LEGISLATIVE BRANCH APPROPRIATIONS FOR FISCAL YEAR 2010

THURSDAY, APRIL 23, 2009

U.S. SENATE,
SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS,
Washington, DC.

The subcommittee met at 2:33 p.m., in room SD–138, Dirksen Senate Office Building, Hon. Ben Nelson (chairman) presiding.

Present: Senators Nelson, Pryor, Tester, and Murkowski.

U.S. SENATE

OFFICE OF THE SECRETARY

STATEMENT OF HON. NANCY ERICKSON, SECRETARY OF THE SENATE

ACCOMPANIED BY:

SHEILA DWYER, ASSISTANT SECRETARY OF THE SENATE
CHRIS DOBY, FINANCIAL CLERK

OPENING STATEMENT OF SENATOR BEN NELSON

Senator NELSON. The subcommittee will come to order.

First of all, good afternoon, everyone, and welcome. We are glad to have you here. We meet this afternoon to take testimony on the fiscal year 2010 budget requests for the Secretary of the Senate, the Senate Sergeant at Arms, and the U.S. Capitol Police.

This is my first hearing as chairman of this subcommittee, and I look forward to working closely with my ranking member, Senator Murkowski, and the other members of the subcommittee, Senator Pryor and Senator Tester, who we hope will be able to join us before we are concluded.

And I must admit I was surprised having this be my first opportunity as the chairman to see an overall request for the legislative branch totaling $5 billion, or a 15 percent increase over the current year. So needless to say, I look forward to working with all of the legislative branch agencies on ways that we can help try to reduce these numbers.

I understand that this subcommittee, for example, received an 11 percent increase in fiscal year 2009, but I hope that we don't expect double-digit increases this year.

I also want to welcome our three witnesses today. Nancy Erickson, who is Secretary of the Senate. Nancy, we are glad to have you here. Terry Gainer, Senate Sergeant at Arms. Terry, thank you for being here. And Chief Phillip Morse of the Capitol

Police. Chief, we are very happy to have you here, and Chief Nichols with you as well and Gloria Jarmon.

I want to first acknowledge the dedication and hard work of all of your staff. The Senate isn't an easy place to work, and we take a lot for granted here. But we do owe a debt of gratitude to all of you for keeping the Senate running safely and smoothly on a daily basis. And to the extent that it doesn't, I assure you it is not your fault.

And Chief Gainer, I note with sadness the passing of one of your valued staff, Steve Mosley, after a dedicated 32-year career with your agency. The entire Senate community joins you in mourning the loss of this outstanding individual and dedicated public official. We were grateful for his dedication and commitment to this institution. I know you may want to make a statement about that just a little bit later.

But first, I want to welcome you, Nancy. We are pleased to have you here this afternoon. We are anxious to hear your testimony. Among many others on your staff, I want to especially acknowledge Chris Doby of the Disbursing Office for his fine work.

Your office is requesting a budget of $27.8 million, which is an increase of roughly $1.7 million, or 7 percent above the current year. I look forward to hearing about the specifics of your request.

Chief Gainer, the Sergeant at Arms request for 2010 totals $243.5 million, a 10 percent increase over fiscal year 2009. I realize that your request is laden with technology upgrades for the Senate community, which tend to be expensive, and I look forward to discussing those with you just a little later.

And finally, Chief Morse, the fiscal year 2010 Capitol Police budget request totals $410 million, or 34 percent over the enacted fiscal year 2009 level, and I realize also that the bulk of your increase is related to the radio project and the Library of Congress police merger. But that is a fairly significant and perhaps even massive increase. So I want to discuss these and other issues with you today.

And Chief Morse, in closing, I would like to congratulate you on the clean opinion your agency received on your 2008 financial statements. Your agency has obviously come a long way, and we appreciate getting to this point. And we on this subcommittee appreciate your personal efforts and the efforts of your chief administrative officer, Gloria Jarmon.

Now I would like to turn to the ranking member of the subcommittee, my good friend Senator Murkowski, for her opening remarks.

STATEMENT OF SENATOR LISA MURKOWSKI

Senator MURKOWSKI. Well, thank you, Mr. Chairman.

And I look forward to working with you on the issues that face us as we deal with the legislative branch appropriations. We have not had an opportunity to do much work together. So I am sure that this is the beginning of a long and fine relationship and look forward to that.

But I also appreciate hearing your comments this morning as we work to address the needs of the legislative branch. I think it is

important that we exercise fiscal discipline and that we lead by example. And I think that that is very key for us all.

I want to welcome our witnesses as well. The Secretary of the Senate Nancy Erickson, Sergeant at Arms Terry Gainer, Chief Phillip Morse, their deputies Sheila Dwyer, Drew Willison, Dan Nichols, the Senate financial clerk Chris Doby, and the Capitol Police chief administrative officer Gloria Jarmon.

We had had some meetings scheduled earlier in the week that I had to cancel because I am still working on a little bit of a knee issue, but we will have plenty of opportunity to spend quality time together and I look forward to that.

I do appreciate the very good work that you and your staffs do, the parliamentarians, the legislative professionals, many working very, very late nights here in the Senate, the police officers who protect the Capitol complex, the Sergeant at Arms employees that ensure that our mail is safe, the folks who develop the emergency plans, the doorkeepers, the phone operators, the technology specialists, and there are just so many that you can't even mention, all those who make this place operate smoothly.

Your agencies contributed a great deal in the last year to many, many important events, including the Presidential Inauguration, the opening of the Capitol Visitor Center (CVC), and yet you did all this while still maintaining the day-to-day functions. And I think that speaks highly of you, and we appreciate all of your efforts there.

Now the chairman has mentioned the legislative branch request for fiscal year 2010, a total of over $5 billion, an increase of nearly 15 percent over fiscal year 2009. And I, too, am looking forward to hearing about and understanding more the needs of the legislative branch agencies. But as I have just stated, I do believe that we here in the legislative branch should serve as a model for the rest of Government. I am not convinced that a 15 percent increase does set a good example.

So I would like to look at those ways that we can, through prioritization and just working together, figure out how we set that better standard. I will be honest with you. I am one who questions the need for continued growth in the size of legislative branch agencies. I would like to explore some of these concerns today and through the process.

But again, Mr. Chairman, I look forward to the opportunity to work with you to meet the needs of these very, very important agencies. And while we do this, we will tighten our belts where possible.

So thank you so much.

Senator NELSON. Well, it seems like we are going from tight, tighter, to perhaps tightest.

I turn now to my friend Senator Pryor and ask if he might have any opening remarks.

Senator PRYOR. Thank you, Mr. Chairman.

I will just submit my statement for the record because I am ready to go ahead and hear from the witnesses.

Thank you for your leadership, as well as the ranking member. Thank you as always. You all do great work around here.

Thank you.

Senator NELSON. Appreciate it.
[The statement follows:]

PREPARED STATEMENT OF SENATOR MARK PRYOR

Thank you Chairman Nelson and Ranking Member Murkowski for holding this hearing concerning the budget requests for the Secretary of the Senate, the Senate Sergeant at Arms, and the United States Capitol Police.

I look forward to having the opportunity to work with my colleagues on this subcommittee to consider the budget requests put forward by organizations within the Senate and the Legislative Branch of Government.

As this subcommittee works toward producing the 2010 Legislative Branch Appropriations bill, I want to work to keep the Legislative Branch of government operating efficiently and as wise stewards of the taxpayers' money.

I thank the Honorable Nancy Erickson, Secretary of the Senate; the Honorable Terrance W. Gainer, Senate Sergeant at Arms; and Phillip D. Morse, Sr., Chief of the United States Capitol Police, for testifying today before the subcommittee.

I look forward to hearing your testimony and having the opportunity to ask questions.

Senator NELSON. Now we will begin with the witnesses and, if we could, keep the opening statements perhaps to about 5 minutes, and then that will give us more time for questions. So, Ms. Erickson, we will start with you. And then we will hear from Terry Gainer and then Chief Morse.

Nancy.

SUMMARY STATEMENT OF NANCY ERICKSON

Ms. ERICKSON. Chairman Nelson, Senator Murkowski, and Senator Pryor, I appreciate this opportunity to provide testimony. I ask that my statement, which includes our department reports, be submitted for the record.

With me today is Sheila Dwyer, the assistant secretary, and Chris Doby, the Senate financial clerk, who is no stranger to your subcommittee staff.

Our budget request for fiscal year 2010 is $27,790,000, of which $25,790,000 is salary costs and $2 million is operating costs, which is the same level of operating funds we received for the current fiscal year. Our department leaders have demonstrated wise stewardship of our financial resources in a way that has maximized the services we provide to the Senate.

Since 1789, when the Senate first convened in Federal Hall in New York City, the Secretary of the Senate has been tasked with legislative, administrative, and financial responsibilities to support the Senate. For me, there is no more notable moment for our office this year than the tribute paid to Dave Tinsley, the chief legislative clerk and director of our legislative floor staff, who retired from the Senate after 32 years of public service.

The moving statements of Majority Leader Reid and Republican Leader McConnell were followed by a standing ovation by the full Senate. I believe the well-earned tribute to Dave Tinsley was also recognition of the other public servants in my office who work effectively behind the scenes to support this institution, its members, and its staff. I am very proud of their work.

I am confident that our legislative department with its cadre of veterans and eager new hires will continue to serve the Senate in an exemplary manner. During fiscal year 2010, they will continue to focus on cross-training, evacuation exercises, and continue dis-

cussions with the House clerk, the Government Printing Office, and the White House on the transmittal of legislation in an emergency to bring life to our continuity of operation plans (COOP) and ensure chamber support under any circumstance.

Our administrative departments provide a variety of services to the Senate, ranging from the Senate library, which is now led by a woman for the first time in its 138-year history, to the Senate page school whose faculty provide an excellent education to our Senate pages, beginning at 6:15 a.m. each day.

As the subcommittee knows, for 17 years, our stationery room has effectively managed the $1.5 million Metro subsidy program for the Senate. Metro's recent transition to electronic smart benefits has opened new opportunities to better serve the Senate community, and the stationery room hopes to meet the requests of our customers by investing in technology that will provide an e-commerce option for Senate offices.

In fiscal year 2007, the Senate gift shop initiated a program to require certification by vendors to address potential instances of lead in children's products and jewelry. Following passage of the Consumer Product Safety Improvement Act of 2008, thanks to Senator Pryor, the gift shop has increased its program to evaluate its products and ensure compliance with the new heightened standards and bans of the act.

Webster, the Senate's internal Web site, was launched in 1995, and I am pleased to report that our goal to redesign the site to better serve Senate users has been accomplished with the site's other stakeholders.

Collaborative planning began almost 2 years ago between our staff and the Architect of the Capitol's staff to commemorate the 100th anniversary of the Russell Senate Office Building, which was completed in 1909. Their efforts produced a wonderful publication, a Web site on Senate.gov, exhibits, informational kiosks, commemorative merchandise in the Senate gift shop, as well as the first-ever comprehensive survey of the Senate's inventory of historic Russell furniture.

I know that transparency is important to this subcommittee, and I would like to bring attention to the Office of Public Records, which was given an enormous responsibility to implement the Honest Leadership and Open Government Act, or HLOGA, resulting in substantial changes to the Lobbying Disclosure Act. The frequency of reporting doubled from semi-annually to quarterly, and HLOGA required mandatory electronic filing.

This past year, the office implemented the bill's final filing requirement, known as section 203, which requires lobbyists to semi-annually report their political contributions to Members as well as contributions to any event that honors a covered official. Now the public has more sophisticated access to public lobbying records, as well as information on Member and staff travel and lobbying restrictions for Members and staff who have left the Senate.

Finally, I am pleased to report that our Senate disbursing office, which works closely with your subcommittee in formulating the budget for the United States Senate, is moving forward in its efforts to institute a paperless voucher system. An initial prototype was implemented last year, and it was met with great success.

Next, a pilot project will feature new technology, including imaging and electronic signatures. Not only will the system green the Senate by reducing paper usage, it will also enable the continuation of voucher processing operations from an alternate location should an emergency occur.

PREPARED STATEMENTS

We appreciate your consideration of our budget request for fiscal year 2010. I believe it appropriately focuses on several of the Senate's priorities—continuity of operations, archival, education, implementation of HLOGA, and the paperless voucher pilot program. We are grateful for your support of our efforts to support this institution.

Thank you.

Senator NELSON. Thank you.

[The statements follow:]

PREPARED STATEMENT OF NANCY ERICKSON

Mister Chairman, Senator Murkowski, 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 2010.

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 2010 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 2010 BUDGET REQUEST

I am requesting a total fiscal year 2010 budget of $27,790,000. The request includes $25,790,000 in salary costs and $2,000,000 for the operating budget of the Office of the Secretary. The salary budget represents an increase of $1,770,000 over the fiscal year 2009 budget as a result of the costs associated with the annual cost of living adjustment and targeted merit awards that are associated with our Employee Feedback and Development Plans. The expense operating budget remains the same as our request in fiscal year 2009.

The net effect of my total budget request for 2010 is an increase of $1,770,000.

Our request is consistent with the amounts requested and received in recent years through the Legislative Branch Appropriations process. 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 2009, Public Law 111–8	Budget estimates fiscal year 2010	Difference
Departmental operating budget:			
Executive office [1]	$550,000	$550,000	....
Administrative services	$1,390,000	$1,390,000	....
Legislative services	$60,000	$60,000	....
Total operating budget	$2,000,000	$2,000,000	....

[1] Includes the Executive, Information Systems, Page School, Security, and Web Technology offices.

IMPLEMENTING MANDATED SYSTEMS

Two systems critical to operations 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. The Disbursing Office continues to modernize processes and applications to meet the continued demand by Senate offices for efficiency, accountability and ease of use. The Disbursing Office remains committed to and continues working toward an integrated, paperless voucher system, improving the Web FMIS system, and making payroll and accounting system improvements.

During fiscal year 2008 and the first half of fiscal year 2009, specific progress made on the FMIS project included:

—Web FMIS was upgraded twice, once in June 2008 and again in September 2008. This system is used by office managers and committee clerks to create vouchers and manage their office funds, by the Disbursing Office to review vouchers and by the Committee on Rules and Administration to sanction vouchers. The two releases provided both technical and functional changes. The primary change in the June release was the conversion of all employee vendor numbers to use the 9-digit employee identification number assigned by the payroll system instead of an employee vendor number that included a partial Social Security Number. With this release, Disbursing also began three pilots: providing payroll reports online, prototype of an online review of imaged vouchers and supporting documentation, and use of electronic invoicing by which electronic credit card data was made available for importing into vouchers. In addition, a number of Web FMIS user-requested functionality was implemented in this release. Disbursing added display of office name to the master vendor file and the ability to search the master expense category list by words in the expense category description field. Finally, in preparation for the new fiscal year, Disbursing implemented a budget function that enables configuring the new budget based on a previous fiscal year.

—The computing infrastructure for FMIS is provided by the Sergeant at Arms (SAA). Each year the SAA staff upgrades the infrastructure hardware and software. During 2008, the SAA implemented one major upgrade to the FMIS infrastructure: upgrading the Z/OS mainframe operating software from version 1.7 to version 1.9. In addition, the SAA implemented quarterly micro-code updates and the application of maintenance releases on a more regular basis, both of which will keep the infrastructure more current. During 2008, maintenance was applied to Z/OS and DB2 in March and to DB2 in August. Because the Z/OS upgrade was accomplished as a stand-alone activity, IT tested all FMIS subsystems in a testing environment and validated all FMIS subsystems in the production environment after the implementation.

—Disaster recovery operation services for FMIS are provided at the Alternate Computer Facility (ACF). During December 2008, at the Disbursing Office's request, the SAA conducted an FMIS-only disaster recovery test. This is the second year in which a FMIS-only test was conducted. The longer time allotted for this test enabled a more complete functional testing, allowed for the running of more reports than in previous tests, and permitted the testing of the critical payroll and FAMIS batch processes. While the Disbursing IT staff organized the functional test plan, the actual testers included Disbursing IT staff, payroll staff, contractor support staff, and SAA Finance staff. No major problems were encountered and because of the longer testing window any issues encountered were thoroughly investigated and resolved.

During the remainder of fiscal year 2009 the following FMIS activities are anticipated:

—Implementing a Web FMIS release with a re-writing of the FMIS checkwriter functionality and a new file upload format for the mainframe.

—Testing credit card data file transfer and implementing "electronic invoice" functionality.

—Transferring all SAVI-system users to the new Web FMIS "staffer functionality" for creating online expense summary reports (ESRs) and viewing payment information.

—Completing analysis of the appropriate hardware/software acquisition strategy for electronic signatures, imaging of supporting documentation, and beginning acquisition.

—Implementing online distribution of monthly ledger reports through Web FMIS.

—Attending payroll system demonstrations and completing software acquisition strategy.

—Implementing two mainframe micro-code and several system maintenance updates.

—Participating in the yearly disaster recovery exercise at the ACF.

During fiscal year 2010, the following FMIS activities are anticipated:

—Conducting a pilot with chief clerks and office managers 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.

—Continuing the implementation, performance tuning of tables and the required updates to the Hyperion financial management application to provide the Senate the ability to produce auditable financial statements.

—Continue the implementation of online financial reports and Web FMIS reporting enhancements.

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

LEGISLATIVE OFFICES

The Legislative Department provides support essential to Senators in carrying out their daily chamber activities as well as the constitutional responsibilities of the Senate. The Legislative Clerk sits at the Secretary's desk in the Senate Chamber and reads aloud bills, amendments, the Senate Journal, Presidential messages, and other such materials when so directed by the Presiding Officer of the Senate. The Legislative Clerk calls the roll of members to establish the presence of a quorum and to record and tally all yea and nay votes. This 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 any amendments that are agreed to into those measures. This office retains custody of official messages received from the House of Representatives and conference reports awaiting action by the Senate. This office is responsible for verifying the accuracy of information entered into the Legislative Information System (LIS) by the various offices of the Secretary.

Additionally, the Legislative Clerk acts as a supervisor for the Legislative Department, providing a single line of communication to the Secretary and Assistant Secretary, and is responsible for overall coordination, supervision, scheduling, and cross training. The department consists of eight offices: the Bill Clerk, Captioning Services, Daily Digest, Enrolling Clerk, Executive Clerk, Journal Clerk, Legislative Clerk, and the Official Reporters of Debates.

Summary of Activity

The Senate completed its legislative business and adjourned sine die on January 3, 2009. During 2008, the Senate was in session 184 days and conducted 215 roll call votes. There were 452 measures reported from committees and 589 total measures passed. In addition, there were 1,812 amendments processed.

Cross-Training and Continuity of Operations (COOP) Planning

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

Additionally, each office and staff person within the Legislative Department participated in numerous COOP discussions and exercises throughout the past year. These discussions and exercises have been conducted by a joint effort of the Office of the Secretary and the Office of the Sergeant at Arms.

Online Congressional Record Corrections Program

The Congressional Record currently appears in three formats: the daily print version, the online version and the permanent bound version. Both the daily and online versions of the Record reflect the previous day's session.

In order to provide the Senate and the public with the most accurate, up-to-date version of the Record, procedures have been put into place to correct clerical/typographical errors in the online version of the Record. This program is specifically de-

signed to address clerical errors that occur. The responsibility to correct the online Record is shared between the Secretary's legislative staff, who submit corrections of clerical errors as needed, and the GPO, which updates the online Record on a regular basis. Corrections to the online Record will appear on the page on which the error occurred, and will be listed after the History of Bills and Resolutions section of the printed version of the Congressional Record Index for print-only viewers of the Record.

Succession Planning

Among the Secretary's Legislative Department supervisors, the average length of Senate service is 18 years. This is a very good situation for the Senate. Due to the unique nature of the Senate as a legislative institution, it is critical to attract and keep talented employees, especially the second tier of employees just behind the current supervisors. The complex practices and voluminous precedents of the Senate make institutional experience and knowledge extremely valuable.

BILL CLERK

The Office of the Bill Clerk collects and records data on the legislative activity of the Senate, which becomes the historical record of official Senate business. The Bill Clerk's staff 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 Senate offices through the Legislative Information System (LIS). With the exception of the Amendment Tracking System (ATS), such information is made available to the House as well. 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 of 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 Clerk's office processed into the database more than 1,000 additional legislative items and more than 150 additional roll call votes than in the previous Congress, for an overall percentage increase of almost 9 percent. In fact, only three legislative categories (Senate Bills introduced, Senate Concurrent Resolutions submitted, and House Bills received) saw a decline in activity between the 109th Congress and the 110th Congress. For comparative purposes, below is a summary of the second sessions of the 109th and 110th Congresses, and then a summary of the entire 109th and 110th Congresses:

	109th Congress, 2nd Session	110th Congress, 2nd Session	Percent change	109th Congress	110th Congress	Percent change
Senate Bills	1,953	1,217	−37.686	4,122	3,741	−9.243
Senate Joint Resolutions	14	19	−35.714	41	46	+12.195
Senate Concurrent Resolutions	48	43	−10.417	123	107	+13.008
Senate Resolutions	287	311	+8.362	634	729	+14.984
Amendments Submitted	2,544	1,812	−28.774	5,239	5,704	+8.876
House Bills	325	427	+31.385	611	940	+53.846
House Joint Resolutions	8	4	−50	19	13	−31.579
House Concurrent Resolutions	77	93	+20.779	165	186	+12.727
Measures Reported	233	452	+93.991	519	880	+69.557
Written Reports	157	274	+74.522	369	528	+43.089
Total Legislation	5,646	4,652	−17.605	11,842	12,874	+8.715
Roll Call Votes	279	215	−22.939	645	657	+1.86
House Messages[1]	225	283	+25.778	(2)	546	(2)
Cosponsor Requests[3]	7,000	7,306	+4.371	....	....	....

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

[2] The number of House Messages is not available prior to the 109th Congress, 2nd Session; therefore, this figure is not available.

[3] This number reflects how many cosponsors were input and subsequently appear in the "Additional Cosponsors" section of Morning Business in the Congressional Record. This number does not include the cosponsor requests for "original" cosponsors which are added on the same day of introduction and do not appear in the "Additional Cosponsors" section of the Record.

Assistance from the Government Printing Office (GPO)

The Bill Clerk's staff 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 requests, 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 46 measures for floor consideration by the Senate during the second session of the 110th Congress, and 129 measures during the entire Congress.

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 for Senate offices on Webster, the Senate intranet.

General Overview

Captioning Services strives to provide the highest quality closed captions. For the 15th year in a row, the office has achieved an overall accuracy average above 99 percent. Overall caption quality is monitored through daily translation data reports, monitoring of captions in realtime, and review of caption files on Webster.

The realtime searchable closed caption log, available to Senate offices on Webster, continues to be an invaluable tool for the Senate community. In particular, legislative staff continue to depend upon its availability, reliability and content to aid in the performance of their duties. The Senate Recording Studio is in the process of upgrading the closed caption log software, which has not been updated since it was developed more than a decade ago. The new system should be in place during calendar year 2009.

Continuity of operations (COOP) planning and preparation continues to be a top priority to ensure that the staff are prepared and confident about the ability to relocate and successfully function from a remote location in the event of an emergency. The staff participates with the Senate Recording Studio in an off-site location exercise at least once a year.

Capitol Visitor Center Update

Captioning Services relocated to new offices in the Capitol Visitor Center during the month of August 2008.

DAILY DIGEST

The Office of the Senate Daily Digest is pleased to transmit its annual report on Senate activities during the second session of the 110th Congress. First, a brief summary of a compilation of Senate statistics:

Chamber Activity

The Senate was in session a total of 184 days, for a total of 988 hours and 31 minutes. There were 3 quorum calls and 215 record votes. (See the following chart, "20-Year Comparison of Senate Legislative Activity.")

20-YEAR COMPARISON OF SENATE LEGISLATIVE ACTIVITY

	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998
Senate Convened	1/3	1/23	1/3	1/3	1/5	1/25	1/4	1/3	1/3	1/27
Senate Adjourned	11/21	10/28	1/3/92	10/9	11/26	12/01	1/3/96	10/4	11/13	10/21
Days in Session	136	138	158	129	153	138	211	132	153	143
Hours in Session	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"
Average Hours per Day	7.4	9.1	7.6	8.5	8.3	9.0	8.7	7.8	7.1	7.7
Total Measures Passed	605	716	626	651	473	465	346	476	386	506
Roll Call Votes	312	326	280	270	395	329	613	306	298	314
Quorum Calls	11	3	3	5	2	6	3	2	6	4
Public Laws	240	244	243	347	210	255	88	245	153	241
Treaties Ratified	9	15	15	32	20	8	10	28	15	53
Nominations Confirmed	45,585	42,493	45,369	30,619	38,676	37,446	40,535	33,176	25,576	20,302
Average Voting Attendance	98.0	97.47	97.16	95.4	97.6	97.02	98.07	98.22	98.68	97.47
Sessions Convened Before 12 Noon	95	116	126	112	128	120	184	113	115	109
Sessions Convened at 12 Noon	14	4	9		6	9	2	15	12	31
Sessions Convened after 12 Noon	27	17	23	10	15	17	12	7	7	2
Sessions Continued after 6 p.m	88	100	102	91	100	100	158	88	96	93
Sessions Continued after 12 Midnight	9	13	6	4	9	7	3	1		
Saturday Sessions	1	3	3	2	2	3	5	1	1	
Sunday Sessions		2	2				3		1	1

20-YEAR COMPARISON OF SENATE LEGISLATIVE ACTIVITY—Continued

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
Senate Convened	1/6	1/24	1/3	1/23	1/7	1/20	1/4	1/3	1/4	1/3
Senate Adjourned	11/19	12/15	12/20	11/20	12/9	12/8	12/22	12/9	12/31	1/2
Days in Session	162	141	173	149	167	133	159	138	189	184
Hours in Session	1,183'57"	1,017'51"	1,236'15"	1,042'23"	1,454'05"	1,031'31"	1,222'26"	1,027'48"	1,375'54"	988'31"
Average Hours per Day	7.3	7.2	7.1	7.0	8.7	7.7	7.7	7.4	7.2	5.37
Total Measures Passed	549	696	425	523	590	663	624	635	621	589
Roll Call Votes	374	298	380	253	459	216	366	279	442	215
Quorum Calls	7	6	3	2	3	1	3	1	6	3
Public Laws	170	410	136	241	198	300	169	248	142	318
Treaties Ratified	13	39	3	17	11	15	6	14	8	30
Nominations Confirmed	22,468	22,512	25,091	23,633	21,580	24,420	25,942	29,603	22,892	21,785
Average Voting Attendance	98.02	96.99	98.29	96.36	96.07	95.54	97.41	97.13	94.99	94.36

Sessions										
Sessions Convened Before 12 Noon	118	107	140	119	133	104	121	110	156	147
Sessions Convened at 12 Noon	17	25	10	12	4	9	1	4	4	4
Sessions Convened after 12 Noon	19	24	21	23	23	21	36	24	32	33
Sessions Continued after 6 p.m.	113	94	108	103	134	129	120	129	144	110
Sessions Continued after 12 Midnight	....	....	2	3	8	2	3	3	4	2
Saturday Sessions	3	1	3	....	1	2	2	2	1	3
Sunday Sessions	....	1	....	....	1	1	2	....	1	1

Committee Activity

Senate committees held a total of 823 meetings during the second session, compared to 1,005 meetings during the first session of the 110th Congress.

All hearings and business meetings (including joint meetings and conferences) are scheduled through the Office of the Senate Daily Digest and are published in the Congressional Record, on the Digest's Web site (http://www.senate.gov/pagelayout/committees/b_three_sections_with_teasers/committee_hearings.htm), and entered in the web-based applications system (Legislative Information System). Meeting outcomes are also published by the Daily Digest in the Congressional Record each day and continuously updated on the Web site.

Computer Activities

The Digest completed the installation of its Word-based system, which shortened the time it takes to create the Digest and send it to the Government Printing Office (GPO). Computer Center staff, working closely with Daily Digest staff, developed a Daily Digest Authoring System which is a Microsoft Visual Basic for Applications (VBA) system designed to provide the Daily Digest with structured methods for creating, editing, and managing files.

The Digest continues the practice of sending a disc along with a duplicate hard copy to GPO. GPO receives the Digest copy by electronic transfer long before hand delivery is completed, which promotes the timeliness of publishing the Congressional Record. The Digest staff 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 staff continues to work closely with the Sergeant at Arms computer staff to refine the LIS/document management system. The Digest is pleased to report that all refinements made to the Senate Committee Scheduling application have been successfully implemented.

Government Printing Office

The Daily Digest staff continues the practice of discussing with the Government Printing Office problems encountered with the printing of the Digest; with the onset of electronic transfer of the Digest copy, occurrences of editing corrections or transcript errors are infrequent. Discussions with GPO continue regarding page references inserted by GPO.

ENROLLING CLERK

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

During the 110th Congress, the Enrolling Clerk's office prepared the enrollment of 135 bills (transmitted to the President), 8 enrolled joint resolutions (transmitted to the President), 14 concurrent resolutions (transmitted to the National Archives) and 95 appointments (transmitted to the House of Representatives). In addition, approximately 462 bills from the House of Representatives (including 12 appropriations bills and the budget concurrent resolution) were either amended or acted on in the Senate, thus requiring action on the part of the staff of the Enrolling Clerk's office.

A total of 852 pieces of legislation were passed or agreed to during the 110th Congress. Many other Senate bills, including over 350 resolutions and 229 engrossed Senate bills, were placed in the calendar by the Senate and were processed in the Enrolling Clerk's office. The office is also responsible for keeping the original official copies of bills, resolutions and appointments from the Senate floor through the end of each Congress. At the end of the second session of each Congress, the Enrolling Clerk's staff carefully prepares all official papers for storage at the National Archives.

During the 110th Congress, the Enrolling Clerk delivered 210 messages to the House Chamber and 58 messages to the House Clerk's office. The Enrolling Clerk also prepared and transmitted 95 appointments to the House of Representatives, informing the House of Senate actions on legislation passed or amended.

The Senate Enrolling Clerk is also responsible for electronically transmitting the files of engrossed and enrolled legislation to GPO for overnight printing. The office also followed up on all specific requests and special orders for printing from the Senate floor.

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 the Executive Calendar daily, as well as all nomination and treaty resolutions for transmittal to the President. Additionally, the office processes all executive communications, presidential messages, and petitions and memorials.

Nominations

During the second session of the 110th Congress, there were 1,008 nomination messages sent to the Senate by the President, which transmitted 22,090 nominations to positions requiring Senate confirmation and 43 messages withdrawing nominations sent to the Senate. Of the total nominations transmitted, there were 3,124 nominees in the following "civilian list" categories: Foreign Service, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service. An additional 508 nominees were for other civilian positions. Military nominations received this session totaled 18,674 (5,931 Air Force; 6,425 Army; 4,752 Navy; and 1,566 Marine Corps). The Senate confirmed 21,785 nominations this session. Pursuant to the provisions of paragraph six of Senate Rule XXXI, 478 nominations were returned to the President during the second session of the 110th Congress.

Treaties

During the second session of the 110th Congress, there were 13 treaties transmitted by the President to the Senate for its advice and consent to ratification. These were ordered printed as treaty documents for the use of the Senate (Treaty Doc. 110–11 through 110–23).

The Senate gave its advice and consent to 30 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 19 executive reports relating to treaties ordered printed for the use of the Senate during the second session of the 110th Congress (Executive Report 110–10 through 110–28). The Senate conducted seven rollcall votes in executive session, all on or in relation to nominations and treaties.

Executive Communications

For the second session of the 110th Congress, 4,608 executive communications, 202 petitions and memorials and 31 Presidential messages were received and processed.

Paper Reduction

In an effort to save money and eliminate unnecessary paper, the Executive Clerk reduced the printed copies of the Executive Calendar each day from over 1,000 to 685. Additionally, the office reduced the copies of nominations printed for the committees by 75 percent and some committees have requested electronic copies of the appropriate paperwork, rather than paper copies.

Legislative Information System (LIS) Update (Projects)

The Executive Clerk consulted with the Sergeant at Arms throughout the year concerning ongoing improvements to the LIS pertaining to the processing of nominations, treaties, executive communications, presidential messages and petitions and memorials.

The Journal Clerk takes notes of the daily legislative proceedings of the Senate in the "Minute Book" and prepares a history of bills and resolutions for the printed Journal of the Proceedings of the Senate, or Senate Journal, as required by Article I, Section V of the Constitution. The content of the Senate Journal is governed by Senate Rule IV. The Senate Journal is published each calendar year. The 2008 Senate Journal is expected to be sent to the Government Printing Office at the end of 2009.

