production verification was done over a weekend in order to minimize system down time to users. Upgrades to the following systems were done during 2006:

- Web FMIS;
- SAVI and Online ESR;
- Checkwriter; and
  ADPICS and FAMIS (for the SAA Finance staff).

The items selected for development and implementation are based on user requests, suggestions from the SAA technical staff, the contractor, and the Disbursing office IT section. The office meets regularly with users. During May and June the office met weekly with the Web FMIS users group in order to review the new page designs and functionality that were implemented in December 2006. Additionally, the office met with the ADPICS/FAMIS users group on a monthly basis.

Web FMIS

Over the last three years the office has revamped Web FMIS, creating a "zero-client" application that can be accessed via an intranet browser, an important milestone in providing critical systems in a disaster situation. This began in August 2004 with the implementation of Web FMIS r9.0 for pilot offices. By the end of April 2005, all Web FMIS users were using the intranet version of Web FMIS. A total of five upgrades to Web FMIS were implemented in 2005. During 2006, the office implemented two releases:

- Web FMIS r10.3 ï Implemented in January 2006, updated the technology for and provided more functionality on the Inbox pages and the travel reimbursement mileage rate maintenance page. Additional functionality was added to the Documents/Create page and the Budget page, and bugs were fixed.
- Web FMIS r 11 ï Implemented in December 2006, included a rewritten Document Create page that eliminated pop-ups so that the system is not impacted by pop-up blockers; made technical changes to support future functionality such as attaching scanned invoices and creating vouchers via importing data from vendors; and provided more payment information. Additionally, the travel advance and cash advance tracking functionality of the standalone FATS system were integrated into Web FMIS. The system edits performed when a travel advance document is submitted electronically indicate whether the office has sufficient funds for the travel advance, based on the total of all outstanding advances allowed for that office and whether the traveler can be given another advance, based on the total number of outstanding advances allowed for that individual. The system supports the underlying rules associated with travel advances that were issued by the Senate Committee on Rules and Administration in December 2006.

During 2006, the office continued to work with the contractor to define the requirements for additional functionality required for the Web FMIS releases planned for 2007:

- Web FMIS r12 ï Planned for Summer 2007, will add the ability to ñimportò invoice data from an outside vendor in order to create a voucher with minimal retyping. (This process is similar to the ñimportò process by which data from an online ESR, created via SAVI, is used to create a travel voucher).
- Web FMIS r13 ï Planned for Winter 2007, will be a pilot of paperless voucher processing, which requires adding electronic signature and documentation imaging functionality.

Senate Automated Vendor Inquiry and Online ESR

SAVI enables Senate staff to check the status of reimbursements, whether via check or direct deposit referencing an online ESR. The Online ESR function enables Senate staff to create expense summary reports, both travel and non-travel. These documents can be imported into Web FMIS, reducing the data entry tasks for voucher preparation. The SAVI system was upgraded once in 2006. Release 4.0, implemented in December 2006, reduced the number of pages of an average Travel ESR from 3 to 2. The reformatted Travel ESR collapses any sections in which there are no expenses and has a condensed signature block.

Checkwriter

The Disbursing office makes payments via direct deposit and check using the Checkwriter software. Release 6.0, implemented in December 2006, contains a rewritten security component.

ADPICS and FAMIS

The Sergeant at Arms finance staff are the primary users of ADPICS. ADPICS is a mainframe system that provides integrated procurement, receiving and voucher preparation functions that are not included in Web FMIS. The SAA finance staff requested a number of changes that would support more efficient use of ADPICS. These changes were implemented in the following two releases during 2006:

- March 2006 ï Changes were made to twenty five ADPICS and FAMIS screens. The most important of these affected the master vendor table and enables storing the vendorôs DUNS and TINS numbers at the vendor suffix level. This allows the Disbursing Office to continue to use the same vendor number when a company changes names. This helps the SAA finance staff query data by vendor number. Other changes ranged from adding fields on specific screens, modifying the titles of function keys that provide direct links to other screens so that they show the screen number instead of a short screen name, modification of query results, modification of calculations, and providing the ability to link directly from FAMIS to ADPICS; and
- October 2006 ï Changes were made to twelve ADPICS screens. Many of these changes facilitated ñround-tripò linking from one screen to another and then back to the original. Others enabled seeing more records on a list by specifying a starting point or expanding the number of pages displayed.

Planning

The Disbursing Office IT group performs two main planning activities:

- Schedule coordination - planning and coordinating a rolling 12-month schedule; and
- Strategic planning - setting the priorities for further system enhancements.

Schedule Coordination

In 2006, this group continued to hold two types of meetings among the Disbursing office, SAA and the contractor to coordinate schedules and activities. These are:

- **Project specific meetings** - a useful set of project specific working meetings, each of which has a weekly set meeting time and meets for the duration of the project (e.g., Document Purge meetings and Web FMIS requirements meetings); and

- **Technical meeting** - a weekly meeting among the Disbursing Office staff (IT and functional), SAA Technical Services staff, and the contractor to discuss the active projects, including scheduling activities and resolving issues.

Strategic Planning

The FMIS strategic plan has a longer time horizon than the rolling 12-month time frame of the technical meeting schedule. It is designed to set the direction and priorities for further enhancements. In 2002 a five-year strategic plan was written by the IT and Accounting staff for Disbursing Office Strategic Initiatives. This detailed description of five strategic initiatives formed the base for the Secretary of the Senate's request in 2002 for $5 million in multi-year funds for further work on the FMIS project. The five strategic initiatives are:

- Paperless Vouchers - Imaging of Supporting Documentation and Electronic Signatures - Beginning with a feasibility study and a pilot, implement new technology, including imaging and electronic signatures, that will reduce the Senate's dependence on paper vouchers. This will enable continuation of voucher processing operations from any location should an emergency occur;
- Web FMIS - Respond to requests from the Senate's Accounting Locations for additional functionality in Web FMIS;
- Payroll System - Respond to requests from the Senate's Accounting Locations for online real time access to payroll data;
- Accounting Subsystem Integration - Integrate Senate-specific accounting systems, improve internal controls, and eliminate errors caused by re-keying of data; and
- CFO Financial Statement Development - Provide the Senate with the capacity to produce auditable financial statements that will obtain an unqualified opinion.

Managing the FMIS Project

The responsibility for managing the FMIS project was transferred to the IT group during the summer of 2003 and includes developing the task orders with contractors overseeing their work and reviewing invoices. In 2006, three new task orders were executed:

- Web FMIS FATS enhancement;
- Imaging and signature design and electronic invoicing enhancement continuation; and
- Service year 2007 extended operational support.

In addition, work continued under two task orders executed in prior years:

- Web FMIS r10;
- SAA finance system and reporting enhancements; and
- Service year 2006 extended operational support (which covers activities from September 2005 to August 2006);

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

The Disbursing office administers its own Local Area Network (LAN), which is separate from the LAN for the rest of the Secretary's Office. Our LAN Administrator's activities included:

- Office-wide LAN Maintenance and Upgrade; and
- Projects for the Payroll and Benefits Section.

Office-wide LAN maintenance and upgrade

The Disbursing Office maintained the existing workstations with appropriate upgrades including:

- Installing new PCs for the staff;
- Installing new servers for the Disbursing office LAN; and
- Implementing the Web-based version of FedLine, the software through which direct deposit payments are sent to the Federal Reserve.

Projects for Payroll and Employee Benefits Sections

The Disbursing Office continued to support the Payroll/Benefits Imaging system, developed by SAA staff, which captures and indexes payroll documents turned in at the front counter electronically. This is a critical system for Payroll and Employee Benefits sections.

Coordinating the Disbursing Office's Disaster Recovery Activities

In the fall, the Sergeant at Arms technical staff conducted a disaster recovery test of the Senateôs computing facilities, including FMIS functions. The test involved switching the Senateôs network from accessing systems at the PCF to the ACF and powering down the PCF. The SAAôs primary purpose was to test the technical process of switching to the ACF, although due to work constraints, only a limited amount of time was available for functional testing. In essence, FMIS systems and data would be ñfailed-overò to the ACF, made available for testing for the functional testing window, and then the systems would be ñfailed backò to the PCF, but that the data would not be ñfailed backò. Thus, any changes made while testing at the ACF would not be reflected in production data.

The Disbursing Office staff set minimal goals of accessing all critical FMIS subsystems. While the Disbursing Office IT staff coordinated activities, the actual testing was done by Disbursing Office functional and technical staff, the contractor, and SAA technical staff. Disbursing IT staff and the contractor tested ADPICS/FAMIS, Web FMIS, SAVI, and Checkwriter. Disbursing payroll staff and SAA technical staff tested the payroll system.

Within the limited scope of the test, the Disbursing Office successfully tested all the critical components of FMIS, with the exception of (a) printing requisition, purchase order and voucher documents from ADPICS for SAA finance (b) critical batch processes which were not tested (e.g. taking a a single document from data entry in Web FMIS through payment in FAMIS). The Disbursing Office has requested that the SAA conduct disaster recovery tests twice a year and that additional system components be available to test at each successive test.

Disbursing Office COOP Activities

The Disbursing Office has had a Continuation of Operations Plan (COOP) since 2001. This document addresses issues beyond the scope of disaster recovery. Normal maintenance is performed on this document to ensure that it remains up-to-date and viable. In addition to the success of disaster recovery testing in December, Disbursing has also completed the setup and pre-positioning of essential equipment and supplies.

ADMINISTRATIVE OFFICES

1. CONSERVATION AND PRESERVATION

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

Over the past year, the Office of Conservation and Preservation has embossed 335 books and matted and framed 551 items for Senate leadership, as well as matting and framing six items for the 55th Inaugural ceremonies. For more than 25 years, the office has bound a copy of *Washington's Farewell Address* for the annual ceremony. Last year, the office rebound in leather and added 96 new pages to the *Farewell Address* sign-in book for Senators who read the address and fabricated a new box to house the book. In 2006, a volume was bound and read by Senator Ken Salazar.

As mandated in the 1990 *Senate Library Collection Condition Survey*, the office continued to conduct an annual treatment of books identified by the survey as needed conservation or repair. In 2006 conservation treatments were completed for 99 volumes of a 7,000 volume collection of House Hearings. Specifically, treatment involved recasing each volume as required, using alkaline end sheets, replacing acidic tab sheets with alkaline paper, cleaning the cloth cases, and replacing black spine title labels of each volume as necessary. The Office of Conservation and Preservation will continue preservation of the remaining 3,750 volumes.

The office assisted the Senate Library with 608 books sent to the Library Binding section of the Government Printing Office (GPO) for binding. Additionally, the Office of Conservation

and Preservation worked with the Senate Library to create four exhibits located in the Senate Russell building basement corridor. This office also completed the restoration of 55 volumes of House hearings for the Senate Library that had water and mold damage. These books were rebound with new end sheets and new covers using the old spines when possible.

The Office of Conservation and Preservation continues to assist Senate offices with conservation and preservation of documents, books, and various other items. For example, the office continues to monitor the temperature and humidity in the Senate Library storage areas, the vault and warehouse for preservation and conservation purposes.

2. CURATOR

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

Collections: Commissions, Acquisitions, and Management

A painting of Senator Bob Dole for the Senate Leadership Portrait Collection was officially unveiled in the Old Senate Chamber on July 25, 2006 and a mural depicting the authors of the Connecticut Compromise was unveiled on September 12, 2006 in the Senate Reception Room. Other important commissioned works in progress include leadership portraits of Senators Robert C. Byrd, Tom Daschle, and Trent Lott; all three are scheduled to be completed in 2008.

Three-hundred-sixty-two objects were accessioned into the Senate Collection, including: 126 Senate Chamber Gallery passes, dating from 1890 to the present; tickets for various joint sessions of Congress held in 2006; ephemera related to nominations, new Congresses, laying in state ceremonies, and portrait unveilings; china used in the Senate Restaurant in the 1920s and 1930s; and historic prints and photographs of the Capitol and its interior, including a circa 1890 stereoview of the Senate Chamber, a rare 1827 wood engraving of the west front of the Capitol, and an 1872 cartoon by Thomas Nast.

The Senate Commission on Art approved the acquisition of a monumental, Civil War-era painting (recently discovered in New York State) of Henry Clay in the U.S. Senate. This painting is a rare depiction of the historic Old Senate Chamber. Additionally, it serves as a group portrait memorializing Senator Clay and twelve of his 19th century Senate colleagues. The painting will require extensive conservation.

As part of an ongoing effort to locate and recover historic objects associated with the Senate, a historic Russell Building partner desk, built by George Cobb, was located. It was recently returned to the Senate from the Lyndon Baines Johnson Library and Museum.

Forty-four new foreign gifts were reported to the Select Committee on Ethics and transferred to the Curatorôs Office. They were catalogued and are maintained by the office in accordance with the Foreign Gifts and Decorations Act. Appropriate disposition of 27 foreign gifts was completed following established procedures.

Preparations continued for new curatorial storage spaces in the CVC and the SSF. The office worked with the SAA staff to select a vendor to provide specialized preservation storage equipment for the two Curator storage rooms in the CVC. Installation of the equipment is planned for late 2007. Preparations are nearing completion for the storage room in the SSF, with specialized climate control and security. Objects will be moved into the space in the spring of 2007.

Along with the expansion of curatorial storage spaces, improved monitoring plans were developed to track the environmental conditions in these spaces. Consistency in temperature and relative humidity will be monitored through a single electronic system that collects data from all collection storage areas, as well as some of the historic spaces in the Capitol where collections are on display. After careful review by a committee representing the Curatorôs Office, Senate Security, Secretaryôs Information Systems, and Senate IT, a system was selected earlier this year and installation should take place this spring. Temporary monitors were installed in the new SSF Curator room and have greatly aided in evaluating and adjusting the environmental systems.