The Journal staff take 90-minute turns at the rostrum in the Senate chamber, noting the following by hand for inclusion in the Minute Book: (i) all orders (entered into by the Senate through unanimous consent agreements), (ii) legislative messages received from the President of the United States, (iii) messages from the House of Representatives, (iv) legislative actions as taken by the Senate (including motions

made by Senators, points of order raised, and rollcall votes taken), (v) amendments submitted and proposed for consideration, (vi) bills and joint resolutions introduced, and (vii) concurrent and Senate resolutions as submitted. These notes of the proceedings are then compiled in electronic form for eventual publication of the Senate Journal at the end of each calendar year. Compilation is accomplished through utilization of the LIS Senate Journal Authoring System.

In keeping with the Office of the Secretary's commitment to continuity of operations programs, the Journal Clerk undertook an effort to digitally scan the Minute Book pages, dating from 2004 to the present, into a secure directory. Although the Minute Books for each session of a Congress are sent to the National Archives one year after the end of a Congress, having easily-retrievable files will ensure timely reconstitution of the Minute Book data in the event of damage to, or destruction of, the physical Minute Book.

OFFICIAL REPORTERS OF DEBATES

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

On a continuing basis, all materials to be printed in the next day's edition of the Record are transmitted electronically and on paper to the Government Printing Office (GPO).

Each day, roughly 90 percent of transcript production for GPO is done electronically, thus significantly reducing the time required by GPO to retype materials for presentation in the Congressional Record by the next day. In 2008, there were no delays in the overnight production of the Congressional Record

The project to provide online Congressional Record corrections, which was launched in 2007, ended its pilot phase and was brought online in early 2008. When a significant error, caused by this or any other office under the Secretary of the Senate, is identified in the Congressional Record, GPO is notified of such mistake and a correction in the online Record is made shortly thereafter. This error is automatically corrected in the printing of the permanent Record.

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 staffs, 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 that affect 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 Vice President of the United States and the staff of the Vice President whenever he performs his duties as President of the Senate.

The parliamentarians serve as the agents of the Senate in coordinating the flow of legislation with the House of Representatives and with the President, and ensure that enrolled bills are signed in a timely manner by duly authorized officers of the Senate for presentation to the President. The parliamentarians monitor all proceedings on the floor of the Senate, advise the Presiding Officer on the competing rights of the Senators on the floor, and advise all Senators as to what is appropriate in debate. The parliamentarians keep track of time on the floor of the Senate when time is limited or controlled under the provisions of time agreements, statutes or standing orders. The parliamentarians keep track of the amendments offered to the legislation pending on the Senate floor, and monitor them for points of order. In this respect, the parliamentarians reviewed more than 800 amendments during 2008 in order to determine whether 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 is responsible for the referral to the appropriate committees of all legislation introduced in the Senate, all legislation received from the House, and all com-

munications 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 2008, the Parliamentarian and his assistants referred 1,496 measures and 4,842 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. In 2008 as in the past, the parliamentarians conducted several briefings on Senate procedure to various groups of Senate staff, on a non-partisan basis.

During all of 2008, the parliamentarians were deeply involved in interpreting the ethics reform proposals adopted in 2007, especially the language dealing with earmark accountability and scope of conference.

Since the election in 2008, all of the parliamentarians participated in the orientation sessions for the newly elected and appointed Senators and have assisted each of them in their initial hours as Presiding Officers. The parliamentarians also participated in an orientation session on the Senate floor for Senate staff.

In 2008 and early 2009, as is the case following each general election, the parliamentarians received all of the certificates of election of Senators elected or re-elected to the Senate, as well as those Senators appointed to fill vacancies, and reviewed them for sufficiency and accuracy, returning those that were defective and reviewing their replacements. In addition, as is the case in all Presidential election years, the parliamentarians reviewed all certificates of ascertainment and certificates of votes submitted by the states and counseled the Vice President on his responsibilities in presiding over the joint session of Congress to count the electoral ballots.

FINANCIAL OPERATIONS

DISBURSING OFFICE

The mission of the Senate Disbursing Office is to provide efficient and effective central financial and human resource data management, information and advice to the offices of the United States Senate and to members and employees of the Senate. The Senate Disbursing Office manages the collection of information from the distributed accounting locations within the Senate to formulate and consolidate the agency level budget, disburse the payroll, pay the Senate's bills, 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.

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

Executive Office

The primary responsibilities, among others, of the Executive Office are to:
—oversee the day to day operations of the Disbursing Office (DO);
—respond to any inquiries or questions that are presented;
—maintain fully and properly trained staff;
—ensure that the office is prepared to respond quickly and efficiently to any disaster or unique situation that may arise;
—provide excellent customer service;
—assist the Secretary of the Senate in the implementation of new legislation affecting any of her departments; and
—handle all information requests from the Committee on Appropriations and Committee on Rules and Administration.

This year the Executive Office assisted in the coordination of the closing of all suspense accounts as mandated by Treasury. Since Automated Clearing House (ACH) and check advances were charged to this account, it was necessary to perform an in-depth review and implement required system changes in the way the Disbursing Office accounts for travel advances in a short period of time.

As a result of the November elections, the Executive Office issued more than 300 letters to staff explaining the requirements of displaced staff as authorized by applicable Senate resolutions.

The Executive Office coordinated a meeting with several Treasury Department representatives to discuss required reporting changes for non-Treasury disbursing offices (NTDOs) under the Government-wide Accounting and Reporting (GWA) modernization project. The agenda included a discussion of Treasury's requirements, as well as the challenges these new reporting requirements will present to the Disbursing Office and any NTDO agency.

On a monthly basis, the Financial Clerk and the Assistant Financial Clerk continue to attend Legislative Branch Financial Managers Council (LBFMC) meetings to share issues that affect other Congressional managers. In addition, the Financial Clerk and the Assistant Financial Clerk, along with Disbursing Office staff and the Sergeant at Arms (SAA) technical support staff, participated in meetings for the procurement of a new payroll system. The meetings resulted in the development of current system requirements and parameters, which will be used to help determine requirements for the new system.

The Disbursing Office was also involved in transitioning the Capitol Guide staff from the Senate payroll to the Architect of the Capitol's (AOC), as well as transitioning the Special Services staff to the newly created Office of Congressional Accessibility Services. Disbursing staff continues to work with both groups to transfer fiscal year 2009 funds and complete the transfer of all the personnel benefits files.

Disbursing representatives also attended several meetings with staff from the Majority Leader's office, the Committee on Rules and Administration, the Select Committee on Ethics and other interested parties to finalize the procedures and requirements needed to get the Congressional Oversight Panel up and running. The Congressional Oversight Panel was established by the Emergency Economic Stabilization Act of 2008, Public Law 110–343.

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. The deputy also coordinates the interaction between the Front Office, Employee Benefits, and Payroll Sections, and is responsible for the planning and project management of new computer systems and programs. The deputy 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 and information for use in all three sections.

General Activities

After year-end processing of payroll for calendar year 2007, cost of living adjustments (COLAs) for 2008 were processed in a timely manner. The Disbursing Office issued W–2 forms promptly and made them immediately available on the Document Imaging System (DIS). During the year, other minor changes were made to the Human Resources Management System (HRMS) as a result of changes in regulations and policy.

A major initiative during 2007 and 2008 was to eliminate the use of employee Social Security Numbers (SSN) wherever possible, thereby increasing the security of personal information for members and employees of the Senate. This "Social Security Number Migration" project was successfully completed in June of 2008. The "key field" within the payroll system was changed from the SSN to a randomly generated employee identification number (EID). This limits use of the SSN only to those entities who have a legitimate need to receive it. After extensive research and coordination, the deputy, the Payroll Department and SAA technical support developed requirements and established guidelines and strategies for the payroll system migration. Because the payroll system provides data to so many internal and external entities, great care and planning were devoted to the coordination with users. This project required significant research, programming changes and modifications, testing and feedback. Post migration, anticipated minimal fine-tuning and troubleshooting occurred. Successful transmissions and extracts to other entities occurred without interruption or incident.

In continuing efforts to comply with continuity of operations (COOP) initiatives, reduce unnecessary use of paper and lessen physical storage needs, the Disbursing Office undertook a project to provide payroll reports to Senate offices electronically rather than on paper. The deputy and Payroll Department worked with Disbursing's Information Technology group and several SAA technical support groups to proceed with development and implementation of this project. After the completion of re-

quirements and development, extensive testing and feedback were required. The electronic Payroll Reports were rolled out to a pilot group during the summer and full implementation throughout the Senate was achieved in October 2008. Feedback on this new resource has been very positive.

As part of continuing efforts to achieve full COOP compliance, the office identified a need to accomplish complete document imaging for all Senate employee personnel folders. Document Imaging System (DIS) programming modifications and upgrades were determined and implemented in preparation for this project. Necessary hardware was obtained and imaging procedures were drafted and finalized. In August of 2008 a new, temporary staffer was hired specifically for this task, which is anticipated to be a 2-year project. The document imaging is proceeding on schedule. Approximately 15 percent of the employee documents have been imaged to the DIS. As an added benefit, this project provides the opportunity to conduct an audit and reconciliation of hard-copy personnel folders.

The Disbursing Office, in tandem with SAA Technical Support, began initial research into the procurement of a new payroll system. In addition to determining current system requirements and parameters, Disbursing Office staff and SAA technical support drafted, edited and ranked future system requirements. They also attended initial vendor demonstrations and drafted and edited demonstration scripts for future software vendor demonstrations. Because of the specific laws and regulations governing the services and programs administered by the payroll system, particular attention was paid to those areas where systems will need to be tailored to the Senate. Vendor demonstrations are anticipated in 2009, which should be followed by a software selection. Following that, the next phase will be to determine the requirements and criteria that will further tailor the product to meet the needs of the system's users, as well as aid in the selection of an implementation vendor. The Disbursing Office will work with representatives of member and committee offices to define user requirements.

This office assisted with technical guidance on the impact of legislation drafted in support of the new Capitol Visitor Center on pay and benefits. As a result of the legislation, the Capitol Guides were transferred en masse from the Senate payroll to the payroll of the Architect of the Capitol (AOC) in November. This required coordination with the Guide Service and AOC personnel in order to prepare for the data transfer and ensure a smooth transition for the affected employees. The preparation and compilation of employee records, which will be transmitted to the AOC, will continue into the new year.

Front Office—Administrative and Financial Services

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

General Activities

Processed approximately 900 cash advances, totaling approximately $700,000 and initialized 1,200 check/direct deposit advances, totaling approximately $900,000.

Received and processed more than 24,700 checks, totaling over $1,900,000.

Administered oath and personnel affidavits to more than 2,800 new Senate staff and advised them of their benefits.

Maintained brochures for 15 federal health insurance carriers and distributed approximately 4,300 brochures to new and existing staff during the annual Federal Employees Health Benefits (FEHB) Open Season.

Provided 33 training sessions to new administrative managers.

The Front Office continues its daily reconciliation of operations and strengthening of internal office controls. Security was further enhanced this year by the use of pens that help identify counterfeit currency presented to Disbursing during cash transactions. Training and guidance to new administrative managers and business contacts continued and was enhanced by the revamping of training materials provided to newly authorized business contacts. Disbursing staff received many positive comments regarding the use of the Document Imaging System, which immediately reproduces W–2 and other forms for employees who request duplicates. The staff continued to place a major emphasis 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, committees 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 is responsible for the administration of the Senate Student Loan Repayment Program (SLP). It is also responsible for the audit and reconciliation of the FSA and FEDVIP Bill Files received each pay period. The Payroll Section jointly maintains the Automated Clearing House (ACH) FedLine facilities with the Accounts Payable Section for the normal transmittal of payroll deposits to the Federal Reserve. Payroll expenditure, projection and allowance reports are distributed to all Senate offices. The Payroll Section issues the proper withholding and agency contribution reports to the Accounting Department and transmits the proper TSP information to the National Finance Center. In addition, the Payroll Section maintains earnings records, which are distributed to the Social Security Administration, and employees' taxable earnings records, which are used for W–2 statements. 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 Senate Employees Child Care Center (SECCC) for their staff employee contributions and forwards payment of those contributions to the Accounting Section. The Payroll Section provides guidance and counseling to staff and administrative managers on issues of pay, salaries, allowances and projections.

General Activities

In January 2008, the Payroll Section conducted all year-end processing and reconciliation of pay records and produced W–2 forms for employees and state tax agencies, which are also maintained in the Document Imaging System (DIS). In addition, an employee cost of living adjustment (COLA) of 4.49 percent was administered. Statutory rates and program caps were updated in the HRMS. The Payroll Section maintained the normal schedule of processing TSP election forms.

Payroll allowance, expenditure and projection reports are provided to all Senate offices on a monthly basis. In 2007, guidelines and requirements for the provision of electronic payroll reports were developed. The Payroll Section participated with the deputy, Disbursing's IT section, and SAA technical support staff to implement, test and trouble-shoot the electronic payroll reports project. Following the participation of a pilot group, the payroll reports were first distributed electronically in October 2008. Payroll now maintains responsibility for the review and release of these reports on a semi-monthly basis. All feedback to this new process has been positive.

The Payroll Section participated in the testing and implementation of the Social Security Number Migration project that took place in 2008. It was instrumental in the follow-up testing and trouble-shooting that occurred after the implementation. The Payroll Section participated in the development of procedural changes required to accommodate the change to the "key field" within the payroll system.

21

The Payroll staff participated in the initial research regarding the procurement of a new payroll system. They provided job and task summaries, records of reports and system output, and attended numerous strategy sessions to determine both current system requirements and parameters and future system requirements. They attended and reviewed vendor demonstrations and participated in the drafting of demo scripts for future software vendor demonstrations.

The Payroll Section administers the Student Loan Repayment Program, which includes initiation, tracking and transmission of the payments, determination of eligibility and coordination and reconciliation with office administrators and program participants. The program is very popular and participation remains high. The SLP Administrator continues to improve processes for administration of the program and document procedures.

In 2008, the Payroll Section staff continued to work diligently with the SAA technical support staff and external entities in order to eliminate the use of paper and tape-driven correspondence. In August, the Payroll Section began electronically transmitting all Treasury tapes to the Federal Reserve in Kansas City. With regards to its correspondence and transmissions with the TSP and the Federal Reserve, Disbursing now operates completely paper-free and tape-free.

As a result of the elections, the Disbursing Office staff looked into the specifics of applicable Senate resolutions to determine their impact, if any, on outgoing and potentially outgoing staff in order to ensure that current procedures allowed for the proper administration of the resolutions. The Payroll staff provided guidance to staff on those resolutions. In addition, the Payroll Section administered the transfer of all Capitol Guides to the AOC.

The Payroll Section continues to participate in disaster recovery testing. This year, testing was conducted in December. The Alternate Computing Facility (ACF) processing equipment operated the payroll system from the Hart Building while SAA programmers ran trial payrolls from remote sites. As part of the test, members of SAA Production Services had to produce the payroll output from printers located at the ACF. The payroll system test proved very successful.

Employee Benefits Section (EBS)

The primary responsibility of the Employee Benefits Section is the administration of health insurance, life insurance, TSP, and all retirement programs for members and employees of the Senate. This includes counseling, processing paperwork, researching, disseminating information and interpreting retirement and benefits laws and regulations. EBS staff is also expected to have a working knowledge of the Federal Flexible Spending Account (FSA) Program, the Federal Long Term Care (LTC) Insurance Program and Federal Employees Dental and Vision Insurance Program (FEDVIP). In addition, the sectional work includes research and verification of all prior federal service and prior Senate service for new and returning employees. EBS provides this information for payroll input. Staff also verify the accuracy of the information provided and reconcile, as necessary, when official personnel folders and transcripts of service from other federal agencies are received. Senate transcripts of service, including all official retirement and benefits documentation, are provided to other federal agencies when Senate members and staff are hired elsewhere in the government. EBS is responsible for the administration and tracking of employees who are placed in Leave Without Pay (LWOP) as a result of leaving to perform military service or being appointed to an international organization. EBS participates fully in the Centralized Enrollment Clearinghouse System (CLER) Program, which is sponsored by OPM and is used to reconcile all FEHB enrollments with carriers through the National Finance Center on a quarterly basis. EBS is also responsible for ordering inventory and maintaining forms and brochures for TSP, retirement, and all other benefits. EBS processes employment verifications for loans, bar exams, and entities such as the FBI, Office of Personnel Management, and Department of Defense, among others. Employees may complete unemployment claim forms and receive counseling as to their eligibility. EBS reviews billings for unemployment compensation paid to Senate employees by the Department of Labor, as well as employee fees associated with FSAs, and submits vouchers to the Accounting Section for payment EBS staff processes and checks designations of beneficiary for life insurance, retirement, and unpaid compensation.

General Activities

Many employees changed health plans during the annual Federal Benefits Open Season. These changes were processed and reported to carriers very quickly. The Disbursing Office continues to provide Senate employees with access to the online "Checkbook Guide to Health Plans" in order to research and compare FEHB plans. This tool will remain available to staff throughout the year. The Disbursing Office

also hosted an Open Season Federal Benefits Fair, which was well-attended. The Benefits Fair included representatives from most of the local and national FEHB plans, as well as representatives from LTC, FSA, FEDVIP, and The Consumers Checkbook Guide. OPM announced a "belated enrollment opportunity," which extended through January 31, 2009.

Many retirement, death, and disability cases were also processed throughout the year. There was a great deal of employee turnover in 2008, including the transition of the Capitol Guides to the payroll of the AOC, which resulted in appointments to be researched and processed, retirement records to be closed-out, termination packages of benefits information to be compiled and mailed out, and health insurance enrollments to be processed. Transcripts of service for employees going to other federal agencies, and other tasks associated with employees changing jobs, were at a high level this year. These required prior employment research and verification, new FEHB, FEGLI, FSA, FEDVIP, Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS) and TSP enrollments, and the associated requests for backup verification.

EBS conducted agency-wide seminars on CSRS and FERS and, as a result of the many ongoing changes to the TSP Program, attended interagency meetings. EBS participated in a number of meetings with other Disbursing staff and the SAA technical staff to help assess the needs and parameters for selecting a new payroll system.

Disbursing Office Financial Management

Headed by the deputy for Financial Management, the mission of Disbursing Office Financial Management is to coordinate all central financial policies, procedures, and activities; to process and pay expense vouchers within reasonable timeframes; 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, and for the formulation, presentation and execution of the budget for the Senate. On a semi-annual 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: Vendor/SAVI, Disbursements and Audit. The deputy coordinates the activities of the three functional departments, establishes central financial policies and procedures, and carries out the directives of the Financial Clerk and the Secretary of the Senate.

Accounting Department

During 2008, the Accounting Department approved 51,215 expense reimbursement vouchers and 27,700 certification and vendor uploads, and processed 1,350 deposits for items ranging from receipts received by the Senate operations, such as the Senate's revolving funds, to cancelled subscription refunds from member offices. General ledger maintenance also prompted the entry of thousands of adjustment entries, which 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 continues to scan 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 two Web FMIS releases. Web release number 2008–2 introduced an imaging prototype for the submission and approval of paperless vouchers. Development continues so that imaging may be tested and become functional. Web release 2008–3 concentrated on reporting and budget upgrades, as well as implementation of the employee identification number conversion. For expense purposes, employees are no longer identified by Social Security number (SSN). They are now identified by a system generated number which contains no part of their SSN.

During January 2008, the Accounting Department completed the 2007 year-end process to close and reset revenue, expense, and budgetary general ledger accounts to zero. The Treasury passed a new requirement that all suspense accounts be zeroed out and closed. This required significant changes to accounting methodology, as suspense accounts were used to clear checks from Front Office accountability,

credits, and stop payment requests, which resulted in replacement checks, check and ACH advances, and payroll adjustments. This change required a revamping of the travel advance accounting process, which was tested and implemented in a very short period of time.

The Department of the Treasury's 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, the "Statement of Transactions According to Appropriations, Fund and Receipt Accounts," a summary of all monies disbursed by the Secretary of the Senate through the Financial Clerk of the Senate, is reported to the Department of the Treasury on a monthly basis. 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 reported 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 Senate's matching contribution for Social Security and Medicare to the Federal Reserve Bank. The department also performed quarterly reporting to the Internal Revenue Services (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. System modifications installed in the previous year to allow electronic (ACH) payment of quarterly state taxes has resulted in a 50 percent participation rate by taxing jurisdictions. Numerically, 21 of 42 tax jurisdictions are receiving their quarterly state tax payments via ACH. Monthly reconciliations regarding the employee withholdings and agency matching contributions for the TSP were performed with the National Finance Center.

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 is working closely with the IT group to set up these reports for electronic distribution.

The Accounting Department, in conjunction with the deputy for Financial Management and the Assistant Financial Clerk, continues to work closely with the SAA Finance Department to complete a new draft of the Senate-wide financial statements for past fiscal years, in accordance with OMB Bulletin 01–09, "Form and Content of Agency Financial Statements" and any updates required by OMB Circular A–136, "Form and Content of the Performance and Accountability Reports". Work to finalize the implementation of the fixed asset system continues. The financial management software has been upgraded and the license renewed for 2009. Statements and other issues and priorities are discussed in monthly accounting meetings.

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. Despite working under a continuing resolution in fiscal year 2008, the budget justification worksheets were mailed to the Senate accounting locations and were processed in November. The budget baseline estimates for fiscal year 2009 were reported to OMB in mid-January. The budget analyst is also responsible for the preparation of 1099's and the prompt submission of forms to the IRS before the end of the January.

Accounts Payable: Vendor/Senate Automated Vendor Inquiry Section

The Vendor/Senate Automated Vendor Inquiry (SAVI) Section maintains the accuracy and integrity of the Senate's central vendor (payee) file for the prompt completion of new vendor file requests and service requests related to the Disbursing Office's Web-based payment tracking system, which is known as SAVI. This section also assists the information technology (IT) department by performing periodic testing and by monitoring the performance of the SAVI system, including the conversion from SAVI to Staffer Functionality. Currently, more than 16,300 vendor records are stored in the vendor file, in addition to approximately 10,000 employee records. Daily requests for new vendor addresses or updates to existing vendor information are processed within 24 hours of receipt. Besides updating mailing addresses, the

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, as well as contact and e-mail information. If a vendor responds indicating they would like to receive ACH payments in the future, the method of payment is changed.

SAVI is a Web-based payment tracking system, but it has been replaced by a Web FMIS based system referred to as Staffer Functionality. This conversion was necessary so that employees did not need to sign on to multiple systems to create and track their payments. All Web FMIS users have been moved into the Staffer Functionality and new offices are automatically established with it. Senate employees can electronically create, save, and file expense reimbursement forms, track their progress, and get detailed information on payments. The most common service requests are for system user identification and passwords and for the reactivation of accounts. Employees may also request an alternative expense payment method. Employees can choose to have their payroll set up for direct deposit or paper check, but can have their expenses reimbursed by a method that differs from their salary payment method. Approximately 1,800 employees needed to have new Staffer Functionality ID's and passwords assigned.

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

The Vendor/SAVI section electronically scans and stores all supporting documentation of existing vendor records and new vendor file requests. When this section receives replies asking for ACH participation, Vendor/SAVI staff ask whether the vendors wish to be notified by e-mail when payments are sent. Currently, over 2,000 of the 2,600 ACH participants also receive e-mail notification of payment.

During 2008, the Vendor/SAVI section processed over 2,300 vendor file additions, completed more than 2,200 SAVI service requests, mailed over 1,100 vendor information letters, and converted more than 500 vendors from check payment to direct deposit.

Accounts Payable: Disbursements Department

The Disbursements Department is the entry and exit point for voucher payments. The department physically and electronically receives all vouchers submitted for payment. It also pays all of these vouchers, as well as the items submitted by upload and the various certifications and adjustments that are submitted periodically. The department received 156,900 vouchers and paid an additional 27,700 uploaded expenses. All of these items were paid by the department via Treasury check or ACH. Multiple payments to the same payee are often combined. As a result, 22,355 checks were issued, while 60,785 ACH payments were required. The decreased check volume and increased ACH volume is a desired result as the department continues its efforts to substantially reduce reliance on paper checks.

After vouchers are paid, they are sorted and filed by document number. Vouchers are grouped in 6-month "clusters" to accommodate their retrieval for the semi-annual Report of the Secretary of the Senate. Files are maintained in-house for the current period and two prior periods, as space is limited. Older documents are stored in the Senate Support Facility (SSF). The inventoried items are sorted and recorded in a database for easy document retrieval. Several document retrieval missions were successfully conducted, and the department continues to work closely with warehouse personnel.

A major function of the department is to prepare adjustment documents. Adjustments are varied, and include re-issuance of items held as accounts receivable collections, re-issuance of payments for which non-receipt is claimed, and various supplemental adjustments received from the Payroll Department. Such adjustments are usually disbursed by check, but an increasing number are now handled electronically through ACH. Paper payroll check registers were replaced by an electronic version in 2006. The department maintains a spreadsheet that tracks cases of non-receipt of salary checks, including stop payment requests and re-issuance.

While experiencing an increase in ACH payments, Disbursing also experienced an increase, though small, in the number of ACH returns. Returns are usually the result of receiving incorrect account or routing information and are easily corrected with payee contact. Some returns result from account closings or non-participating financial institutions and, while a bit more difficult, these items are resolved either by receiving updated information or simply converting the payment to a check. 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 to determine appropriate corrective action. The department prepares accounting memos outlining the actions to be taken, and makes adjustments as warranted.

The department also prepares the stop payments forms as required by the Department of Treasury. 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 the department to electronically submit stop-payment requests and provides online access to digital images of negotiated checks for viewing and printing. Once a check is viewed, it is printed and may be scanned. Scanned images are then forwarded to the appropriate accounting locations via e-mail. During 2007, over 500 requests were received for check copies. PACER saves the Disbursing Office a $7.50 processing fee for each request. PACER is now Web-based and accessible from multiple workstations in Disbursing, enabling staff to conduct research using the internet rather than the previously-used, slower mainframe system.

Treasury created a new streamlined application called the Treasury Check Information System (TCIS) to aid PACER. All Disbursement staff and designated staff from the Payroll section are authorized to use TCIS to retrieve copies of cancelled checks. Since implementation in July of 2008, there have had more than 500 requests for copies of checks.

Disbursements performed the initial scanning for the imaging prototype. Two Senate offices participated in the project, and in coordination with the Committee on Rules and Administration, Disbursements was able to determine what was needed for the effort. Also, Disbursements continues to play an active role in processing upload certifications and vendor payments as well as providing frequent assistance to the Front Office.

Accounts Payable: Audit Department

The Accounts Payable Audit Section is responsible for auditing vouchers and answering questions regarding voucher preparation and the permissibility of expenses and advances. This section provides advice and recommendations on the discretionary use of funds to the various accounting locations; identifies duplicate payments submitted by offices; monitors payments related to contracts; trains new administrative managers and chief clerks about Senate financial practices and the Senate's Financial Management Information System; and assists in the production of the Report of the Secretary of the Senate.

A major function of the section is monitoring the fund advances for travel and petty cash. Late in 2006, phase 1 of a new advance module for issuing and tracking advances was placed into service. The module is now completely operational and all phases have been completed. The system accommodates the issuance, tracking, and repayment of advances. It also facilitates the entry and editing of election dates and vouchers for Senators-elect. In addition to other functionality, an advance type of petty cash was created and is being tested. Regular petty cash audits are performed by the department; all petty cash accounts were successfully audited in 2008.

The Accounts Payable Audit Section processed more than 156,900 expense vouchers in 2008, as well as 27,700 uploaded items. Audit sanctioned more than 89,000 vouchers under authority delegated by the Senate Committee on Rules and Administration. This translates to roughly 16,800 vouchers processed per auditor, and 30,000 vouchers posted per certifier. The voucher processing consisted of providing interpretation of Senate rules, regulations and statutes and applying the same to expense claims, monitoring of contracts, and direct involvement with the Senate's central vendor file. On average, vouchers greater than $100 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 8 to 10 business days.

Uploaded items are of two varieties: certified expenses and vendor payments. Certified expenses have been around since the 1980's, and include items such as stationery, telecommunications, postage, and equipment. Currently, the certifications include mass mail, franked mail, excess copy charges, Photography Studio, and Recording Studio charges. Expenses incurred by the various Senate offices are certified 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 used to pay vendors for the Stationery Room, Senate Gift Shop and state office rentals, and refund security deposits for the Senate Page School. The methodology is roughly the same as that for certifications, but the payments rendered are for the individual vendors. Although these items are generally processed and paid quickly, the state office rents are generally paid a few days prior to the month of the rental, which is consistent with the general policy of paying rent in advance.

The Disbursing Office has sanctioning authority for vouchers of $100 or less, subject to post-payment audit by the Committee on Rules and Administration. These vouchers comprised approximately 57 percent of all vouchers processed and are usually paid within 5 business days. As in the previous year, Disbursing passed 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.

The Accounts Payable Audit Group provided training sessions in the use of new systems, the process for generation of expense claims, and the permissibility of an expense; and participated in seminars sponsored by the Secretary of the Senate, the SAA, and the Library of Congress. The section trained 16 new administrative managers and chief clerks and conducted four informational sessions for Senate staff through seminars sponsored by the Congressional Research Service (CRS). The Accounts Payable group also routinely assists the IT department and other groups as necessary in the testing and implementation of new hardware, software, and system applications. Web FMIS 2008–2 and 2008–3 were implemented, a prototype for imaging of expense vouchers was tested and used for two Senate offices, and the employee number conversion was successfully accomplished. Advances and previously submitted vouchers needed to be closely monitored so that employees were properly paid for expenses submitted prior to and after the conversion.

In 2008, the cancellation process for advances was upgraded and streamlined again, and collection times for outstanding advances have decreased significantly.

Disbursing Office Information Technology

Financial Management Information System

The Disbursing Office Information Technology (DO IT) department provides both functional and technical assistance for all Senate financial management activities. Activities revolve around support of the Senate's Financial Management Information System (FMIS) which is used by staff in 140 Senate accounting locations (i.e., 100 Senate personal offices, 20 committees, 20 leadership and support offices, the Office of the Secretary of the Senate, the SAA, the Senate Committee on Rules and Administration Audit section, and the Disbursing Office).

Responsibilities of the department include: supporting current systems; testing infrastructure changes; 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 Disbursing Office is the "business owner" of FMIS and is responsible for making the functional decisions about FMIS. The SAA Technology Services staff is responsible for providing the technical infrastructure, including hardware (e.g., mainframe and servers), operating system software, database software, and telecommunications; technical assistance for these components, including migration management and database administration; and regular batch processing. The office's contract support team, along with the SAA, is responsible for operational support and is also under contract with the Secretary for application development. The three organizations work cooperatively.

Highlights of the year include:
—implemented two releases of FMIS;
—eliminated the use of Social Security Numbers in employee vendor numbers by converting all employee vendor numbers to the number assigned by the payroll system;
—conducted a prototype pilot of online review of imaged vouchers and supporting documentation;
—made payroll reports available online through Web FMIS;
—transferred almost all SAVI-system users to Web FMIS "Staffer Functionality" for creating online expense summary reports (ESRs) and viewing payment information;

—conducted a pilot of Web FMIS "Electronic Invoice" functionality by which office managers and chief clerks were able to import credit card charges to create vouchers for payment;

—implemented revised travel advance accounting that eliminates the use of suspense accounts;

—supported the Disbursing Office staff in remitting quarterly state tax payments via direct deposit;

—prepared for re-writing the FMIS checkwriter functionality;

—tested infrastructure changes that included upgrades to the mainframe operating system (Z/OS), the database (DB2), and Web Sphere;

—coordinated and participated in a FMIS-only disaster recovery exercise at the ACF;

—supported the Senate Committee on Rules and Administration's post payment audit of a statistically valid sample of vouchers of $100 or less;

—installed new Disbursing Office local area network servers;

—upgraded PC software (MS Office 2007 and Adobe) throughout the Disbursing Office;

—installed new wide PC monitors throughout the Disbursing Office; and

—conducted monthly classes and seminars on Web FMIS.