Monitoring for biological agents harmful to collections was addressed through the development of an Integrated Pest Management Plan (IPM). The office has initiated IPM monitoring in its current collection storage spaces.

The Curatorôs office completed its project to photograph the 102 historic Senate Chamber desks (which includes the 100 on the Senate floor and 2 desks currently in storage). One set of transparencies will be stored off-site for emergency purposes, while a second working set will be used for the web, image requests, and future publications. The project was completed ahead of schedule.

The Curatorôs staff began a comprehensive and detailed survey of the Senate Chamber chairs. Twenty-seven chairs (seat and chair frames) were examined during Senate recesses to determine past occupants and to identify changes in Senate Cabinet Shop construction over the years. It is hoped that this study will enable the identification and preservation of important chairs that still remain in the Senate, and also educate Curatorôs staff so that timely and informed decisions can be made on chairs that might come up for sale or donation.

In keeping with established procedures, all Senate Collection objects on display were inventoried, noting any changes in location. In addition, as directed by S.Res. 178 (108th Congress, 1st sess.), the office submitted inventories of the art and historic furnishings in the Senate to the Senate Committee on Rules and Administration. The inventories, submitted every six months, are compiled by the Curatorôs office with assistance from the SAA and the AOC Senate Superintendent.

Conservation and Restoration

A total of 12 objects received conservation treatment in 2006, including 9 paintings and 3 decorative art objects.

Several conservation projects were carried out to prepare both fine and decorative art objects for loan. In February 2006, a fine art services company was contracted to remove a monumental painting, *The Battle of Chapultepec*, by James Walker, from display at the former Marine Corps Historical Museum in Washington, D.C., where it had been on loan since 1982. The company disassembled the frame and constructed four crates to transport the painting and frame to the Thomas Gilcrease Institute of American History and Art in Tulsa, Oklahoma, where it is now on loan. The Gilcrease Museum provides an excellent venue for continued public display of the painting within the context of the history of the southwest region of the country.

Two large paintings displayed in the Senate wing received conservation treatment *in situ* during the August 2006 recess: *The First Reading of the Emancipation Proclamation by President Lincoln* by Francis Bicknell Carpenter, and *Daniel Webster* by James Henry Wright. The AOC assisted with both projects by providing scaffolding in the stairwells for access to the paintings by the conservators.

Also during the August recess, conservators installed the oil on canvas painting depicting the authors of the Connecticut Compromise by Bradley Stevens on the upper west wall of the Senate Reception Room.

The office contracted a report for a condition assessment and treatment options for the Senateôs historic 19th century Cornelius & Baker armorial chandelier, and worked with staff at the Smithsonian Institution to study its finishes. Also, staff conducted research into the electrification of gasoliers in the Capitol; all in an effort to provide an informed use and treatment recommendation for the chandelier to the Commission on Art.

The Curatorôs staff participated in training sessions for the USCP regarding the care and protection of art in the Capitol, and continued to educate the housekeeping personnel on maintenance issues related to the fine and decorative art collections.

Historic Preservation

The Curatorôs office worked with the AOC and the SAA to review, comment, plan, and document Senate-side construction projects that involve or affect historic resources. Construction and conservation efforts that required considerable review and assistance included: the Brumidi Corridor mural conservation; egress modifications; skylight repair of Senate grand stairwells; S-127 mural conservation; wireless antenna installation; Senate Chamber bench refinishing and re-upholstering. The office continued to refine communication procedures with those organizations that undertake building projects, as well as the Senate community. As a result of this effort, schedule coordination between the trade shops, the Curator, and the occupants has improved, and

the art and architectural objects in project areas are better protected. In addition, the office worked to increase services by facilitating projects for Capitol offices.

One of the most ambitious preservation undertakings by the office is the restoration and rehabilitation of the Senate Reception Room. Anticipated to be a joint venture with the AOC, the project will highlight the significant elements of the room through restoration and interpretation. An advisory board was impaneled by the Commission on Art to provide counsel with this prominent project and the advisory board held its first meeting.

The Curatorôs office continued to provide research services regarding architectural history, and to disseminate important discoveries for the benefit of the Senate. During the past year, the office increased knowledge and holdings pertaining to room histories, architectural features, and historic images. Research projects included: international Minton tile repair and replacement; original doors in the Brumidi Corridors; and compiling searchable annual reports from the Secretary of the Senate, the SAA, and the AOC. Another new initiative, with the assistance of the SAA Photographic Studio, was to visually document the leadership suites and committee rooms in the Capitol during the 109th Congress.

Historic Chambers

The Curator's staff continued to maintain the Old Senate and Old Supreme Court Chambers, and coordinated periodic use of both rooms for special occasions. By order of the USCP, the Old Senate Chamber was closed to visitors after September 11, 2001. However, during eight Senate recesses the historic room is open to Capitol Guide and staff-led tours. Twenty-four requests were received from current Members of Congress for after-hours access to the Old Senate Chamber. Twenty-one requests were received by current Members of Congress for admittance to the Old Supreme Court Chamber after-hours.

In order to enhance existing documentation and to provide an important resource for future planning, the office continued to work closely with the AOC and a contractor to oversee the creation of accurate, existing condition drawings of the Old Senate Chamber and the Old Supreme Court Chamber that meet the Historic American Building Survey standard. No such detailed drawings exist for these historic chambers, or any space within the Capitol, yet this is important historical and archival documentation. Currently, the Old Senate Chamber drawings are undergoing final edits and the Old Supreme Court Chamber is being measured.

Loans To and From the Collection

A total of 58 historic objects and paintings are currently on loan to the Curatorôs office on behalf of Senate leadership and officials in the Capitol. The staff added loans of one object, returned two paintings at the expiration of their loan periods to their respective owners, and renewed loan agreements for 32 other objects.

The Secretaryôs china was distributed and returned four times in 2006. It was used for events such as a dinner for the retiring Senators of the 109th Congress, and a luncheon and dinner for new Senators. The official Senate china was inventoried and used at 24 receptions for distinguished guests.

Publications and Exhibitions

The Curatorôs office published the *United States Senate Catalogue of Graphic Art*. This 500-page book features the Senateôs collection of more than 900 historic engravings and lithographs and includes 2 full-length essays and almost 40 short essays discussing selected prints. The volume is the first comprehensive publication of the Senateôs historic print collection, which represents a 30-year effort to document graphically the 19th and early 20th century history of the Senate, the Capitol, and American political history. The diverse illustrations range for inauguration ceremonies and impeachment trials to senatorial portraits and political cartoons. Represented in the Senateôs graphic art collection are some of the most notable artists who worked in the printmaking medium: Augustus Köllner, Rembrandt Peal, Alexander Hay Ritchie, Thomas Nast, and Joseph Keppler. The Senate Curator and Associate Senate Historian co-authored the publication, a companion volume to the *United States Senate Catalogue of Fine Art*, published in 2003. The Curatorôs staff worked closely with the Government Printing Office (GPO) on the design and printing of the publication.

The office completed and posted three major interactive exhibits on the Senate Web site: *Isaac Bassett: A Senate Memoir*; *The Senate Chamber Desks*; and *Take the Puck Challenge!* All three exhibits were developed in conjunction with the Secretaryôs Webmaster and a contractor. *Isaac Bassett* features selections from the historic Isaac Bassett manuscript collection, and is illustrated by images from the Senateôs collection of art and historical objects. It uses Bassettôs own words to illustrate life in the 19th century Senate as only the doorkeeper could have described it. His unique position as a trusted, long-time employee of the Senate and close confidant of many Senators make the stories he included in his memoir both engaging and enlightening. The Web site features actual images of Bassettôs handwritten notes and an interactive time line.

The Senate Chamber Desks Web site chronicles the history of these historic furnishings. Viewers are able to see where their Senators sit, learn specific information about each desk (including biographical information on Senators who occupied each desk, and conservation and restoration records), and read stories related to the history of the desks.

Take the Puck Challenge! features quizzes, games, and puzzles to introduce viewers to the political cartoons of the 19th century satirical magazine *Puck*. It is part of a larger Web site that features all of the Senateôs *Puck* cartoons.

Another interactive Web exhibit, *Advise and Consent: The Drawings of Lily Spandorf* ,recently went live. *Advise and Consent* explores the work of Lily Spandorf, an artist sent to

sketch the filming of the Otto Preminger movie of the same name, filmed in and around the Capitol in 1962. Ms. Spandorfôs sketches are now owned by the Senate.

As part of an ongoing program to provide more information about the Capitol and its spaces, the office developed a brochure for S-238, the Strom Thurmond Room, and posted several brochures on the Senate Web site, including: *The U.S. Senate Leadership Portrait Collection*; *The U.S. Senate Foreign Relations Committee*; and *The Vice Presidential Bust Collection*. The office also added to the Senate Web siteôs fine art pages by publishing the biographical and subject information from the *United States Senate Catalogue of Fine Art* for 160 works of art.

In May 2006, at the request of the Senate Committee on Rules and Administration, six historic photographs of the Capitol were enlarged, framed, and installed in the basement of the Senate Russell Building in order to enhance the space. The Office of Senate Curator also continued to be a significant contributor to *Unum*, the Secretary of the Senateôs newsletter.

The office continued to develop an oral history program related to the Senateôs art and historical collections. Several artists were interviewed related to their work on recently commissioned portraits. It is anticipated that a Web site on the first phase of this educational project will be posted this year.

Policies and Procedures

The Senate Curatorial Advisory Board met in February, 2006. The board reviewed the *Battle of Chapultepec* loan; the Connecticut Compromise mural; the Senator Bob Dole portrait; the Cornelius and Baker historic chandelier; as well as new acquisitions. The historic structures report for the Senate east vestibule, adjacent stairwell, and Small Senate Rotunda was presented, and the restoration of these historic spaces was discussed. The board continued to provide invaluable assistance to the Senate on curatorial and preservation matters throughout the year. Composed of respected scholars and curators, this 12-member board was established to provide expert advice to the Commission on Art regarding the Senateôs art and historic collections and preservation program, and to assist in the acquisition and review of new objects for the collection.

In 2006 the Senate passed legislation (S.Res. 629) establishing a procedure for affixing and removing permanent and semi-permanent artwork in the Senate wing of the Capitol and in the Senate Office Buildings. The new regulations require the Commission on Art to review any such proposals to add such permanent or semi-permanent art, and the Senate to give its formal approval before any such proposals may be adopted.

Building on the historic mirror survey completed in 2005, the office developed a management policy and procedures for the collection, as well as care and maintenance plans. This program will ensure that the Senateôs impressive collection of nearly 100 ornate mirrors in the Capitol receives the treatment necessary to preserve them for future generations.

Collaborations, Educational Programs, and Events

The much anticipated nine-hour documentary on the Capitol and Congress developed by C-SPAN aired in July. Providing a detailed history of the building and institution, the Curatorôs office and the Historical Office worked closely with C-SPAN over a two-year period on various aspects of the historical content, filming, and interviews.

The office continued to assist CVC staff on several initiatives for the new Visitor Center. These include the interactive programs for the exhibition area and the development of a plan for artwork in the CVC.

The Senate Curator and staff gave lectures on the Senateôs art and historical collections to various historical groups and art museums.

Office Administration

The SSF was completed in late 2005. The office worked for several years with the SAA staff to develop plans for space within the warehouse. While the museum-quality space will be finalized this spring, other storage space assigned to the Curator was occupied in January, 2006. The office transferred several historic furnishings and other Senate-related objects, exhibit and art shipping materials, and publications to the completed storage area. As part of that task, material was re-inventoried, and new tracking numbers were assigned.

With the assistance of the Office of Education and Training, the staff continued work on developing a three-year strategic plan for the Office of Senate Curator. This will be an important document for the office as it moves forward with its many conservation, preservation, and education initiatives.

Automation

The office continued to work on developing an organization plan and procedures for all types of files and media collected and maintained by the Curatorôs office. Paper and electronic files have increased substantially in the last ten years and maintaining systematic organization of these various documents is imperative. The results will greatly improve response time to information requests, search capabilities for researchers, and the safety of significant reference materials.

Objectives for 2007

Preparations to move Senate collections into the new curatorial storage spaces will be a major initiative in 2007. Once outstanding issues related to control of the environment are addressed at the SSF, the office will move more than 75 historic objects, including furniture, rugs, paintings, and a chandelier, to the museum-quality space. In association with the AOC and

SAA, the office will also develop a Disaster Recovery Plan for this storage space, to mitigate the potential affect of disasters upon collection objects.

The office will oversee installation of collection storage equipment for the two storage spaces in the CVC in the fall of 2007. Museum-quality storage equipment has been ordered to house collection objects in these new spaces, in accordance with a recently completed Collection Storage Plan. Objects in need of archival re-housing will be identified and prioritized as part of the preparations for a collection move that will take place in 2008.

Proposals for an environmental monitoring system that will encompass all collection storage spaces will be assessed and reviewed by the Senate Curatorôs office with the assistance of other Senate offices. It is intended that environmental monitors will be purchased and installed in phases starting later this spring.

Conservation and preservation continue to be a priority. Projects in 2007 will include conservation treatment to restore the historic frame and painting, *Henry Clay in the U.S. Senate*, by Phineas Staunton. Other conservation projects include: the monumental painting, *The Battle of Lake Erie,* by William Henry Powell, displayed in the east grand stairway of the Senate wing; the portrait of John Adams by Eliphalet Frazer Andrews; and the frame for the painting, *Sergeants Jasper and Newton Rescuing American Prisoners from the British,* by John Blake White.

The office will continue its efforts to locate and recover significant historic Senate pieces. It will also embark on developing a plan to highlight the Russell Building furniture in preparation for the 100th anniversary of these historic pieces in 2009.

The microfiche of the Senate collection files will be sent off-site to the National Archives for contingency in case of a disaster, along with transparencies documenting several historic photographic albums, the Senate desks, and the more than 900 historic prints in the Senate collection.

In 2007 the Office of Senate Curator will complete a reorganization of the Senate art Web site to provide easier, more intuitive access to the Senateôs art, historical collections, and online exhibits and publications. This task will be undertaken in coordination with the Secretaryôs Webmaster and Senate Library staff, and will be an important first step in creating and organizing the Senateôs Web content according to standardized metadata.

Also related to the Web site, the office will work with the Historical office and staff of the Senate Page School to develop a Web exhibit for high school students on the history and art of the Senate. The conservation process for the newly acquired Henry Clay painting will be documented for use on the Senate art Web site as part of the officeôs education initiatives. Additionally, staff will update *The Senate Chamber Desks* Web site to reflect the 110th Congress, and will add additional historical facts about the desks.

The office will review its public education programs with an eye toward leveraging office assets to greater effectiveness, and developing a long-range strategic plan for the program. Several publications will be reprinted, and the office will continue to enlarge its offering of brochures on historic rooms by producing one on the Democratic leaderôs suite in the Capitol.

The Office of Senate Curator will continue to administer the current commissioned leadership portraits of Senators Byrd, Daschle, and Lott, and advance efforts to commission leadership portraits of Senators Frist and Stevens.

Historic preservation activities will increase as the office takes a more active role in the Capitolôs building projects and maintenance. The office will work to promote its preservation services for Senate offices, including providing architectural histories and facilitating projects. The office will also implement a preservation inspection program for the Senate side of the Capitol in order to ensure the immediate repair and continued protection of the Senateôs architectural resources. Finally, with the AOC, adopting a preservation policy and appointing an historic preservation officer, the Curatorôs role in building project review will expand and become more formalized. The office will work with the AOCôs historic preservation officer to define a review process and to ensure the highest preservation standards are applied to all Capitol projects.

Responding to the critical conservation priorities identified for the Senateôs historic mirror collection, the Curatorôs office will develop and contract a multi-phased conservation project. This work will include full conservation of at least three mirrors and on-site consolidation of two mirrors, and will establish procedures and standards for a mirror conservation program. Similarly, the office will embark on a comprehensive maintenance program for all Senate collections under the purview of the Office of Senate Curator. Such a program will help safeguard the objects for future generations.

Additionally, the Senate Curatorial Advisory Board and Senate Reception Room Advisory Board will meet, review, and report on projects. The Senate Curatorôs COOP will be re-evaluated, tabletop exercises conducted, and the COOP document updated.

3. JOINT OFFICE OF EDUCATION AND TRAINING

The Joint Office of Education and Training provides employee training and development opportunities for all Senate staff in Washington D.C. and the states. There are three branches within the office. The Technical Training branch is responsible for providing technical training support for approved software packages and equipment used in either Washington, D.C. or the state offices. This branch provides instructor-led classes; one-on-one coaching sessions; specialized vendor provided training; computer-based training; and informal training and support services. The Professional Training branch provides courses for all Senate staff in areas including: management and leadership development, human resources issues and staff benefits, legislative and staff information, new staff and intern information. The Health Promotion branch provides seminars, classes and screenings on health and wellness issues. This branch also

coordinates an annual Health Fair for all Senate employees and plans three blood drives every year.

Training Classes

The Joint Office of Education and Training offered 658 classes in 2006, drawing 6,007 participants. This officeôs registration desk handled over 32,000 e-mail and phone requests for training and documentation.

Of the above total, in the Technical Training area 273 classes were held with a total attendance of 1,226 students. An additional 410 staff received coaching in 160 sessions on various software packages and other computer related issues. In the Professional Development area 385 classes were held with a total attendance of 4,781 students.

The Office of Education and Training is available to work with teams on issues related to team performance, communication, or conflict resolution. During 2006, over 55 requests for special training and team building were met.

In the Health Promotion area, 2,628 staff participated in Health Promotion activities throughout the year. These activities included: lung function and kidney screenings, blood drives, the Health and Fitness Day and seminars on health related topics.

State Training

Since most of the classes that are offered are only practical for D.C. based staff, the Office of Education and Training continues to offer the ñState Training Fairò which began in March 2000. In 2006, two sessions of this program were attended by 63 state staff. This office also conducted the State Directors Forum, which was attended by 25 state administrative managers and directors. In addition, this office has implemented the ñVirtual Classroomò which is an internet-based training library of 3,000+ courses. To date, 392 state office and DC staff have accessed a total of 903 different lessons using this training option. Furthermore, the Professional Training branch offered 22 Video Teleconferencing classes, which were attended by 323 state staff.

4. CHIEF COUNSEL FOR EMPLOYMENT

The Office of the Senate Chief Counsel for Employment (SCCE) is a non-partisan office established at the direction of the Joint Leadership in 1993 after enactment of the Government Employee Rights Act (GERA), which allowed Senate employees to file claims of employment discrimination against Senate offices. With the enactment of the Congressional Accountability Act of 1995 (CAA), Senate offices became subject to the requirements, responsibilities and obligations of 11 employment laws. The SCCE is charged with the legal defense of Senate offices in employment law cases at both the administrative and court levels. Also, on a day-to-day basis, the SCCE provides legal advice to Senate offices about their obligations under

employment laws. Accordingly, each of the 180 offices of the Senate is an individual client of the SCCE, and each office maintains an attorney-client relationship with the SCCE.

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

- Litigation
- Mediations to Resolve Lawsuits
- Court-Ordered Alternative Dispute Resolutions
- Union Drives, Negotiations, and Unfair Labor Practice Charges
- Occupational Safety and Health Act (OSHA)/Americans With Disability Act (ADA) Compliance
- Layoffs and Office Closings In Compliance With the Law
- Management Training Regarding Legal Responsibilities
- Preventive Legal Advice

Litigation; Mediations; Alternative Dispute Resolutions

The SCCE defends each of the 180 employing offices of the Senate in all court actions, hearings, proceedings, investigations, and negotiations relating to labor and employment laws. The SCCE handles cases filed in the District of Columbia and cases filed in any of the 50 states.

OSHA/ADA Compliance

The SCCE provides advice and assistance to Senate offices by assisting them with complying with the applicable OSHA and ADA regulations; representing them during Office of Compliance inspections; advising State offices on the preparation of the Office of Compliance's Home State OSHA/ADA Inspection Questionnaires; assisting offices in the preparation of Emergency Action Plans; and advising and representing Senate offices when a complaint of an OSHA violation has been filed with the Office of Compliance or when a citation has been issued.

In 2006, the SCCE inspected 184 Senate offices to ensure compliance with the ADA and OSHA.

Management Training Regarding Legal Responsibilities

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

In 2006, the SCCE gave 71 legal seminars to Senate offices. Among the topics covered were:

- The Congressional Accountability Act of 1995: Management's Rights and Obligations;
- Employment Laws You Must Know When Managing a Senate Office;
- Avoiding Legal Landmines in Your Office;
- Understanding Sexual Harassment in the Workplace;

- A Managerôs Guide to Preventing and Addressing Sexual Harassment in the Workplace;
- Keys to Hiring: Reference Checks, Background Checks, and Testing for Illegal Drug Use;
- Hiring the Right Employee: Advertising and Interviewing;
- Your Officeôs Obligation to Give Military Leave;
- Administering the Student Loan Repayment Program;
- The Basic Pilot Program for Employment Eligibility Confirmation;
- Diversity Awareness: The Legal Perspective;
- Americans with Disabilities Act of 1990;
- Legal Pitfalls in Evaluating, Disciplining and Terminating Employees;
- A Managerôs Guide to Complying with the Family and Medical Leave Act (FMLA).

In addition, at the request of several Member offices, the SCCE developed and gave two new seminars: (1) How to Interview Academy Candidates: Appropriate and Inappropriate Questions, and (2) How to Interview Applicants for the Page Program: Appropriate and Inappropriate Questions.

Preventive Legal Advice

The SCCE meets with Members, chiefs of staff, administrative directors, administrative managers, staff directors, chief clerks and counsels at their request to provide legal advice. The purposes are to ensure compliance with the law, prevent litigation and minimize liability in the event of litigation. For example, on a daily basis, the SCCE advises Senate offices on matters such as disciplining or terminating employees in compliance with the law, handling and investigating sexual harassment complaints, accommodating the disabled, determining wage law requirements, meeting FMLA requirements, and managementôs rights and obligations under union laws and OSHA.

Administrative/Miscellaneous Matters

The SCCE provides legal assistance to employing offices to ensure that their employee handbooks and office policies, supervisorsô manuals, job descriptions, interviewing guidelines, and performance evaluation forms comply with the law.

Union Drives, Negotiations and Unfair Labor Practice Charges

In 2006, the SCCE handled one union drive and assisted in negotiations with another union.

5. SENATE GIFT SHOP

The U.S. Senate Gift Shop was established under the administrative direction and supervision of the Secretary of the Senate in October, 1992, (United States Code, Title 2, Chapter 4). Since its establishment, the Senate Gift Shop has continued to provide service and products that maintain the integrity of the Senate while increasing the publicôs awareness of its history. The Gift Shop serves Senators, their spouses, staffs, constituents, and the many visitors to the U.S. Capitol complex.

The products available include a wide range of fine gift items, collectables, and souvenirs created exclusively for the U.S. Senate. The services available include special ordering of personalized products and hard-to-find items, custom framing including red-lines and shadow boxes, gold embossing on leather, etching on glass and crystal, engraving on a variety of materials, and shipping.

Additionally, the Gift Shop produces and distributes educational materials to tourists and constituents visiting the Capitol and Senate Office Buildings.

Facilities

In addition to the three physical locations, the Gift Shop has developed an online presence on Webster. The site currently offers a limited selection of products that can be purchased by phone, e-mail, or by printing and faxing the order form provided online. Long-term plans are to further develop the Web site to include a greater selection of merchandise, eventually adding an e-commerce component to facilitate online transactions. Along with offering over-the-counter, walk-in sales and limited intranet services, the Gift Shop Administrative Office provides mail order service via the phone or fax, and special order and catalogue sales.

The Gift Shop also maintains two warehouse facilities. While the bulk of the Gift Shopôs stock is held in the SSF, a portion of the Gift Shopôs overstock is maintained in the Hart Building. This space also accommodates the Gift Shopôs receiving, shipping and engraving sections.

Operational procedures for the SSF include having most, if not all, Gift Shop product delivered, received, and stored at this location until the need for transfer to the Hart, Dirksen, and/or Capitol Building locations. Although the overall management of the SSF is through the SAA, the Director of the Gift Shop has responsibility for the operation and oversight of the interior spaces assigned for Gift Shop use. Storing inventory in this centralized, climate-controlled facility provides protection for the Gift Shopôs valuable inventory in terms of physical security as well as improved shelf life for perishable and non-perishable items alike.

Sales Activity

Sales recorded for FY 2006 were $1,619,739.94. Cost of goods sold during this same period were $1,101,734.48, accounting for a gross sales profit of $518,005.46.

In addition to tracking gross profit from sales, the Senate Gift Shop maintains a revolving fund and a record of inventory purchased for resale. As of October 1, 2006, the balance in the revolving fund was $2,105,118.02. The inventory purchased for resale was valued at $2,551,847.08.

Accomplishments in FY 2006

Official Congressional Holiday Ornaments

The year 2006 marked the beginning of the Gift Shopôs fourth consecutive four-year ornament series. Each ornament in the 2006-2009 series of unique collectables will be an image celebrating the day-to-day activities taking place on the Capitol grounds. The four images are based on original oil paintings commissioned by the Gift Shop.

Sales of the 2006 holiday ornament exceeded 30,000 ornaments, of which more than 7,000 were personalized with engravings designed, proofed, and etched by Gift Shop staff.

Constantino Brumidi Product

There were several new products developed this past year depicting Brumidiôs art in the Capitol. These include two different sets of placemats, one of game birds and the other of song birds, and coasters depicting Brumidi floral designs. Three glass vases of different sizes and shapes were created. Each contain distinctly different bird images deeply etched into the glass, and each can be personalized. A gift set of gourmet candy and high quality paper cocktail napkins was created. The napkins feature four different images of Constantino Brumidiôs ñBirds of the Capitolôò which are located in the Capitolôs Senate side corridors.

Christopher Radko ornament

The Gift Shop designed and created a new and exclusive Holiday Ornament with the Christopher Radko Company depicting a full three dimensional likeness of the Capitol building. The ornament shows the Capitol as it might look in early evening after a light snow has covered the building and its surrounding landscape features.

Projects and New Initiatives for 2007

History of the Capitol

The Gift Shop will purchase for resale the book *History of the Capitol,* (H. Doc. 108-240) by Glenn Brown. GPO expects to release *History of the Capitol* later this year, and the Gift Shop plans to purchase a large quantity to ensure availability to its customers for an extended period of time. The book will be sold in both Gift Shop locations and on the intranet Web site. The book will also be available via phone and mail order.

Congressional Plates

The Official Congressional Plates for the 108th, 109th, and 110th Congresses continue to be sold. The 111th plate, the final of the series, has been approved for production.

Pickard China

The Gift Shop is working with the Pickard Corporation to recreate a round porcelain box originally developed by Tiffany and Company more than twelve years ago and subsequently discontinued by Tiffany. The round box contains a series of four images on its perimeter depicting the early meeting places of Congress. The lid depicts a more recent image of the Capitol similar to how it appears today. With Tiffanyôs permission, the original designs and colors will be replicated on a white porcelain box.