Supporting Current Systems

The DO IT department supports FMIS users in all 140 accounting locations, Disbursing's Accounts Payable (A/P), Accounting, Disbursements, Vendor/SAVI 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 such as those for database access optimization;

—Security—maintain user rights for all ADPICS, FAMIS, and Web FMIS users;

—System administration—design, test and make entries to tables that are at the core of the system;

—Support of accounting activities—perform functional testing and production validation of the cyclic accounting system activities. This includes rollover, the process by which tables for the new fiscal year are created, and archive/purge, the process by which data for the just lapsed fiscal year is archived for reporting purposes and removed from the current year tables;

—Support the Senate Committee on Rules and Administration post payment voucher audit process—provide the data from which the Rules Committee audit staff selects a statistically valid sample of vouchers for $100 or less. In this way, the Committee on Rules and Administration audit staff review vouchers sanctioned under authority delegated to the Financial Clerk;

—Upload bulk financial transactions directly to FAMIS—upload documents, such as certifications and vouchers from the Keeper of Stationery, directly into FAMIS. These documents, submitted via spreadsheets, are reviewed by the DO A/P and/or Accounting sections prior to upload; and

—Training—provide functional training to all Senate FMIS users.

Continuing Projects

As part of its normal tasks to support current systems, Disbursing created 95 new Web FMIS user accounts and an additional 55 new ADPICS/FAMIS user accounts. Additionally, the office staff created new organization, department and location codes for the Senator-elect accounts and the new Senators in the 111th Congress. Through the "rollover" process, Disbursing created the tables necessary for two new fiscal periods—fiscal year 2009 (for all FMIS users), and Resolution 89D (for Committees), which began October 1, 2008. The two queries for the Committee on Rules and Administrations's post-payment audit of documents $100 and less identified 24,864 records for the period October 1, 2007 to March 31, 2008 and 25,383 for the period April 1, 2008 to September 30, 2008. The office uploaded over 325 files of multiple documents such as certifications, vouchers from the Keeper of Stationery, SAA budget entries, and journal entries. Finally, the Disbursing Office IT staff offered Web FMIS classes once a month.

New Projects

IT completed a number of new tasks to support current systems this year:

—organized quarterly user group meetings for the Disbursing Office's A/P staff in order to hear concerns and feedback regarding their Web FMIS system use;

—added materials to the online documentation available via Web FMIS, including 20 administrative forms and 10 documents related to creating vouchers;

—implemented procedures to create documents for infrequently-used (i.e., Reception of Foreign Dignitaries and Senators-elect) in Web FMIS instead of ADPICS, which simplified the processing of these documents by the A/P and Accounting staff;

—managed the election moratoria dates for Senators running for reelection. When the expenses are being submitted, this alerts the voucher preparer that the expenses cannot be paid because they were incurred during the 60 day period before an election in which the Senator is a candidate is held;

—updated the voucher preparation documentation for Senators-elect; and

—participated in the selection of a new credit card vendor for the Senate and worked with that vendor to obtain a nightly data file of posted charges in a format usable by the Web FMIS "Electronic Invoicing" function.

Testing Infrastructure Changes

The SAA provides the infrastructure on which FMIS operates, including the mainframe, the database, security hardware and software, and the telecommunications network. During 2008, the SAA implemented one major upgrade to the FMIS infrastructure by upgrading the mainframe operating software. In addition, the SAA implemented quarterly micro-code updates and applied "maintenance" releases on a more regular basis, both of which will keep the infrastructure current.

Managing and Testing New System Development

During 2008, the DO IT department supervised development, performed extensive integration system testing, and implemented changes to FMIS subsystems. Each implementation and production verification was completed over a weekend in order to minimize system down time to users. Since 2006, multiple sub-system upgrades have been consolidated into two releases each year. This reduced the amount of regression testing required. In order to accurately reflect the variety of changes in each release, the releases are now numbered by fiscal year. During 2008, Disbursing implemented two major releases and two problem correction releases. The two major releases were: FMIS r2008–2, implemented in June 2008; and FMIS r2008–3, implemented in September 2008.

The items were selected for development and implementation in response to Treasury mandates, and were based on user requests and suggestions from the SAA technical staff and the IT department. The planned schedule was substantially rearranged this year in order to respond to the needs of the DO Accounting staff upon learning that the Treasury Department was requiring the Senate to eliminate the use of suspense accounts, which were used substantially in the Senate's travel advance process. In order to have the new behind-the-scenes accounting in place by October 1, 2008, the implementation of FMIS r2008–3 was moved from November to September.

The DO IT Department staff meet regularly with users through scheduled user group meetings. The department continued to meet with the ADPICS/FAMIS users group (primarily SAA users) almost every month and met monthly with the DO Accounting Section in order to address their concerns in a user group format. In addition, the department initiated a quarterly meeting with the DO A/P Section.

FMIS 2008–2

Web FMIS 2008–2 was implemented in June 2008. The primary change in this release was the conversion of all employee vendor numbers to use the 9-digit employee identification number (EID), which is assigned by the payroll system, instead of an employee vendor number that included a partial Social Security Number (SSN). The old SSN-based employee vendor numbers were deactivated and the new employee vendor numbers were made available. In addition, old SSN-based employee vendor numbers used on already-created vouchers were masked so that the SSN portion was not visible.

The most popular change in this release was enlarging the itinerary field, which previously had been limited to 254 characters. The larger itinerary field was made available in both Web FMIS "Staffer Functionality" (the SAVI replacement) and in Web FMIS Document/Create, so that a long itinerary could be created on an ESR and either imported into a voucher or created directly on the voucher.

Three pilots began with this release: online payroll reports, prototype of online review of imaged vouchers and supporting documentation, and electronic invoicing (making electronic credit card data available for importing into vouchers). Access to online payroll reports was granted to specifically-authorized Web FMIS users. The

pilot allowed Disbursing to provide these reports twice a month instead of once a month, and eliminated tasks associated with manual distribution of paper reports. The first reports for fiscal year 2009 (i.e., reports for the end of October 2008) were distributed to Senators' offices, committees, the Secretary's office, and the Sergeant at Arms' office. The second pilot was a prototype of online review of imaged vouchers and supporting documentation for vouchers from several offices. The goal of this prototype was to provide DO A/P and Accounting staff with hands-on experience in reviewing and marking-up documents entirely online. As such, Disbursing did not request that the offices do anything differently. Instead, Disbursing staff imaged the voucher and supporting documentation, which was then filed so as to be available for review if needed. This was intended to encourage online review, and the documents were reviewed by DO A/P, Rules Audit, and Disbursing Accounting online. The prototype ran from June until the middle of October; and feedback from the Disbursing Office staff who participate in the pilot will be useful as the project proceeds. The third pilot enabled offices to see credit card charges from the credit card vendor and select some or all to be imported into a voucher. This reduces the possibility of paying a credit card charge more than once and reduces the work required to create a voucher for these charges. The pilot ran from the summer of 2008 to the winter of 2008 and has stopped temporarily due to the change in the new Senate credit card vendor in November 2008. Disbursing has been working with the new credit card vendor to obtain the same kind of electronic data and make it available to Web FMIS users. Once successful, there will be a short pilot before the functionality is made available to all Senate offices.

FMIS 2008–3

This release was originally titled FMIS 2009–1 and was scheduled for implementation in November 2008, but the date was moved up to the beginning of September 2008, and therefore the release name was changed. The timing and priorities for this release were shifted in order to accommodate the changes necessary to eliminate use of a suspense account in the travel advance accounting, as required by Treasury by October 1, 2008 (fiscal year 2009). The Senate received notification of this requirement at the end of March 2008. Other NTDOs were notified in June 2007.

A number of Web FMIS user-requested features were also implemented in this release. These included a new "analysis by traveler" report that displays detailed information by vendor (or employee) for only travel-related expenses. The display of office name to the master vendor file was also added. This enabled users to pick the John Smith who works for Senator Jones instead of accidentally picking the John Smith who works for Senator Walker. Additionally, users now have the ability to search the master expense category list by words in the expense category description field. Finally, in preparation for the new fiscal year, Disbursing also implemented a budget function that enables configuring the new budget based on a previous fiscal year.

Planning

The Disbursing IT department 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 2008, this department continued to hold two types of meetings between Disbursing and the SAA to coordinate schedules and activities. These were:
—project specific meetings—a useful set of project-specific working meetings, each of which has a weekly set meeting time and meets for the duration of the project (e.g., archive/purge meetings and Web FMIS budget function meetings); and
—technical meetings—a weekly meeting to discuss the active projects, including scheduling activities and resolving issues.

As part of planning activities for fiscal year 2009, Disbursing decided to increase the planning timeframe from 12 months to 8–24 months in order to adequately include both FMIS functional releases and the infrastructure changes (i.e., software upgrades, maintenance, and micro-code updates).

Strategic Planning

The FMIS strategic plan has a longer time horizon than the rolling 12-month timeframe of the technical meeting schedule. It is designed to set the direction and priorities for further enhancements. In 2002 a strategic plan was written by the Disbursing IT and Accounting staff for Disbursing Office Strategic Initiatives. This de-

tailed 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, this will implement new technology, including imaging and electronic signatures, in order to reduce the Senate's dependence on paper vouchers. This will enable the continuation of voucher processing operations from an alternate 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 Disbursing IT department during the summer of 2003, and includes developing the task orders with contractors, overseeing their work and reviewing invoices. In 2008, one new task order was executed—Service Year 2008 extended operational support, which covers activities from September 2008 to August 2009.

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

—Imaging and signature design and electronic invoicing enhancement continuation;

—Web FMIS Reporting enhancements;

—Funds Advance Tracking System; and

—Service year 2008 extended operational support (covered activities from September 2007 to August 2008).

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

Disbursing continued to administer its own local area network (LAN), which is separate from the network used by the rest of the Secretary's Office. Upkeep of the LAN infrastructure, including performing routine daily tasks and replacing equipment regularly, is critical to providing services. During 2008, LAN administration activities included: maintaining and upgrading the Disbursing Office's LAN; installing specialized software; and maintaining projects for the payroll and benefits section.

Maintaining and Upgrading the Disbursing Office LAN

Disbursing maintained the existing workstations with appropriate upgrades including: installing new DO LAN servers; upgrading PC software (MS Office 2007 and Adobe) throughout the Disbursing Office; installing new wide PC monitors throughout the Disbursing Office; and managing blackberry devices, including upgrading three devices and installing four more.

Installing Specialized Software

Disbursing uses a variety of specialized software that is critical to workflow processes. In 2008, Disbursing:

—installed Treasury Check Information System (TCIS) to replace PACER. This system enables Disbursing staff to obtain an imaged copy of negotiated checks; and

—upgraded the Fixed Asset System (FAS), used by the office to obtain the depreciated value of the Senate's fixed asset records maintained by the SAA.

Maintaining Projects for Payroll and Employee Benefits Sections

Disbursing continued to support the Payroll/Benefits Imaging system developed by SAA staff. This system electronically captures and indexes payroll documents submitted at the front counter, and is critical for the Payroll and Employee Benefits sections. During 2008, a new digital sender was installed on the Disbursing network for use on this project.

Coordinating the Disbursing Office's Disaster Recovery Activities

At the request of the Disbursing Office, the SAA conducted a FMIS-only disaster recovery test in December. This is the second year in which a FMIS-only test was

conducted. The longer time allotted to this test enabled more complete functional testing, (including following single documents from data entry in ADPICS and Web FMIS through payment in FAMIS), running more reports than during other tests, and testing the critical payroll and FAMIS batch processes. While the Disbursing IT staff organized the functional test plan, the actual testers included Disbursing IT staff, payroll staff, contractor support staff and SAA Finance staff. No major problems were encountered, and because of the longer time allotted for this test, the problems that were encountered were investigated.

ADMINISTRATIVE OFFICES

CHIEF COUNSEL FOR EMPLOYMENT

The Office of the Senate Chief Counsel for Employment (SCCE) is a non-partisan office established in 1993 at the direction of the Joint Leadership after enactment of the Government Employee Rights Act (GERA), which allowed Senate employees to file claims of employment discrimination against Senate offices. With the enactment of the Congressional Accountability Act of 1995 (CAA), as amended, Senate offices became subject to the requirements, responsibilities and obligations of 12 employment laws. The CAA also established the Office of Compliance (OC). Among other things, the OC accepts and processes legislative employees' complaints that their employer has violated the CAA.

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

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

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

Litigation; Mediations; Alternative Dispute Resolutions

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

Compliance with the OSHA and the ADA

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

The SCCE provides legal assistance and advice to every Senate office to ensure that they are complying with the OSHA and the ADA. The SCCE also represents each Senate office during the OC inspections, advises them on the preparation of the OC's home state OSHA/ADA inspection questionnaires, assists offices in the preparation of emergency action plans, and advises and represents each Senate office when a complaint of an OSHA or ADA violation has been filed against the office with the OC or when a citation has been issued.

In 2008, the SCCE pre-inspected 224 Senate offices to ensure compliance with the ADA and the OSHA. Inspections included 82 member offices and 43 committee and leadership offices in the Hart, Dirksen and Russell buildings; 67 SAA offices in the Capitol and Hart, Dirksen, Russell and Postal Square buildings; and 36 Secretary of the Senate offices in the Capitol and Hart, Dirksen and Russell buildings. Senate offices had no significant OSHA or ADA problems and no citations.

Management Training Regarding Legal Responsibilities

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

In 2008, the SCCE gave 90 legal seminars to Senate offices. The seminars included, among others:

—The Congressional Accountability Act of 1995: Management's Rights and Obligations;

—Laws You Must Follow when Setting Up and Managing Your Office;

—Understanding Sexual Harassment in the Workplace;

—Dealing with Harassment Complaints and Avoiding a Hostile Work Environment;

—A Manager's Guide to Complying with the Family and Medical Leave Act;

—Amendments to the Family and Medical Leave Act Related to Military Service;

—Avoiding Legal Landmines in Your Office 2008;

—Labor-Management Overview; and

—An Office's Legal Obligation to Ensure that All New Hires are Qualified to Work in the Senate: Complying with I–9 and E-Verify laws.

The SCCE also developed and conducted a series of 11 monthly seminars covering all major employment laws that govern Senate offices. The purpose of the seminars was to educate all Senate management staff about their responsibility to ensure that their respective offices comply with the CAA. The series was open to all chiefs of staff, staff directors, administrative directors, chief clerks and office managers. Individuals who completed the series received a certificate of completion signed by the Secretary of the Senate. The following topics were covered:

—An Overview of the Congressional Accountability Act;

—Are You Meeting Your Legal Requirements under the I–9 and E-Verify Laws?;

—Overtime Pay: Who is Owed It, and How is It Calculated?;

—The Equal Pay Act;

—How to Interview, Check References, Give References and Check Backgrounds;

—The Family and Medical Leave Act: When Do Employees Get It, and How Much Do They Get?;

—Evaluating, Disciplining and Firing Employees without Violating the Law;

—The Americans with Disabilities Act: What Managers Must Know about Complying with the Law;

—Dealing with Harassment Complaints and Avoiding a Hostile Work Environment; and

—Common Employment Law Mistakes Managers Make.

Legal Advice

The SCCE meets daily with Members, chiefs of staff, administrative directors, office managers, staff directors, chief clerks and counsel at their request to provide legal advice. For example, on a daily basis, the SCCE advises Senate staff on matters such as interviewing, hiring, counseling, disciplining and terminating employees in compliance with the law; handling and investigating sexual harassment complaints; accommodating the disabled; determining wage law requirements; meeting the requirements of the Family and Medical Leave Act; management's rights and obligations under union laws and the OSHA; management's obligation to give leave to employees for military service and to reinstate them at the conclusion of that service; and management's obligation to verify with Department of Homeland Security and Social Security Administration that each new hire is legally eligible to work in the United States. In 2008, the SCCE had over 2,558 such meetings.

Also, the SCCE provides legal assistance to Senate offices to ensure that their employee handbooks and office policies, supervisors' manuals, intern policies, job descriptions, interviewing guidelines and performance evaluation forms comply with the law. In 2008, the SCCE prepared or significantly revised 204 employee handbooks, supervisors' manuals, and intern manuals for member offices.

Union Drives, Negotiations and Unfair Labor Practice Charges

In 2008, the SCCE trained managers and supervisors regarding their new legal and contractual obligations under union contracts that were ratified in 2007.

SCCE Web Site

Working with the Office of Web Technology, the SCCE designed and launched an SCCE Web site. The site informs Senate offices of their legal obligations under the CAA, provides Senate offices access to legal forms and documents, and alerts Senate offices of upcoming SCCE seminars. To assist the offices of new members, the SCCE, working with chiefs of staff and administrative directors, added a section to the site that provides legal advice, legal forms and practical information to new Senate offices to assist them in setting up their offices.

Environmental Concerns

In 2001, the SCCE became the first Senate office to convert to a "paperless" office, which greatly reduced paper usage by minimizing the need for copying documents and storing hard copies. The SCCE accomplished the conversion by installing a doc-

ument management system and scanning all documents the office receives. In 2008, the SCCE began upgrading its systems to stay current with technological advances and to allow its staff to utilize the document management system and to access all office documents from COOP computers and BlackBerry devices.

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. Initiatives include the deacidification of paper and prints, phased conservation for books and documents, and completion of collection surveys, exhibits, and matting and framing for Senate leadership.

For more than 25 years this office has bound a copy of Washington's Farewell Address for the annual Washington's Farewell Address ceremony. In 2008, a volume was bound for Senator Mark L. Pryor who was selected to deliver the address before the Senate.

Senate Library

As mandated in the 1990 Senate Library Collection Condition Survey, the staff continued to conduct an annual treatment of books identified by the survey as needing conservation or repair. In 2008, the staff completed conservation treatments for 41 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 3,653 volumes.

The office assisted the Senate Library with books sent to the Government Printing Office (GPO) for binding. The GPO has been returning books to the Senate Library on schedule. Additionally, the conservators assisted the Senate Library with two exhibits located in the Senate Russell building basement corridor.

Preservation

The Office of Conservation and Preservation staff rebound 166 volumes of House and Senate hearings for the Senate Library. These books were rebound with new end sheets and new covers using the old spines when possible.

Objectives for 2009

The Office of Conservation and Preservation staff continues to assist Senate offices with conservation and preservation of documents, books, and various other items. For example, the office staff continues to monitor the temperature and humidity in the Senate Library storage areas, including the vault and Senate Support Facility, for preservation and conservation purposes. Furthermore, staff will continue to train Senate Library staff in conservation and repair techniques.

CURATOR

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

Collections: Commissions, Acquisitions, and Management

A painting of Senator Thomas A. Daschle was presented in the Old Senate Chamber on April 22, 2008, as part of the Senate Leadership Portrait Collection. Additionally, work continued on the painting of Senator Trent Lott, and a portrait of Senator Bill Frist was commissioned.

Sixty-seven objects were accessioned into the Senate collection, including: an 1868 ticket to the Andrew Johnson Impeachment Trial; seven stereographs depicting interior views of the Capitol; six historic prints; nine Senate Chamber gallery passes; four tickets to either joint sessions or joint meetings of Congress; several study sketches related to the oil on canvas portrait of Senator Robert C. Byrd; and seven historic furnishings built for the Russell Senate Office Building.

Throughout the year, the office worked in close cooperation with the Sergeant at Arms's (SAA) Cabinet Shop to replicate one of the most historic pieces in the Senate collection: the 19th century Senate Chamber desk once occupied by Daniel Webster. The reproduction, requested for display in the Capitol Visitor Center (CVC) Exhi-

bition Hall, afforded the Curator's Office a unique opportunity to create an exact replica using original 1819 construction and finishing techniques. The project was launched in February when design software was used to create drawings from exacting measurements taken of the desk on the Senate Chamber floor. During the construction, Senate Curatorial Advisory Board member Donald Williams gave presentations to the Cabinet Shop on historic practices of hide glue and shellac finish. Mr. Williams also provided invaluable expertise throughout the project and later returned to apply the finish to the desk himself, using traditional materials and techniques. Once it has properly cured, the replica will be displayed in the CVC Exhibition Hall. A short documentary film on the desk's construction will be developed by the Curator's Office.

Forty-four new foreign gifts were reported in 2008 to the Select Committee on Ethics and transferred to the Curator's Office. In accordance with statute, the Office of Senate Curator received the gifts for deposit on behalf of the Secretary of the Senate. They were catalogued and are maintained by the office in accordance with the Foreign Gifts and Decorations Act. Following established procedures, the office effected appropriate disposition of 36 foreign gifts.

The office conducted an extensive physical inventory of original Russell Senate Office Building furniture located in Senate spaces of the Capitol, Russell, Dirksen, Hart, and five other office buildings. The goal of the survey was to systematically document the number of remaining furnishings purchased (approximately 3,082 were made) for the Senate's first office building. The survey was conducted by a contract conservator, and the 1,133 pieces found during the survey were placed on the Historic Furnishings Inventory. Additionally, 38 Russell furnishings were identified in private collections, museums, and libraries.

During the summer, a professional photographer took pictures of various historic furniture, several small objects, and a portrait to be loaned to the CVC for exhibition.

Work continued on the two new curatorial spaces located in the CVC, which were designed to provide customized preservation storage for the Senate collection. Museum quality storage equipment was installed in the two rooms, as well as an electronic monitoring system that tracks and records temperature and relative humidity and checks for the presence of water. The Curator's staff worked with the Architect of the Capitol's (AOC) transition team to adjust the HVAC units in each room in order to maintain a consistent preservation environment. The units are functioning, and need to be fine-tuned.

In preparation for the collection move into the new CVC storage spaces, staff identified the Senate's collection of 1,400 historic prints as a first priority for archival re-housing. A storage system was developed and archival materials identified for implementing the new storage system. The historic prints will be moved once the CVC HVAC units have been properly adjusted and the environments are stable.

The office expanded its comprehensive maintenance program for collections and historic spaces to include a monthly inspection component, and initiated the distribution of "art cards" to provide staff with information on monitoring and reporting problems. Along with the established daily and weekly inspections, the monthly inspections and the "art cards" help to avert potential damage by monitoring conditions of Senate art and historic spaces and educating Senate staff on their care.

A detailed assessment of the Senate's historic timepieces was conducted by a clock conservator. Based upon the results, a two-part plan was developed to provide regular reports and related maintenance for the clocks and to address any condition identified as high priority. This work will proceed in 2009. Much valuable information was gained through the assessment, and training was provided to in-house staff to improve clock winding practices.

The discovery of mercury beads on one of the Senate's historic overmantel mirrors prompted the Curator's Office to undertake extensive research and develop treatment guidelines for mirrors with mercury amalgam glass. With the objective of preserving in place any mercury amalgam mirrors, the office outlined safe methods for identification, tracking, handling, prevention, and containment. The guidelines were reviewed by the AOC's Safety Office and conservators, and have been used successfully.

Keeping with scheduled 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 Session), the office submitted inventories of the art and historic furnishings in the Senate to the Senate Committee on Rules and Administration. The inventories, which are submitted every 6 months, are compiled by the Curator's Office with assistance from the SAA and AOC's Senate Superintendent.

Conservation and Restoration

Conservation cleaning treatment was completed on the monumental sculpture, *Mountains and Clouds*, by Alexander Calder, located in the atrium of the Hart Senate Office Building. A facility cleaning company, under contract with the AOC, carried out the treatment, and a sculpture conservator hired by the Curator's Office supervised the treatment. Specialized equipment was used to access all surfaces of the nine story sculpture for cleaning. The Curator's Office worked with a National Gallery of Art designer to create new protective measures in the form of metal strips installed on the ground around the perimeter of the sculpture. These strips provide an unobtrusive boundary for visitors. In collaboration with the Superintendent of the Senate Office Buildings, an ongoing care and maintenance program for the piece is under development.

Conservation treatment continued for the painting, *Henry Clay in the U.S. Senate*, by Phineas Staunton. Due to the painting's size (11 feet by 7 feet, unframed) and many complicated condition problems, painstaking treatment procedures were necessary for both the painting and the frame. The results have been dramatic. As coordinated with the Senate Committee on Rules and Administration, the painting will be installed in the East Brumidi Stairwell in 2009. Lighting has been designed specifically for the stairwell, which will enhance viewers' appreciation of the painting.

An objects conservator was hired to evaluate the exhibition mounts and display conditions for seven Senate objects scheduled for display in the CVC Exhibition Hall. This step was taken to ensure the objects were safely displayed while on long-term loan.

During the Russell furniture survey, the Curator's Office identified a mahogany flat top desk, swivel arm chair, easy chair, davenport, side chair, and arm chair for conservation. The conservator is applying original refinishing and re-upholstery protocols for the pieces as developed by the manufacturer. Including the three chairs restored in 2003, the Senate will have preserved ten of the fourteen pieces made in 1909 for a Senator's suite. The restored furnishings will be preserved in the Senate collection and temporarily displayed in the Russell basement rotunda for the building's centennial anniversary from March 2009 through September 2009.

The office completed conservation treatment on five mirrors as part of the ongoing program to address the most critical conditions in the Senate mirror collection. Two were restored off-site, while the other three were treated on-site. The on-site treatments addressed localized damage, thus preventing further loss of original fabric. The frames restored off-site required comprehensive conservation: poor quality repairs and bronze powder paint were removed; losses were replaced; and the frames were cleaned, consolidated, and gilded. Additionally, the Curator's staff formally incorporated the mirrors into the maintenance program, and eight frames were cleaned on-site by staff. The office also worked with the AOC to investigate and address six cases of installation hardware issues.

The Curator's staff participated in training sessions for the Capitol Police 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 Curator's staff worked with the AOC and the SAA to review, comment, plan, and document Senate-side construction projects (many of which are long-term initiatives) that involve or affect historic resources. Construction and conservation efforts that required considerable review and assistance included: exit sign installations; Brumidi corridor mural conservation; egress modifications; scagliola conservation; and press gallery upgrades. Through this work, the Curator's staff was able to ensure that the highest preservation standards were applied to all Capitol projects.

The staff worked with the Office of the Republican Whip to create and install the state seal for the incoming leader. The placement of the seal on the historic ceiling in S–210, filling framed spaces left blank by the ceiling's original artist, dates to 1987 and continues to be a responsibility of the Senate Curator.

The challenging Senate Reception Room restoration and rehabilitation project, developed by the Senate Curator and the Curator for the AOC, has successfully moved forward. A significant accomplishment was the completion of a paint analysis report. While some additional analysis and exposures will be necessary before specifications can be developed, the major work is completed. In addition to the paint analysis, the Curator's staff developed a project goal and preservation philosophy to apply to the elements in the room, and undertook a room and furniture use survey along with occupant interviews.

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. The office worked closely with the U.S. Capitol Police to continue the procedures developed last year to record after-hours access to the historic chambers by current members of Congress. Fifty-six requests were received by current members of Congress for admittance to the Old Supreme Court Chamber after-hours.

By order of the U.S. Capitol Police, the Old Senate Chamber was closed to visitors after September 11, 2001. Eighty-six requests were received from members of Congress requesting admittance to the chamber during the day; 62 requests were received from members for after-hours access. During seven Senate recesses the historic room was opened to Capitol Guide and staff-led tours.

During the fall of 2008, the Curator's staff conducted a survey of traffic flow in and around the Old Supreme Court Chamber. Data generated by this survey will assist the Curator in determining whether any changes to furniture or interpretive signs could help alleviate congestion in the area.

As a final, yet critical, component to the documentation of the Old Senate Chamber and Old Supreme Court Chamber, the Curator's staff supplemented detailed room drawings produced in 2007 with large-format photographs that meet the Secretary of the Interior and the Historic American Building Survey's standards. These photographs were accepted by the Historic American Building Survey for its collection and will be available online and at the Library of Congress. Together with the drawings, the photographs provide a baseline for planning and research and help facilitate interpretation, especially when public access is limited.

Electronic monitoring systems, similar to those in the curatorial storage spaces in the CVC, were installed in the Old Senate and Old Supreme Court Chambers. Because the rooms are open to the public for tours, it is more difficult to maintain stable environments. The new systems will document the temperature and humidity fluctuations in the rooms, which will allow the staff to better monitor the condition of historic objects in order to aid in their preservation.

Loans To and From the Collection

A total of 50 historic objects and paintings are currently on loan to the Curator's office on behalf of Senate leadership and officers in the Senate wing of the Capitol. The staff returned four loans, coordinated three new loans, and renewed loan agreements for 31 other objects. Over 30 loans are projected to be renewed next year, including coordination of the loan of the painting, eagle podium, and Lincoln table for use at the 2009 Presidential Inaugural Luncheon.

The official Senate chinaware was inventoried and used at 26 receptions for distinguished guests, both foreign and domestic.

Publications and Exhibitions

The Curator's staff continued to coordinate and participate in projects and planning for the 100th anniversary of the Richard B. Russell Senate Office Building, which opened its doors in March 1909. Work proceeded on the design and construction of a series of exhibition pylons to be placed in various locations in the Russell Building to educate members, staff, and visitors about the architecture and history of the building. Additionally, Curator's staff, Historical Office staff, and the Senate Webmaster developed a Web site highlighting some 250 photographic images of the building and selections from the graphic art collections of the Senate and the Library of Congress. Other centennial projects include a furniture exhibit in the Russell rotunda basement, and an accompanying brochure and poster.

Another Web site under construction will highlight the rediscovery, history, and conservation of the monumental painting, *Henry Clay in the U.S. Senate*, by Phineas Staunton. The site will include short video segments on the conservation effort. A 15-minute documentary on the painting will also be produced.

An exhibition on the history of presidential inaugurations, *I Do Solemnly Swear: A Half Century of Inaugural Images*, was designed and installed on the first floor of the Senate wing in celebration of the 2009 inaugural ceremonies. The exhibit features graphic art images from the Senate's collection of 19th century news magazine illustrations.

In continuing support of the training for staff-led tours, the office updated and expanded its presence on the congressional intranet that began with the 2007 posting of the online Guide to Staff-Led Tours. Working with the Senate Historical Office, AOC, and House Curator, the staff updated and restructured this site to provide concise up-to-date information for participants in the CVC's Congressional Historical Interpretive Training Program (CHIP).

As part of an ongoing program to provide more information about the Capitol and its spaces, the office completed the production and distribution of a brochure for the Democratic Leader's suite. In addition, all of the Commission on Art brochures were updated and added to the Senate.gov Web site. The Curator's staff continued to be a significant contributor to Unum, the Secretary of the Senate's newsletter.

Collaborations, Educational Programs, and Events

The Curator's Office assisted the National Archives with two small exhibits for display in the vault at the Center for Legislative Archives. In February, objects related to Isaac Bassett, a 64-year employee of the Senate, were on view. In December, objects from the Senate's inaugural collection were installed. Also this year, the staff installed 17 objects from the Senate collection in the new CVC exhibition space.

The Curator and staff assisted with numerous CVC-related projects throughout the year. At the request of the CVC oversight committees (the Committee on House Administration and the Committee on Senate Rules and Administration), the Curator worked closely with the House Curator and AOC Curator to review products and publications for the CVC gift shop. A total of 1,100 products were reviewed in a 3 month period. Additionally, the Curator and Associate Curator assisted with CHIP by attending planning meetings and developing a lecture to present to congressional staff at the 1-day and 2-day programs. The Curator's staff participated in ten programs in a 3 month period. The Curator continued to assist the AOC Curator and staff of the Joint Committee on the Library to finalize the plan for the National Statuary Hall statues in the CVC.

The staff worked closely with the staff of the Senate Gift Shop to develop a series of magnets, note cards, and other gifts commemorating the Russell centennial.

Other joint congressional projects included the following: planning and reviewing for the Rosa Parks statue; participating in the Slave Labor Task Force Working Group, which was assigned to develop an implementation plan for Congress's recommendations to honor slave labor in the Capitol; and assisting the Joint Congressional Committee on Inaugural Ceremonies with the 2009 inauguration. Joint projects with outside organizations included work with the Smithsonian Institution's Department of Entomology to research the insects depicted in the Brumidi Corridors.

The Senate Curator and staff gave lectures on the Senate's art and historical collections to various historical groups and art museums. The staff also assisted the Secretary with the Senate staff lecture/tour series.

Office Administration and Automation

The Curator's Office Records Task Force completed work on a master records disposition matrix and began its implementation. The new matrix allows for standardization and more consistent records collation. As part of the matrix, the Task Force created a fully-searchable digital record of each file in the office, as well as a protocol for project close-out procedures to ensure that each concluded project will generate a thorough and consistent set of records. The File Task Force also developed detailed document life-cycle and disposition recommendations for the most critical and fastest-growing record types.

The Curator's continuity of operations (COOP) plan was tested with an extensive in-house tabletop exercise conducted in August. The office was also asked to participate in the Secretary of the Senate's Living Data Recovery Planning System pilot COOP program, and two staff members participated in the initial trial run. Training on the full system was completed in the first quarter of 2009.