Intranet/Webster

The Gift Shop anticipates a very exciting yet busy and challenging year for the Gift Shop as it continues to develops its presence on Webster. Primary considerations include Web site policy, design, and layout, content and additional products to be featured. It is the Gift Shopôs intention to eventually incorporate links to the offices of the Historical Office, Curator, and Senate Library so that visitors to the Web site will have ready access to additional educational information.

6. HISTORICAL OFFICE

Serving as the Senate's institutional memory, the Historical Office collects and provides information on important events, precedents, dates, statistics, and historical comparisons of current and past Senate activities for use by members and staff, the media, scholars, and the general public. The office advises senators, officers, and committees on cost-effective disposition of their non-current office files and assists researchers in identifying Senate-related source materials. The office keeps extensive biographical, bibliographical, photographic, and archival information on the 1,895 former and current senators. It edits for publication historically significant transcripts and minutes of selected Senate committees and party organizations, and conducts oral history interviews with key Senate staff. The photo historian maintains a collection of approximately 40,000 still pictures that includes photographs and illustrations of Senate committees and most former senators. The office develops and maintains all historical material on the Senate Web site.

Editorial Projects

- ***200 Notable Days: Senate Stories, 1787-2002***
  GPO issued *200 Notable Days: Senate Stories, 1787-2002* in October 2006. This 225-page clothbound volume presents 200 brief stories, which provide a colorful and textured outline of the Senateôs historical development through more than two centuries. Historian David McCullough pronounced the work to be ñdeftly and engagingly doneò and noted that as the author clearly enjoyed himself ñin this wonderful chronicle, so consequently does the reader.ò

- ***The New Members' Guide to Traditions of the United States Senate***
  In support of the November 2006 new membersô orientation program, the Historical Office prepared a 32-page booklet designed to serve as a guide to the Senateôs distinguishing customs and rituals. Following a ñcradle-to-graveò theme, the document begins with ñorientation programsò and ñoath taking,ò and concludes with ñend-of-session valedictoriesò and ñfunerals and memorial services.ò Among the 29 topics included are ñMaiden Speeches,ò ñSeersucker Thursday,ò ñthe Candy Desk,ò ñthe Golden Gavel Award,ò and ñWashingtonôs Farewell Address.ò Copies are available through the Senate Office of Printing and Document Services.

- **Administrative History of the Senate**
  Throughout 2006, the assistant historian continued the research and writing for this historical account of the Senateôs administrative evolution. This study traces the

development of the Offices of the Secretary of the Senate and Sergeant at Arms, considers 19th and 20th century reform efforts that resulted in the reorganization and professionalization of Senate staff, and looks at how the Senateôs administrative structure has grown and diversified. Specifically, during the past year the assistant historian completed drafts of the first (1789-1814) and third (1836-1861) chapters, as well as portions of chapters two (1814-1836) and four (1861-1877).

- **"The Idea of the Senate"**
  For more than two centuries, senators, journalists, scholars, and other first-hand observers have attempted to describe the uniqueness of the Senate, emphasizing the bodyôs fundamental strengths, as well as areas for possible reform. From James Madison in 1787 to Lyndon Johnson biographer Robert Caro in 2002, sharp-eyed analysts have left memorable accounts that can help modern Senators better understand the Senate in its historical context. Pulitzer Prize-winning journalist Allen Druryôs 1943 comment about the Senate of his dayð ñThere is a vast area of casual ignorance concerning this lively and appealing bodyòð retains a ring of truth for modern times. The ñIdea of the Senateò project, completed during this year, identifies 30 major statements by knowledgeable observers. Each of the brief chapters includes an extended quotation and an essay that places the quotation in historical context. This work will be published during 2007.

- **Rules of the United States Senate, Since 1789**
  In 1980, Senate Parliamentarian Emeritus Floyd M. Riddick, at the direction of the Senate Committee on Rules and Administration, prepared a publication containing the eight codes of rules that the Senate adopted between 1789 and 1979. In the 1990s, the Senate Historical Office, in consultation with Dr. Riddick, developed a project to incorporate an important feature not contained in the 1980 publication. Beyond simply listing the eight codes of rules, our goal is to show howð and whyð the Senateôs current rules have evolved from earlier versions. This work, to be completed during 2007, will contain eight narrative chapters outlining key debates and reasons for significant changes. Appendices will include the original text of all standing rules and all changes adopted between each codification.

- ***Biographical Directory of the U.S. Congress, 1774-2007***
  Since 1989, the assistant historian has added many new biographical sketches, expanded bibliography entries, and revised and updated most of the online database's nearly 2,000 Senate and vice-presidential entries. An updated print edition, covering the years 1774-2005, was published early in 2006. The assistant historian continues to oversee all editing and updating of existing information for the online version of the *Biographical Directory* (http://bioguide.congress.gov) to allow for expanded search capabilities, maintain accuracy, and incorporate new information and scholarship.

Oral History Program

- The Historical Office conducts a series of oral history interviews, which provide personal recollections of various Senate careers. This year, roundtable interviews were conducted

with veteran Capitol telephone operators, Joan Sartori, Ellen Kramer, Martha Fletcher, and Barbara Loughery. Interviews were also completed with John D. Lane, who served in the early 1950s as administrative assistant to Senator Brien McMahon (D-CT). Several other interviews with Senate staff are in progress. The complete transcripts of 22 interviews have also been posted on the Senateôs Web site.

Member Services

- **Members' Records Management and Disposition Assistance**

  The Senate archivist assisted Membersô offices with planning for the preservation of their permanently valuable records, emphasizing the importance of managing electronic records and transferring valuable records to a home-state repository. In addition, the office provided special assistance to offices closing at the end of the 109th Congress. This included identifying appropriate repositories for those members who had not already selected one, working with staff to ensure appropriate selection and preservation of historical documentation including electronic records, and advising members on access restrictions.

  The archivist revised and published the *Records Management Handbook for United States Senators and Their Archival Repositories* and the *Checklist for Closing a Senator's Office*. The archivist continued to work with staff from all repositories receiving senatorial collections to ensure adequacy of documentation and the transfer of appropriate records with adequate finding aids. The archivist provided briefing materials to transition offices and met with staff. The archivist conducted a seminar on records management for Senate offices and participated in the Senate Services Fair sponsored by the Office of Education and Training. The archivist organized a day-long meeting in conjunction with the Society of American Archivistsô annual meeting for Congressional Papers Roundtable members that covered selection, arrangement, and description of congressional papers; new web-based sources for political historical research; and contemporary Senate electronic record-keeping systems and related preservation issues.

- **Committee Records Management and Disposition Assistance**

  The Senate archivist provided each committee with staff briefings, record surveys, guidance on preservation of information in electronic systems, and instructions for the transfer of permanently valuable records to the National Archivesô Center for Legislative Archives. The office oversaw the transfer to the Archives of 350 accessions of Senate records. The archivist revised and published the *U.S. Senate Records: Guidelines for Committee Staff*. The archivist and assistant archivist responded to approximately 400 requests for loans of records back to committees. The archival assistant continued to provide processing aid to committees and administrative offices in need of basic help with noncurrent files. The archival assistant produced committee archiving reports in Access database format covering recordsô transfers for the past Congress. The archivist will use these reports in 2007 to provide committees with suggestions to promote timely transfers.

Photographic Collections

- The photo historian supported publication of *200 Notable Days: Senate Stories, 1787-2002* by obtaining uniquely engaging illustrations from her collections and from photo archives throughout the nation. The office continued to provide timely photographic reference service, while cataloging, digitizing, rehousing, and expanding the officeôs 40,000-item image collection. The photo historian also maintained the Officeôs COOP and vital electronic records. As a contribution to the officeôs educational outreach efforts, the photo historian added to the online photographic exhibits for the Senate Web site a feature entitled *The Senate Through the Ages*.

Educational Outreach

- **"Senate Historical Minutes"**
  The Senate historian continued a 10-year series of ñSenate Historical Minutes,ò begun in 1997 at the request of the Senate Democratic Leader. In 2006, the historian prepared and delivered a "Senate Historical Minute" at 17 Senate Democratic Conference weekly meetings. These 400-word Minutes were designed to enlighten members about significant events and personalities associated with the Senate's institutional development. More than 200 Minutes are available as a feature on the Senate Web site. An illustrated compilation was recently published as *200 Notable Days: Senate Stories, 1787- 2002*.

- **Public Inquiries**
  Much of the Historical Officeôs correspondence with the general public takes place through the Senateôs Web site, which has become an indispensable source for information about the institution. Historical Office staff maintain and frequently update the Web site with timely reference and historical information. In 2006, the office responded to an estimated 1,500 inquiries from the general public, the press, students, family genealogists, congressional staffers, and academics, through the public e-mail address provided on the Senate Web site. The diverse nature of their questions reflects varying levels of interest in Senate operations, institutional history, and former members. In coordination with the Senate Office of Education and Training, Historical Office staff provided seminars on the general history of the Senate, Senate committees, women senators, Senate floor leadership, and the U.S. Constitution. Office staff also participated in seminars and briefings for specially scheduled groups.

- **C-SPAN Documentary on the Capitol**
  Over the past two years, the Historical Office, in conjunction with the Office of the Curator, assisted C-SPAN with source material and on-camera interviews for its nine-hour television documentary *The Capitol*. C-SPAN launched this series in late May and repeated it throughout the year.

- **Advisory Committee on the Records of Congress**

This 11-member permanent committee, established in 1990 by Public Law 101-509, meets twice a year to advise the Senate, the House of Representatives, and the Archivist of the United States on the management and preservation of the records of Congress. Its Senate-related membership includes appointees of the majority and minority leaders; the Secretary of the Senate, who served as committee vice chair during the 109th Congress; and the Senate historian. The Historical office provided support services for the Committeeôs June and December meetings.

- **Capitol Visitor Center Exhibition Content Committee**
  Staff historians completed their assignments in drafting text for displays in the 17,000-square-foot exhibition gallery of the CVC. During 2006, the office continued to assist Donna Lawrence Productions and Cortina Productions with background material for visitor orientation films and interactive visual displays.

7. HUMAN RESOURCES

The Office of Human Resources was established in June 1995 as a result of the Congressional Accountability Act. The office focuses on developing and implementing human resources policies, procedures, and programs for the Office of the Secretary of the Senate that not only fulfill the legal requirements of the workplace but which complement the organization's strategic goals and values.

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

The Human Resources office administers the following programs for the Secretaryôs employees: the Public Transportation Subsidy program, Student Loan Repayment Program, parking allocations, and the Summer Intern Program that offers college students the opportunity to gain valuable skills and experience in a variety of Senate support offices.

Recruitment and Retention of Staff

Human Resources has the ongoing task of advertising new vacancies or positions, screening applicants, interviewing candidates and assisting with all phases of the hiring process. Human Resources is now coordinating with the SAA Human Resources Department to post all SAA and Secretary vacancies on the Senate intranet so that the larger Senate community may access the posting from their own offices. Additionally, an "Employment" link on Webster will be fully activated in the next few months, highlighting SAA, Secretary and Employment Bulletin vacancies and application processes.

Outreach

Comprehensive resource manuals for the Senate's Elder Care Fair have been created and are being distributed throughout the Senate and have been requested by specific offices, committees, and/or departments. It was originally intended that the Elder Care Fair would be beneficial to Senate staff every two years, starting with the first one in 2005. Since the groundwork has been laid, the fair can be held more frequently, and hosting the event will rotate among the human resource offices of the Secretary, the SAA, the AOC, and the House. The next fair will be held later this year.

Training

In conjunction with the SCCE, Human Resources continues to develop and provide training for department heads and staff. Training topics include Sexual Harassment, Interviewing Skills, Conducting Background Checks, and Providing Feedback to Employees and Goal Setting.

Interns and Fellows

Human Resources manages the Secretaryôs internship program and the coordination of the Heinz Fellowship program. From advertising, conducting needs analyses, communicating, screening, placing and following up with all interns, HR keeps a close connection with these program participants in an effort to make the internship most beneficial to them and the organization.

Combined Federal Campaign

Human Resources has taken an active role in the Combined Federal Campaign (CFC) for the Senate community at-large. The office serves as co-director of the program for the Senate, participating in kick off meetings, identifying key workers in each office, and disseminating and collecting necessary information and paperwork.

8. INFORMATION SYSTEMS

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

Mission Evaluation

The primary mission of the Information Systems Department is to continue to provide the highest level of customer satisfaction and computer support for all departments within the Secretaryôs office.. Emphasis is placed on the creation and transfer of electronic legislative files

to outside departments and agencies, meeting Disbursing Office financial responsibilities to the member offices, and office mandated and statutory obligations.

Staffing and Functionality

Information Systems staff functionality was expanded by moving the IT structure from a local LAN support structure to an enterprise IT support process. Improved diagnostic practices were adopted to expand support across all departments. Several departments, namely Disbursing, Chief Counsel for Employment, Office of Public Records, Page School, Senate Security, Stationery and Gift Shop previously employed dedicated information technology (IT) staff resident within the offices. Information Systems personnel continue to provide multi-tiered escalated hardware and software support for these offices.

For information security reasons, departments have implemented isolated computer systems, unique applications, and isolated local area networks. The Secretary of the Senate network is a closed local area network to all offices within the Senate. Information Systems staff continue to provide a common level of hardware and software integration for these networks, and for the shared resources of interdepartmental networking. Information System staff actively participate in all new project design and implementation within the Secretary of the Senate operations.

FY 2006 Summary of Improvements to the Secretary's Local Area Networks

- Adopted improved network monitoring standards and implemented active e-mail spam controls for the Secretary of the Senate staff.
- Established an automated server to schedule and deploy software updates on all staff workstations during non-business hours of operation.
- Replaced 237 staff workstations (95 percent) and upgraded software applications across all departments.
- Installed Video Teleconferencing (VTC) hardware and incorporated VTC as an alternative COOP communications tool.
- Upgraded and replaced all handheld mobile devices (Blackberry) for essential staff.
- Provided network support for the Webster Hall and Alternate Chamber COOP Exercise.
- Finalized implementation of new point of sale and accounting system for the Stationery Room.
- Completed Senate Wireless network access verification testing for staff access in Hart, Russell, and Dirksen locations
- Completed office staff occupancy, network access, and provided environmental tools at the SSF.

Active Directory and Message Infrastructure Project (ADMA)

- All SecurID and Passfaces users have remote Web portal to Senate Web services.
- Access to Web-based services is available from all public and private internet locations
- Staff members can now retrieve Web mail from any home or state office workstation.

- Leveraged technologies included continuation of Groove Collaboration Project, and integrated Voice Over IP (VoIP) solution during COOP events.

Clearly, the implementation of ADMA for the Secretary involved numerous resources on the part of both the SAA and the Secretaryôs offices. The importance of this single project provides the ñbaseò for all future IT related projects in the coming years.

Legislative Operation Upgrades

- Upgraded Daily Digest LIS software application
- Installed and updated a third off-site legislative COOP laptop kit.

9. INTERPARLIAMENTARY SERVICES

The Office of Interparliamentary Services (IPS) has completed its 25th year of operation as a department of the Secretary of the Senate. IPS is responsible for administrative, financial, and protocol functions for all interparliamentary conferences in which the Senate participates by statute, for interparliamentary conferences in which the Senate participates on an ad hoc basis, and for special delegations authorized by the Majority and/or Minority Leaders. The office also provides appropriate assistance as requested by other Senate delegations.

The statutory interparliamentary conferences include the following: NATO Parliamentary Assembly, Mexico-United States Interparliamentary Group, Canada-United States Interparliamentary Group, British-American Interparliamentary Group, United States-Russia Interparliamentary Group, and United States-China Interparliamentary Group.

In May, the 46th Annual Meeting of the Canada-U.S. Interparliamentary Group was held in South Carolina. Arrangements for this successful event were handled by the IPS staff.

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

IPS receives and prepares for printing the quarterly financial reports for foreign travel from all committees in the Senate. In addition to preparing the quarterly reports for the Majority Leader, the Minority Leader, and the President Pro Tem, IPS staff assist staff members of Senators and committees in completing the required reports.

Interparliamentary Services maintains regular contact with the Department of State and foreign embassy officials. Official foreign visitors are frequently received in this office and assistance is given to individuals as well as to groups by the IPS staff. The staff continues to work closely with other offices of the Secretary of the Senate and the SAA in arranging programs for foreign visitors. In addition, IPS is frequently consulted by individual Senators' offices on a broad range of protocol questions. Occasional questions come from state officials or the general public regarding Congressional protocol.

On behalf of the Majority and Minority Leaders, the staff arranges receptions in the Senate for Heads of State, Heads of Government, Heads of Parliaments, and parliamentary delegations. Required records of expenditures on behalf of foreign visitors under authority of Public Law 100-71 are maintained in the Office of Interparliamentary Services.

Planning is underway for the 46th Annual Meeting of the Mexico-U.S. Interparliamentary Group and the British American Parliamentary Group meetings which will be held in the United States in 2007. Advance work, including site inspection, will be undertaken for the Canada-U.S. Interparliamentary Group to be held in the United States in 2008. Preparations are also underway for the spring and fall sessions of the NATO Parliamentary Assembly.

10. LIBRARY

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

Notable Achievements

- Information inquiries increased 90%
- LIS training provided to 343 Senate staff
- Acquired digital databases containing 313,730 congressional documents
- Published first bibliography on Senate.gov using XML
- Committee hearing (from 1889) cataloging project completed
- Treaty and executive report (from 1857) cataloging project completed
- Shelved 26,000 volumes at the Senate Support Facility
- Acquired catalog and Web servers to support library system upgrade
- Environmental control systems installed to safeguard document collections

Information Services

The foundations of Senate Library services are authoritative legislative record keeping, prompt resolution of traditional requests, and customized research instruction. The library is significantly expanding the use of Web technology to meet the Senateôs ever-increasing demand for current, accurate, and relevant information. The Libraryôs efforts include establishing workflow and publication policies, and leading the Senate.gov Content Team toward improving site structure and meta data standards. The libraryôs commitment to improve services resulted in a 90% inquiry increase, the third consecutive year of double-digit increases.

Information Services Inquiries				
Year	**Traditional**	**Web**	**Total**	**Increase from Prior Year**
2006	31,032	1,596,772	1,627,804	90%
2005	33,080	823,076	856,156	35%

2004	33,750	602,236	635,986	61%
2003	46,234	348,198	394,432	Baseline

Legislative Record Keeping

The library guarantees daily accuracy of more than 100 Senate business-related lists on three Web sitesð Senate.gov, LIS.gov, and Webster. Legislative records published by the Library are in high demand because of their usability and quick access. Almost 1.6 million visitors to Library-produced Web resources underscore the need for these materials. The three most popular legislative publicationsð *Hot Bills List*, *Appropriations Legislation*, and *Action on Cloture*ð garnered 456,151 Web visitors in 2006.

Hot Bills, Appropriations, and Cloture Web Inquiries				
Publication	**Senate.gov**	**LIS**	**Webster**	**Total**
Hot Bills (Active Legislation)	372,857	17,096	8,796	398,749
Appropriations Legislation (FY87-present)	43,795	6,293	3,545	53,633
Cloture Motion Activity (1985-present)	1,299	1,256	1,214	3,769
Total Web Inquiries				**456,151**

Since accepting responsibility to author Senate.gov content in 2002, library staff have dedicated themselves to mastering Web technology best practices. Efforts have resulted in the conversion of many existing print and Web publications into XML format. This versatile format is a universal standard for efficiently storing and retrieving data. The great advantage of XML is that both print and Web products can be easily generated from a single data source.

Senator Biography Database

Several offices under the Secretary of the Senate share publishing responsibility for up-to-the-day information on Senate.gov. When new Senate records are set, such as for the longest-serving Senator or when a Senator has cast more than 10,000 votes, those accomplishments are immediately published on the site. To support these requirements, the library conducted a review of software products to construct a biographical database.

As part of this effort, the library has created a prototype database designed to eliminate redundant data entry, improve workflow, and reduce the potential for error. Key elements about the 1,895 individuals who have served as senators since 1789ð member name, state, party, and dates of service, for exampleð can be stored and managed in the database. These standardized elements are retrievable as needed.

Committee Hearings

The libraryôs retrospective Senate hearing project was completed on December 28ð an achievement that took 13 years of effort. This significant accomplishment provides Senate staff with bibliographic access to the libraryôs collection of 36,300 hearings dating from 1889. The library collection is regarded as the most complete in existence, surpassing those of the Library of Congress and National Archives.

A second hearing project involves creating catalog records for Senate hearings announced in the *Congressional Record* Daily Digest. This project bridges the three- to six-month period between the hearing announcement and the official publication of the hearing. For the first time, Senate staff have a reliable sourceð the library catalogð to locate hearing information for all hearings, including unpublished hearings. Since the project began in May 2005, 1,098 unpublished hearing records have been created.

Floor Schedule

The library is responsible for posting the *Floor Schedule* on Senate.gov after each Senate meeting adjourns. The schedule provides convene and adjourn times, program highlights, and links to roll call votes and daily calendars. *Floor Schedule* production was improved this year by establishing an XML template that standardizes the format.

Digital Congressional Document Collection

The library acquired two congressional document databases and the full-text searchable collections provide Senate-wide access to 313,730 reports and documents. The databases contain the *U.S. Congressional Serial Set*, *Senate Journal*, *House Journal*, *Senate Executive Journal*, and *American State Papers*. An added benefit of these databases is that customized research collections can be created by Senate staff from their desktop. For example, one customized collection groups early editions of the *Secretary of the Senate Report* (1823-1903).

Digital Collection Usage	
Title (coverage)	**Searches**
American State Papers (1789-1838)	588
Congressional Research Service Reports (1916-present)	400
Senate and House Committee Prints (1830-present)	400
U.S. Congressional Serial Set (1817-1906)	1,729
Total Digital Collection Searches	**3,117**

Treaty Documents and Executive Reports

More than 1,565 treaties and 1,016 executive reports, from 1857 to the present, were cataloged during a 5-year project. This project provides bibliographic access to the entire Senate executive document collection through the libraryôs catalog. The international scholarly community will also benefit from these unique bibliographic records because in many instances the only known copies are in the Senate collection.

Traditional Information Requests

Traditional requestsð by telephone, e-mail, or in-personð are fewer than Web-based inquiries; however they dominate daily library activity. Often working under strict deadlines, the eight-person team personally responds to a monthly average of 2,586 staff inquiries. Each request is handled in a timely, confidential, and nonpartisan manner. Research requests vary widely, including legislative, legal, economic, and historical topics. The knowledge gained from

this frontline experience provides the basis from which the librarians create Web products.

Information Service Support Activities		
Category		**Total**
Document Deliveries		3,290
Circulation	Item Loans	2,941
	New Accounts	333
	Total Accounts	2,745
Microform Center	Titles Used	245
	Pages Printed	4,479
Photocopies		101,297

Customized Research Instruction and Professional Outreach

The library conducted 46 LIS Savvy classes for 343 staff. This important responsibility utilizes the libraryôs expertise in legislative procedure and database research. During this second year of the libraryôs LIS training program, additional classes for advanced search techniques are in development. The library is also collaborating with the Office of Education and Training to design a self-paced, online LIS course.

During 2006, 175 staff attended Services of the Senate Library seminars, the Senate Services Fair, Senate Page School tours, state staff orientations, and the annual National Library Week reception and book talk. Visitors from graduate schools, professional organizations, and federal libraries totaled 188.

Technical Services

Acquisitions

As a participant in GPOôs Federal Depository Library Program (FDLP), the library receives selected categories of legislative, executive, and judicial branch publications. The library received 10,655 government publications in 2006, 9,907 of those through the FDLP. In response to the trend of issuing government documents in electronic format, 20,400 links were added to the library catalog. The links provide Senate staff desktop access to the full-text of each document.

Acquisitions	
Category	**Total**
Congressional Documents	7,322
Executive Branch Publications	3,333
Books	889
Total Acquisitions	**11,544**

A major project is the ongoing title-by-title evaluation of executive branch publications. During the projectôs sixth year, 1,219 items were withdrawn from the collection, 642 of which were donated to requesting federal libraries. The projectôs final phase will improve organization and access by integrating the retained documents into the book collection. Toward this end, 602 documents were reclassified and merged into the larger primary collection.

The library significantly expanded its microform periodical coverage through the acquisition of surplus materials from Washington-area libraries. New titles include: *Los Angeles Times*, 1978-2005; *New England Journal of Medicine*, 1984-1998; *The New York Times*, 1926-1961; *The Progressive*, 1984-2004; and *USA Today*, 1993-2005.

Catalog

The libraryôs productive cataloging staff draws on years of experience to produce and maintain a catalog of more than 177,940 bibliographic items. During 2006, 13,303 items were added to the catalog, including 8,132 new titles˙ a 57% increase over 2005˙ and 6,154 items were withdrawn. A total of 32,592 maintenance transactions contributed to the catalogôs content, currency, and record integrity.

Senate staff searched the library catalog on 4,742 occasions (+21%), viewing 6,514 catalog pages (+12%). The catalog is updated nightly to ensure that Senate staff will retrieve accurate and current information on library holdings. Visual appeal and utility were enhanced with the addition of 280 book jacket images for new titles.

A related, ongoing project involves cataloging the Senate Historical Officeôs 3,000-volume book collection. Records for 820 titles were added to the library catalog, bringing the total number of Historical Office titles to 1,426. They will be able to efficiently identify and locate volumes in their collection through the library catalog.

Name Authorities Cooperative Program (NACO)

NACO, an international cataloging authority located at the Library of Congress, manages personal name and subject control for the library community. As one of 457 participants, the library contributed 616 personal names and congressional terms. That exceptional number underscores the very special nature of the Senateôs collections and skills of the libraryôs catalogers.

Library System Servers

The library acquired three servers that will provide a platform for the FY07 catalog upgrade. New capabilities will shorten data transfer time and increase catalog availability, enhance record processing, and provide for dynamic delivery of catalog content to the Web.

Collection Maintenance

Senate Support Facility

The libraryôs off-site collection includes legislative publications dating from the early 1800s. These 26,000 volumes are an archive of the Senateôs primary source documents. In early 2006 the collection was transferred to the new SSF; organization and shelving were completed by August.

Environmental Controls

Air handling and water detection systems were installed in the Russell Building book stacks. These environmental controls improve storage conditions for the Senateôs historic

collections. With the new equipment, the site meets strict archival standards for both temperature and humidity levels. Newly installed detection devices will alert staff to any water-related issues.

Sensors to remotely monitor environmental conditions were installed in the libraryôs book stacks within the (SSF. If relative humidity and temperature levels exceed preset thresholds, staff will receive an e-mail alert. These improvements mark the first time in the libraryôs history that all collections are housed in controlled environments.

Preservation and Binding

A collection survey to examine the physical condition of the 38,815-volume book collection was completed in August 2006. The survey concluded that the collection is in excellent condition. However, 580 volumes (1.5%) will require minor repair and 32 volumes will be evaluated for major repair or replacement.