All objects stored in the Senate Curator's non-museum space at the Senate Support Facility were added to a new inventory system called Asset Management. Implementation of the system allows the Curator's staff to track all objects, confirm locations, and verify quantities.

All current loan agreements were digitized in portable document format and stored on flash drives for easy retrieval in the event of an emergency. A list of all working fireplaces was also completed. This information is now added to loan agreements in order to provide full disclosure on environmental conditions for lenders. The office's collection database was reviewed to assess the stability and efficiency of the system, and a plan was developed for updating and reorganizing specific information.

Based on periodic requests to reproduce the Senate Chamber desks for educational purposes, procedures were developed and implemented for approving all future requests. Since 1979, ten institutions have been granted permission to replicate Senate Chamber desks.

In conjunction with the staff of the Office of Web Technology, the staff continued work on implementing a major redesign of the Senate art Web site. Extensive redesign and programming has yielded a new site that, when launched in 2009, will provide visitors with more intuitive access to the Senate's art, historical collections, and online exhibits and publications. A major accomplishment of this initiative is the successful development of a new programming paradigm which facilitates the automatic generation of a wide variety of subject-related collection lists using information imported directly from the Curator's automated collections management database. This method ensures that all information displayed on the Web site is current and accurate, eliminates the redundancy of information, and safeguards against inaccuracies that might occur as a result of such redundancy. The first list completed is a comprehensive roster of all individuals depicted in every portrait and group portrait in the Senate collection, spanning the mediums of paintings, sculpture, and graphic art. Additionally, the graphic designs and textual elements of the new navigation interface pages have been completed and will be published in 2009.

Objectives for 2009

Now that the Curator storage rooms in the CVC are available, staff will work with representatives from the CVC, AOC, the Office of Senate Security and the SAA to establish and test the environmental, security, access, and fire suppression systems. Additional equipment and supplies needed to prepare collection objects for storage will be assembled, and plans for transferring objects to the new storage rooms will be finalized. Once all facility systems are operating as intended to provide secure preservation conditions for the collections, objects will be moved to the spaces. Highlights of the new storage include specialized racks for hanging paintings and custom cabinets for storing paper-based collections, such as historic prints and ephemera.

Conservation and preservation concerns continue to be a top priority. Following conservation priorities identified through a historic clock assessment, the Curator will seek proposals for treatment reports and related treatment of four clocks. In addition, an ongoing program will be developed to provide routine reports and related maintenance for the historic clock collection.

The office will move forward with critical mirror conservation priorities, pursuing both on-site and off-site projects that will treat at least two mirrors. In addition, the staff will continue to improve monitoring and maintenance of the mirrors. This work will include the placement of more identification signs on mantels, the installation of mantel clock cord clips, on-site cleaning by staff, and the establishment of a plinth program.

Following the completion of conservation treatment for the monumental painting, *Henry Clay in the U.S. Senate*, the painting will be installed in the East Brumidi stairwell. The office will work with a fine art services company to carry out this complicated installation in 2009.

Professional photography is scheduled for numerous objects in the Senate collection, including *Henry Clay in the U.S. Senate*, the restored Russell furniture, historic prints, and upcoming Senate leadership portraits.

Regarding historic preservation activities, the office will continue to confer with the AOC regarding preservation issues related to Senate restoration and remodeling projects, disseminate project information to the Senate, develop preservation projects at the request of the Senate, conduct condition inspections, and arrange necessary maintenance. The bulk of the office's project management will involve advancing the restoration and rehabilitation of the Senate Reception Room. Specific efforts to be addressed in 2009 include updating the advisory board on progress, studying the condition of the historic benches in the room, and initiating treatment of the Greek key borders on the walls.

The office will establish an ornamental fragment collection related to the documentation of architectural features and historic spaces. This new collecting initiative will acquire significant objects removed from the Capitol, as well as samples documenting the appearance of important rooms. These items will provide valuable information for the future about the architectural and decorative history of the Capitol.

The office will publish its redesign of the Senate art Web site in 2009. The new site will organize art works by subject, rather than by medium, as currently arranged. In addition to the reorganization, the newly launched site will include images from the Senate's graphic art collection.

A variety of new Web sites will be posted, including: information on the 2009 inaugural luncheon painting; a myth site addressing and dispelling frequently heard myths about Senate art and history; an extensive site illustrating the history and conservation of the Henry Clay painting by Phineas Staunton; and a site on the

Senate Leadership Portrait Collection, with specific information on the new portrait of Senator Trent Lott. The office will begin development of a historic spaces component to the Web site and highlight several special collections. Of particular note are the nearly 100 mirrors in the Senate's collection. Finally, the office will begin creating new artifact pages as part of a program to make the Senate's collection more publically accessible.

The Senate leadership portrait of Senator Trent Lott will be unveiled in 2009.

The office will install a comprehensive series of exhibit signs in the Hart Building Atrium to interpret Alexander Calder's *Mountains and Clouds*.

The staff will update its database to better document and store information on Senate objects. The office will also review collection data for consistency in preparation for the 2010 inventory publication.

The Curator's staff has completed the numerous projects for the March 2009 celebration of the Russell Senate Office Building centennial. Work included: installation of informational panels at various locations throughout the building; a publication and poster on the furniture; an exhibition showcasing nine restored original furnishings; an extensive Web site; various merchandise for sale at the Senate Gift Shop; and lectures and tours. In addition, the staff will continue investigating and documenting Russell furnishings located in other collections. The Curator hopes that the centennial celebration will bring a new awareness of these historic furnishings and result in the return of some of these "lost" pieces to the Senate.

EDUCATION AND TRAINING

The Joint Office of Education and Training provides employee training and development opportunities for all Senate staff in Washington, DC and the states. There are three branches within the office: Technical Training, Professional Training and Health Promotion. Technical Training staff are responsible for providing technical training support for approved software packages and equipment used in either Washington, DC 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. Professional Training provides courses for all Senate staff in areas such as management and leadership development, human resources issues and staff benefits, legislative and staff information, and new staff and intern information. Health Promotion provides seminars, classes and screenings on health and wellness issues. This branch also coordinates an annual health fair for all Senate employees and plans blood drives every year.

Training Classes

The Joint Office of Education and Training offered 838 classes and events in 2008, drawing 11,366 participants. The registration desk staff handled over 25,000 e-mail and phone requests for training and documentation.

The Technical Training area conducted 270 classes with a total attendance of 1,074 students. An additional 707 staff received coaching in 247 sessions on various software packages and other computer-related issues. Professional Development held 381 classes with a total attendance of 3,795 students. The staff managed or assisted the staffs of the Employee Assistance Program, the Sergeant at Arms Office of Police Operations, Security and Emergency Preparedness, Disbursing Office, and the Senate Select Committee on Ethics with 157 training classes for 3,395 students.

The Joint Office of Education and Training works with teams on issues related to team performance, communication, and conflict resolution. During 2008, Professional Development fulfilled over 150 requests for special training and team building for 1,500 staff.

In the Health Promotion area, 2,865 staff participated in 25 health promotion activities throughout the year. These activities included lung function and kidney screenings, eight blood drives, the Health and Fitness Day, seminars on health-related topics, and the annual Senate Health Fair.

On an annual basis, the Joint Office of Education and Training provides a Senate Service Expo for Senate office staff. Thirty-five presenters from the offices of the Secretary of the Senate, the Sergeant at Arms, the Architect of the Capitol, the Capitol Police and the Library of Congress participated in this year's program.

State Training

Since most of the classes that are offered are only practical for staff based in Washington, DC, the Joint Office of Education and Training continues to offer the "State Training Fair," which began in March 2000. In 2008, two sessions of this program were attended by 79 state staff. In addition, 38 state administrative managers and directors attended the State Directors Forum, and 60 state staff participated in a Constituent Services Forum.

Education and Training has also implemented the "Virtual Classroom," an internet-based training library with more than 3,000 courses. To date, 412 state office and D.C. staff have registered and accessed a total of 1,300 different lessons and publications using this training option. Additionally, the office offered 37 video teleconferencing classes, which were attended by over 500 state staff. The Joint Office of Education and Training also provides 25 Senate-specific self-paced lessons which have been accessed by approximately 1,000 staff.

GIFT SHOP

Since its establishment in October 1992 (2 U.S.C. 121d), the Senate Gift Shop has continued to provide service and products that maintain the integrity of the Senate while increasing the public's 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, collectibles, 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 nationally and abroad.

Facilities

In addition to three physical locations, the Gift Shop has an online presence within Webster, the Senate's Intranet. The Web site currently offers an increasing selection of products that can be purchased by phone, e-mail, or by printing and faxing the order form provided on the site. In addition to offering over-the-counter, walk-in sales and limited Intranet services, the Gift Shop administrative office provides mail order service via phone or fax, and special order and catalogue sales via e-mail, phone, fax, and in person.

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

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

Sales Activities

Sales recorded for fiscal year 2008 were $1,444,511.15. Cost of goods sold during this same period was $1,006,176.13, accounting for a gross profit on sales of $438,335.02.

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, 2008, the balance in the revolving fund was $2,549,720.48. The inventory purchased for resale was valued at $2,880,597.31.

Additional Activity

The Gift Shop performed major upgrades to both its back office and point of sale computer systems during the 2008 fiscal year.

Last year, Congress passed the Consumer Product Safety Improvement Act of 2008 (CPSIA). Additionally, in interpreting the law, the Consumer Product Safety Commission (CPSC) promulgated guidelines concerning the CPSIA's limits on lead and ban on phthalates in children's products, and certifications as required by law. The Gift Shop continues its vigilance of this important issue by maintaining its certification program in order to evaluate and monitor all products sold in its stores. This will continue to be a part of its regular business practice, especially as the Gift Shop considers the addition of new product lines.

Selected Accomplishments in fiscal year 2008

Official Congressional Holiday Ornaments

2008 marked the 15th year of the Congressional Holiday ornament. Each ornament in the 2006–2009 series of unique collectables depicts an image celebrating the

day-to-day activities taking place on the Capitol grounds. The four images of the series are based on original oil paintings commissioned by the Gift Shop.

Sales of the 2008 holiday ornament exceeded 29,000 ornaments, of which more than 6,400 were personalized with engravings designed, proofed, and etched by Gift Shop staff. This highly successful effort was made possible by the combined efforts of the administrative, engraving, and store staffs. Additional sales of this ornament and ornaments from previous years are expected to continue for years to come.

Capitol Bookend

The Capitol Bronze Doors Bookend is a remarkably detailed recreation of the doors that were designed by Thomas Crawford and William H. Rinehart and cast as a single piece by James T. Ames in Chicopee, Massachusetts. The doors were installed in 1868. Marble recovered during the renovations to the east front of the Capitol was added to the building materials, making the piece truly unique.

Capitol Wooden Box

These new boxes were designed and created using the wood of trees felled from the Capitol complex during the construction of the Capitol Visitor Center. A selection of three different images, reproduced on porcelain stone tiles and inlayed into the lids of the boxes is available. Varieties of wooden pens were also created from the rescued trees and have been made available as a regular product in the store. Both the wooden boxes and the wooden pens include an insert card, printed on recycled paper and in a soy-based ink, describing the history of the recovered wood.

Projects Recently Produced/New Initiatives for 2009

Senate Photography Studio

In partnership with the Senate Photography Studio, the Gift Shop will offer prints of original photos taken by Senate photographers. These images will be made available for sale in the Gift Shop and be offered in several sizes and formats. Professional matting and framing will be available.

Senate Staff China

In late 2008 the Gift Shop received its first shipment of fine china designed for Senators and Senate staff. This product, manufactured by Pickard China, a manufacturer of fine china in Illinois, depicts a pattern based on a Brumidi ceiling fresco. The china pattern, "Brumidi Rinceau," is available by special order and may be personalized with the staffer's name or respective office on the reverse. Cups and saucers, dinner plates, salad plates and assorted serving pieces are available.

Wilton Armetale

As a complement to the Senate staff china, the Gift Shop has also designed and produced a collection of metal service pieces with Wilton Armetale Company of Columbia, Pennsylvania. The border design depicted on these pieces is "Brumidi Rinceau" and, as with the china, replicates the borders of a series of vignettes decorating the ceiling of the Capitol's North Brumidi Corridor.

Senate Scarves

The Gift Shop has recently received new scarf designs depicting various elements of Constantino Brumidi art. The ceiling of the Lyndon Baines Johnson Room and other Brumidi corridor frescos are the inspiration for this product. The Echo Design Group of New York is providing the product.

United States Senate Shawls

Through an agreement with LR Paris Company in Washington, DC, the Gift Shop has produced shawls in red, charcoal, brown and tan. These shawls, a silk and wool blend, depict an artistic design element found in the encaustic Minton tiles located in the Capitol just outside the third floor entrance to the Senate gallery.

Senate Ties

New Senate ties have also been designed by LR Paris and are available for sale. This product contains design elements found within the Capitol and is produced in two styles and three color variations.

Musical Jewel Box

The Gift Shop, working with the Splendid Music Box Company of New York, has completed the development of a Senate music box. The box, which depicts a highly detailed image of the Capitol West Laylight, recently became available for sale in the store. The laylight was designed by the Philadelphia architect Thomas U. Walter and is located in the ceilings of both of the grand staircases.

Brumidi Stemware

Working with Evergreen Crystal Company of Montrose, Colorado, the Gift Shop developed and began selling a new style of crystal stemware. Each glass in this set of four wine glasses depicts a different bird taken from the frescoes in the Brumidi corridor.

Russell Centennial

The celebration of the Russell Building centennial in March 2009 presented the Gift Shop with an opportunity to work with the Office of the Senate Curator for the purpose of creating commemorative gift items appropriate for the occasion. The Gift Shop developed bookmarks, jewelry and note cards to complement the celebratory activities that took place.

HISTORICAL OFFICE

Serving as the Senate's institutional memory, the Historical Office staff 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 staff advises Senators, officers, and committees on cost-effective disposition of their non-current office files, and assists researchers in identifying Senate-related source materials. The historians keep extensive biographical, bibliographical, photographic, and archival information on the more than 1,900 former and current Senators. Historical Office staff edits historically significant transcripts and minutes of selected Senate committees and party organizations for publication, 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, Senate.gov.

Editorial Projects

Pro Tem: Presidents Pro Tempore of the United States Senate since 1789

To honor the important role played by the Senate's president pro tempore (PPT) since 1789, the Historical Office published a 120-page history of the office and its occupants in early 2008. A biographical profile of each of the 87 individuals who have served in the office highlights their PPT service along with their non-Senate careers, includes commentary by contemporaries, historians, and biographers, and presents a photographic likeness of the individual. Divided into four chronological sections, the book includes contextual essays that explain the evolution of the office, its changing duties and responsibilities, its place in the line of presidential succession, and the unique role played by these leaders in Senate history.

United States Senate Chamber, 1859–2009

This 25-page richly illustrated booklet commemorates the 150th anniversary of the Senate Chamber. It highlights the Chamber's construction, physical features and furnishings, and some of the landmark events that have taken place there since 1859. Nearly 50 color and black and white photographs and illustrations chronicle the Chamber's history, from the first session held there during the 35th Congress to the official photograph of the 110th Congress. *United States Senate Chamber, 1859–2009* was made available to Senators on January 6, 2009, to mark the anniversary.

Russell Senate Office Building, The First Century

In preparation for the centennial of the Russell Senate Office Building's March 5, 1909, opening, the Historical Office produced a 32-page illustrated booklet highlighting the facility's design, construction, and subsequent evolution. The Historical Office assisted the Senate Curator, Architect of the Capitol, and Senate Library in planning exhibits and a companion Web site, Senate.gov/RSOB.

"States in the Senate"

In this collaborative project, which will be featured on Senate.gov, staff historians continued to research and write timelines and selected illustrative images for each of the 50 states, highlighting persons and events of the state's history that relate to the U.S. Senate. This online project has now entered the design stage. When complete, it will present an interactive timeline for each state, with links to relevant documentary and visual material. It is designed to inform Senators, staff, and constituents about their state's historical role in the Senate.

Administrative History of the Senate

Throughout 2008, the assistant historian continued to research and write this historical account of the Senate's 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 reorganization and professionalization of Senate staff, and looks at how the Senate's administrative structure has grown and diversified.

Joint Congressional Committee on Inaugural Ceremonies

In 2008, Historical Office staff assisted the Joint Congressional Committee on Inaugural Ceremonies (JCCIC) with developing the inaugural theme, and wrote and edited content for printed materials, including the platform program, luncheon program, and the commemorative edition of *Inaugural Addresses of the Presidents of the United States*. Historical Office staff researched precedents and compiled historical data on previous inaugurations in response to queries by the JCCIC, the media, and the general public.

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, *Rules of the United States Senate, Since 1789* is to show how—and why—the Senate's current rules have evolved from earlier versions. This work, to be completed during 2009, will contain eight narrative chapters outlining key debates and reasons for significant changes. Appendices will include the original text of all standing rules and, for the first time in one publication, all changes adopted between each codification.

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

Since publication of the 2005 print edition of *The Biographical Directory of the United States Congress*, the historians have added new biographical sketches and bibliographical citations that incorporate recent scholarship to the work's online database (http://bioguide.congress.gov). The assistant historian and historical writer work closely with the staff of the House Office of History and Preservation to maintain accuracy and consistency in the joint Senate-House database, and to promote this valuable resource among historians, teachers, students and the public. To enhance the online site, the Historical Office currently is selecting printed obituaries for 19th century Senators for inclusion in their online profile. Office staff collected and scanned images of more than 100 obituaries from historical newspaper databases and the Office's biographical files and will build on this collection in the coming year.

Oral History Program

The Historical Office conducts a series of oral history interviews to provide personal recollections of various Senate careers. Interviews were completed with Keith Kennedy, former staff director of the Senate Appropriations Committee, and with Mario D'Angelo, a Senate barber. Other interviews are ongoing with former Senators Charles McC. Mathias (R-MD) and Paul Laxalt (R-NV), Tim Profeta, former legislative assistant to Senator Joseph Lieberman (ID-CT) and Robert B. Dove, former parliamentarian. In addition, the office continued to seek and conduct interviews with current and former Senate spouses. It also expanded on its collection of interviews highlighting the role of women on Capitol Hill, completing interviews with Virginia Saunders, a congressional documents expert who has been employed at the Government Printing Office since 1945. The complete transcripts of 26 interviews conducted since the 1970s have been posted on Senate.gov. Each month, that site features a different oral history interview series, including digital audio clips along with the interview transcripts. Unum, the Secretary of the Senate's newsletter, has also begun a regular series entitled "Senate Voices," which includes excerpts from the oral histories.

Member Services

Members' Records Management and Disposition Assistance

The Senate archivist assisted members' 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 with a digital asset management system. Meetings continued with offices closing at the

end of the 110th Congress. The archivist revised the *Handbook for Closing a Senator's Office* and the pamphlet, *Senators' Papers: Management and Preservation Guidelines*.

To enhance communication within the Senate regarding archival preservation, the archivist led brown-bag lunch discussions and contributed to a listserv that promotes archival training for staff, efficient records management, and historical records preservation. A video seminar was developed for Senate state offices. The Senate 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. Advice on access restrictions also was provided. The archivist conducted a seminar on records management for Senate offices and participated in the Sergeant at Arms' Senate Services Fair.

Committee Records Management and Disposition Assistance

The Senate archivist provided each Senate 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 Archives' Center for Legislative Archives. During the fall, the archivist met with representatives of nearly all committees to ascertain the status of their electronic archiving. The archivist distributed information on best practices for managing electronic records and encouraged committee chief clerks, systems administrators, and chief counsels to consider hiring professional archivists to focus on electronic archiving. As a result, several committees have hired, or are in the process of hiring, archival staff.

The Senate archivist oversaw the transfer to the National Archives of 729 accessions of Senate records and provided numerous training sessions to Senate interns tasked with archiving committee records. The archivist and assistant archivist responded to approximately 197 requests for loans of records back to committees, totaling nearly 1,000 boxes. The archivist worked with the Foreign Relations Committee to transfer classified transcripts to the National Archives. The archivist worked with the Senate Committee on Rules and Administration and the Senate Recording Studio to transfer televised recordings of committee hearings to the National Archives. The archival assistant continued to provide processing aid to committees and administrative offices in need of basic help with noncurrent files. A project continues to scan committee National Archives' transfer sheets dating from 1982 through 2004 into the OnBase document management system, which is supported by the Sergeant at Arms. To date, records of the Committees on Agriculture; Appropriations; Armed Services; Banking, Housing and Urban Affairs; Budget; Energy and Natural Resources; Environment and Public Works; Finance; Foreign Relations; Health, Education, Labor and Pensions; and Homeland Security and Governmental Affairs have been processed. This information is provided to the National Archives on electronic media, both as a security measure and to enhance future access as the records become open for research.

Educational Outreach

"Senate Historical Minutes"

The Senate historian continued a series of "Senate Historical Minutes," begun in 1997 at the request of the Senate Democratic Leader. In 2008, he prepared and delivered a "Senate Historical Minute" at 18 weekly Democratic Conference meetings. These 450 word "Minutes" enlighten members about significant events and personalities associated with the Senate's institutional development. More than 300 of them are available as a regularly expanded feature on Senate.gov ("Historical Minute Essays"). An illustrated compilation was published in 2006 as *200 Notable Days: Senate Stories, 1787–2002*.

Senate.gov

Much of the Historical Office's correspondence with the general public takes place through Senate.gov, which has become an indispensable source for information about this institution. Office staff maintain and frequently update the Web site with timely reference and historical information. In 2008, the office responded to more than 1,400 inquiries from the general public, the news media, students, family genealogists, congressional staffers, and academics, through the public e-mail address provided on the site. The diverse nature of their questions reflects varying levels of interest in Senate operations, institutional history, and former members. Research assistance provided by Historical Office staff was enhanced by the comprehensive scanning of the office's subject files into the OnBase document management system, allowing staff to search the full text of these files electronically. Staff provided seminars on the general history of the Senate, Senate committees, women Senators, Senate floor leadership, relations between the press and the Senate, and

the U.S. Constitution. The historians also participated in Senate staff seminars and members' office retreats, and conducted dozens of briefings for specially scheduled groups.

Photographic Collections

The photo historian continued to ensure history-focused photographic coverage of the contemporary Senate by photographing every committee once each Congress, collecting formal photo portraits of new Senators, and capturing significant Senate events in cooperation with the Senate Photography Studio. The photo historian also enhanced the office's publications on Senate presidents pro tempore, the Russell Building's centennial, and the Senate Chamber's sesquicentennial by selecting images to illustrate the respective texts, working closely with the historical editor and the Government Printing Office to design and publish these three volumes. As a member of the Russell Building centennial planning committee, the photo historian helped create the official centennial logo and bookmarks, in addition to the centennial booklet, and worked closely with the National Archives staff to arrange for the scanning of a large collection of early 20th century historical photographs donated to the office, thus adding hundreds of rare images to the collection.

The photo historian assisted with several presidential inaugural projects, including the selection of images for the commemorative inaugural luncheon book. The photo historian also transferred more than 40,000 photographic negatives of Senators to their appropriate archival repositories. These negatives had been languishing at a Senate storage site for decades. With the assistance of the archival assistant, the photo historian arranged for the transfer of 63 historic Capitol Police record books to the National Archives.

The photo historian also maintained the office's continuity of operations (COOP) plan, updated the backup copies of the office's vital electronic records, and prepared the office's remote access test plan which will enable staff members to fulfill their vital functions from an off-site location.

Advisory Committee on the Records of Congress

This 11-member permanent committee, established in 1990 by Public Law 101–509, meets semiannually to advise the Senate, the House of Representatives, and the Archivist of the United States on the management and preservation of the records of Congress. Its membership representing the Senate includes the Secretary of the Senate, who chaired the panel during the 110th Congress; the Senate historian; and appointees of the secretary and the majority and minority leaders. The Historical Office provides support services for the advisory committee's regular meetings.

Capitol Visitor Center

Staff historians continued to provide information and guidance to Capitol Visitor Center staff on matters related to the educational component of the exhibition gallery. The historians participated in multiple planning sessions for a new training program for staff-led tours. Beginning in October, they have made regular presentations on the history of the Senate in both 2-day and 1-day training seminars for Senate staff and interns. They have also assisted in the training of visitor assistants who guide visitors through the Capitol and exhibition gallery.

HUMAN RESOURCES

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

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

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

Recruitment and Retention of Staff

Human Resources staff have the ongoing task of advertising new vacancies or positions, screening applicants, interviewing candidates, and assisting with all phases of the hiring process. Human Resources staff coordinate with the Sergeant at Arms (SAA) Human Resources Department to post all SAA and Secretary vacancies on the Senate intranet, Webster, so that the larger Senate community may access the posting from their own offices. In an effort to reach a larger and more diverse applicant pool, the department uses multiple posting forums to reach potential applicants for employment. As a result, the Human Resources Department processed more than 2,500 applications for vacancies in the Secretary's Office, including review of applications, coordinating scheduling of candidates for interview, sending out notices to both successful and unsuccessful candidates, and finalizing new hire paperwork.

Training

In conjunction with the Senate Chief Counsel for Employment, staff continues to develop and deliver training for department heads and staff. Training topics include sexual harassment, interviewing skills, Family Medical Leave Act administration, and an overview of the Congressional Accountability Act.

Interns and Fellows

Human Resources staff manages the Secretary's internship program and the coordination of the Heinz Fellowship program. From posting vacancies, conducting needs analyses, communicating, screening, placing and following up with all interns, the office 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

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

INFORMATION SYSTEMS

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

Mission Evaluation

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

Fiscal Year 2008 Technology Summary
- —Successfully migrated all departments to the Senate-wide Active Directory/Messaging Architecture (ADMA) and upgraded Mail Server architecture in fiscal year 2008.
- —Completed fifteen major Legislative Information System (LIS) software upgrades and installed LIS application software in the legislative clerk offices, Senate Library, alternate computing facility, and offsite staff laptop locations.
- —Completed phase two of the Gift Shop and Stationery Room project, which involved updating all server and workstations for each department.
- —Completed installation testing of Disbursing backup servers at the Alternate Computer Facility (ACF).
- —Upgraded all handheld mobile device hardware (Blackberry) for essential staff. All staff now can use the devices as modems to access the Senate network if required.
- —Completed installation of a development SharePoint Server for the Office of Senate Security allowing continuity of operations (COOP) related documents to be readily available through a web-based secure network connection.

—Participated and provided direct technical support for all COOP exercises in 2008. The most notable exercises included the National Level Exercise and Alternate Chamber Exercise in May 2008, and department pandemic testing exercises conducted in third and fourth quarters of 2008.
—Deployed the Government Printing Office public key infrastructure (PKI) software for successful transmission of the 2008 and 2009 White House budget. Information System staff "virtualized" the software installation for the deputy chief of staff avoiding the purchase of an additional workstation, thus allowing any workstation to accommodate the transfer of the digital certificate document.
—Reduced space and power consumption by updating printer operations in 19 departments with multi-functional scanner/copier/fax devices. Using all-in-one devices to perform multiple tasks reduces energy, hardware costs, and long term hardware support costs.
—Installed virtualized server architecture for the LIS Information Project Office.
—Augmented the Bill Clerk Amendment Tracking System (ATS) process to continue to process submitted amendments in the event that network scanning is not available. This ensures that submitted and proposed amendments continue to reach the ATS Web server site for Senate distribution.
—Purchased and installed server hardware and network configuration in support of the Senate Library taxonomy project.
—Relocated the departmental operations for the offices of Senate Security and Captioning Services from the Capitol building to the Capitol Visitor Center expansion space.
—Redesigned and enhanced the operation of member accountability application used during COOP exercises by implementing a virtualized desktop process to run the application. Standardized the application and provided to both Democratic and Republican Cloakroom staff. Added this process to ensure high availability by installing on an "always-on" secure hardware platform at the ACF.
—Finalized the Living Disaster Recovery Planning System (LDRPS) in fiscal year 2008. Initial user training began in February 2009.
—Upgraded workstation hardware and software operations in the Executive Office of the Secretary and the Office of Senate Security.
—Upgraded Microsoft Office Software applications, Adobe Acrobat software, and web browser operations in fifteen Secretary departments. Timeframe to complete legislative offices will coincide with updated SAA LIS application support in the second quarter of 2009.
—Initiated Parliamentarian indexing software project to migrate operation to a new hardware platform. End results will allow a virtualized environment to index precedent information without a specific laptop or personal computer hardware vendor requirement. Estimated completion is the second quarter of 2009.

In 2007, forty five e-mail security alerts were issued from the SAA Security Operations Center alerting Secretary staff of a possible virus or malicious code installed on their staff workstations. Information Services staff "clean" each compromised workstation. This process can take up to three hours to correct the possible problem. In 2008, this number was reduced by 50 percent.

—Upgraded to Microsoft Office 2007 Groove collaboration software in the offices of Information Systems, Senate Security, Senate Library, Web Technology, Historian, and the Executive office. This application continues to provide critical information to dispersed staff members who might be offsite or relocated out of the office. Streamlined application deployment by utilizing an improved web management console to install the application remotely.
—Update the People Trak database operation in the department of Human Resources to allow staff to enter time and attendance sheet records via the Secretary Intranet web portal. Project implementation to be determined by HR Director.

Ongoing and Future Projects
—Extend Member Status application support to both cloakroom staff during a COOP event
—In collaboration with the Office of Legislative Counsel, design a "Virtual Desktop Infrastructure" (VDI) allowing staff to access desktop applications in a secure manner. VDI reduces the cost in purchasing new computers, centralizes the software management in the ACF data center, provides a reduction in electricity costs, and provides fewer application compatibility problems associated with multiple applications.

INTERPARLIAMENTARY SERVICES

The Office of Interparliamentary Services (IPS) has completed its 27th 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 Minority Leaders. The office also provides appropriate assistance as requested by other Senate delegations.

The statutory interparliamentary conferences are:
—NATO Parliamentary Assembly
—Mexico-United States Interparliamentary Group
—Canada-United States Interparliamentary Group
—British-American Interparliamentary Group
—United States-Russia Interparliamentary Group
—United States-China Interparliamentary Group
—United States-Japan Interparliamentary Group

In May, the 49th Annual Meeting of the Canada-U.S. Interparliamentary Group was held in New Mexico. In June, the first meeting of the United States-Japan Interparliamentary Group meeting was held in Washington, DC. In July, the United States-Russia Interparliamentary Group meeting was also held in Washington, DC. IPS staff handled arrangements for these successful events.

As in previous years, all foreign travel authorized by the Majority and Minority Leaders is arranged by the IPS staff. In addition to delegation trips, the staff provided assistance to individual Senators and staff traveling overseas. Senators and staff authorized by committees for foreign travel continue to call upon this office for assistance with passports, 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 and the Minority Leader, IPS assists staff members of Senators and committees in completing the required reports.

IPS maintains regular contact with the Department of State and foreign embassy officials. The office staff frequently organizes visits for official foreign visitors and assists them in setting up meetings with leadership offices and tours. The staff continues to work closely with other offices of the Secretary of the Senate and the Sergeant at Arms in arranging programs for foreign visitors. In addition, IPS is frequently consulted by individual Senate 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 IPS.

Planning is underway for the 48th Annual Meeting of the Mexico-U.S. Interparliamentary Group which will be held in the United States in 2009. Preparations are also underway for the 2009 British-American Parliamentary Group meeting and the spring and fall sessions of the NATO Parliamentary Assembly. IPS will also undertake advance work, including site inspection, for the Canada-U.S. Interparliamentary Group conference to be held in the United States in 2010.

LEGISLATIVE INFORMATION SYSTEM (LIS) PROJECT

The Legislative Information System (LIS) is a mandated system (Section 8 of the 1997 Legislative Branch Appropriations Act, 2 U.S.C. 123(e)) 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 the transition to and implementation of a standard system for the authoring and exchange of legislative documents, which 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

In April 1997, a joint Senate and House report recommended the establishment of a data standards program. 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 staff shifted their 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 transition to and implementation of 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 Senate Legislative Counsel (SLC) and 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 tags inserted by LEXA provide more information about the document and can be used for printing, searching, and displaying a document. LEXA features many automated functions that provide a more efficient and consistent document authoring process. The LIS Project staff has worked very closely with the SLC and the Enrolling Clerk to create an application that meets the needs of legislative drafting.

LISAP: 2008

Early in 2008, the Senate and House deployed a module developed by the Government Printing Office (GPO) for creating, editing, and printing tables in an XML document. This new table tool improves the process and provides another module that is common to LEXA and the House application.