Library collections include every printed legislative document since the First Congress. In order to ensure that this collection remains comprehensive, materials are prepared for binding at GPO. During the year, 608 volumes containing hearings, committee prints, bills and resolutions, *Congressional Records,* and other materials were bound.

Administrative

Budget

Budget savings in 2006 totaled $1,575; and, after a decade of budget monitoring, savings total $75,813.86. This continual review of purchases eliminates materials not meeting the Senateôs current information needs. This oversight is also critical in offsetting cost increases for core materials and for acquiring new materials. The goal is to provide the highest level using the latest technologies and best resources in the most cost-effective manner.

Continuity of Operations Plan (COOP)

Several Library initiatives this year will further enable the Office of the Secretary to provide information services to the Senate from off-site. Projects include housing core documents at the SSF and training staff to remotely access the Senate network from a Senate-issued laptop. Additionally, the library established a Digital Congressional Research Collection containing fully searchable congressional documents dating from the First Congress. These databases can be remotely accessed, and support immediate digital delivery of information.

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

Unum, the Secretaryôs quarterly newsletter has been produced by Senate Library staff since October 1997. It serves as an historical record of accomplishments, events, and personnel in the Offices of the Secretary of the Senate. The newsletter is distributed throughout the Senate, and to former staff and Senators.

The four 2006 issues highlighted several significant events including three major publications issued through Secretaryôs office, *200 Notable Days: Senate Stories, 1787-2002*, United States Senate Graphic Arts Catalog, and *Biographical Directory of the United States Senate, 1789-2005*.

Major Library Goals for 2007

- Redesign the libraryôs Webster site
- Create a Web-based Senate index for Senate.gov and the libraryôs Webster site
- Acquire software for a senatorôs biographical database
- Develop online LIS training resources for Senate staff
- Upgrade the integrated library system
- Install new OCLC cataloging software
- Survey *U.S. Congressional Serial Set* volumes in the Senate Support Facility
- Survey book, House hearing, and microform collections in the Russell Building

Senate Library Statistics

For Calendar Year 2006
ACQUISITIONS

	Books		Government Documents		Congressional Publications				Total
	Ordered	Received	Paper	Fiche	Hearings	Prints	Bylaw	Reports/ Docs	
January	42	87	142	24	293	18	46	375	985
February	25	27	165	112	241	25	63	113	746
March	20	65	269	386	307	21	134	226	1,408
1st Quarter	87	179	576	522	841	64	243	714	3,139
April	21	55	208	270	311	17	62	239	1,162
May	25	86	184	0	310	20	86	334	1,020
June	13	87	161	43	220	23	56	72	662
2nd Quarter	59	228	553	313	841	60	204	645	2,844
July	20	119	174	42	276	19	52	173	855
August	27	75	67	171	272	14	54	196	849
September	41	70	61	0	273	15	68	212	699
3rd Quarter	88	264	302	213	821	48	174	581	2,403
October	38	92	300	13	352	14	58	705	1,534
November	60	52	214	41	262	16	36	195	816
December	15	74	117	169	233	19	33	163	808
4th Quarter	113	218	631	223	847	49	127	1,063	3,158
2006 Total	347	889	2,062	1,271	3,350	221	748	3,003	11,544
2005 Total	346	880	2,337	1,251	2,926	252	884	3,458	11,988

% Change	0.29%	1.02%	-11.77%	1.60%	14.49%	-12.30%	-15.38%	-13.16%	-3.70%

Senate Library Statistics
For Calendar Year 2006
CATALOGING

	S. Hearing Numbers Added to LIS	Bibliographic Records Cataloged							Total Records Cataloged
		Books	Government Documents			Congressional Publications			
			Paper	Fiche	Electronic	Hearings	Prints	Docs./Pubs./ Reports	
January	20	70	10	1	16	349	10	117	573
February	26	50	1	2	9	312	5	100	479
March	32	249	4	15	49	561	14	284	1,176
1st Quarter	78	369	15	18	74	1,222	29	501	2,228
April	30	38	11	4	21	418	1	83	576
May	19	246	5	51	5	461	36	5	809
June	7	116	3	1	0	391	7	46	564
2nd Quarter	56	400	19	56	26	1,270	44	134	1,949
July	45	168	4	0	12	618	5	11	818
August	53	116	3	1	11	333	5	0	469
September	8	225	14	6	24	558	7	21	855
3rd Quarter	106	509	21	7	47	1,509	17	32	2,142
October	33	59	0	0	0	485	4	18	566
November	21	92	10	0	11	578	1	5	697
December	24	70	5	15	13	442	3	2	550
4th Quarter	78	221	15	15	24	1,505	8	25	1,813
2006 Total	318	1,499	70	96	171	5,506	98	692	8,132
2005 Total	1,088	500	85	57	131	3,379	39	988	5,179
% Change	-70.77%	199.80%	-17.65%	68.42%	30.53%	62.95%	151.28%	-29.96%	57.02%

Senate Library Statistics
For Calendar Year 2006
DOCUMENT DELIVERY

	Volumes Loaned	Materials Delivered	Facsimiles	Micrographics Center	Photocopiers
				Pages Printed	Pages Printed
January	240	354	100	184	7,079
February	223	312	79	224	13,615
March	195	409	109	67	9,304
1st Quarter	658	1,075	288	475	29,998
April	247	256	70	471	11,194
May	279	319	71	436	12,232
June	313	340	100	778	12,804
2nd Quarter	839	915	241	1,685	36,230
July	249	211	69	1,312	6,315
August	185	203	65	162	6,488
September	398	283	71	190	9,178
3rd Quarter	832	697	205	1,664	21,981
October	235	203	76	320	6,213
November	260	208	34	268	3,014
December	117	192	34	67	3,861
4th Quarter	612	603	144	655	13,088
2006 Total	2,941	3,290	878	4,479	101,297
2005 Total	2,752	4,015	1,001	4,406	113,335
% Change	6.87%	-18.06%	-12.29%	1.66%	-10.62%

11. SENATE PAGE SCHOOL

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

Summary of Accomplishments

- Continue to work toward accreditation by the Middle States Commission on Secondary Schools. The process will be ongoing until December 31, 2008.
- Conducted closing ceremonies for two page classes on June 9, 2006, and January 26, 2007, the last day of school for each semester.
- Completed orientation and course scheduling for the Spring 2006 and Fall 2006 pages. Needs of incoming students determined the semester schedules.
- Provided extended educational experiences including twenty-three field trips, six guest speakers, writing and speaking contests, musical instruments and vocal opportunities, and foreign language study with the aid of tutors of five languages. Summer pages participated in eight field trips to educational sites and listened to two guest speakers as an extension of the page experience. National tests were administered for qualification in scholarship programs.
- Collected items for gift packages and then assembled and shipped to military personnel in Afghanistan and Iraq as part of the community service project embraced by pages and staff since 2002. Pages included letters of support to the troops. Several recipients of gift packages wrote letters to Pages expressing appreciation.
- Purchased updated materials and equipment. These included eighteen new workstations for students and staff. Math, science, and U.S. history texts were purchased as well as academic support software. The science lab was modified, updated, and safety compliant storage units for chemicals were purchased.
- Reviewed and updated the evacuation plan and COOP. Pages and staff continue to practice evacuating to primary and secondary sites.
- Participated in escape hood training (pages and staff). Staff was recertified in CPR/AED procedures.
- Trained tutors and substitute teachers in evacuation procedures.

Summary of Plans

Our goals include:

- Individualized small group instruction and tutoring by teachers on an as-needed basis will continue to be offered.
- Foreign language tutors will provide instruction in French, Spanish, Latin, Japanese, Chinese, and Russian.
- The focus of field trips will be sites of historic, political, and scientific importance which complement the curriculum.
- Staff development options include attendance at seminars conducted by Education and Training and subject matter and/or educational issue conferences conducted by national organizations.

- The community service project will continue.
- Preparation for the accreditation visit will be made and all necessary reports completed.

12. PRINTING AND DOCUMENT SERVICES

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

Printing Services

During FY 2006, the OPDS prepared 4,320 requisitions authorizing GPO to print and bind the Senateôs work, exclusive of legislation and the *Congressional Record*. Since the requisitioning done by the OPDS is central to the Senateôs printing, the office is uniquely suited to perform invoice and bid reviewing responsibilities for Senate printing. As a result of this officeôs cost accounting duties, OPDS is able to review and assure accurate GPO invoicing as well as play an active role in helping to provide the best possible bidding scenario for Senate publications.

In addition to processing requisitions, the Printing Services Section coordinates proof handling, job scheduling and tracking for stationery products, Senate hearings, Senate publications and other miscellaneous printed products, as well as monitoring blank paper and stationery quotas for each Senate office and committee. The OPDS also coordinates a number of publications for other Senate offices such as the Curator, Historian, Disbursing Office, Legislative Clerk, Senate Library as well as the U.S. Botanic Garden, USCP and the AOC. These tasks include providing guidance for design, paper selection, print specifications, monitoring print quality and distribution. Last yearôs major printing projects included the *Report of the Secretary of the Senate*; and numerous publications prepared by the Senate Historianôs office including *200 Notable Days in Senate History,* and the *New Member Guide to Traditions of the U.S. Senate.* Current major projects for the office include *A Botanic Garden for the Nation,* the *Annual Report of the Architect of the Capitol,* and *A History of the U.S. Senate Budget Committee.*

Hearing Billing Verification

Senate committees often use outside reporting companies to transcribe their hearings, both in-house and in the field. The OPDS processes billing verifications for these transcription services ensuring that costs billed to the Senate are accurate. The OPDS utilizes a program developed in conjunction with the SAA Computer Division that provides more billing accuracy and greater information gathering capacity; and adheres to the guidelines established by the Senate Committee on Rules and Administration for commercial reporting companies to bill the Senate for transcription services. During 2006, OPDS provided commercial reporting companies and corresponding Senate committees a total of 934 billing verifications of Senate hearings and business meetings. Over 66,000 transcribed pages were processed at a total billing cost of over $433,000.

The office continued processing all file transfers between committees and reporting

companies electronically, ensuring efficiency and accuracy. Department staff continues training to apply todayôs expanding digital technology to improve performance and services.

HEARING TRANSCRIPT AND BILLING VERIFICATIONS

	2004	2005	2006	Percent Change
Billing Verifications	787	949	934	- 01.6
Average per Committee	41.4	49.9	49.2	- 01.6
Total Transcribed Pages	56,262	66,597	66,158	- 0.007
Average Pages/Committee	2,961	3,505	3,482	- 0.007
Transcribed Pages Cost	$366,904	$426,815	$433,742	+ 1.016
Average Cost/Committee	$19,311	$22,463	$22,829	+ 1.016

Additionally, the Service Center within the OPDS is staffed by experienced GPO detailees that provide Senate committees and the Secretary of the Senateôs Office with complete publishing services for hearings, committee prints, and the preparation of the *Congressional Record*. These services include keyboarding, proofreading, scanning, and composition. The Service Center provides the best management of funds available through the Congressional Printing and Binding Appropriation because committees have been able to decrease, or eliminate, additional overtime costs associated with the preparation of hearings.

Document Services

The Document Services Section coordinates requests for printed legislation and miscellaneous publications with other departments within the Secretaryôs Office, Senate committees, and GPO. This section ensures that the most current version of all material is available, and that sufficient quantities are available to meet projected demands. The *Congressional Record*, a printed record of Senate and House floor proceedings, Extension of Remarks, Daily Digest and miscellaneous pages, is one of the many printed documents provided by the office on a daily basis. In addition to the *Congressional Record*, the office processed and distributed 14,902 distinct legislative items during the 109th Congress, including Senate and House bills, resolutions, committee and conference reports, executive documents, and public laws.

CONGRESSIONAL RECORD STATISTICS

	2004	2005	2006

Total Pages Printed	26,885	34,787	24,881
For the Senate	12,642	16,393	12,362
For the House	14,243	18,394	12,519
Total Copies Printed & Distributed	882,314	1,049,463	780,302
To the Senate	227,192	295,366	210,084
To the House	331,165	397,327	326,648
To the Executive Branch and the Public	323,957	356,770	243,570
Total Production Costs	$17,543,644	$16,014,706	$13,115,660
Senate Costs	$7,961,741	$6,640,823	$5,006,708
House Costs	$9,026,893	$8,933,244	$7,784,653
Other Costs	$555,010	$440,639	$324,299

Accessing legislative documents through the Web has become increasingly popular. Before Senate legislation can be posted online, it must be received in the Senate through the OPDS. Improved database reports allow the office to report receipt of all legislative bills and resolutions received in the Senate which can then be made available online and accessed by other Web sites, such as LIS and Thomas, used by Congressional staff and the public.

Customer Service

The primary responsibility of the OPDS is to provide services to the Senate. However, the office also has a responsibility to the general public, the press, and other government agencies. Requests for legislative material are received at the walk-in counter, through the mail, by fax, and electronically. During 2006, online ordering of legislative documents increased 20% over the previous year. The Legislative Hot List Link, where Members and staff can confirm arrival of printed copies of the most sought after legislative documents continued to be popular. The site is updated several times daily each time new documents arrive from GPO to the Document Room. In addition, the office handled thousands of phone calls pertaining to the Senateôs official printing, document requests and legislative questions. Recorded messages, fax, and e-mail operate around the clock and are processed as they are received, as are mail requests. The office stresses prompt, courteous customer service while providing accurate answers to Senate and public requests.