Also in the first quarter of 2008, Senate, House, and GPO software developers each upgraded their respective installations of the Microsoft.Net framework. This upgrade allowed GPO to substantially decrease the time it takes to compose large documents for printing. The printing component is developed and maintained by GPO and is common to both the Senate and House applications.

Throughout 2008 the SLC used LEXA to create 99 percent of measures drafted. The SLC provided valuable feedback on new features and required fixes to the software. The Senate Enrolling Clerks also used LEXA for the bulk of their production of engrossed bills and amendments and enrolled measures.

The production staff of the Appropriations Committee used LEXA to convert XML documents to locator when needed, and provided their requirements regarding using LEXA to draft appropriations committee prints and bills in XML. The production staff will begin using LEXA in 2009 to prepare the bills for fiscal year 2010. The LIS Project Office participated in meetings with the House, GPO, Appropriations, and the Office of Management and Budget to work toward exchanging and round-tripping, or transferring back and forth, XML data among the various entities.

Support for LEXA users remains an important concern. The LIS Project Office provides support for LEXA through the LEXA HelpLine and LEXA Web site. The Web site (http://legbranch.senate.gov/lis/lexa) is also used to distribute updates of the application to GPO and provide 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 they have for XyWrite. GPO continues to work toward augmenting the support provided by the LIS Project Office.

GPO maintains and supports the printing and table tool software, and they also develop and maintain the stylesheet that is used on LIS (http://www.congress.gov) and Thomas (http://thomas.loc.gov) to display the XML bills. The LIS Project Office worked with the House and GPO in 2008 to resolve any remaining XML tagging issues and HTML display issues so that the XML versions of Senate measures will be made available on LIS and Thomas starting with the 111th Congress. The HTML version produced from the XML data more closely resembles the printed document. This improved HTML format will eventually replace the HTML version currently available on the Web.

LISAP: 2009

The LIS Project Office will continue to work with the SLC and the Enrolling Clerk to refine and enhance LEXA so that all of the legislative measures produced by those offices will be done in XML. The office will also support the Appropriations Committee production staff as they begin producing appropriations bills in XML. The LIS Project staff will monitor the use of the tagging structures created for appropriations language to determine if they provide a sufficiently complete description so that appropriations bills can be created as XML documents. XML tags and LEXA functions will be added as needed to create the appropriations bills using LEXA. The LIS Project Office will also continue to participate in the project to exchange and round-trip budget and appropriations data in XML.

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—one to define requirements for replacing the Microcomp composition software and another to improve the content submission and exchange processes. Both the Senate and House will need to test and implement Vista-compatible versions of the XML applications.

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, verified by the clerks, keyed into the respective documents, and re-verified at GPO before printing. An interface between this database and the electronic documents could exchange data mutually. 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 document type definitions 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 staff will coordinate with the Systems Development Services Branch 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.

LIBRARY

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

The year 2008 brought much change to the Senate Library, with the retirement in February of the prior Senate Librarian, Greg Harness, and the arrival of Mary Cornaby, the first woman to serve as Senate Librarian, in April. Other changes included adoption of a new audio books program to help meet the needs of visually challenged patrons, increased statistical benchmarking, and increased focus on instruction and outreach. The Library's expanded use of Web technology, online resources, and electronic mail requests continues to meet the Senate's increasing demand for information.

Notable Achievements

Rollout of the new version of the Webster intranet in October 2008 included extensive Library staff participation on taxonomy, indices, and content development, improving Web information delivery, functionality, and stability.

The Senate Library increased its service statistics this year, serving every Senator's office and all Senate committees. The Library showed a 69 percent increase in the number of requests handled, including Web-based inquiries, from 2007.

Focus on new and more frequent Library instructional classes resulted in a 23 percent increase in Library instructional offerings in 2008.

The new audio books program, which assists in serving patrons with diverse needs, proved wildly successful at bringing Senators and staff into the Library. All titles are checked out, and many have a waiting list.

Partially as a result of the success of the audio books program, 2008 saw a 73 percent increase in online book requests.

An effective book stack rearrangement program will delay the need for new book stack space in the Russell Building for 10 years.

An emphasis on careful negotiation or renegotiation of vendor contracts and purchases has already saved over $352,000 in database expenses over the next 4 years.

An effort to register new library users included a 37 percent increase in staff accounts, a 560 percent increase in intern accounts, and a 155 percent increase in Senate page accounts.

Senate Library Inquiries, Online Book Requests, and Patron Accounts

The rise in electronic requests for materials, the availability of new and enhanced electronic database offerings, and the expanded availability of resources on the Web, combined with efficient content management, have all increased Library inquiries dramatically. Prior to the availability of Web-based information, Library inquiries totaled 46,368. Inquiries for 2008 totaled approximately 2.5 million.

SENATE LIBRARY INQUIRIES

Year	Traditional	Web			Total	Increase From Prior Year (in percent)
		Webster	LIS	Senate.gov		
2008	27,283	37,940	29,468	2,429,380	2,524,071	+69
2007	26,309	31,065	32,121	1,392,947	1,491,442	−8
2006	31,032	15,478	20,156	1,561,138	1,627,804	+90
2005	33,080	13,713	26,775	782,588	856,156	+35
2004	33,750	([1])	20,749	581,487	635,986	+61
2003	46,234	([1])	18,871	329,327	394,432	[2] +751
2002	40,359	([1])	6,009	([1])	46,368	([3])

[1] NA.
[2] Web inquiry statistics, first available in 2003, increased the total from the previous year by 751 percent.
[3] Baseline.

A 73 percent increase in online book requests for 2008 can be attributed not only to the successful advertising campaign for audio books, but also to the direct link between titles in the new books list and the catalog record containing the link to the online request form.

Of the 1,432 library patrons currently registered to borrow materials, the breakdown by entity is as follows:
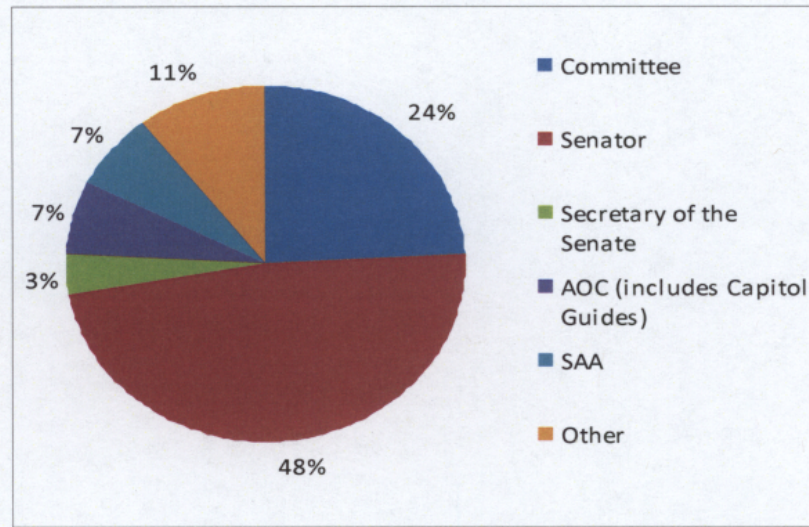
In 2008, a drive to create library and computer accounts for interns, working through office managers as the responsible party, combined with high visibility of the new audio books program, resulted in higher public recognition of the Library, expansion of its client base, and direct contact with all committee and Senators' offices. The result was a 560 percent increase in intern accounts, and a 37 percent increase in staff accounts. Efforts to assist Senate Page School teachers with tours, a reserve collection, and reference assistance resulted in a 155 percent increase in page account registrations.

Senate Knowledge Base

Projects to publish authoritative, standardized Senate data sources for multipurpose use continue to be a Library priority. Such projects ensure the accurate and timely dissemination of Senate information. The Senate knowledge base is an institutional repository for data to support these projects: the newly-modernized Webster site, the Senate Library site on Webster, and a senator biography database.

Webster Modernization

A greatly enhanced version of Webster (webster.senate.gov), the Senate's intranet, was launched in September. The launch was a culmination of a multi-year collaborative effort of Webster's four stakeholders—the Secretary of the Senate, the Sergeant at Arms, the Senate Chaplain, and the Committee on Rules and Administration. The Senate Library and the Web Technology department represent the Secretary on the Webster Advisory Group (WAG), which oversees site management.

Since its debut in 1995, Webster has been the most-visited site for Senate staff seeking information about internal operations, support services, and employee benefits. The large-scale redesign initiative, launched last fall by the WAG, was intended to help staff easily navigate the ever-expanding volume of online information and to locate the resources staff need to do their jobs.

Usage statistics for the five taxonomy-based indexes total 276,129 for 3 months, indicating that this new resource is well-used by staff.

WEBSTER TAXONOMY USAGE STATISTICS, OCT–DEC 2008

Taxonomy	Usage
Services	81,376
Leadership	27,896
Legislative	55,655
News & Research	55,574
About the Senate	55,628
Total Taxonomy Usage	276,129

The improved Webster-enterprise search functionality is popular with staff; there have been 30,114 searches since the redesign launched. Library staff help improve search results by analyzing monthly statistics and matching popular search terms with pages. During the new site's first 3 months, 315 "keymatches" were established. To date, 845 document records and 1,120 term records in the Senate knowledge base are supporting the Webster search and taxonomy projects

Floor Schedule

Repurposing of authoritative, standardized and timely Senate floor schedule data expanded this year, helping to make Senate operations more efficient. Floor schedule information is the key component of the new Senate intranet and is being used to keep Capitol Visitor Center information kiosks up-to-date. Plans to distribute floor schedule data in a format that can be displayed on Senate BlackBerry devices are in the exploration phase. Floor schedule data are published in XML by the Library after each Senate meeting adjourns.

Senate Library Webster Site

Management of the Senate Library Webster site was transitioned to a content management system (CMS) in December, significantly improving efficiencies in publishing and editing timely information for Senate staff. CMS-published data can also be repurposed for Senate.gov, further economizing staff time and labor. The Senate Library site on Webster is a research service and information portal for Senate staff. The Library's site design team began redesign of the user interface of the site in December and is expected to finish in 2009. The team continues to identify technology tools that will make delivery services and information to Senate staff more timely and efficient.

Senator Biography Database

The Senate knowledge base currently contains biographical data records for the more than 1,900 people who have served as Senators. Increased uploading of data records and a refinement/redesign of the knowledge base for this purpose will continue in 2009.

Instruction and Professional Outreach

In order to target the needs of Senate staff, the Library now offers two new classes in addition to a renamed class (Beyond Google). Increasing the number of sessions taught allowed the librarians to teach to smaller groups, increasing interaction and retention.

SENATE LIBRARY CLASSES

Subject	Students	Classes
Insider's Guide to Webster	10	5
LIS Savvy	190	32
Research Tips and Tricks	103	15
Beyond Google	20	4
Services of the Senate Library and Got Questions Tours	459	20
Totals	782	76

The number of classes taught and the number of sessions taught rose; specifically, there was a 23 percent increase in 2008 in Library educational offerings and a slight increase (2 percent) in Senate staff trained in 2008.

SENATE LIBRARY CLASSES BY CALENDAR YEAR

Year	Attendees Total	Increase From Prior Year (in percent)	Classes Total	Increase From Prior Year (in percent)
2008	782	2	79	23
2007	770	49	64	7
2006	518	25	60	114
2005	416	(1)	28	(1)

[1] Baseline.

In addition, the Library staff gave tours of the Senate Library to Senate groups and to outside library professionals. These tours ranged from an introduction to each semester's Senate Page School class to hosting parliamentary librarians from Germany and the Netherlands. The Library also participated in the Senate Services Fair and in giving tours for National Library Week. The Library continued its participation in the Federal Library Institute, which introduces interested library school graduate students to federal libraries, resources, and career opportunities.

Collection Development

   Audio Books Program

The Library's Acquisitions Committee and the Technical Services Department worked collaboratively to create and maintain a new service to the Senate Community in the Library's adoption of an audio books lending program. Designed to assist users with diverse needs, including those who may be visually challenged, as well as to draw patrons into the library, the program proved popular in its first year. Of the 55 titles acquired in 2008, most were checked out multiple times, with audio book titles accounting for 50 percent of the holds on the wait list, even though they account for less than one percent of the collection.

   New Digital Resources

The Library provides a number of digital resources to the Senate. In an effort to reduce purchase and subscription costs, the Library acquired, with considerable negotiation, the U.S. Congressional Retrospective Hearings from Lexis-Nexis and the Gale Nineteenth Century Newspapers database. The Library also negotiated a reduced price subscription to the Oxford English Dictionary, for a total savings of $352,000 over the next 4 years. These resources provide staff with desktop access to two centuries of important legislative documents. In addition, the Gale e-book Countries of the World and, after many committee staff requests, the journal Health Affairs, are also available to the Senate community.

   Expansion of Special Collections

Summer interns reviewed and collated all versions of every House and Senate bill and resolution from the 109th Congress. The project resulted in the addition of 188

new bill volumes to the collection and identification and mounting of missing full-text documents on GPO Access for use in LIS and Thomas.

As a participant in the Government Printing Office's (GPO) Federal Depository Library Program (FDLP), the Library receives selected categories of legislative, executive, and judicial branch publications. The Library received 11,231 government publications in 2008, the majority of which were received through the FDLP. In response to the trend of issuing government documents in electronic format, 3,184 links were added to the library catalog, bringing the total to more than 25,976. The links provide Senate staff with desktop access to the full-text of each document.

Library staff scanned and created archival print and digital copies of Senate Rules for the years 1820, 1849, 1877, 1882, and 1890. These were cataloged and bound for the Library's permanent collection with links to the digital copies.

ACQUISITIONS

Category	Total
Congressional Documents	8,234
Executive Branch Publications	2,997
Books	901
Electronic Links	3,184
Total Acquisitions	15,316

Cataloging

The Library's cataloging staff draws on years of experience to produce and maintain a catalog of more than 200,000 bibliographic items. During 2008, 7,596 new titles were added to the catalog, a 14 percent increase in cataloging over the prior year. The catalog is updated nightly to ensure that Senate staff will retrieve accurate and current information on Library holdings. The addition of book jacket images for the new titles enhanced visual appeal and utility.

A project to review nomination hearings from the 103rd–105th Congress in order to enhance existing catalog records with the addition of name subject headings for all nominees was completed.

Catalogers created 633 bibliographic records for Senate hearings not yet printed from information in the Congressional Record Daily Digest and the combined hearings schedule on Webster. These records remain in the catalog until the printed hearing is received and cataloged.

General topical retrieval for the audio book collection was enhanced with the addition of genre headings, including biographical fiction, legal stories, historical fiction, mystery fiction, political fiction, and war stories. These headings were also retrospectively applied to catalog records for titles in the print fiction collection.

Catalogers also completed a project to improve the information organization, access, and retrieval of library material regarding the offices under the Secretary of the Senate and the Sergeant at Arms. Catalogers created and implemented specific classification schemes based upon Library of Congress (LC) classification schedules, creating specific classification numbers for each of the distinct offices. The need for greater specificity in classification reflects the depth of the library's collection, which was unanticipated by LC classification.

Library Automation

Support was provided to the Senate knowledge base project by working with the Secretary of the Senate Information Systems office to configure and install a server for the software underlying the knowledge base. The Library's Head of Technical Services worked with the system vendor and the Office of Web Technology to install and test the database server, update database files, edit Web files, and test the data transfer function to the content management system and Webster.

The Library assumed management of a proxy server to manage computer accounts for the library patron computer workstations from the Secretary of the Senate Office of Information Systems. Local management of the accounts allows the Library to maintain the information more efficiently.

Preservation, Binding and Collection Maintenance

Technical Services staff and summer interns boxed a large portion of the library's books collection for transfer to the Library's space at the Senate Support Facility (SSF), as well as reshelving material in climate-controlled storage. Once additional shifting is completed, this effort will yield 10 years of growth storage space in the Russell Building book stacks.

Discovery of a mold bloom in the Library's book stacks, a flood from a malfunctioning HVAC pump, and two substantial leaks from overhead plumbing all highlighted the vulnerability of the Library's collections in the Russell Building. The Technical Services staff and the AOC provided a quick response in working together to balance existing environmental monitoring systems. The AOC also made modifications to the HVAC system to regulate temperature and relative humidity in the book stacks.

Technical Services staff continued to participate in book repair training sessions led by the Director of the Office of Conservation and Preservation. Trainees repaired 153 historic volumes, an increase of 425 percent from 2007, making significant progress in the preservation of the Library's bound book collection.

An archival flat file map storage cabinet was purchased for installation at the SSF. As a result, for the first time, the Library can preserve and store properly flat maps from the United States Congressional Serial Set.

Budget

In addition to the substantial savings in the purchasing of new databases, budget savings from cancellation of subscriptions in 2008 totaled $4,225; and, after 11 years of budget monitoring, the amount of total savings is $81,076.86. This continual review of purchases eliminates materials that do not meet the Senate's current information needs. This oversight is also critical in offsetting cost increases for core materials and in acquiring new materials.

Special Projects

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

Unum, the Secretary's quarterly newsletter, has been produced by Senate Library staff since October 1997. It serves as an historical record of accomplishments, events, and personnel in the Office of the Secretary of the Senate. The newsletter is distributed throughout the Senate, and to former staff and Senators. Highlights from the 2008 Unum issues include articles on the greening of Secretary's offices and emergency preparedness; new online resources such as the Chicago Manual of Style and the revamped Webster Web site; new publications produced by Secretary offices, such as the President Pro Tem book by the Historical Office; annotated bibliographies of books and audio books in the Senate Library; leadership portrait unveilings; and reaccreditation of the Page School.

Exhibitions

In November 2008, the Library created an imaginative display on presidential campaigns, including books, campaign buttons from past presidential campaigns, and a multimedia PowerPoint presentation of photographs, drawings, and new articles from past campaigns.

National Library Week

The National Library Week events were well-attended, with 205 people attending the opening dessert reception, nearly doubling the prior year's participation. The talk by James L. Swanson on his book, *Manhunt*, drew 125 attendees, the largest group ever.

Cooperative Projects

Library staff completed a pilot project to enter House and Senate report titles for the 110th Congress into the Library of Congress's LIS system. This project, begun in July 2008 at the request of LIS staff, contributed 361 report titles to the database. This project will be continued for the 111th Congress.

Working in cooperation with the Senate Historical Office and the Curator's office, Library staff digitized 221 Senate seating charts to enhance historical information about the Senate chamber on Senate.gov, the Senate's public Web site.

Library staff worked with LIS staff to test modifications to the data management system (DMS) for the entry of multi-part hearing numbers. The update was intended to standardize the treatment of part numbers and to provide better automated URL link matching.

In 2008, Library staff made significant contributions to the celebration planned for the Russell Building Centennial in 2009. Work has been completed in logo design and bookmark design, and significant progress has been made on the Library's four display cases. Informational displays are planned to highlight the Caucus Room, the Russell building's architectural features, a historical chronology of events that have taken place in the building, and a look back at office life in the oldest Senate Office Building. There was also a special issue of Unum to celebrate the Russell Building's centennial.

On a weekly basis, hearing URL data from the Library catalog is exported in order to provide LIS and Thomas with full-text links to Senate hearings for the 110th Congress. The Senate Library contributed 428 new Senate hearing links to the LIS database during 2008.

The Library's head of Technical Services worked with Joint Committee on Taxation staff on a small pilot project to supply bibliographic records for a set of committee documents submitted for scanning at the Federal Scanning Center at the Library of Congress. The scanning center will extract the data needed to enhance retrieval of the scanned documents on its public digital archive site.

Major Library Goals for 2009

Completing the Library's contribution to Webster other than maintenance contributions; enlarging the data store and bringing the Senators' biography portion of the Senate knowledge base to a wider Senate audience; and upgrading the Senate Library Webster page.

Assuming co-direction of the Senate Information Services Program in preparation for transition to full direction at the end of 2010.

Developing online courses and research and reference guides for Senators' state office staff.

Offering a program of in-house training courses for library staff.

Outreach to all new senators and their staffs in 2009.

SENATE LIBRARY ACQUISITIONS FOR CALENDAR YEAR 2008

	Books		Government Documents		Congressional Publications				Total
	Ordered	Received	Paper	Fiche	Hearings	Prints	Bylaw	Reports/Docs	
January	25	51	150	68	298	18	62	304	951
February	10	57	217	33	375	14	89	420	1,205
March	29	84	197	77	289	11	102	309	1,069
1st Quarter	64	192	564	178	962	43	253	1,033	3,225
April	27	56	199	62	306	13	79	322	1,037
May	16	56	158	74	267	15	68	391	1,029
June	36	99	141	58	280	12	56	370	1,016
2nd Quarter	79	211	498	194	853	40	203	1,083	3,082
July	17	50	168	89	309	12	66	337	1,031
August	22	56	178	69	287	11	82	367	1,050
September	101	66	116	11	286	4	85	265	833
3rd Quarter	140	172	462	169	882	27	233	969	2,914
October	21	91	161	93	433	7	53	336	1,174
November	23	115	128	99	263	3	41	83	732
December	4	120	387	64	238	9	46	141	1,005
4th Quarter	48	326	676	256	934	19	140	560	2,911
2008 Total	331	901	2,200	797	3,631	129	829	3,645	12,132
2007 Total	306	822	2,734	1,433	9,396	576	967	3,797	19,725
Percent Change	+8.17	+9.61	−19.53	−44.38	−61.36	−77.60	−14.27	−4.00	−38.49

SENATE LIBRARY CATALOGING STATISTICS FOR CALENDAR YEAR 2008

| | S. Hearing Numbers Added to LIS | Report Titles Added to LIS | Bibliographic Records Cataloged | | | | | | | | | Total Records Cataloged |
| | | | Books | | Government Documents | | | Congressional Publications | | | | |
			Paper	Audio/E-Books	Paper	Fiche	Electronic	Hearings	Prints	Docs./Pubs./Reports		
January	30	....	20	....	7	1	14	439	1	10		492
February	79	....	30	3	16	....	24	489	....	7		569
March	30	....	26	....	20	6	15	405	2	11		485
1st Quarter	139	....	76	3	43	7	53	1,333	3	28		1,546
April	3	....	97	2	29	....	17	666	4	2		817
May	3	....	26	....	16	....	9	611	12	16		690
June	43	....	22	1	2	....	19	488	14	8		554
2nd Quarter	49	....	145	3	47	....	45	1,765	30	26		2,061
July	9	57	20	1	8	....	24	677	7	8		745
August	15	84	34	18	13	....	20	468	4	8		565
September	22	79	31	11	16	2	7	604	4	44		719
3rd Quarter	46	220	85	30	37	2	51	1,749	15	60		2,029
October	12	119	48	26	4	3	24	497	2	40		644
November	5	....	123	1	15	2	9	464	5	....		619
December	20	22	114	1	9	....	32	524	1	16		697
4th Quarter	37	141	285	28	28	5	65	1,485	8	56		1,960
2008 Total	271	361	591	64	155	14	214	6,332	56	170		7,596
2007 Total	687	....	451	....	84	57	267	5,580	74	136		6,649
Percent Change	−60.55	....	+31.04	....	+84.52	−75.44	−19.85	+13.48	−24.32	+25.00		+14.24

SENATE LIBRARY DOCUMENT DELIVERY FOR CALENDAR YEAR 2008

	Volumes Loaned	Materials Delivered	Facsimiles	Micro-graphics Center Pages Printed	Photocopiers Pages Printed
January	167	289	22	256	5,969
February	333	335	31	810	7,209
March	378	371	32	246	7,665
1st Quarter	878	995	85	1,312	20,843
April	518	445	24	417	5,873
May	309	260	27	315	8,048
June	303	291	27	49	8,362
2nd Quarter	1,130	996	78	781	22,283
July	308	294	30	301	22,415
August	322	208	....	58	5,900
September	466	175	9	117	9,517
3rd Quarter	1,096	677	39	476	37,832
October	463	260	18	610	9,941
November	411	232	21	130	4,667
December	359	245	17	204	4,700
4th Quarter	1,233	737	56	944	19,308
2008 Total	4,337	3,405	258	3,513	100,266
2007 Total	2,547	3,319	416	2,926	101,533
Percent Change	+ 70.28	+ 2.59	− 37.98	+ 20.06	− 1.25

PAGE SCHOOL

The United States Senate Page School provides students with an academically and experientially sound program, within the limits of the constraints imposed by their work for the Senate, during their stay in the nation's capital. The Page School also strives to provide a smooth transition from and to the students' home schools,

Summary of Accomplishments

Accreditation by the Middle States Commission on Secondary Schools continues through April, 2013.

Two page classes successfully completed their semester curriculum. Closing ceremonies were conducted on June 6, 2008, and January 23, 2009, the last day of school for each semester.

Orientation and course scheduling for the Spring 2008 and Fall 2008 pages were successfully completed. The semester schedules were determined by the needs of incoming students.

Each semester, faculty administered an English Usage pre- and post-test to students and reviewed the results to determine what usage instruction or remediation was needed.

Faculty and staff provided extended educational experiences to pages, including twenty-four field trips, seven guest speakers, opportunities to play musical instruments and vocalize, and foreign language study with the aid of tutors. As an extension of the page experience, eight field trips to educational sites were provided for summer pages. National tests were administered for qualification in scholarship programs as well.

The community service project embraced by pages and staff in 2002 continues. Students, staff and faculty collected items for gift packages, which were assembled and shipped to military personnel in Afghanistan and Iraq. Pages included letters of support for the troops.

Historical Power Point Presentations from Colonization to Present was purchased for use in U.S. History classes.

The evacuation and COOP plans have been reviewed and updated. Pages and staff continue to practice evacuating to primary and secondary sites.

Staff and pages participated in escape hood training, and staff continues certification in CPR/AED procedures.

In May 2008, 16 Senate pages took Advanced Placement tests in 7 subjects. There were 27 pages in the Spring 2008 page class.

Summary of Plans

Goals include:
—Teachers will continue to offer individualized small group instruction and tutoring on an as-needed basis.
—Foreign language tutors will provide assistance to students.
—The focus of field trips will be sites of historic, political, and scientific importance which complement the curriculum.
—An English Usage pre- and post-test will be administered to students each semester to assist faculty in determining needs of students for usage instruction.
—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.

PRINTING AND DOCUMENT SERVICES

The Office of Printing and Document Services (OPDS) serves as liaison to the Government Printing Office (GPO) for the Senate's official printing, ensuring that all Senate printing is in compliance with Title 44, Chapter 7 (Congressional Printing and Binding) of the U.S. Code as it relates to Senate documents, hearings, committee prints and other official publications. The office assists the Senate by coordinating, scheduling, delivering and preparing Senate legislation, hearings, documents, committee prints and miscellaneous publications for printing, and provides printed copies of all legislation and public laws to the Senate and the public. In addition, the office assigns publication numbers to all hearings, committee prints, documents and other publications; orders all blank paper, envelopes and letterhead for the Senate; and prepares page counts of all Senate hearings in order to compensate commercial reporting companies for the preparation of hearings.

Printing Services

During fiscal year 2008, OPDS prepared 3,970 requisitions authorizing GPO to print and bind the Senate's work, exclusive of legislation and the Congressional Record. Because the requisitioning done by OPDS is central to the Senate's printing, the office is uniquely suited to perform invoice and bid-reviewing responsibilities for Senate printing. As a result of this office's cost accounting duties, OPDS is able to review and ensure 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. The Printing Services Section also monitors blank paper and stationery quotas for each Senate office and committee. OPDS coordinates a number of publications for other Senate offices, such as the Curator, Historian, Disbursing, Legislative Clerk, and Senate Library, as well as the U.S. Botanic Garden, U.S. Capitol Police, Architect of the Capitol, and the U.S. Capitol Visitor Center. These tasks include providing guidance for design, paper selection, print specifications, monitoring print quality and distribution. Last year's major printing projects included:
—Semi-Annual Report of the Secretary of the Senate
—Tributes to Retiring Senators
—U.S. Senate Leadership Portrait Collection brochure
—U.S. Senate Foreign Relations Committee brochure
—U.S. Senate Appropriations Committee brochure
—U.S. Senate Republican Leader's and Democratic Leader's Suite brochures
—Senate Chamber 150th Anniversary brochure
—Russell Building Centennial and building furniture brochures
—Senate Sergeant at Arms and Doorkeeper brochures
—Capitol Visitor Center tour tickets and informational brochures
—2009 Inaugural Ceremony materials

Hearing Billing Verification

Senate committees often use outside reporting companies to transcribe their hearings, both in-house and in the field. OPDS processes billing verifications for these transcription services, ensuring that costs billed to the Senate are accurate. OPDS utilizes a program developed in conjunction with the Sergeant at Arms Computer

Division that provides improved billing accuracy and greater information gathering capacity, adhering to the guidelines established by the Senate Committee on Rules and Administration for commercial reporting companies to bill the Senate for transcription services. During 2008, OPDS provided commercial reporting companies and corresponding Senate committees a total of 855 billing verifications of Senate hearings and business meetings. Over 63,000 transcribed pages were processed at a total billing cost of $408,467.

The software program used to process the hearing verifications required by the Senate Disbursing Office to pay vendors for transcription services was completely updated in 2008. OPDS worked with the Senate Committee on Rules and Administration to draft updated regulations governing the production and reimbursement of transcripts in order to provide greater flexibility to the particular needs of different committees. In addition, input was solicited from vendors and committee clerks to ensure consideration of current transcription practices and costs. The new software program has been fully tested by all current Senate transcription vendors and is now fully implemented.

The office continued to process all file transfers and billing verifications among committees and report companies electronically, which ensures efficiency and accuracy. Department staff continues to train in today's expanding digital technology in order to improve performance and services.

Secretary of the Senate Service Center

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

Document Services

The Document Services Section coordinates requests for printed legislation and miscellaneous publications with other departments within the Secretary's office, Senate committees, and GPO. This section ensures that the most current version of all material is available, and that sufficient quantities are available to meet projected demands. The Congressional Record is one of the many printed documents provided by the office on a daily basis. Additionally, the office processed and distributed 7,450 distinct legislative items during the second session of the 110th Congress, including Senate and House bills, resolutions, committee and conference reports, executive documents, and public laws.

The demand for online access to legislative information continues to be strong. Before Senate legislation can be posted online, it must be received in the Senate through OPDS. An improved database allows the office to report the receipt of all legislative bills and resolutions received in the Senate. These bills and resolutions are then made available on Web sites such as the Legislative Information System (LIS) and Thomas, which are used by Congressional staff and the public.

Customer Service

The primary responsibility of OPDS is to provide services to the Senate. During 2008, more than 15,000 requests for legislative material were received at the walk-in counter, through the mail, by fax, and electronically. Online ordering of legislative documents and the Legislative Hot List Link, where Members and staff can confirm arrival of printed copies of the most sought-after legislative documents, continued to be popular. The site is updated several times daily as new documents arrive to the Document Room from GPO. In addition, the office handled thousands of phone calls pertaining to the Senate's official printing, document requests and legislative questions. Recorded messages, fax, and e-mail operate around the clock and are processed as they are received, as are mail requests. The office stresses prompt and courteous customer service while providing accurate answers to Senate and public requests.

On-Demand Publication

The office supplements depleted legislation where needed by producing additional copies in the DocuTech Service Center. The DocuTech is staffed by experienced GPO detailees who 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, thereby reducing waste. The DocuTech is networked with GPO, allowing print files to be sent back

and forth electronically. This allows OPDS to print necessary legislation for the Senate floor and other offices in the event of a GPO continuity of operations (COOP) situation.

Accomplishments and Future Goals

Over the past year, OPDS has continued to provide new services for customers and improve existing ones. The office is committed to help "green" the Senate. The office has made improved quality 100 percent recycled copier and letterhead paper available to all Senate offices, and orders for those products have increased tenfold over the previous year. The office works diligently to track document requirements by monitoring print quantities and reducing waste and associated costs. The office continues to use the electronic proofing procedures that were implemented in 2006; over four hundred new and revised print jobs were routed electronically for customer approval, improving turnaround time and efficiency. Additionally, blank paper orders, now transmitted electronically to GPO as they are processed, save time and move toward the office's goal of paperless ordering.

The office's future goals include working with GPO to improve efficiency and help answer the evolving needs of the Senate, as well as developing online ordering of all stationery products for Senate offices. The office will continue to focus on COOP and its emergency preparedness. OPDS staff continue to seek new ways to use technology to assist Members and staff by adding services and improving access to information.