SUMMARY OF ANNUAL CUSTOMER SERVICE STATISTICS

CALENDAR	CONGRESS/	PUBLIC	FAX	ON-LINE	COUNTER

YEAR	SESSION	MAIL	REQUEST	REQUEST	REQUEST
2003	108/1st	1,469	2,596	735	53,040
2004	108/2nd	1,137	2,229	564	36,780
2005	109/1st	1,369	2,326	1,464	40,105
2006	109/2nd	1,048	1,633	1,751	26,640

On-Demand Publication

The office produces additional copies of legislation as needed by producing additional copies in the DocuTech Service Center, staffed by experienced GPO detailees, that provide Member offices and Senate committees with on-demand printing and binding of bills and reports. On-demand publication allows the department to cut the quantities of documents printed directly from GPO and reduces waste. The DocuTech is networked with GPO, allowing print files to be sent back and forth electronically. This allows the OPDS to print necessary legislation for the Senate floor, and other offices, in the event of a GPO COOP situation. During 2006, the DocuTech Center produced 683 tasks for a total of 752,174 printed pages; this represents a 29% increase in the number of jobs over the previous year.

Accomplishments & Future Goals

OPDS developed new database reports on serial set publications for the Senate Library and inventory tracking of materials housed in the SSF were developed. Electronic proofing procedures, implemented in early 2006, were very well received by Senate offices. Proofs of over three hundred new and revised print jobs were routed electronically for customer approval improving turn around time and efficiency.

The officeôs goals include working with GPO on their Future Digital and Microcomp Replacement Systems to improve efficiency and help answer the evolving needs of the Senate, as well as developing online ordering of stationery products for Senate offices. The Office of Printing and Document Services continues to seek new ways to use technology to assist Members and staff with added services and improved access to information.

13. OFFICE OF PUBLIC RECORDS

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

The office provides for the inspection, review, and reproduction of these documents. From October, 2005, through September, 2006, the Public Records office staff assisted more than 2,400 individuals seeking information from reports filed with the office. This figure does not include assistance provided by telephone, nor help given to lobbyists attempting to comply

with the provisions of the Lobbying Disclosure Act of 1995 (LDA). A total of 140,000 photocopies were sold in the period. In addition, the office works closely with the Federal Election Commission, the Senate Select Committee on Ethics and the Clerk of the U.S. House of Representatives concerning the filing requirements of the aforementioned Acts and Senate rules.

Fiscal Year 2006 Accomplishments

The office modified its lobbying e-filing program to allow Adobe electronic forms generated by the Clerk of the House to be filed with the Secretary.

Plans for Fiscal Year 2006

The Public Records office intends to upgrade its lobbying e-filing program to conform with the change to IBM forms made by the Clerk of the House so that both systems are complementary.

Automation Activities

During FY 2006, the Senate Office of Public Records developed the capacity to be able to accept Clerk-generated electronic LDA forms. The office also upgraded its automation of the public financial disclosure system.

Federal Election Campaign Act, as Amended

The Act requires Senate candidates to file quarterly reports. Filings totaled 4,364 documents containing 298,639 pages.

Lobbying Disclosure Act of 1995

The Act requires semi-annual financial and lobbying activity reports. As of September 30, 2006, 6,554 registrants represented 21,468 clients and employed 35,844 individuals who met the statutory definition of "lobbyist." The total number of individual lobbyists disclosed on 2006 registrations and reports was 13,595. The total number of lobbying registrations and reports processed was 46,835.

Public Financial Disclosure

The filing date for Public Financial Disclosure Reports was May 15, 2006. The reports were available to the public and press by Wednesday, June 14th. Copies were provided to the Select Committee on Ethics and appropriate State officials. A total of 3,029 reports and amendments was filed containing 19,419 pages. There were 424 requests to review or receive copies of the documents.

Senate Rule 35 (Gift Rule)

The Senate Office of Public Records has received 803 reports during FY 2006.

Registration of Mass Mailing

Senators are required to file mass mailings on a quarterly basis. The number of pages was 623.

14. SENATE SECURITY

The Office of Senate Security (OSS) was established under the Secretary of the Senate by Senate Resolution 243 (100th Congress, 1st Session). The office is responsible for the administration of classified information programs in Senate offices and committees. In addition, OSS serves as the Senate's liaison to the Executive Branch in matters relating to the security of classified information in the Senate. This report covers the period from January 1, 2006 through December 31, 2006.

Personnel Security

Five hundred sixty-two Senate employees held one or more security clearances at the end of 2006. This number does not include clearances for employees of the Architect of the Capitol nor does it include clearances for Congressional Fellows assigned to Senate offices. OSS also processes these clearances.

OSS processed 2,273 personnel security actions, a 3.7% decrease from 2005. One hundred-seven investigations for new security clearances were initiated last year, and 39 security clearances were transferred from other agencies. Senate regulations, as well as some Executive Branch regulations, require that individuals granted Top Secret security clearances be reinvestigated at least every five years. Staff holding Secret security clearances are reinvestigated every ten years. During the past 12 months, reinvestigations were initiated on 81 Senate employees. OSS processed 152 routine terminations of security clearances during the reporting period and transmitted 364 outgoing visit requests. The remainder of the personnel security actions consisted of updating access authorizations and compartments.

Overall, the average time required to process a Senate employee for a security clearance has decreased from 332 days to 309 days. The average time for investigations has decreased by 7.4% relative to 2005. This is the first decrease since 2002 when the average time was 167 days. The increase for 2002 to 2003 was 66.7%, 2003 to 2004 was 25.6%, and 2004 to 2005 was 27.7%. The overall increase from 2002 to 2006 was 85.0%. The average time for an initial investigation conducted and adjudicated by DoD is 277 days from the date that OSS requests the investigation until the letter from DoD granting the clearance is received in Senate Security. The average time for DoD initial investigations decreased 9.2%. The periodic re-investigation process averages 335 days, a decrease of 13.0% relative to 2005. The average time for an initial investigation conducted by the FBI and adjudicated by DoD is 289 days while the periodic re-investigation process averages 387 days. The FBI investigation with DoD adjudication times represents an increase of 12.9% and a decrease of 13.4% respectively.

One hundred ninety-nine records checks were conducted at the request of the FBI and Customs and Immigration. One record check was performed on behalf Customs and Immigration. The remaining checks were performed for the FBI. This represents a 16.7% decrease in records checks completed by OSS.

Security Awareness

OSS conducted or hosted 63 security briefings for Senate staff. Topics included: information security, counterintelligence, foreign travel, security managers' responsibilities,

office security management, and introductory security briefings. This represents a 5% increase from 2005.

Document Control

OSS received or generated 2,488 classified documents consisting of 76,409 pages during calendar year 2006. This is a 10.9% decrease in the number of documents received or generated in 2005. Additionally, 48,276 pages from 2,233 classified documents no longer required for the conduct of official Senate business were destroyed. This represents a 45.3% decrease in destruction from 2005. OSS transferred 906 documents consisting of 23,742 pages to Senate offices or external agencies, up 29.4% from 2005. These figures do not include classified documents received directly by the Appropriations Committee, Armed Services Committee, Foreign Relations Committee, and Select Committee on Intelligence, in accordance with agreements between OSS and those Committees. Overall, Senate Security completed 5,627 document transactions and handled over 148,427 pages of classified material in 2006, a decrease of 25.7%.

Secure storage of classified material in the OSS vault was provided for 107 Senators, committees, and support offices. This arrangement minimizes the number of storage areas throughout the Capitol and Senate office buildings, thereby affording greater security for classified material.

Secure Meeting Facilities

OSS secure conference facilities were utilized on 1,173 occasions by a total of 7,854 people during 2006. Use of OSS conference facilities increased 27.6% over 2005 levels. Eight hundred thirty-six meetings, briefings, or hearings were conducted in OSS' three conference rooms. Of those, seven were "All Senators" briefings and five were hearings. OSS also provided to Senators and staff secure telephones, secure computers, secure facsimile machine, and secure areas for reading and production of classified material on 337 occasions in 2006.

Projects and Accomplishments

The Office of Senate Security hosted the first annual Technical Exposition for the Office of the Director of National Intelligence in April 2006. Classified and unclassified exhibits representing the technical and scientific accomplishments of the U. S. Intelligence Community were shown to members of the U. S. Senate and the U. S. House of Representatives, as well as cleared staff from throughout the Legislative Branch. OSS personnel provided assistance with security, site preparation, and escorting during the three months leading up to the Expo. The office and DNI are planning another Expo in April 2007.

The Office of Senate Security is preparing to move to the Capitol Visitors Center expansion space when it is ready for occupancy. OSS has been coordinating with internal offices and other U.S. Government agencies to ensure the space will be appropriate for the storage, processing and discussion of classified material. OSS is developing plans and procedures for use of the new space and for moving the Senateôs classified holdings to the new space in a secure and efficient manner.

15. STATIONERY ROOM

The mission of the Keeper of the Stationery is to:

- Sell stationery items for use by Senate offices and other authorized legislative organizations.
- Select a variety of stationery items to meet the needs of the Senate environment on a day-to-day basis and maintain a sufficient inventory of these items.
- Purchase supplies utilizing open market procurement, competitive bid and/or GSA Federal Supply Schedules.
- Maintain individual official stationery expense accounts for Senators, Committees, and Officers of the Senate.
- Render monthly expense statements.
- Ensure receipt of reimbursements for all purchases by the client base via direct payments or through the certification process.
- Make payments to all vendors of record for supplies and services in a timely manner and certify receipt of all supplies and services.
- Provide delivery of all purchased supplies to the requesting offices.

Fiscal Year 2006 Statistics		**Fiscal Year 2005 Statistics**
Gross Sales:	$ 4,945,381	$ 5,247,163
Sales Transactions:	45,471	60,247
Purchase Orders Issued:	6,795	8,611
Vouchers Processed:	8,313	9,206
Office Deliveries	6,085	n/a
Number of Items Delivered	156,172	n/a
Number of Items Sold	608,104	n/a
Mass Transit Media Sold:	86,483	75,607
$ 20.00	72,388	64,527
10.00	4,510	3,923
5.00	9,585	7,157
Full Time Employees (FTE):	13	13

Fiscal Year 2006 Highlights and Projects

Flag Purchase Modernization Project

During FY 2005, with the assistance of the Office of the AOC and the SAA, the Stationery Room began to offer Member offices the option of purchasing flags which had been flown over the Capitol, but were not date or occasion specific. Approximately thirty-seven percent of all flag requests by constituents were only to obtain a flag flown over the Capitol. If flags could be flown in advance, significant wait times could be reduced. In addition, the SAAôs Printing, Graphics and Direct Mail Division created artwork for a generic customizable flag certificate, along with a CD template that could be used in the customization process should a Member office choose. All flags which have been pre-flown come with a Certificate of Authenticity signed by the Architect, certifying each flag has been flown over the United States Capitol. Over the course of FY 2006, interested Member offices were incorporated into the pre-flown Flag program. Eighty-six Member offices participate in the program. This program has been well received by the Senate community, with positive feedback from all levels.

Senate Support Facility

FY 2006 saw the migration and consolidation of the Stationery Roomôs multiple storage locations into one central site. With the transfer of materials from the old facilities in February 2006 to the new SSF, product chain of custody is now maintained. The Stationery Room is looking at ways to use the facility to its maximum advantage and envision this as a major distribution outlet for all products by building a stock replenishment process and improving upon distributed services.

Product Review Committee

During FY 2006, the Stationery Room developed a means to garner a better understanding of the needs of the Senate community. The Stationery Room created a Product Review Committee representing Member and committee offices to provide opinion, assessment, evaluation and feedback on products needed by the end users. While the committee is just underway, it has become an invaluable communication tool.

Computer Modernization

The Stationery Room completed acceptance testing on its new Microsoft Retail Point of Sale base applications along with the Great Plains/Business Dynamics accounting system in August 2006. This project was completed on time and under budget. The initial phase of the applications being completed, the Stationery Room staff will look to enhance the base system and take advantage of the various reporting capabilities. Part of the additional enhancements will include the feasibility of providing an e-commerce solution to the Senate community for order processing and fulfillment.

Store Merchandising and Relocation Project

During the last quarter of FY 2006, the Stationery Room staff initiated a project for the sales area of the store. After completing a space utilization review of the store facilities, the Stationery Room concluded that it needed to reduce shelf quantities on some products, while increasing quantities on others. Shelving was re-aligned to properly display products in a more convenient customer-oriented manner with like product groupings given high priority.

16. WEB TECHNOLOGY

The Office of Web Technology is responsible for Web sites that fall under the purview of the Secretary of the Senate, including: the Senate Web site, www.senate.gov (except individual Senator and Committee pages); the Secretaryôs Web site on Webster; an intranet site currently used for file-sharing by Secretary staff only; and a LegBranch Web server housing Web sites and project materials which can be accessed by staff at other Legislative Branch agencies.

The Senate Web site – http://www. Senate.gov

The United States Senate Web site celebrated its eleven year anniversary in 2006, as the first U.S. Senate home page on the World Wide Web was announced October 20, 1995 on the Senate floor. From the Senate homepage members of the public could easily find the homepages for their own senators. As the Web grew, so did the content and mission of Senate.gov. The pages of information became catalogs and databases, but the mission to provide the public with accurate and timely information remained constant. There were more than 70 million visitors to the Senate Web site in 2006 ï twenty million more than in 2005.

The Senate Web site content is maintained by over 30 contributors from 7 departments of the Secretaryôs Office and 3 departments of the Sergeant at Arms. Content Team Leaders meet regularly to share ideas and coordinate the posting of new content.

Major Additions to the Site in 2006

- A redesigned graphical interface -- Highlights of the redesign are the ñFind Your Senatorsò and site-wide search boxes in the top right corner of every page. For the first time the Senate Web site has a site-wide search that uses the Google search features so familiar to our visitors. The new site received favorable reviews from *U.S. News and Word Report* .
- A new interactive exhibit on Isaac Bassett -- Isaac Bassett served the Senate from his appointment as a page in 1831 until his death in 1895, when he was assistant doorkeeper.