PUBLIC RECORDS

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

The office provides for the inspection, review, and publication of these documents. From October 2007 through September 2008, the Public Records office staff assisted more than 2,300 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. A total of 125,160 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 2008 Accomplishments

The office implemented major parts of S. 1, the Honest Leadership and Open Government Act (HLOGA), which amended the Lobbying Disclosure Act of 1995 and the Senate Code of Conduct. The work entailed updating the written guidance for the lobbying community and posting two versions of four new public databases.

Plans for Fiscal Year 2009

The Public Records office is working with the staff of the Clerk of the House of Representatives on updating the Lobbying Disclosure Act (as amended) guidance as needed, and is concentrating on compliance issues that have arisen as a result of HLOGA.

Automation Activities

During fiscal year 2008, the Senate Office of Public Records worked with the Sergeant at Arms to design a new lobbying database, new public query programs for Senate.gov, and a new page design for Senate.gov.

Federal Election Campaign Act, as Amended

The Act requires Senate candidates to file quarterly and pre- and post-election reports. Filings totaled 4,232 documents containing 253,527 pages.

Lobbying Disclosure Act of 1995

The Act requires semi-annual financial and lobbying activity reports. As of September 30, 2008, there were 5,073 registrants representing 19,799 clients. The total number of individual lobbyists disclosed on 2008 registrations and reports was 14,247. The total number of lobbying registrations and reports processed was 89,738.

Public Financial Disclosure

The filing date for Public Financial Disclosure Reports was May 15, 2008. The reports were made available to the public and press by Friday, June 13, 2008. Public Records staff provided copies to the Select Committee on Ethics and the appropriate state officials. A total of 3,885 reports and amendments were filed containing 23,321 pages. There were 383 requests to review or receive copies of the documents.

Senate Rule 35 (Gift Rule)

The Senate Office of Public Records received 301 reports during fiscal year 2008.

Registration of Mass Mailing

Senators are required to file mass mailings on a quarterly basis. The number of pages was 625.

STATIONERY ROOM

The mission of the Keeper of 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 community 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 product supply and order capability during Continuity of Operation incidents;
—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 through 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; and
—Provide delivery of all purchased supplies to the requesting offices.

	Fiscal Year 2008 Statistics	Fiscal Year 2007 Statistics
Gross Sales	$4,547,290	$5,456,125
Sales Transactions	41,704	45,608
Purchase Orders Issued	6,224	7,356
Vouchers Processed	6,832	8,078
Office Deliveries	6,985	7,305
Number of Items Delivered	160,538	153,813
Number of Items Sold	503,238	587,529
Cartons Received at SSF	19,637	31,678
Mass Transit Media Sold	70,766	91,569
$20.00	54,905	75,922
$10.00	8,781	6,955
$5.00	7,080	8,692
Public Transportation Users	2,006	1,763

Fiscal Year 2008 Highlights and Projects

Computer Modernization Upgrades

The Stationery Room began fiscal year 2008 preparing for major application upgrades to its Microsoft Business Dynamics Retail Management System and Great Plains accounting application software. These upgrades involved the installation and configuration of new workstations and server hardware, along with upgrades to the Microsoft Sequel database engine. Project and implementation planning were paramount in making this process smooth and transparent. The upgrade process began in mid-July and concluded on October 23, 2008 after successful system acceptance and testing.

Recycling Initiatives

The Stationery Room continues to monitor the marketplace for office products that are suitable, sustainable and environmentally friendly in order to promote recycling programs. In conjunction with the Senate Superintendent, the Stationery Room launched a battery recycling program approximately 2 years ago. Since that time, approximately 70 gallons of battery product have been captured and recycled through the Superintendent's recycling sources.

The Stationery Room also continues to promote the Senate Superintendent's recycling program for safe disposition of printer, fax and copier cartridges. This effort was initiated to eliminate the disposal of these materials in landfills. Users are encouraged to drop these materials off at the Superintendent's drop-off site in the Dirksen Building.

Senate Support Facility (SSF)

The facility continues to be a major asset for Stationery Room operations. During fiscal year 2008, the Senate Sergeant at Arms Central Operations Division transported 19,637 cartons of product from the U.S. Capitol Police screening facility to the SSF for processing and distribution to the Senate campus. This process has virtually eliminated most commercial vehicular traffic coming to the Senate campus in support of Stationery Room operations. The Senate Sergeant at Arms' (SAA) Central Operations Division is to be commended for the support and "team effort" they provide to the Stationery Room operation in meeting its responsibilities to the Senate community.

Public Transit Subsidy Program

As reported last fiscal year, the Washington Metropolitan Transit Authority (WMATA) announced that they would be discontinuing the Metrochek paper media at the end of 2008 and transitioning agencies to the SmartBenefit SmarTrip Card. In order to facilitate this process, the Stationery Room, in coordination with WMATA and the Senate Committee on Rules and Administration, held four workshops to demonstrate self-program management tools in order for participating offices of the Public Transportation Subsidy Program to continue offering the subsidy in an accountable electronic format.

WEB TECHNOLOGY

The Department of Web Technology is responsible for the Web sites that fall under the purview of the Secretary of the Senate:
—the Senate Web site (Senate.gov)—available to the world;
—the Secretary's internal Web site (Webster.senate.gov/secretary)—covering functions of the office, available to the Senate Staff;
—the central portion of Senate intranet (Webster.senate.gov)—available to the Senate Staff; and
—the Senate Legislative Branch Web site (Legbranch.senate.gov)—available to the Senate, House of Representatives, Library of Congress, Architect of the Capitol, Government Accountability Office, Government Printing Office, Congressional Budget Office, and U.S. Capitol Police.

The Senate Web Site—Senate.gov

The Senate Web site content is maintained by over 30 contributors from seven departments of the Secretary's office and three departments of the Sergeant at Arms (SAA). Content team leaders meet regularly to share ideas and coordinate the posting of new content. All content is controlled through the Secretary's Web Content Management System (CMS), which is managed by the Department of Web Technology.

Major Additions to the Site in 2008

United States Senate Expulsion and Censure Cases (http://www.senate.gov/artandhistory/history/common/briefing/Expulsion_Censure.htm);

Senators Who Changed Parties During Senate Service (Since 1890) (http://www.senate.gov/artandhistory/history/common/briefing/senators_changed_parties.htm);

History of the Senate Chamber (http://www.senate.gov/pagelayout/history/h_multi_sections_and_teasers/Senate_Chamber.htm);

Senators Representing Third or Minor Parties (http://www.senate.gov/artandhistory/history/common/briefing/senators_thirdParties.htm);

Votes to Break Ties in the Senate (http://www.senate.gov/pagelayout/reference/four_column_table/Tie_Votes.htm);

16 Historical Minute Essays added (http://www.senate.gov/pagelayout/history/b_three_sections_with_teasers/essays.htm);

4 Oral History Interviews (http://www.senate.gov/pagelayout/history/g_three_sections_with_teasers/oralhistory.htm);

Breaking New Ground—African American Senators (http://www.senate.gov/pagelayout/history/h_multi_sections_and_teasers/Photo_Exhibit_African_American_Senators.htm);

Senator Dole's and Senator Daschle's leadership portrait unveilings;

13 new Virtual Index Pages; (http://www.senate.gov/pagelayout/reference/b_three_sections_with_teasers/virtual.htm);

10 Bibliographies available internally and externally; (http://www.senate.gov/pagelayout/reference/a_three_sections_with_teasers/biblio.htm);

XML data of popularly requested information (Senators' contact information and committee assignments); and

Public Disclosure Online Tutorials (http://www.senate.gov/legislative/Public_Disclosure/Training.htm).

*Homepage Feature Articles Published*

What is All this Talk About Sessions;
A U.S. Senate Tradition: Washington's Farewell Address;
Recording the Senate's Debates: The Congressional Record;
Historical Minutes: Stories about Senate History;
Classic Senate Speeches: Great Orators of the Senate's Past;
"We the People" Celebrating the Constitution;
The Senate's President Pro Tempore; and
The Senate Chamber: 1859–2009.

Secretary's Web site—Webster.senate.gov/secretary

The department launched a new intranet Web site (http://webster.senate.gov/secretary) covering the office of the Secretary. This replaced the previous site, which had existed for over a decade. The new site uses the CMS to maintain all content that exists on the site and is now in XML. The new design implements a universal banner on all Webster pages. For the first time, each of the Secretary's 26 departments has a presence on the site and supplied input to meet specific office needs. In the next year, maintenance of the individual pages will be transferred to the distinct departments, as desired, leveraging the CMS.

Webster Central Web site—Webster.senate.gov
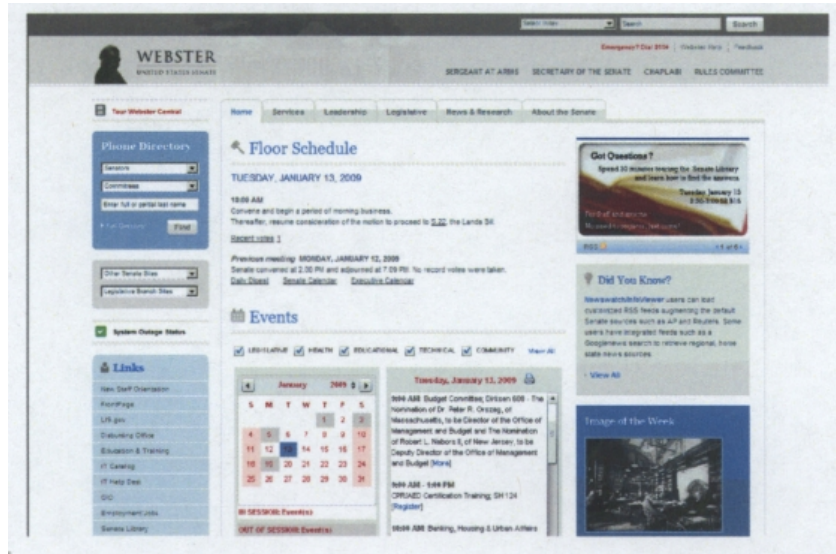
In conjunction with the SAA, Chaplain, and the Senate Committee on Rules and Administration, the Secretary, through the Web Technology Department, completed a 2-year effort to publish a new Senate Intranet, Webster.senate.gov (Webster). As these organizations represent the stakeholders that manage Webster, they enacted a formal management strategy, the Webster Administrative Group (WAG), to develop a mission statement, determine operating guidelines and enlist feedback from Senate staff for the site.

Collectively, the WAG established components desired by Senate staff and developed solutions to deliver the information in an efficient and timely matter. Throughout its development, the WAG continually involved Senate staff in the process through exhaustive user testing and surveys. The newly added components are:

—*Floor Schedule*.—The data for this section is derived from several other files already used to populate the public Web site, Senate.gov, and the Capitol Visitor Center museum kiosks. The data is updated both automatically from the Secretary's Content Management System (CMS), through integration with the Legislative Information System, and manually by Senate librarians.

—*Events*.—A calendar display of activities of interest to staff that occur around the Capitol Hill Complex, such as Committee Hearings, training classes, and special Senate activities. Senate staff can now easily add and edit information to display on the calendar.

—*Announcements*.—Revamped this component from the old site so that designated staff from the four stakeholders may easily create their own announcements and manage its display.

—*Did You Know*.—A rotating section that allows all stakeholders to advertise services that may be of special interest.

—*Image of the Week*.—Each week a piece of artwork or a photograph from either the Curator's office or the Historical office is highlighted. This content is managed through the CMS and reuses graphics and data posted on Senate.gov.

—*Tabs*.—Assisted the Senate Library in the creation, delivery, and maintenance of five advanced indices organizing Senate related information: Services, Leadership, Legislative, News & Research, and About the Senate. The tabs are populated through XML feeds from the Montague Knowledge Base which catalogs relevant pages by establishing relationships to terms through a taxonomy and integrated through the CMS.

—*Search*.—Established, built, and maintained a virtual server to implement the advanced features of the Google Search Appliance, Onebox. The new search uses information supplied from the Senate Library's knowledge base to assist users in quickly finding their desired information through the established taxonomy. The search is now implemented site-wide and is a vast improvement

over the previous search. The now-established architecture may be expanded for additional advanced functionality.

—*Common Header*.—Established and implemented a consistent header to be used across all Webster.senate.gov pages, regardless of stakeholder, to ensure that the focus is service-based instead of department-based.

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

A new Legbranch server was installed, replacing obsolete hardware. The Department of Web Technology worked in conjunction with the SAA to ensure all pre-existing content was transported and functional on the new system. Web Technology also built and maintained a simple internal Web site for a Capitol Hill e-mail messaging working group. In the upcoming year, the server will be used to share more information with other Capitol Hill entities.

Accomplishments of the Office of Web Technology in 2008

Led online Congressional Research Service (CRS) publication project, fulfilling a request of the Senate Committee on Rules and Administration to enable offices to easily publish CRS reports online and ensure that the reports posted are always the most current version. Completed the project through collaboration with CRS, the Committee on Rules and Administration, and Senate SAA. The CRS Publishing application (http://webster.senate.gov/crsapplication) is now available to all Senate offices and is being utilized.

Created virtualized development server for the Secretary's intranet in conjunction with integration into the CMS. The processes for controlling content for the Secretary's intranet now mimic that of Senate.gov, facilitating the content authors with procedures in which they are well versed and increasing their ability to train others. Created, populated, and launched a new Secretary Intranet site in conjunction with all 26 departments and the Webster Administrative Group based on the new back-end architecture.

Vastly expanded the functionality of the Google Search Applicance used for internal searching on Webster.senate.gov through taking advantage of Google's Onebox technology. Worked with the SAA to set up a virtual server to run a Onebox application used on the new Webster search, which can be easily expanded to incorporate more complex search requests. The search is now integrated with portions of the taxonomy maintained in the Senate Library's knowledge base.

Worked with the Curator's Office and the Government Printing Office in the design of three custom sites: the Henry Clay portrait unveiling, Senate myths, and the Russell Senate Office Building Centennial.

Audited the Senate.gov Web pages regularly, updating and correcting links; verifying content; and reviewing individual page designs throughout Senate.gov.

Worked with the Curator's office to reorganize their content within the Art and History bucket. Instituted new information architecture for the artifact pages, making editing much more efficient. Designed new layout concepts for the Curator's office areas of focus. Built subject-based collection lists, initially organizing art objects by sitters, which will be expanded for other subject areas, all drawn from the Curator's maintained object database.

Constantly monitored data feeds from the LIS/DMS system, ensuring content on Senate.gov was current and all processes were functioning properly. This is of vital importance regarding information such as committee hearing schedules, vote data, and member contact information.

Worked with new Senate Offices to establish and maintain temporary web pages, including a picture, biographical, and contact information, until they are able to establish permanent Web sites.

Conducted user testing with Senate Staff and interns to increase understanding of current Web site desires and best practices. User testing was conducted for the Curator's Senate Myths exhibit, the newly launched Webster Central, and the Legislative reorganization of Senate.gov.

Incorporated the use of handles established by the Library of Congress for legislation, ensuring functional links to pieces of legislation regardless of changes to other systems. Handles are now used on the many different statistical tables maintained by the Senate Library, and reflect information on currently active legislation, cloture motions, nominations, and vetoes. Also, summary tables were created for the various data sets to further ensure the accuracy and usability of data reported.

Created a secure custom Web site for the Senate Chief Counsel for Employment (SCCE) along with a separate and secure search. Also reviewed current security practices and options with the SAA and validated the current methodology for SCCE's Web site is most apt.

Established a new system for the Senate Placement Office to post employment offerings online. Collaborated with the Sergeant of Arms in the development of a web-based application that integrates with the CMS and a newly created display of job postings via XML. Having the data in XML will allow for the integration of all job postings from the Secretary's Office and the SAA into one comprehensive list which may be sorted.

Worked with the Office of Public Records, Secretary's Counsel, and the SAA to maintain and enhance newly established reporting requirements relating to public disclosure on Senate.gov. Also, collaborated with staff from the House of Representatives and the Senate Recording Studio to set up streaming tutorial videos in various formats ensuring accessibility.

Incorporated various LIS/DMS streams to produce XML data requested by the Capitol Visitor Center to populate kiosks displaying member information. Worked with the Legislative Clerk and staff to ensure the correctness of this data. Worked with LIS/DMS group to transition to committee hearings being reported in XML and shared with the Capitol Visitors Center. Additionally, floor Schedule information is now maintained by the Senate Library in XML in order to facilitate needs of the Capitol Visitor Center and Webster Central.

Established a back-up server for the CMS at the Alternate Computer Facility (ACF) with the SAA, vastly improving continuity of operations planning (COOP). The newly built server is an exact replica of the production system and has been thoroughly tested to serve as a real time replacement should the production server become inoperable.

Participated and helped organize Capitol Hill-wide webmaster meetings, where best practices were shared among various entities. Regularly gave presentations and facilitated conversations during meetings.

Worked extensively with the Senate Library in the development and implementation of taxonomies utilizing the Montague Knowledge Base system. Currently, the knowledge base is used to populate the tabs on the front page of Webster, allowing staff to easily find appropriate services and resources, regardless of the provider. Aided in data capturing and reporting of senator data through the knowledge base.

Senate.gov Usage Statistics

In 2008, over 275,000 visitors per day, on average, accessed the Senate Web site. Twenty-one percent of them entered through the main Senate homepage of the central site (http://www.senate.gov) while the majority came to the site through a bookmarked page (possibly directly from their Senator's site) or to a specific page from search results, consistent with previous years.

Title of Web Page	2007 Visits/ Month	2008 Visits/ Month	2007–2008 Percent Increase
Visits—Entire Site	8,196,662	8,521,779	4
Senate.gov	1,704,675	1,704,697	....

Reviewing statistics on Web page usage helps 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 2008

Top Pages	2007 Visits/ Month	2008 Visits/ Month	Percent Change
Senators Contact Information List	448,301	546,847	+21
Roll Call Votes	242,122	182,691	−25
Committees	91,451	78,810	−14
Legislation & Records	63,544	64,010	+1
Votes Home	62,578	58,277	−7
Active Legislation	36,730	37,860	+3
Senate Leadership	18,104	19,981	+10
Committee Hearings Scheduled	18,232	16,668	−8

By a huge margin, the most popular page on Senate.gov is the list of Senators with links to their Web sites and comment forms. Visitors also continue to be interested in legislative matters, with Roll Call Vote Tallies, the Active Legislation table, Committee assignments and schedules being particularly popular. The visits per month did decrease across some of the most visited pages on the site. The decrease

is most likely attributed to the information on the pages being consumed by other Web sites and then being redisplayed. Additionally, some of the most sought information was offered in XML for the first time in 2008, making the consumption and dissemination faster and easier. Thus, although the actual visits to Senate.gov decreased on some pages, it is likely that more people actually utilized the information being provided.

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PREPARED STATEMENT OF CHRISTOPHER J. DOBY, FINANCIAL CLERK OF THE SENATE

Mr. Chairman, I appreciate the opportunity to present to your Committee, the Budget of the United States Senate for fiscal year 2010.

Mr. Chairman, the fiscal year 2010 budget estimates for the Senate have been included in the Budget of the United States Government for fiscal year 2010. This Budget has been developed in accordance with requests and proposals submitted by the various offices and functions of the Senate. The total budget estimates for the Senate are $1,015,431,000 which reflect an increase of $114,975,000 or 12.77 percent over the amount appropriated for fiscal year 2009 and does not reflect any adjustments to these estimates which may be presented to your Committee during these hearings. The total appropriations for the Senate for fiscal year 2009 are $900,456,000. An individual analysis of the budget estimates for all functions and offices has been included in the Senate Budget Book, previously provided to your Committee.

The budget estimates for fiscal year 2010 are divided into three major categories as follows:

	Amount
Senate Items	$194,995,000
Senate Contingent Expense Items	814,245,000
Senate Joint Items	6,191,000
TOTAL	1,015,431,000

Specifically, Mr. Chairman, the fiscal year 2010 budget estimates reflect increases over the fiscal year 2009 enacted levels as a result of: (1) the anticipated 4.0 percent cost-of-living adjustment including locality pay for fiscal year 2010, and the annualization costs of the fiscal year 2009 4.78 percent cost-of-living adjustment; (2) the cumulative under funding of previous fiscal years in the Senators' Official Personnel and Office Expense Account due mainly to increases in population categories of various states and increases in the Administrative and Clerical Assistance Allowance authorized by the Legislative Branch Appropriations Acts 1999, 2000, 2002, 2003, 2004, 2005, 2006, 2007, 2008 and 2009; (3) personnel adjustments, other than the cost-of-living; (4) increases in agency contributions applicable to the cost-of-living adjustments and other personnel increase requests; and (5) other miscellaneous and administrative expense increases.

Mr. Chairman, I submit for the consideration of your Committee, the Budget of the United States Senate for fiscal year 2010.

SERGEANT AT ARMS AND DOORKEEPER

STATEMENT OF HON. TERRY GAINER, SERGEANT AT ARMS

ACCOMPANIED BY DREW WILLISON, DEPUTY SERGEANT AT ARMS

Senator NELSON. Terry.

Mr. GAINER. Thank you, chairman and ranking member and members of the subcommittee. I appreciate the opportunity to testify today.

I have a brief statement about the progress that our office has made in our plans to enhance our contribution to the Senate in the coming year. I ask that my written statement be made part of the record.

Senator NELSON. It shall be.

Mr. GAINER. On behalf of our nearly 900 employees, I would like to take just a few moments to describe the breadth of services we provide to the Senate community. My deputy, Drew Willison, often describes our roles as that of city managers. I think he is correct.

We provide most of the nonlegislative and nonpayroll, back-of-the-house services that are required to keep the Senate running smoothly every day. From BlackBerries and cell phones to parking and haircuts and ID badges and the pages, the Sergeant at Arms organization cuts a pretty broad path.

My written testimony covers many of the specifics in great detail. I would like to provide some context very quickly here.

Kim Winn, our chief information officer, runs our largest organization. All our phones, BlackBerries, computer servers, firewalls, and other activities related to the Senate network infrastructure are handled through Kim's shop.

Esther Gordon runs central operations. Our Capitol facilities unit is charged with cleaning and maintaining the Senate wing of the Capitol, and I think it is spotless. She also oversees the printing, graphics, and direct mail shop that handles everything from your constituent newsletter to the posters you use during debates on the floor.

Our customer service staff that your office managers rely on every day work within Esther's organization, as do the folks who handle your State office leases. Esther also oversees one of the finest cabinet shops in the country. Your Senate chair was handmade by these craftsmen, and the maintenance of all the desks and furniture on the floor are under their watchful eyes and hands. All the Senate surface parking lots are also run by Esther's team, as is the Senate hair care facility.

Rick Edwards runs our Capitol operations organization. His shop includes the doorkeepers office, the Senate post office, the recording studio, the media galleries, and the Senate appointments desk. The doorkeepers not only assist with keeping order on the floor, they also assist the thousands of visitors to the galleries each year.

(71)

The recording studio produces our floor feed, provides live coverage of nearly all the Senate committee and subcommittee hearings, and assists all 100 Members in sending your messages home.

The appointments desks in the Capitol, Russell, and the CVC ensure that official visitors to the Capitol get where they need to be quickly and efficiently. The post office delivers millions of pieces of mail the Senate receives each year, screened and safe.

The police operations, security, and emergency preparedness organization is under the command of Mike Heidingsfield. Mike's team is charged with working with the United States Capitol Police and others to ensure our evacuation plans work, that we are able to shelter in place, if necessary, and able to communicate with Members and their staff here or anywhere else, regardless of conditions.

Mike Heidingsfield's team has led a huge effort in recent years to make sure that the 450 State offices, your offices, for all the Members and your staff are as safe as possible. That team is responsible for the COOP operations—continuity of operations, continuity of Government, and enduring constitutional Government, the relationship between the other two branches.

Peggy Greenberg runs our joint office of education and training, along with the Secretary of the Senate. Her team provides hundreds of in-person and remote classes per year. She facilitates retreats and oversees a number of health promotions. And she mentioned with some pride, Senator Tester, this past summer when she visited you in Montana, getting up on your tractor in order to accomplish her work.

Elizabeth Roach is the director of the page program. And while the Secretary of the Senate is responsible for the page school, Elizabeth and her staff handle logistics of housing, meals, and taking care of them. And yes, keeping them out of the kind of trouble only 16 year olds can dream up.

Christy Prietsch facilitates our Employee Assistance Program and does a fantastic job of meeting the needs of our large and varied community.

Pat Murphy directs our human resource shop and ensures that the vast majority of our positions are competed, that annual written performance appraisals for all are completed on time, and that position descriptions are updated frequently to reflect changes to work required and work performed. He is also charged with ensuring that our merit-based salary system is fully implemented.

And finally and most important, Chris Dey, our chief financial officer (CFO). He and his team are responsible for our budget and contracting systems. I have worked with many CFOs during my career, and Chris is, without a doubt, the best I have encountered at keeping our books straight, managing contracts, insisting on competitive awards, and offering solid policy advice.

So there you have it, a rather quick Senate Sergeant at Arms 101. As we like to say, if all of us are having a good day and everything is going just right, you barely notice we are here. To the extent that happens, it is a tribute to the hard-working men and women who serve this institution every day. They exceed the expected.

Mr. Chairman, as you know, many Capitol Hill offices experience pretty high turnover. It is natural and has always been the case. A lot of young staff coming and going from graduate school, campaigns, and the administration. We are very different. Our average tenure for nonpatronage employees is well over 10 years. Retirements of 20, 30, and 40 years are not unusual.

We work very hard to create a workplace where someone can come to find challenging work, promotional opportunities, and the ability to build a career. The sheer scope of what we do helps us to ensure that we are always—there are always opportunities available.

Our budget for fiscal year 2010, we respectfully request a total budget of $243 million, representing an increase of just over $23 million, or 10.5 percent over fiscal year 2009. This request will allow more than mere maintenance, but leads to improvement in the level of service we provide to you and your staff and your community.

The general operations and maintenance expense budget for the existing and new services is $91.7 million, which is an increase of $8.2 million, or 9.9 percent over 2009. Major factors contributing to the expense budget increase are equipment and software maintenance costs for enterprise storage, professional services, software purchase, and technical support for information technology (IT) security and smartcard badges for the ID office.

One of our information technology priorities in fiscal year 2010 is upgrading the Secretary's payroll system. We are requesting contract support at the cost of $2 million and upgrading our data network to keep up with the ever-increasing demands for network-based services at a cost of $4.7 million.

We are also requesting $5 million for the Senate recording studio, to upgrade committee rooms, an activity we have undertaken for years with end-of-year funds. But this year, we are requesting it in our budget.

Our budget submission requested five new FTEs. We need the particular job sets. However, after discussions with your staff and meeting with you, Mr. Chairman, on Tuesday, I withdraw the request for five FTEs and will work with your staff to further trim our headcount through the elimination of some vacancies and reclassification of vacant positions.

As you know, the Sergeant at Arms serves on the Capitol Police Board, this year as chairman. As the chief law enforcement officer of the Senate, I work closely with Chief Morse and his valiant team. They do a great job. I am proud to have served with them.

But in that agency, there is nearly a singular point of failure—radio communications. The funds necessary to leap to the 21st century are included in the supplemental, and I request your support of that need and recognize that there will be substantial discussions about it.

With the exception of our police operations, security, and emergency preparedness created after 9/11, generally the scope of our office has not changed significantly since 2001. But the depth of the responsibilities has expanded materially, and our information technology budget has continued to increase as we try to keep up with the ever-changing ability of bigger, better, and faster technology.

Today, unlike a few years ago, all printing equipment is digital, networked, and computer controlled, improving resource use. We went from computer servers in closets to virtual servers. As more processes can be automated and managed electronically, we have added those applications to our inventory, improving customer service, management of processes, and enabling new services to be offered in a cost-effective manner.

Our efforts are closely tied to our strategic plan in which we have captured performance measures that help us assess our work—performance measures that can identify in the areas of customer satisfaction, timeliness of service, employee satisfaction, employee personal development, and competitive contracts. Plans are underway for assessing performance for these measures in the calendar year 2010.

I have an outstanding senior management team led by Drew Willison, who serves as my deputy. The Office of the Sergeant at Arms works closely with other organizations in the support of the Senate. The Secretary of the Senate, Nancy; the Architect of the Capitol; the Office of the Attending Physician; and the United States Capitol Police are partners. We coordinate our efforts with the House of Representatives and the agency's executive branch where possible.

Finally, let me say this. The employees of the Office of the Sergeant at Arms are among the most committed and creative in Government. They are quiet, effective, and dedicated to you and your staffs. They spend their working life careers with us.

And I would just like to point out one special individual, Mr. Chairman, that you mentioned, and that is Steve Mosley. Early this morning, we were notified that Steve, a 32-year employee of the Senate Sergeant at Arms office, died of an apparent heart attack.

He spent 32 years with us. He was a wonderful husband and a father. I talked to his wife, Michelle, this morning, and she was still in shock, and the hurt was very raw. She appreciated the comments and well wishing from our office. But Steve was a friend to everybody and known throughout the Capitol. He will be deeply missed.

We joked that he was a diehard Redskins fan. I don't think any of our meals that we have and different holiday seasons will ever be the same without him. And he is truly representative of the type of employees that I have the opportunity to lead. And I just wanted to affirm what you said. He was a wonderful man and will be a terrible loss to the Senate community.

PREPARED STATEMENT

Thank you. And I will be happy to answer questions when appropriate.

Senator NELSON. Thank you.

[The statement follows:]

PREPARED STATEMENT OF THE HONORABLE TERRANCE W. GAINER

INTRODUCTION

Mr. Chairman and Members of the Subcommittee, thank you for inviting me to testify before you today. I am pleased to report on the progress the Office of the

Sergeant at Arms (SAA) has made over the past year and our plans to enhance our contributions to the Senate in the coming year.

For fiscal year 2010, the Sergeant at Arms respectfully requests a total budget of $243,505,000—an increase of $23,104,000 (or 10.5 percent) over the fiscal year 2009 budget. This request will allow us to maintain and improve the level of service we provide to the Senate community. It will also fund the development and maintenance of business and network security applications, among other support services. Appendix A, accompanying this testimony, elaborates on the specific components of our fiscal year 2010 budget request.

In developing this budget and our operating plans, we are guided by three priorities: (1) ensuring the United States Senate is as secure and prepared for an emergency as possible; (2) providing the Senate with outstanding service and support, including the enhanced use of technology; and (3) delivering exceptional customer service to the Senate.

This year I am pleased to highlight some of this office's activities, to include the furtherance of our efforts towards our United States Senate Sergeant at Arms Strategic Plan, in which we have captured performance measures that help us assess our work. During the past fiscal year we clearly lived up to our motto: "Exceptional Public Service . . . Exceeding the Expected." Most recently, performance Measures have been identified in the areas of Customer Satisfaction, Timeliness of Services, Employee Satisfaction, Employee Professional Development, and Competitive Contracts. Plans are underway for assessing performance for these measures in calendar 2010.

Our accomplishments in the areas of security and preparedness, information technology, and operations are impressive. Recent months have brought great successes with the opening of the Capitol Visitor Center (CVC), affecting a safe January Presidential Inauguration, as well as ensuring a secure Presidential address to a Joint Congress. Our office has been involved with the CVC since its inception, and scores of hours were spent preparing for the operations and security of the Center.

Our men and women working in IT Support Services, Technology Development, and Process Management & Innovation continued to improve our cyber security efforts by not only reducing the amount of spam and phishing e-mail messages, but by enhancing the reliability of core IT systems. They automated more of the Senate's business processes, made www.Senate.Gov more functional, helped implement the Honest Leadership and Open Government Act of 2007, and improved wireless access on Capitol Hill. The greening efforts of the CIO team stepped up this year with substantial power savings due to the implementation of the Virtual Machine Infrastructure and the elimination of the costly creation of CD–ROMs through ISO server software delivery.

Continuing to progress, yet taking longer than we had expected, the telecommunications modernization project experienced some setbacks as the vendor had several personnel changes, replaced some of the originally-proposed system components, and had to rewrite design documents. We are very close to the end of the final engineering and design phase of the project and we currently are reviewing the proposed design to ensure it meets the Senate's needs. Once we accept the final design, we will begin a testing phase that will extend through this summer. Assuming that testing goes well, the production system will be installed later this year in preparation for pilot tests in offices to start early next year. The work that has been completed thus far has been under a fixed-price contract, so the cost to the Senate has not increased even though the effort has clearly taken longer than expected. We will work with the vendor to identify every opportunity to compress the remaining work to roll out the enhanced system as soon as possible.