Bassett witnessed some of the most turbulent and exciting times in the institution's history and he captured his observations in copious notes which have been donated to the Senate. An Isaac Bassett interactive exhibit has been created that allows the visitor to choose an event, via a timeline or subject listing, and to read a transcript of Bassettôs notes about the event. An image of the handwritten note is also available when viewing the transcript.

- A new interactive exhibit on the Senate Chamber Desks -- There are 100 desks on the Senate Floor and each one has a history. The content relative to each desk includes a textual description, list of former occupants, digitized images of the desk and the carvings (Senators carve their names in their desks when they leave the Senate), and notes on the deskôs condition and restoration. A Web-based interactive presentation has been created to display this rich information about the Senate desks.
- Cloture and veto tables for the Library.
- The Fine Arts Catalogue on the Web ï images and text from the Catalogue have been published on the Senate site;
- Senator Bob Doleôs portrait unveiling -- the video and transcript of the portrait unveiling event are posted for viewing.
- Homepage feature articles published on the following topics: the 10th anniversary of the Senate Web site and the launching of the new Web site design; the *Congressional Biographical Directory Online*; the launching of the Senate Chamber Desks site; We the People: Celebrating the American Constitution; and the publication of the *United States Catalogue of Graphic Arts*.
- A multimedia exhibit on the drawings of Lily Spandorf -- During the 1962 Washington filming of the movie *Advise and Consent*, freelance artist Lily Spandorf was sent by the *Washington Star* to make a few pen and ink illustrations of the production. Ms. Spandorf created a total of 68 pen and ink and two gauche (watercolor) drawings, all of which are now in the U.S. Senate Collection. A Flash multimedia presentation of Spandorfôs work has been created for the Web site, associating her drawings with movie clips from the specific scene the drawing depicts.

Planned Additions to the Site in 2007

- A reorganized Art section ï with the addition of the Fine Arts and Graphic Arts images the Art section of the site has grown considerably and needs to be indexed.
- A project to better organize content on www.senate.gov. The Web team is reviewing items for possible reorganization of information on the site.

Accomplishments of the Office of Web Technology in 2006

- Upgraded Documentum CMS to 5.25 from 4.3. Encountered error which was determined to be a software bug by Documentum who advised upgrading to 5.3. Developed Statement of Work, requested proposals and contracted with RWD Technologies to review current upgrade status and assist with upgrade to version 5.3.
- Helped develop requirements for a taxonomy being built by Senate Librarians to organize information about Senators.

- The Web Content Assistant analyzed Google search terms each month and identified the need for additional Virtual Reference Desk (VRD) subject terms. New VRD pages were built. The VRD serves as an index to the site.
- Created production standards for the VRD. The standards include how the index will appear (in this case it is subject oriented) and what types of links to include.
- Established a system for assigning Google Keywords by analyzing the most common words people type in the search box each month, determining the items on the site that are most relevant to their search, and providing links to those items on the site.
- Designed the layout for the Spandorf exhibit. Organized all pictures, loaded them into CMS, and edited accompanying text.
- The Web Content Assistant audited the Senate.gov Web pages regularly, updating and correcting links; verifying content; and reviewing individual page designs throughout Senate.gov.
- The Assistant Webmaster worked with the SAA to develop and implement a solution for all Senate offices to use the Google search feature on their own Websites, based on the same techniques developed for Senate.gov, including allowing Senate offices to order their search results by date, instead of just relevance.
- Developed and implemented an XML-based solution for the Stationery room to export catalog data from their internal system and have it displayed on their Web site on Webster. Provided documentation and training for the office to continue to update the information themselves.
- Established and refined workflow and approval procedures for various postings including the feature article postings.
- Created documentation on how to use the CMS to post PDFs, new portraits, tables, feature bios, feature articles, and how to update current postings. Documented all the changes that need to occur to the site at the change of a Congress.
- The Web Content Assistant worked with the all the content providers to expand the style guide. This included how footnotes should appear on the Web as well as the standards for senatorsô names and the creation of tables.
- The Assistant Webmaster developed increasingly complex tables that are shared across several Web sites (www.senate.gov, the Webster/Senate Library site, and www.congress.gov) to deliver the most relevant information to the intended audiences. The Xtags application was implemented on the new version of Webster to maintain previously developed projects.
- Teamed with CRS to organize monthly meetings of the LegBranch Webmasters Group. Hosted the meeting on Web 2.0. Recuited speakers from Democratic Policy Committee and Republican Policy Committee who spoke about the use of Podcasts, RSS, WML, wireless communications, and other Web 2.0 features by their respective constituencies.

Senate.gov Usage Statistics

In 2006 over 6 million visitors a month accessed the Senate Web site. Twenty-eight percent of them entered through the main Senate home page while the majority came to the site via a bookmarked page or to a specific page from a search engine. Statistics on individual page activity show increases in many areas of the main Senate site.

Title of Web Page	2005 Visits/Month	2006 Visits/Month	2005 - 2006 % Increase
Entire Site	4,512,000	6,081,000	35%
Senate Home Page	1,388,500	1,685,000	21%

Reviewing statistics on web page usage help the content providers better understand what information the public is seeking and how best to improve the presentation of that data. Visitors are consistently drawn to the following content items, listed in order of popularity.

Most Visited Pages in 2006

Top Pages	2005 Visits/Month	2006 Visits/Month	Percent Change
Roll Call Votes	38,504	63,099	64%
Active Legislation	22,582	30,053	33%
Statistics & Lists	9,334	15,981	71%
Senate Leadership	21,371	19,278	-10%
Virtual Reference Desk	8,285	13,568	64%
Bills & Resolutions	15,513	18,155	17%
Roll Call Votes	38,504	63,099	64%
Committee Hearings Scheduled	19,019	15,901	-16%
State Information	11,414	13,988	40%
Calendars & Schedules	13,077	15,574	19%
Active Legislation	22,582	30,053	33%
2005 Schedule	14,477	13,033	-10%
Senate Organization Chart	13,203	12,438	-6%
Nominations	14,241	11,815	-17%

Pages with Largest Percent Increases in Viewers

2005 Top Pages	2005 Visits/Month	2006 Visits/Month	Percent Change
Statistics & Lists	9,334	15,981	71%
Virtual Reference Desk	8,285	13,568	64%
Active Legislation	22,582	30,053	33%

Visitors are interested in legislative matters with Roll Call Vote Tallies, the Active Legislation table, and the Bill and Resolutions section being particularly popular.

Based on their popularity in 2005, links to Statistics and Lists and the VRD were added to the home page when the site was redesigned in 2006, further increasing their popularity by 71% and 64% respectively.

Webster -- *http://webster/secretary*

About 2,300 visitors a month access the Secretaryôs Web site on Webster, the Senate Intranet, and statistics continue to show that the vast majority of visitors (87%) go directly to the Disbursing office section. This section contains information on Employee Benefits (insurance, retirement, payroll, etc.) and provides access to the many forms employees need to obtain or modify these benefits. Other popular items include the Senate Library Web site, the Stationery Room Catalogue, Office of Printing and Document Services Document Order and Print Order Forms, and the Web page that lists all Secretary of the Senate services.

LEGISLATIVE INFORMATION SYSTEM (LIS) PROJECT

The LIS is a mandated system (Section 8 of the 1997 Legislative Branch Appropriations Act, 2 U.S.C. 123e) that provides desktop access to the content and status of legislative information and supporting documents. The 1997 Legislative Branch Appropriations Act (2 U.S.C. 181) also established a program for providing the widest possible exchange of

information among legislative branch agencies. The long-range goal of the LIS Project is to provide a "comprehensive Senate Legislative Information System" to capture, store, manage, and distribute Senate documents. Several components of the LIS have been implemented, and the project is currently focused on a Senate-wide implementation and transition to a standard system for the authoring and exchange of legislative documents that will greatly enhance the availability and re-use of legislative documents within the Senate and with other legislative branch agencies. The LIS Project office manages the project.

Background: LISAP

An April 1997 joint Senate and House report recommended establishment of a data standards program, and in December 2000, the Senate Committee on Rules and Administration and the Committee on House Administration jointly accepted the Extensible Markup Language (XML) as the primary data standard to be used for the exchange of legislative documents and information.

Following the implementation of the LIS in January 2000, the LIS Project Office shifted its focus to the data standards program and established the LIS Augmentation Project (LISAP). The over-arching goal of the LISAP is to provide a Senate-wide implementation and transition to XML for the authoring and exchange of legislative documents.

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

LISAP: 2006

Throughout 2006 additional features and fixes were added to LEXA, enabling the SLC to use the application for more and more of their drafting requests. Ninety-five percent of introduced bills produced in the SLC were drafted in XML. Some of the new functionality added to LEXA in the last year included the following:

- Ability to create and print several additional styles
- A one-click feature to reintroduce one type of document as another type of document, for example, taking the language from a bill and creating an amendment
- Ability to specify and print all document stages
- A feature to enter a prescribed 3- or 4-letter abbreviation into a document and have it resolve to a long name or phrase
- Ability to create amendments to appropriations bills
- Ability to create motions

LEXA developers also worked with the Office of the Enrolling Clerk to add engrossing and enrolling features and to provide for the exact formatting and printing requirements for documents created by that office. Several hours of training were provided to the staff, and the Enrolling Clerks began working in LEXA at the beginning of the 110th Congress. With the addition of the documents produced by the Office of the Enrolling Clerk, all stages of a measure can be produced in XML.

Support for LEXA users remains an important priority. The LIS Project office provides support for LEXA via the LEXA HelpLine and LEXA Web site. The HelpLine is provided through a single phone number that rings on all the phones in the office, and the Web site is located on a server accessible by the legislative branch. The Web site, *http://legbranch.senate.gov/lis/lexa*, is used to distribute updates of the application to GPO and provides access to release notes, the reference manual, and other user aids. The 2004 Legislative Branch Appropriations Act directed GPO to provide support for LEXA much as the office has for XyWrite. GPO continues to work toward augmenting the support provided by the LIS Project Office. Senate staff members in the LIS Project Office do development and provide support for LEXA.

GPO maintains the software module that converts a Senate XML document to locator for printing through Microcomp, and in 2006, the module was expanded to also print House XML documents. GPO is also nearing completion of a tool to create and print tables. This software will be used by both the House and Senate, providing another module that is common to both applications. The House and Senate software development groups continue to work closely with GPO and the Library of Congress to reach agreement on technical authoring issues and standards, thereby eliminating the need for additional processing when documents are exchanged.

The LEXA Reference Manual was updated by the LIS office in early 2006, and a 2007 update is underway. The manual provides screen shots and step-by-step instructions for all LEXA features. The Office also trained new SLC staff and the Enrolling Clerks on LEXA and provided several demonstrations on new LEXA features throughout the year.

The LIS Project Office, the SLC, and the SAAôs Systems Development Services group have worked together for the past several years to implement a document management system (DMS) in the SLC. One obstacle has been the need for the SLC to continue to use XyWrite for certain documents. XyWrite is DOS-based software that does not work well in a Windows or database environment. In 2006, the team identified and purchased DMS software that will work with both LEXA and XyWrite documents. The Systems Development Services group is working with the SLC systems integrator to implement the software, and the LIS Project office will assist in the integration with LEXA. The DMS will provide a powerful tracking, management, and delivery tool for the SLC.

LISAP: 2007

The LIS Project office will continue to work with the House, GPO, and the Library of Congress on projects and issues that impact the legislative process and data standards for exchange. These groups are currently participating in two projects with GPO ï one to define

requirements for replacing the Microcomp composition software and another to improve the content submission and exchange processes.

The Office of the Enrolling Clerk will use LEXA to produce engrossed and enrolled bills in XML. The LIS Project office will continue to work with the SLC and the Office of the Enrolling Clerk to refine and enhance LEXA so that more and more of the documents produced by those offices will be done in XML. Once all of the documents can be produced in XML using LEXA, those offices will be able to stop using XyWrite. Since XyWrite is not compatible with other Windows software, moving away from it will allow the offices to use more modern technologies for all functions. Other Senate offices that do drafting with XyWrite may begin using LEXA, including the Committee on Appropriations.

The legislative process yields other types of documents such as the *Senate* and *Executive Journals* and the *Legislative* and *Executive Calendars*. Much of the data and information included in these documents is already captured in and distributed through the LIS/DMS database used by the clerks in the Office of the Secretary. The LIS/DMS captures data that relates to legislation including bill and resolution numbers, amendment numbers, sponsors, co-sponsors, and committees of referral. This information is currently entered into the database and verified by the clerks and then keyed into the respective documents and re-verified at GPO before printing. An interface between this database and the electronic documents could mutually exchange data. For example, the LIS/DMS database could insert the bill number, additional co-sponsors, and committee of referral into an introduced bill while the bill draft document could supply the official and short titles of the bill to the database.

The *Congressional Record*, like the *Journals* and *Calendars*, includes data that is contained in and reported by the LIS/DMS database. Preliminary DTDs have been designed for these documents, and applications could be built to construct XML document components by extracting and tagging the LIS/DMS data. These applications would provide a faster, more consistent assembly of these documents and would enhance the ability to index and search their contents. The LIS Project office will coordinate with the Systems Development Services Branch of the Office of the Sergeant at Arms to begin design and development of XML applications and interfaces for the LIS/DMS and legislative documents. As more and more legislative data and documents are provided in XML formats that use common elements across all document types, the Library of Congress will be able to expand the LIS Retrieval System to provide more content-specific searches.