We had over 250,000 visitors to the Senate galleries; handled over 100,000 official appointments; increased the ability to simultaneously broadcast Senate hearings from three to twelve hearings; and tested and delivered 10 million pieces of mail while reducing mail processing time, costs, and personnel. These efforts were accomplished through improved processes, teamwork, and the desire to improve.

Our Employee Assistance Program (EAP) offered a variety of services to staff, Pages, interns, and family members. EAP expanded outreach programs through updated materials, the Web and Page training, and provider resource development. It expanded the Peer Support Team training functions, and is exploring additional work/life benefits for Senate employees, including child care and nanny locator, advocacy support for children with special needs, backup child care placement, and elder care support and referral services.

Our Education and Training personnel introduced several online, self-paced training programs, provided hundreds of customized classes and consultations for Senate staff, and led the Senate's participation and certification in the mandatory Code of Conduct training. They lead retreats in state offices, delivered in-office Systems Ad-

ministrator training, add certification courses, such as Web Development, and are deeply involved in new Senator orientation programs.

We have several new initiatives during this next fiscal year. In emergency preparedness efforts, the Senate and House will participate in a joint Contingency Legislative Processes exercise that will test our ability to transfer various legislative documents between the House, Senate and the White House during an emergency. We also plan to conduct a Continuity of Government tabletop exercise that will include participants from the Sergeant at Arms, Secretary of the Senate, Clerk of the House, House Sergeant at Arms, and House Chief Administrative Officer organizations. Additionally, we plan to exercise our Briefing Centers, Emergency Operations Centers, and Leadership Coordination Centers within the Washington, DC area. These exercises will not only test the sites, but also the personnel responsible for setup and operation.

Assisting with all of the efforts of the Office of the Sergeant at Arms is an outstanding senior management team including Drew Willison, who serves as my Deputy; Administrative Assistant Rick Edwards; Republican Liaison Mason Wiggins; General Counsel Joseph Haughey; Senior Assistant Sergeant at Arms for Police Operations, Security and Emergency Preparedness Michael Heidingsfield; Assistant Sergeant at Arms and Chief Information Officer Kimball Winn; Chief Financial Officer Christopher Dey and Assistant Sergeant at Arms for Operations Esther Gordon. The many accomplishments set forth in this testimony would not have been possible without this team's leadership and commitment.

The Office of the Sergeant at Arms also works with other organizations that support the Senate. I would like to take this opportunity to mention how important their contributions have been in helping us achieve our objectives. In particular, we work regularly with the Secretary of the Senate, the Architect of the Capitol, the Office of the Attending Physician, and the United States Capitol Police. When appropriate, we coordinate our efforts with the United States House of Representatives and the agencies of the Executive Branch. I am impressed by the people with whom we work, and pleased with the quality of the relationships we have built together.

I am very proud of all the men and women of the Sergeant at Arms team who help keep the Senate running. While serving as Sergeant at Arms, I have seen their great work and devotion to duty. The employees of the Office of the Sergeant at Arms are among the most committed and creative in government. We are continuously building on the success this organization has experienced in recent years.

None of our efforts would be accomplished, though, without the guidance of this Committee and the Committee on Rules and Administration. Thank you for the support you consistently demonstrate as we work to serve the Senate.

SECURITY AND PREPAREDNESS

(Protecting the Senate and Planning for the Unknown)

In our security and preparedness programs, we work collaboratively with organizations across Capitol Hill to secure the Senate. We also rely upon Senate Leadership, this Committee, and the Committee on Rules and Administration for guidance and support.

The SAA Office of Police Operations, Security, and Emergency Preparedness (POSEP) represents the integrated plans and programs for:
—Successful execution of law enforcement support and coordination.
—Access credentialing of the Senate community, appropriate staff from other government agencies, and members of the press.
—Security of the Senate as both an institutional body and a campus.
—Protection of Members and staff in the District of Columbia and respective state offices.
—Counterterrorism measures taken to physically guard against attack.
—Continuous Senate operations during minor or major disruptions.
—Necessary testing, training, and exercising in preparation for any catastrophic event.

Formerly composed of the standalone Office of Security and Emergency Preparedness and the Office of Police Operations and Liaison, these offices have been re-titled and restructured as Contingency and Emergency Preparedness Operations (CEPO) and Law Enforcement and Security Operations (LESO) in an effort to merge all SAA homeland security efforts under a single operational umbrella. This restructuring was undertaken in the fall of 2008 and continues to mature, creating enhanced efficiency, unity, and collaborative lines of authority.

Contingency and Emergency Preparedness Operations

Emergency Notifications and Communications

A robust number of effective notification and communications programs have been designed to ensure devices and systems are ready to support the Senate during emergencies. The Dialogic Communicator NXT system now functions as the primary alert and notification system (Senate Alerts) to provide a single interface for delivering emergency e-mail, PIN, and voice messages to the Senate population. Message templates and customized distribution lists allow quick dissemination of important information and a staff training package includes step-by-step activation procedures, visual aids, and login instructions. We provided support to the USCP Command Center during the Democratic and Republican National Conventions by configuring the Dialogic system with convention-specific alert and notification information.

Monthly Senate Alerts tests for staff and biannual tests for Senators are conducted in coordination with the USCP, Secretary of the Senate, party secretaries, and other stakeholders. These tests are designed to ensure our emergency messaging system is reaching all intended recipients and are transmitted through e-mail, PIN, voice, annunciator, and public address systems. Other means we have developed for distributing emergency messaging services to the Senate community include the Chyron Emergency Alert System. This is a text and/or voice messaging service broadcast over the Senate cable television network. We recently upgraded the system's capacity to include new cable channels 37 through 60. Requirements for installing modulation equipment were finalized in December and modulators which will separate House and Senate channels and allow exclusive Senate emergency notification broadcasts were ordered in February; equipment delivery is expected to be completed in early April, and the system is forecast to be operable at the end of April.

Accountability

The ability to account for Senators and staff remains a priority in all emergency plans and evacuation drills. Several years ago, we undertook an initiative to improve procedures for offices to report accountability information to the USCP and the SAA quickly and accurately using proximity card-enabled laptops and a Black-Berry-based application that allows office emergency coordinators to account for staff remotely. In 2008, we focused on training coordinators to use these programs flawlessly. The backbone of this capability is the Accountability and Emergency Roster System (ALERTS), which allows each office to manage staff rosters and designate individuals receiving e-mail and phone alerts. We train Senate staff and USCP personnel to use ALERTS during individual and classroom sessions.

Training

Three distinct themes serve as the foundation of our emergency planning training program and provide essential knowledge to the Senate community regarding office emergency coordinator responsibilities, emergency preparedness basics, and escape hood use. Additional training courses focus on the specialized features of emergency preparedness on Capitol Hill. We collaborate with Senate offices to deliver personalized training specifically designed to meet staff needs by covering such topics as emergency equipment use, emergency action planning, emergency coordinator responsibilities, and preparedness basics. During the past year we conducted 249 sessions with 4,359 attendees.

Emergency Plans, Operations, and Facilities

We continue to implement emergency plans that emphasize life safety and continuity of operations to address Senate needs after a disaster. We assisted all new Member offices in developing emergency action procedures, taking into account that many of them were initially assigned to temporary office spaces. As a result, each of the new offices has functional emergency action plans, established primary and secondary evacuation routes, mobility impaired evacuation procedures, and a complete collection of emergency contact records.

Senate SAA and House planners joined forces with the USCP's Emergency Management Division and the Architect of the Capitol to establish procedures in response to respiratory threats requiring the use of internal relocation sites. Select facilities throughout the Capitol complex have been structurally improved and modified to allow for short-term (2–3 hour) sheltering. We will continue to focus on police procedures, signage, and subsequent staff training to fully implement this capability.

We participated in the Emergency Management Task Force with the USCP, House SAA, House Office of Emergency Preparedness Planning and Operations, and Architect of the Capitol to prepare the Capitol Visitor Center for opening. The

group's primary focus was to develop emergency preparedness plans, procedures, and joint training for the CVC by preparing USCP officers and Capitol Guides, creating safety outreach material, training staff and visitors, and developing general facility emergency plans. Our role was to review egress capacities in stairwells, identify potential chokepoints, and create visitor emergency preparedness facts to be published on the CVC website and included in brochures and guided tours. Layouts of the new facility have been added to the Senate Emergency Action Plan and Member Office Visitor Guide. To date, eight emergency phones for two-way communication with the USCP Command Center have been installed and a mobility impairment evacuation guide has been developed in conjunction with House counterparts. We assisted Senate offices with moving into the facility's expansion space by conducting 13 individual emergency evacuation walkthroughs with more than 230 staff members. These offices were also supplied with emergency equipment and received assistance updating emergency action plans.

Exercises

Our comprehensive exercise program is structured to ensure Senate plans are practiced and validated regularly. Every year, the SAA and Secretary of the Senate conduct exercises in coordination with the USCP, Architect of the Capitol, party secretaries, and other key stakeholders. This year's exercise plan outlines a series of diverse events to maintain and strengthen our existing capabilities, while addressing emerging needs. A key area of emphasis over the last several years has been the integration of several joint exercises with the House of Representatives and other Legislative Branch entities.

We continue to conduct "no-notice" exercises to test select functions at various locations. During fiscal year 2009, we conducted exercises in partnership with the USCP, Office of the Attending Physician, Secretary of the Senate, Architect of the Capitol, Committee on Rules and Administration, and the House of Representatives. The general exercise format included functional capabilities demonstrations and tabletop scenarios. These exercises are designed to test the Senate's ability to function during an event that requires relocating the federal government. After-action reports are generated to document lessons learned and improve future plans.

The Senate Chamber Protective Actions Exercise is a notable event we led in concert with the USCP, Secretary of the Senate, party secretaries, and other key stakeholders. This was the largest and most complex chamber protective action exercise to date. The exercise used two protective actions (evacuation due to an air threat and shelter-in-place) to examine life-safety procedures and validate the new Chamber Emergency Actions Guide. The guide coordinates staff action on the Senate floor and areas surrounding the chambers. As a result of the exercise, several areas of our plan requiring improvement are being addressed. Three joint exercises are being planned with the House of Representatives and other Legislative Branch organizations: Contingency Legislative Processes, Continuity of Government, and Shelter in Place.

Office Support

Providing responsive customer support through training, equipment, exercises, planning, and outreach to Senate offices and support organizations continues to improve overall individual readiness. Readiness equates to developing appropriate continuity plans and emergency procedures, making necessary equipment available, and training individuals on execution and use. Readiness involves ensuring the Senate community is alert and able to react to any emergency event, whether it be a minor service outage or a serious fire incident.

Each office receives an array of emergency equipment that is distributed, inventoried, and maintained by emergency preparedness staff on an annual basis and includes escape hoods, Victim Rescue Units, Wireless Emergency Annunciators, and Emergency Supply Kits. Our inventory ensures equipment accountability and functionality resulting in the replacement of all expired batteries, food, and water in Emergency Supply Kits during fiscal year 2009.

Another initiative has been to increase staff awareness and personal preparedness outside the workplace. We developed a Personal Preparedness Plan Tutorial allowing users to create, update, and store a personal preparedness plan. The tutorial provides step-by-step planning instructions and allows each user to create a customized plan.

A variety of security and emergency preparedness brochures and publications have been developed and disseminated to continuously educate the Senate community. Recent additions and updates include:

—*Capitol Visitor Center Staff-Led Tours Z Card.*—In order to reach each staff member conducting tours, a foldout card was developed to address safety proce-

dures when dealing with visitors. The Z Card lists prohibited items, evacuation routes, shelter-in-place locations, alternatives for mobility-impaired individuals, and safety measures to consider before embarking on a tour. The Z Card also contains maps of all three facility floors with stairwells, evacuation elevators, and exits depicted.

—*U.S. Senate Emergency Annunciator System*.—We recently switched from a wideband frequency to a narrowband frequency due to a National Telecommunications and Information Administration directive requiring transmissions to be on a narrowband system by 2008. While the USCP maintains a wireless annunciator system used to disseminate emergency information and situational updates, we are responsible for maintaining and replacing units throughout Senate office buildings including the Capitol and Capitol Visitor Center. We surveyed the entire complex to replace these units and updated the accompanying pamphlet.

—*Equipment*.—Over 18,800 SCape CBRN30 Escape Hoods are currently deployed throughout the Senate. This number includes both adult and baby escape hoods located in Senate offices and public caches. We continue to conduct over 80 courses to train hundreds of staff members to use this equipment appropriately.

More than 1,590 Wireless Emergency Annunciators are deployed throughout the Senate complex. These devices allow the USCP to provide verbal instructions to staff during significant events and provide periodic updates. Our office provides daily troubleshooting support for these devices.

There are 1,229 Victim Rescue Units positioned alongside escape hood bags throughout Senate offices, in public caches, and included in each Emergency Supply Kit.

We have additionally developed a program to review existing continuity of operations plans that are more than 2 years old. This initiative has resulted in more than 80 percent of D.C. Member offices being updated with modern plans that will allow operations to continue in the event of a relocation. A program has also been initiated to provide assistance in developing and executing tabletop exercises for D.C. Senate offices to test their published plans. This program allows offices to discuss individual roles and responsibilities that must be performed in order to continue legislative and constituent operations offsite. The Living Disaster Recovery Planning System is a new automated program that is being tested and piloted, which will allow offices to quickly develop Continuity of Operations (COOP) plans that capture all aspects of essential functions and personnel electronically.

Law Enforcement and Security Operations

Smart Card Programs

The implementation of Homeland Security Presidential Directive (HSPD) 12—Policy for a Common Identification Standard for Federal Employees and Contractors will significantly impact Senators and their staff whose offices are located in federal buildings across the country. While Legislative Branch adoption of HSPD–12 is optional, compliance will allow Members and staff unhindered access to work freely within these facilities. We are currently collaborating with our Executive Branch counterparts to implement compatible access cards during the 111th Congress.

Sophisticated Smart Card credentials can provide multiple functions beyond current "flash pass" identification badges. The primary movement towards Smart Cards is a result of Executive Branch programs like HSPD–12, but potential uses within the Senate community include secure network logins, digital signatures for financial documents, and encrypted personal identification information. Although a substantial cost is associated with system architecture, we will continue to explore the advantages of Smart Card deployment.

The First Responder Authentication Credential system launched under the auspices of the Department of Homeland Security outlines issuing cards to individuals who require access to controlled areas during emergencies. We envision limited Senate staff receiving these badges during the 111th Congress and are engaged with our Legislative Branch partners and other program administrators within the National Capital Region to determine the Senate's involvement in this program.

State Office Security and Preparedness Programs

The goal of this program is to provide a level of security and preparedness in state offices similar to Senators' Washington, DC offices. We provide equipment, training, and consulting for secure reception areas, access control, and duress and burglar alarms. With over 400 state offices varying from single to multiple staff offices, located everywhere from commercial storefronts to federal courthouses, this is no easy task. However, these programs remain critical and have been well received by state staff, even with their voluntary implementation status.

We initiated the State Office Preparedness Program in January 2008 to provide an all-hazards risk assessment to each state office, a basic set of emergency supplies, online and video teleconferencing training tools, and a template to build customized office emergency plans. Offices have the opportunity to verify compliance with Congressional Accountability Act requirements when they utilize this program, and all Senate offices have received basic equipment and general program briefings.

Through the State Office Security Enhancement Program established in 2002, we have conducted over 700 onsite physical security surveys of state offices throughout the country. The results of these surveys are shared with Senate offices along with recommendations for improvement. State offices open, close, and relocate throughout the year, and sometimes offices that have already received remediation choose to relocate and require our services more than once. There are currently 433 state offices, of which 294 are located in commercial space and 139 are located in federal buildings. We have provided security remediation in 73 percent of commercial offices and 57 percent of those located in federal buildings. These state programs have received accolades from Senate offices and we continue striving to provide a higher level of customer service.

Senate Campus Access Accommodations

Our team collaborated with the USCP in fiscal year 2009 to coordinate and approve 211 requests for vehicles requiring special access to the Senate campus. This total does not include military and government arrivals, which we also coordinate. Requests for access continue to grow with the opening of the new Capitol Visitor Center. Our office works closely with House counterparts to coordinate access on both sides of Capitol Hill for groups with special needs who wish to visit their Members or attend functions hosted by them. This service involves working directly with Member offices and their constituents to help resolve accessibility issues and create memorable, meaningful, and safe trips to the Hill without compromising security. We recently approved a new webpage designed to better facilitate accessibility requests from Senate offices.

Campus Security Vulnerabilities

Our office continues to address security vulnerabilities throughout the Senate complex. We anticipate continued analysis of various campus security and vulnerability studies conducted by the USCP, U.S. Secret Service, and the Defense Threat Reduction Agency to develop and enhance security measures. Our office employs area-specific security experts dedicated to identifying vulnerabilities and implementing solutions. The Senate's physical presence extends well beyond Capitol Hill, making it critical to engage in continued research, deliberate planning, and exploration of emerging security technologies. We expect our security role to continue to grow in fiscal year 2010.

Mail Handling

Last year, the Senate processed, tested, and delivered nearly 15,000,000 safe items to Senate offices, including over 9,400,000 pieces of U.S. Postal Service mail; over 5,200,000 pieces of internal mail that were routed within the Senate or to or from other government agencies; almost 111,000 packages; and over 130,000 courier items. The total volume of mail for the past 2 years has been significant and represents an 8.2 percent increase in the mail that we delivered as compared to the previous 2 years.

We continue to seek improvements in mail processing and have worked with this Committee to identify avenues to reduce our costs. Last year, we began processing packages that previously had been processed by a contractor. This move reduced our expenses by over $200,000 annually, and improved our security as zero suspicious packages were delivered to Senate offices.

This year, we further reduced our costs by leveraging technology and improving our processes. We were able to reduce the Senate Post Office FTEs by four, without compromising safety or customer service.

Recently, we employed a technology solution to replace the manual "clip and jog" process that has been employed for the past 7 years. We worked with our science advisors to create a solution that is less damaging to letter mail, without compromising safety to Senate offices.

We also worked with this Committee and the Committee on Rules and Administration to build and operate one of the best facilities within the government to process time-sensitive documents that are delivered to the Senate. In August 2006, we opened the Courier Acceptance Site to ensure all same day documents are x-rayed, opened, tested, and safe for delivery to Senate offices. The number of time-sensitive documents addressed to Senate offices is significant. Last year, we processed almost 131,000 courier items to ensure safe and timely delivery to Senate offices.

Last year, our Senate Post Office and our Office of Security and Emergency Preparedness worked collaboratively with our science advisors to develop and introduce the first device designed to provide Senate staff who work in state offices a level of protection when handling mail. To date, 52 Senate state offices across the country have the Postal Sentry mail processing device in place. We have offered this device to all Senate state offices and we remain ready to assist and install the Postal Sentry in any office that requests one.

INFORMATION TECHNOLOGY

(Enhancing Service, Security and Stewardship)

We continue to embrace and enhance the role of technology to improve upon physical and information security and life safety, to prepare for emergencies and to support the entire Senate's information technology needs. As in our other areas, we also emphasize stewardship—the careful use of all our resources, including the funding we are provided, our personnel, and the external resources that we consume—in all aspects of our information technology operation.

As we do each year, we have updated and are performing under our 2-year Information Technology Strategic Plan. The current revision, under which we will be operating in fiscal year 2010, continues to emphasize our five strategic information technology goals and their supporting objectives that drive our information technology programmatic and budgetary decisions:
—Secure: A secure Senate information infrastructure.
—Customer Service Focused: A customer service culture, top-to-bottom.
—Effective: Information technology solutions driven by business requirements.
—Accessible, Flexible & Reliable: Access to mission-critical information anywhere, anytime, under any circumstances.
—Modern: A state-of-the-art information infrastructure built on modern, proven technologies.

Our strategic goal of a customer service culture top-to-bottom starts with our own staff. Our Chief Information Officer (CIO) organization, in particular, is dedicated to ensuring that we foster mutual respect and teamwork where every customer and employee is a valued member of the Senate team. Major accomplishments in the information technology area during the past year include:
—Making it easier for our customers to obtain cellular telephones and BlackBerry devices by continuing to upgrade and improve our online ordering system to meet the changing needs of our customers. With the introduction of touch screen devices, we implemented a loaner program to enable customers to "try before you buy" ensuring that they are comfortable and able to adapt to the usage differences required by the new devices. Offices are then allowed to switch back to a more traditional device with no financial penalty should the touch screen device not meet their needs.
—Improving the ability of Senators, staff, and visitors to communicate by increasing the capacity of our infrastructure that supports cellular telephone, BlackBerry devices, and wireless data networks into the Capitol and the Senate expansion space in the Capitol Visitor Center. As part of our Inauguration efforts, we temporarily increased system capacity on the West Front of the Capitol to improve the probability that guests could successfully use their wireless devices.
—Improving the experience of office staff as they accommodate the required physical inventory of Senate assets by expanding the use of barcode scanning technologies and developing electronic reports that are immediately available to the office as the inventories are completed. In keeping with our effort to implement solutions based on supporting the Senate, work is also underway to include features in TranSAAct that will allow offices to maintain the user names and locations associated with their equipment.
—Continuing to progress toward the implementation of our new telephone system while ensuring that the existing phone system meets the existing needs of our customer base. As the final design moves toward approval, plans are in place to operate both systems concurrently to ensure no loss of service.
—Making it easier for office administrative personnel to manage their offices by deploying additional functionality within TranSAAct, our Web-based system for managing office functions. Some of the added features include access to Verizon Wireless bills and accounts, which eliminates the need for paper statements and allows office administrative staff to makes account changes that formerly required SAA staff to handle; access to indoor and outdoor parking allocations and permits; and the ability to grant floor privileges and authorization to make charges from the Recording and Photographic studios.

—Improving the functionality and reliability of Senate Conference Services and Senate Fax Services.
—Ensuring that we maintain a responsive infrastructure for secure communications by successfully completing the audit of secure communications equipment that was mandated by the National Security Agency.

ENHANCING SERVICE TO THE SENATE

(Customer Service, Satisfaction, and Communications)

Our strategic plan stresses customer service as a top priority, and we actively solicit feedback from all levels and for all types of services. For instance, we solicit customer feedback for every Help Desk ticket opened. In major contracts that affect our customers, we include strict service levels that are tied to the contractors' compensation—if they do well, they get paid more; if they do poorly, they get paid less. For instance, during the past year, the percentage of on-time arrivals for the IT installation team never dropped below 99.1 percent. The percentage of Help Desk calls that were resolved during the initial call averaged 47 percent, and 96 percent of customer surveys rated the IT Help Desk and installation services as either very satisfactory or excellent.

We continue to stress effective communications with our customers through a well-developed outreach program that includes information technology newsletters, periodic project status reviews, encouraging customer participation in information technology working groups, weekly technology and business process review meetings with customers, and joint monthly project and policy meetings with the Committee on Rules and Administration, the Senate Systems Administrators Association, and the Administrative Managers' Steering Group.

Keeping Senators and Staff Informed

The Senate Information Services program continues to deliver premium, vital online information services to Senators and staff. These services range from the Senate's own near-real-time news tool, NewsWatch, to mission-critical external research services providing far-reaching current and archived news and general information, historical newspapers dating back as far as the 18th century, federal and state statutes and case law, regulatory and judicial updates, Congressional news and current policy issues analysis, information technology policy developments, and daily updated directories of personnel in government, business, media, and professional associations. Senators and staff accessed more than 3.5 million real-time news stories and almost 2 million pages of Congressional news and current policy analyses throughout 2008. During the same period, staff conducted more than 15,000 hours of legal research, read more than 39,000 historical newspaper and journal articles, researched contact and biographical information for 53,000 professionals in wide-ranging disciplines, and reviewed newspaper content contained in almost 22,000 images from more than 400 local daily newspapers from the United States and around the world.

Robust, Reliable and Modern Communications

The Senate data network supports the vast majority of our information technology. As with other information technology services, the data network is a constantly evolving entity that must be scalable and robust enough to more than meet the increasing needs for information technology services and solutions. Most critically, it must remain available to ensure these services are reachable.

We have undertaken extensive efforts this past year to ensure that the core of the data network environment is in position to meet the rapidly increasing needs for more centralized data services. Our efforts included enhancing the overall availability of critical services such as e-mail and access to the Internet and World Wide Web by increasing network capacity within the core and data center environments, using a robust optical network between our primary and alternate computing facilities. We also improved our ability to react quickly to restore services following failures by decreasing the number of exposure points outside the Senate's internal data network. Consolidating the number of "border" points to a geographically dispersed set of firewalls has allowed us to eliminate several processes that previously required manual interaction that delayed service restoral. We increased the level of availability of critical services by dispersing them between two distinct sites. In addition to enhancing our overall security posture, we have also more than doubled our capacity for Internet services this past year by being able to use what was once idle bandwidth at the Alternate Computing Facility. This increase then provided the opportunity for adding services such as high-quality video streaming of Senate com-

mittee hearings without degrading the level of service our customers have come to expect.

To ensure we maintain a secure information infrastructure, the data network and information security teams increased their level of collaboration to ensure a more proactive and rapid approach to identifying and resolving network-based vulnerabilities, as well as to remain vigilant on the issues of protecting both the perimeter and internal components of the data network. The collaboration has resulted in more rapid notification and reaction to evolving threats, as well as a more comprehensive assessment of security vulnerabilities affecting major networking components. We also remain vigilant in our approach to maintaining network-based access controls and, during the next year, will be assessing technologies to further enhance our security posture for managing remote access clients.

The Senate led a collaborative effort with the other Legislative Branch agencies during the latter part of 2008 to enhance the capabilities and resiliency of the common backbone between the agencies—Capnet. This included the creation of a new common network at the Alternate Computing Facility using optical connections from each agency to the facility and dynamic failover mechanisms to ensure availability and provide a more secure environment for inter-agency communications. All Legislative Branch agencies participated in a successful full-scale failover exercise in October 2008. This coming year, efforts will continue among the agencies to facilitate an increase in communication services over Capnet and to take advantage of its high-speed conduit to enhance continuity of operations capabilities such as alternate office space.

The network team completed the installation of wired and wireless data network services to the Capitol Visitor Center this past year, in preparation for the recent opening of this facility. An added benefit of the work in the Capitol Visitor Center was to add resiliency to the networks supported within the Capitol by dispersing the two main distribution points supporting these networks and using diverse fiber-optic paths to increase redundancy.

This coming year, the focus will be on further preparing the campus network for the anticipated support of the Senate's new IP-based phone system as part of the Telecommunications Modernization Program. Already-planned enhancements to the resiliency of the access layer switches and will give them the ability to power the IP-based telephone sets much like traditional telephone sets are powered by the telephone switch today. We will also refresh other network hardware, which will be the first major refresh of this equipment since we acquired it in fiscal year 2004.

At the end of calendar year 2008, we introduced a virtual server environment to support the new class of Senators initially, with the anticipation of expanding participation to all interested offices. The centralized server environment provides great benefits, and it will increase the bandwidth requirements on the data center network. To accommodate those increases, we have begun upgrades to increase capacity there and will continue this year with the overall backbone network. Combined with the planned upgrade efforts to the access layer, we will be in position to enhance the capacity to these locations as necessary. This is not solely due to the virtualization effort, but is needed to ensure support for a growing number of network-based services that extend outside the individual offices' networks.

The wide-area network supporting state offices, commonly referred to as the WAN, has also been a focus this past year in terms of upgrading network hardware to meet expanding business requirements and position the Senate for future capabilities. We upgraded the hardware in almost 75 offices this past year and, overall, have completed router and switch upgrades in more than 200 sites. In addition to the immediate benefit of providing higher-speed access to staff in the state offices, the new hardware positions us for future technologies such as a secure wireless solution for state offices. This past year we also installed higher speed service at the Alternate Computing Facility to support the aggregation of WAN circuits, which provided a threefold increase in available bandwidth. This positioned us to pursue relocating replication servers from state offices to the alternate computing facility, including 18 sites this past year and 40 offices overall, thus preserving bandwidth to these sites for more critical services.

We have continued to emphasize visibility and proactive management of network services as key to the success of ensuring the availability of network resources. We have increased our focus on change and configuration control processes this past year. That focus will continue to increase as more services become dependent on the data network, including the advancement of IP-based telephony. The Network Operations Center, which manages the network change process, received more than 1,000 network-related change requests in 2008 and serviced more than 950 requests for LAN connections, the majority of which are associated with changes in the data center environment. These requests range from minor modifications to major build-

outs of new services and does not include the various moves, adds, and changes within the office environments that occur on a daily basis. The continuing evolution of our data network further instills the need to continue properly documenting and reviewing changes to the networking environment, especially when supporting less-tolerant applications such as voice and video.

The entire Senate enjoys the benefits of a modern, robust, reliable, and scalable messaging infrastructure that includes built-in options for continuity of operations, design choices, and a platform for leveraging modern technologies to improve collaboration, mobility, and communications. During this past year, we upgraded the messaging system to the latest software version that provides additional features and benefits for electronic mail users and reduces by half the number of messaging servers required. We also provided single sign-on capabilities and changes that allow us to deploy many solutions centrally where they are available to all offices, thus reducing development, deployment, and support costs. This year we leveraged this ability to deploy Microsoft's Office Communications Server to allow instant messaging and collaboration within the Senate and messaging to external clients without the risks associated with other instant messaging clients. More than 2,500 users in at least 30 offices currently use the service.

We continue to make progress toward modernizing the Senate's entire telecommunications infrastructure to provide improved reliability and redundancy in support of daily operations and continuity of operations and government, as well as to take advantage of technological advances to provide a more flexible and robust communications infrastructure. While conducting the final engineering and design phase of the Telecommunications Modernization Project, we determined that some of the proposed components should be replaced to better serve the Senate and meet our functional requirements. Concurrently with this effort, we asked a third party to conduct an independent verification and validation of the proposed solution. After replacement products were identified, the independent vendor endorsed the overall architecture with some caveats and suggested additional considerations and best practices before deploying the solution. These best practices include process and operational changes, security recommendations, and the suggestion to migrate our systems deliberately to ensure adequate time for lessons learned and feedback regarding the impact of this transformative technology. We are working to incorporate those suggestions into the project. In late January, we received a design for the system and have continued to work with our vendor to further clarify and refine several design elements. We expect to be performing proof-of-concept testing into late spring or early summer. The outcome of that testing will result in a decision on implementing the solution.

To help ensure systems are kept updated, we deployed a server to better make available software updates that come on disk. This solution eliminates the need for mass duplication of system update disks by providing the necessary files for offices to create disks on their own or download the files directly without creating a disk. This solution makes updates available faster and at a time of the offices' choosing.

In the past year we have significantly enhanced our videoconferencing infrastructure by upgrading the systems which handle video traffic routing. This upgrade has increased redundancy and will enable us to further enhance the stability of the network through load balancing traffic between infrastructure at the primary and alternate computing facilities. This move also prepares our infrastructure to support future converged technologies, which will use a new standard for communications. Additionally, we have enhanced the scalability of our infrastructure to handle up to 5,000 individual video call registrations, a tenfold improvement.

Web-based and Customer-Focused Business Applications

Working with the other major stakeholders (the Secretary of the Senate, the Committee on Rules and Administration, and the Senate Chaplain), we launched a restructured version of Webster, the Senate's intranet. The new Webster provides a more functional front page, a new banner, and an improved look and feel. Included in the site is a new method of categorizing information to improve search results and content layout, making information easier to find and significantly improving the user experience.

This year, we completed the third phase and began the next phase of TranSAAct, which is our platform for moving business online. Based on the business requirements of offices and the Committee on Rules and Administration, we continue to develop TranSAAct to eliminate paper-based manual processes and move them to the Web. Through TranSAAct, administrative managers and chief clerks can manage and track invoices for SAA services through a modern Web interface, and have single sign-on access to 14 Web-based applications, including the ALERTS emergency notification database, package tracking, and the Capitol Facilities ordering

system. The latest additions to TranSAAct provide the ability to request services online and use electronic signatures for approvals, eliminating paper requests and significantly streamlining the previously manual processes. In addition to the processes for granting floor privileges and authorizations to request services from the Recording Studio, we added the processes for granting authorizations to request services from the Photo Studio, real-time consolidated view of outdoor and garage parking space allocations and permit issuance, access to Verizon Wireless billing, and a comprehensive set of over 20 links to the services that administrative managers use the most. Because it is built on an extensible modern database framework, TranSAAct allows indefinite expansion as new requirements are fulfilled. We look forward, over the coming months and years, to moving additional business process to the Web, reducing the time, paper, and errors associated with the current manual processes.

We developed and deployed several Web-based tools in support of the 56th Presidential Inauguration, including applications to manage the credential approval process and help the Joint Congressional Committee on Inaugural Ceremonies manage seating during the ceremony and the luncheon afterward. Our efforts streamlined the credentialing and press ticketing process by allowing the Joint Congressional Committee on Inaugural Ceremonies, the Capitol Police and the Media Galleries to approve requests for credentials for all applicants. The credentialing application managed the entire approval process, including name and personal information submission, data export for background investigations, notifying appropriate parties of approval status, allowing selection of broadcast position or access area, photo acquisition and data export to the Government Printing Office for badge printing. Overall, 10,137 credentials were processed and distributed utilizing our application in advance of the Inaugural ceremony.

The seating management application provided Joint Committee staff the ability to enter and manage data on guests of the 56th Presidential Inauguration via a secure internal website, and to generate custom reports and event timelines from that data. The Joint Committee staff extensively used the application and this effort contributed to the success of the Inaugural ceremonies with 1,578 seats assigned. More than 1,250 guests were processed, including 148 packages or groups of guests, and 186 rooms were scheduled for the event.

We also developed and deployed a new and improved version of the Rules Committee room reservation system. The application allows offices to view the 25 rooms under the jurisdiction of the Rules Committee and request a reservation. The application has an approval process and room availability schedule that allows the Rules Committee staff to view and approve requests.

Finally, we deployed the infrastructure to support streaming the video of committee hearings and other events in higher quality using Flash Media, and developed Web-based tools that allow the Senate Recording Studio to post archived committee hearings and send committees the links to their archived hearings.

Showcasing and Promoting Modern Information Technology in the Senate

This past year, we continued to highlight new technologies in the Information Technology Demonstration Center through a series of well-attended demo days. After products are tested and validated in our technology assessment laboratory, they are then available for offices to try in the Demo Center. The demo days feature live demonstrations of new and emerging technologies. Just to name a few of the new products and technologies that we recently brought to the Senate, in the past year we introduced the Office Application Manager, a secure Web-based, user-friendly application that provides Senate offices the ability to create and manage online forms such as service academy nominations, flags, internships, and fellowships; a service that provides information to system administrators about the computers in their offices and the status of applicable security updates; an e-mail archiving solution that provides an alternative to larger mailboxes through a software application that archives and indexes aged e-mail messages and attachments; and Research in Motion's latest 3G network-hosted BlackBerry devices, the Bold and Storm.

In order to perform technology assessments, feasibility analysis, and proof of concept studies to ensure we are considering technologies that will directly support the Senate's mission, we continue to improve the capabilities in our technology assessment laboratory. Technologies and solutions are vetted and tested here prior to being announced for pilot, prototype, or mass deployment to the Senate. To ensure we focus on the most relevant technologies and solutions, the CIO-sponsored Technology Advisory Group, consisting of CIO staff and our customers, performs high-level requirements analysis and prioritizes new technologies and solutions for consideration for deployment in the Senate. Some of the new technologies evaluated and/or recommended for support through our lab testing during the current fiscal year include:

—Enterprise class server virtualization to reduce the number of physical servers we require;

—Tier 2 enterprise class storage, which greatly reduces the cost of highly available, highly reliable centralized data storage;

—Enterprise instant messaging, a critical business communication tool that provides all the customary instant messaging capabilities, without sacrificing enterprise class reliability and security;

—More than 34 new Hewlett-Packard, Fujitsu, and Apple portable or desktop computer offerings;

—16 new Hewlett-Packard workgroup printers;

—10 new document imaging scanners;

—Nearly 600 Microsoft critical software security patches; and

—24 office productivity suite applications.

We will continue or intensify these efforts in fiscal year 2010 to ensure that the Senate is always well equipped to perform its functions. To keep our customers informed of our efforts, we publish the results of our studies on the emerging technology page of the CIO's area on Webster.

We continue to seek ways to improve our offerings to the Senate community for their correspondence systems. Working together with our users, we developed new, updated requirements for the Constituent Services Systems to help keep them responsive to changing office needs. By using new technologies to freshen the application mix, we are ensuring that these applications reflect the evolving Senate enterprise needs.

Enhancing Security with Accessible, Flexible and Reliable Systems

We continue to seek ways to improve the security of our technology infrastructure in order to protect data, respect privacy, enable continuous Senate operations, and support our emergency and continuity plans.

This past year our CIO organization fully implemented a BlackBerry scanning program designed to detect security intrusions on wireless devices used during international travel. Increasing our education efforts allowed us to find some potential security compromises on BlackBerrys that were taken to foreign countries. A strong partnership with the National Security Agency helped to mitigate the risk to the Senate once the discrepancies were found. For staff looking for additional protective measures, we introduced tamper-evident storage bags into which they could place laptops or smaller wireless devices when leaving those devices in a non-secured location such as a hotel room. These relatively simple procedures have helped mitigate potential damage that might have occurred otherwise.

We successfully completed the first audit in 5 years of our secure communications equipment by the National Security Agency with high marks from the audit team. The audit team found no discrepancies and complimented us on our knowledge and control of secure communications equipment in the Senate. We also continued our efforts to stay ahead of end-of-life deadlines on certain secure equipment that will arrive within the next year. We have begun upgrading firmware and replacing secure key cards to ensure that, should an emergency arise, our community will suffer no denial of service and will be able to communicate securely with outside entities.

Alternate Sites and Information Replication

We are continuing to test our technology in scenarios in which our primary infrastructure and primary work locations have become inaccessible. This includes the simulated loss of our primary data and network facilities, as well as simulated loss of staff work spaces. All mission-essential Senate enterprise information systems continue to be replicated at our Alternate Computing Facility (ACF), using our upgraded optical network and storage area network technology. In December, working with staff from the Office of the Secretary of the Senate, we conducted a third failover exercise involving the Senate's financial systems. Our CIO organization, including staff from all departments and vendors, continued to conduct pandemic exercises. These exercises demonstrate the CIO's ability to support mission-essential systems with a minimum number of on-site personnel, and the ability to support substantial numbers of people working from home. As a means to further our commitment to ensuring customer service regardless of the situation, the Network Operations Center (NOC) remains vigilant in the organization's support of network resources by continuing to answer service calls once a week from the ACF and by conducting periodic "pandemic" testing where support staff operate through remote access. The NOC also rotates remote access and WAN services between the alternate and primary sites on a monthly basis as a means to continually test and ensure network availability and continue our mission to provide access to mission-critical in-

formation at all times. These exercises continue to be extremely successful and give us valuable insight into how we would provide our support in an emergency.

This past year, our CIO organization also continued helping offices protect their data by enabling them to replicate data to state offices or the ACF through the remote data replication program. To date, 57 Senate offices and 23 committees are taking advantage of this program, with 81 percent installed at the ACF and 19 percent installed in Senators' state offices. Remote data replication provides the Senate an unprecedented ability to access institutional data in the event of an emergency. Another system that is integral to emergency planning, particularly in the event of a mass telecommuting scenario such as a pandemic, is our video teleconferencing system. We continue to maintain a state-of-the-art level of services and offerings in our video teleconferencing infrastructure. We have improved infrastructure redundancy and functionality by incorporating seamless failover capabilities and support for high-definition video. Through this highly-successful project we have installed nearly 650 units in offices across the nation with usage rates in excess of 35,000 minutes per day when the Senate is in session.

Two (enterprise and hybrid) of the three architectural options we offer for electronic messaging provide complete replication of the office's electronic mail at our Alternate Computing Facility. Eighty-six percent of offices are now taking advantage of the continuity of operations capability inherent in the enterprise and hybrid options. Also, the recently deployed e-mail archiving system provides complete replication of electronic mail that has been archived to "near-line" storage media for long term storage.

Our previous virtual file server offering is reaching its end-of-life and is being replaced with newer virtual technology, which is addressed later in this testimony.

Securing our Information Infrastructure

As a result of the information security activities we described in last year's testimony, we now have much better insight into the dynamic nature of global cyber threats. This knowledge, combined with the flexible technologies we use in our information security operations centers, allows us to monitor and quickly respond to changes in IT operational risk present in the Senate environment. Our active prevention and detection capabilities continue to evolve. We are deploying technologies and processes that will help detect and prevent most malware infections and attempts to exploit vulnerabilities as they are attempted. Our capability to detect and prevent attacks in real time is crucial in light of the "zero-day" (previously undetected) attacks that frequently target our computing environment. These processes and technologies shield Senate information technology assets, reducing operational impact on offices and accompanying downtime and lowering remediation costs. We continuously adjust our controls in response to new threats and make security recommendations to offices and committees, thereby increasing the resiliency of the Senate's IT infrastructure to ensure continuity of government, even under duress.

Similar to security in the physical world, protecting information and technology resources requires constant vigilance and the capability to detect and deter attacks. We operate in an ongoing attack environment, as the threats to our information infrastructure are increasing in both frequency and sophistication. We continue to see not only "general" threats that affect all Internet-connected organizations, but also sophisticated, targeted attacks originating from numerous foreign and domestic sources. These attacks continuously target vulnerabilities in our systems using many different infection vectors and malicious programs, including viruses, worms, Trojan horses, spyware, spybots, adware, adbots, trackware, keyloggers, and rootkits. Countering this evolving threat environment requires situational awareness and robust processes, as well as continual research, testing and deployment of emerging security technologies. Recently, infections have been highly virulent in nature and difficult to detect because they exploit newly-identified or previously-unknown vulnerabilities. We have determined that these attacks are probably launched by determined and sophisticated adversaries, so we have very little advance notice of new types of attacks. Responding to these attacks requires significant investment in flexible security control structures and processes that can be rapidly revised and adjusted to respond to these sophisticated new threats. As part of this effort, we are cultivating external relationships to improve our overall awareness of Internet-based threats. As the global threat environment shifts and intensifies, we continually modify our processes and technologies to better protect the Senate's information and IT infrastructure. Over the next year, we will meet the challenge of managing a dynamic security environment by: (1) expanding our current security controls to enhance our incident handling capabilities; (2) expanding the technical capabilities of our information security operation centers; (3) collaborating with other federal agencies to enhance our situational awareness and incident re-

sponse capabilities; (4) evaluating, testing, and deploying new security technologies and processes; and (5) enhancing communication with system administrators to help them improve the security posture of their own information infrastructures.

In 2008, we provided an increased level of computer security support to offices. We were increasingly called upon to help office system administrators properly configure desktop and server security controls and assist them in responding to security threats of which we had notified them. Through our outreach program, we conducted training for staff in nearly a dozen offices, regularly assisted with orientation sessions for our own new staff, and produced a number of new reference guides to assist staff in securing information and technology resources. We also continued to work with system administrators to promote staff awareness of threats to Senate information, and to help them understand what they can do to assist in reducing the risk from such threats. As part of the information sharing process, we produced numerous blog entries, articles, and user notices targeted at both system administrators and the general Senate user population. As the Senate continued to employ cutting edge technologies, we adjusted our processes and controls to ensure optimal product performance and service delivery. We augmented both our security services and security infrastructure. For example, over the past year we upgraded our security technology monitoring infrastructure to provide greater flexibility, improved utilization of our computing resources, and enhanced our continuity and disaster recovery capabilities. This infrastructure is very scalable, allowing us to expand capabilities while controlling costs.

This year we have continued development of our redundant information security operations centers. The mission of these centers is to identify and understand threats, assess vulnerabilities, identify failure points and bottlenecks, determine potential impacts, and remedy problems before they adversely affect Senate operations. We augmented these capabilities by collaborating with other federal agencies to ensure that we have the most up-to-date information and techniques for combating cyber threats. The combination of our information security operations centers, defense-in-depth capability, enterprise anti-malware programs, and centralized security update management service has proven effective.

As outlined earlier, we must continue to remain vigilant because the threat environment, as measured by detected security incident attempts, remains very high. For example, every day our security operations center detects approximately 28.6 million potential security threats targeting the Senate, less than 5 percent of which are characterized as high-risk based upon the possible severity or impact of the threat. Our SAA information security staff handles about 40 security issues each month. We have also improved our capability to monitor the Senate's information technology environment over the past year. For example, our ability to detect, analyze, and categorize security "events," defined as instances of network traffic that have the potential to cause a security breach, have dramatically increased from 7 to 9 million per month in 2008, to almost 860 million per month so far in 2009. During 2008, we upgraded existing equipment which provides richer data feeds on the Senate network. These improvements allow us to more clearly identify malicious activity, and thus, have resulted in an increase in the number of events we have observed. Looking ahead, we project that in-progress infrastructure improvements will allow our information security operations centers to evaluate many more events in a 24-hour period. This capability will help prevent our systems from being overwhelmed during a widespread malware outbreak or distributed denial of service attack, and will also allow for significant improvements to our security monitoring sensor network.

Our anti-virus controls detected and countered nearly 52,500 virus-related events on Senate computers during 2008. Similarly, our client-based firewalls detected and countered approximately 52,000 attempted exploits on Senate computers during the same period. Almost all offices use our managed anti-virus system to detect and prevent malware infections, and receive patches to repair critical software vulnerabilities from our software update servers. These systems protect more than 12,000 Senate computers from malicious software and other known software vulnerabilities that would otherwise allow attackers to compromise these systems. With this said, security controls best prevent against unsolicited network traffic, which is to say traffic that is not initiated from internal users. We have continued to see an increase in infection attempts brought about by users opening malicious e-mail attachments or visiting infected Web sites. While the Senate did experience an assortment of viral infections on multiple systems in 2008, our security controls prevented any of these isolated events from turning into a widespread outbreak. All our information security monitoring activities are in compliance with the SAA's information privacy policy.

Our new information security Watchstander role, patterned after similar security operations center positions in other agencies, requires around-the-clock availability of our information security staff. The position provides the Senate community a central point of contact when reporting and responding to IT security events. The Watchstander also reviews and responds to IT security alerts, suspicious activity bulletins, and warnings compiled by public and private sources. Watchstander services include responding to office complaints about e-mail spam, e-mail disruptions due to blacklisting by external Internet service providers, and phishing attempts. The Watchstander also creates user notices in response to warnings on new vulnerabilities, and responds to reports of suspicious network traffic identified by our information security operations center.

Emergency and Contingency Communications

This year we continued upgrading and testing our two Senate emergency response communications vehicles according to a monthly exercise plan. These assets are available for deployment with data network, telephone, and satellite connectivity and provide the ability to relocate significant information infrastructure virtually anywhere. We also continue to train and expand our deployment teams, and work to revise and refine our operations procedures for deployment of these vehicles in support of the Senate.

During the year we refined the in-building wireless infrastructure in the Capitol and the Capitol Visitor Center. This infrastructure provides coverage in areas where it was previously poor or non-existent and also allows Senate staff to connect back to their offices via wireless remote computing. The wireless infrastructure also supports the major cellular carriers, allowing Senators and staff to use the carrier of their choice with the device of their choice across the Senate campus.

As we continue to demonstrate during continuity of operation exercises, staff can work and communicate from virtually anywhere at any time. Because these capabilities are crucial to our ability to support the Senate in an emergency, we continue to enhance and expand these capabilities in order to support a potentially dispersed workforce with the ability to telecommute. It also allows us to provide employees with flexible work options on a daily basis and, by allowing those options, keeps their remote access skills honed and ready to use as needed.

Enhancing Stewardship through Fiscal and Environmental Responsibility

Stewardship of our resources is intertwined in everything we do, as well as being a driving force for some of our activities. We are always looking for ways to improve our processes or technologies so that we save time, money, electricity, paper, or other resources. Our CIO organization is a good steward of the fiscal resources of the Senate, as they are consistently and continuously improving on the services offered to our customers while seeking only modest increases in funding. Many of their initiatives save offices hundreds or thousands of dollars in costs that would otherwise be borne out of their official accounts. As most of these initiatives save money due to a reduction in the purchase of some commodity, they also fit in with our efforts toward environmental stewardship. Some examples of our efforts to enhance fiscal and environmental stewardship are:

—Continuation of our virtualization efforts, where we now save $100,000 in annual energy costs and $975,000 in maintenance and support costs by running more than 150 servers/services in virtual environments. We will continue an aggressive campaign to virtualize more systems.

—During the past year we replaced all Internet e-mail gateway servers with new appliances. The appliances have a much smaller footprint than the servers that they replaced, use much less power, and provide more computing power than the older servers, which allowed us to reduce the number of servers. The appliances also come pre-configured so support is much less labor-intensive. Addition of new appliances or upgrades to existing appliances should also be easier. The overall effect of this replacement project is a "greener" computing center.

Metric	Pre-consolidation	Post-Consolidation	Difference (percent)
Power consumption	80,000W	32,760W	−59
Number of servers	25	20	−20
Rack space	100 rack units	40 rack units	−60
Heat dissipation	136,475 BTU/hr	59,464 BTU/hr	−56

—The newly implemented virtual machine infrastructure allows us to centrally host office file and application servers on shared hardware at our primary and the alternate facilities as well as consolidate the test and production servers we

manage. The infrastructure greatly increases server hardware efficiency over both the previous virtual file server offering and in-office servers, and through system duplication and data replication, offers enterprise class data redundancy and recovery in the event of a critical local failure or crisis. The virtual solution will also relieve offices of considerable noise, excess heat, and will increase usable office working areas for staff. It removes the single point of failure from existing office servers and meets continuity of operations and data replication requirements for approximately half the cost of existing solutions. To date, we are hosting 28 Senate office file servers on our virtual infrastructure. Virtual servers running in the Data Center consume only 15 percent of the energy of a comparable number of physical servers. This means a reduction in power consumption and air conditioning requirements, saving Senate funds, while enhancing our ability to provide reliable and redundant services.

—Adding network services to copier maintenance contracts allows offices to consider purchasing a networked multi-function copier that can perform print, scan, and fax functions rather than having three separate machines. One machine doing the work of three decreases energy consumption as well as consumable costs. Because network services were previously a billable item for offices, the initiative to bundle network services into the maintenance contracts also reduces invoicing costs.

—We continue to upgrade and enhance the electronic fax system to encourage offices to use this as well. Senate Fax Services saves hundreds of thousands of pages of paper each year by allowing staff to dispose of unwanted fax messages electronically before they are printed, and reduces the need for fax toner cartridges, which again reduces the need for manufacturing and disposal of them, and saves tens of thousands of dollars a year on their purchase.

—Online Verizon Wireless billing through our TranSAAct system has eliminated a significant amount of paper. Each invoice was potentially several hundred pages long and at least three paper copies of each invoice were sent to the Senate.

—Scrutiny of our telecommunications bills for overcharges and incorrect items has saved us more than $100,000 in the current fiscal year.

We also ensure that the devices we recommend to the Senate meet the applicable EnergyStar guidelines, and where feasible, the guidelines for the responsible manufacture of information technology equipment.

IT security is, and will continue to be in the near term, a growth area. We anticipate that the trend of cyber attacks associated with geopolitical events will continue. In response, our operating model emphasizes speed and agility and the ability to bring needed resources to bear quickly. Our cyber security contract provides additional resources to support this operating model. We continually work to stay ahead of threats and put new safeguards in place to protect the Senate's information and computing infrastructure. In support of our efforts to increase both our analytical and defensive capabilities, we are filling two new full-time positions in our IT Security Branch approved in our fiscal year 2009 appropriations. We are also deploying additional security mechanisms and other protective technologies in the Senate network, which will enhance our ability to protect the Senate from cyber threats, malware, and other network-borne threats that originate from external networks. In addition, we are assisting in efforts to integrate sophisticated security products and technologies into the new telecommunications system, thus providing a monitoring, detection, and active prevention capability that will further protect us from current and future cyber threats and better satisfy the Senate's requirements for voice communications privacy and reliability

Capitol Visitor Center

Our office has been involved with the Capitol Visitor Center (CVC) since its inception. We have worked collaboratively on this bicameral project with representatives from Leadership, oversight committees and other agencies to ensure the design, construction and operational aspects of the facility achieve the desired results. Our participation and the challenges presented have been vast and varied, including but not limited to: security; hours of operation; transitioning the Capitol Guide Service; emergency preparedness; information technology; furnishings for the Senate side of the CVC; Senate Meeting Rooms design, set-up and maintenance; bus routes; Capitol tour routes; coat checks; official appointments; accommodating visitors to the Senate Gallery; broadcast media infrastructure; ATM service; telephone service and other communications infrastructure.

We have several departments that have been impacted by the CVC. Their operation and processes changed with its opening.

Senate Appointments Desks

To improve security and the flow of visitors to the Capitol, the Senate Appointments Desk added two desks in the CVC, one located near the main entrance and the other located outside of the Senate Meeting Rooms on the lower level. Our goal is to process approximately 80 percent of the people who have appointments at the Capitol through the CVC, reducing congestion within the Capitol and minimizing processing and waiting time for our guests. We have maintained scaled versions of the Capitol and the Russell Appointments Desks for visitors with appointments with Leadership and for those who have appointments in both the Senate office buildings and the Capitol. Our Appointments Desks staff expanded from six to ten and we researched avenues to fill these vacancies without increasing the Sergeant at Arms budget. The labor efficiencies we implemented in the Senate Post Office enabled us to transfer 4 FTEs to the Senate Appointments Desk team to fill the vacancies created by our expansion of services to the CVC.

Senate Gallery Visitors

We improved the visitor experience for those who want to witness Senate proceedings from the Gallery. We now process these guests through the CVC, rather than the Capitol's North Door. This process enhancement improved security, as well as the visitor experience, by eliminating the long lines and congestion that had been commonplace throughout the Capitol. Our Senate Doorkeepers team manages a staging room in the CVC that facilitates the collection of Gallery prohibited items and the movement of people in a secure manner. The staging room and the surrounding areas offer our guests numerous creature comforts and educational opportunities.

The number of visitors to the Senate Gallery has increased by nearly 300 percent during the first 2 months of the 111th Congress as compared to the same period during 2008. We expect this trend to continue throughout 2009 and beyond. Despite the significant increase, the feedback from our visitors has been extremely positive. Senate Gallery visitors have complemented our processes, including the elimination of long lines waiting outside in the elements, the speed of gaining access to the Gallery, and the educational opportunities afforded by the CVC.

This was another opportunity where our team was able to make significant improvements without adding FTEs. Despite the fact that our Doorkeepers' footprint of responsibility increased by over 70 percent, we were able to improve our performance with existing resources.

The opening of the CVC has had a major impact on the duties of Capitol Facilities. We procured and installed both modular and standard furniture and relocated other office goods to the Senate Expansion Space occupied by the Office of Police Operations, Security and Emergency Preparedness (POSEP), Senate Security, the United States Capitol Police (USCP), the Senate Curator's office, the Senate Recording Studio, and Closed Captioning Services. We also procured special event seating, tables and podiums to support ten meeting rooms in the CVC that fall under Facilities' purview.

Capitol Facilities is responsible for providing planning assistance for special event set-up, including tables, chairs, podiums, and easels. We provide daytime cleaning of space occupied by Senate Security, as well as the setup, take down and clean up for each special event in the Senate Meeting Rooms. Our Facilities team assisted in the conversion of vacated Capitol space due to CVC moves. This included the installation of new carpeting and furnishings, as well as furniture moving and deep cleaning of renovated spaces. Future expenditures can be anticipated as the useful life of furnishings and equipment will be determined by the frequency of use.

Virtually all of the Senate side of the CVC's IT infrastructure is supported by the SAA. Maintenance initially will be minimal and will not require additional FTEs. However, changes in requirements or technological enhancements could require significant time and resources. Additionally, as time passes, obsolescence and advances in technology become issues that have significant impact on costs.

Recording Studio

Our Recording Studio is responsible for providing gavel-to-gavel coverage of Senate floor proceedings, broadcasting Senate committee hearings, and providing radio and television production studios, and equipment for Senators' use. Last year, we televised all Senate floor proceedings, broadcast 1,309 radio and television productions, and 885 committee hearings. The committee hearing broadcasts represented a 17 percent increase versus 2007. This trend continues with the 111th Congress as, in the month of January, committee hearing broadcasts increased by 86 percent, and radio and television productions increased by 62 percent as compared to the previous year. This is another example of where we have increased productivity by

utilizing process improvements and technology rather than adding FTEs. In coming years, the Recording Studio will require new cameras in the Senate Chamber and replacement of a satellite truck necessary for alternate chamber broadcasts and other COOP events.

Committee Hearing Room Upgrade Project

Demand for additional committee broadcasts has been continually increasing. In 2003, we began working with this Committee and the Committee on Rules and Administration to upgrade and install multimedia equipment in Senate committee hearing rooms. The project includes digital signal processing audio systems and broadcast-quality robotic camera systems.

To date, we have completed 21 hearing rooms, S–207, S–211, and we are currently working on SH–219. Room enhancements include improved speech intelligibility and software-based systems that we can configure based on individual committee needs. The system is networked; allowing committee staff to easily and automatically route audio from one hearing room to another when there are overflow crowds. Additionally, the system's backup will take over quickly if the primary electronics fail.

As part of the upgrades, we installed technologies in our new Capitol Visitor Center (CVC) Recording Studio to enhance our ability to provide broadcast coverage of more hearings simultaneously without adding staff. For example, the Committee Hearing Room Upgrade Project will allow us to cover a hearing with one staff member. Before the upgrade, three staff members were required to adequately cover a hearing. These technology enhancements, coupled with the expansion of the number of control rooms for committee broadcasts to twelve, will enable us to increase our simultaneous broadcast coverage of committee hearings from five to as many as twelve.

Migration to the Capitol Visitor Center

Our Senate Recording Studio was one of the first departments to move into the recently completed Capitol Visitor Center. We successfully moved from eight dispersed offices in the Capitol to our state-of-the-art facility in the CVC. This move enabled the Recording Studio to complete its upgrade to a fully digital, high definition facility, which began almost 10 years ago. The Studio completed the move of all aspects of its operation, including the engineering shops, the Senate Television operation, Studio production and post-production facilities, committee broadcast services, and all administrative and management offices to the CVC by September 2008, when the Senate returned to session.

Our new facility has received accolades from guests since its opening, including Senate Leadership, Senators and their staffs. The convenience of the Studio's location and proximity to the Senate Floor and Senate subway is a benefit to Senators and staff.

We completed the move on time despite the challenge of broadcasting ten pro forma sessions during August. We successfully used equipment designated for Continuity of Operations (COOP) events to broadcast these sessions, allowing us to exercise our COOP processes and equipment simultaneously.

Media Galleries

Our four Media Galleries experienced one of their busiest years on record and performed their tasks exceptionally well despite numerous challenges. Changes in technology have created significant issues for our Galleries as they seek avenues to accommodate the various new media that have been emerging over the past 10 years. All Galleries have worked to incorporate as many online and multimedia organizations as possible within the current rules and structure of each respective Gallery.

A significant accomplishment was expanding "Wi-Fi" to all rooms occupied by Gallery staff and media. This was done in an efficient and secure fashion. All involved worked very hard to maintain necessary firewalls while providing the wireless access.

The Media Galleries moved their respective gallery membership data files into online applications. This data is housed on more secure SAA servers, is easily accessible to Gallery staff, and is available for day-to-day credentials, as well as numerous upcoming special events.

Our Media Galleries work in some of the most beautiful areas of the Capitol. Last year we renovated the Daily Press Gallery with a complete remodeling of furniture, and installed the latest technology so that we may better serve our Members and the media who cover the Senate. The Senate Radio/TV Gallery Studio was also renovated in order to install the latest technology and provide a modern look for Senators' appearances on camera.

The historic 2008 election cycle was the major story that occupied much of the news over the past 2 years. The declaration of six sitting Senators seeking their re-

spective party's Presidential nomination and the election of two sitting Senators as President and Vice President was significant and kept our Galleries busy. This story, coupled with the wars in Iraq and Afghanistan and the declining economic conditions created great interest among those in the media throughout 2008.

Election years require significant additional efforts from our staff who work in the Media Galleries because, in addition to their normal duties, the scope of their responsibilities is expanded to making media arrangements for the Democratic and Republican Conventions and the Inaugural Ceremonies. While our Media Gallery staff has worked diligently on the Presidential Conventions since 1904, that role was codified through legislation this past year.

Preparations for the 2008 Republican and Democratic Presidential Nominating Conventions in Minneapolis, Minnesota and Denver, Colorado began in January 2008. After months of working on preliminary arrangements, workspace assignments, screening applicants, press stand allocations, and numerous other logistics, staff were on-site at the convention cities from mid-August through the first week in September. Approximately 15,000 media attended the conventions. While onsite, the Media Galleries allocated approximately 200,000 square feet of workspace for news organizations. Additionally, they accredited press, oversaw workspace, assigned positions on press and camera stands, and distributed floor passes. This year, most arrangements for the Democratic convention had to be done twice, since the first three nights took place in the Pepsi Center Arena, and the final night was held at a second venue, the Denver Broncos football stadium.

As soon as the conventions ended, our Media Galleries immediately shifted their attention to the Inauguration. This year was extraordinary: we had approximately a 400 percent increase in the number of organizations who wanted to cover the Inaugural compared to 2005. Newspapers and reporters from all over the United States and from countries around the globe applied for credentials. Between the four galleries, roughly 5,000 media were on the Capitol's West Front for the swearing-in ceremony.

After January 20th, the work of the Galleries was not done. The first year of an Administration is always the busiest time for the media, and this one, like the conventions and Inauguration, has had more media interest than anything we have seen.

<div align="center">OPERATIONS AND SUPPORT</div>

Capitol Facilities

Capitol Facilities serves the Senate community by providing a clean and professional work environment through its Environmental Services Division. The Furnishing Division provides creative framing services to all Senators and committees, custom cabinets and other high quality furniture, carpeting and draperies.

The Senate Expansion Space of the Capitol Visitor Center (CVC) has impacted both the Furnishings Division and the Environmental Services Division of Capitol Facilities. Through multi-year funding, furnishings were procured for the offices located in this space. The Environmental Services Division has accommodated the additional ten event spaces by providing meeting planning through our administrative division and room setup. Daytime cleaning is also provided for the Senate Security offices.

The Cabinet Shop designer has been instrumental in providing space planning for the Senate Expansion Space offices and the newly renovated Capitol offices. Through the use of computer aided design, floor plans were constructed easing the transition of Capitol offices into their new CVC spaces.

An online request system known as CAPFOR (Capitol Facilities Online Request) has been launched to provide online access for Capitol work requests. This system provides an instantaneous way for staff to make service requests and view photos of the office furniture inventory.

Capitol Facilities completed 5,000 service requests from staff; planned and provided 2,600 setups for special events; constructed 140 pieces of furniture; and matted and framed 1,900 documents, photos and memorabilia for Senators.

Central Operations

Printing Graphics and Direct Mail

The Printing, Graphics, and Direct Mail (PGDM) branch provides high-level, direct customer support to the Senate community in photocopying, print design, and production services. During 2008, PGDM responded to customer requests for color printing by utilizing digital and traditional full-color offset printing equipment to produce over 19.7 million full-color pages, an increase of 4 percent over 2007.

PGDM retained high levels of customer satisfaction through maintaining reliable, user-friendly copiers in convenient satellite copy centers which produced over 8.6 million copies in 2008. In response to many requests, PGDM expanded its very popular microfilm conversion service and produced over 551 CDs from microfilm, a 77 percent increase over 2007. PGDM also met growing Senate office requests for report printing and produced 2.8 million pages, up 16 percent over 2007.

As a good steward of its own resources and that of others, PGDM saved the Senate over $2.2 million in postage costs (53 percent more than 2007) by pre-sorting 10.9 million pieces of Senate franked mail, a 126 percent increase over 2007. PGDM's commitment to teamwork and to excellent customer service extends to our Senate partners as well. The department's collaborative work with the Architect of the Capitol (AOC) fulfilled 65,000 flag requests during 2008 and in tandem with the Government Printing Office, delivered over 1 million documents (Pocket Constitutions, Our Flag, Our American Government, etc.) to requestors.

PGDM's Senate Support Facility upheld the SAA mission for operational security by receiving 65,425 items from the United States Capitol Police Off-Site inspection facility and transferring them to the Senate Support Facility in 2008. This eliminated 619 truck deliveries to the Capitol complex.

Parking Office

The Senate Parking, Transportation and Fleet Office is a leader in "green" initiatives:

—The fleet includes 22 flex-fuel vehicles, two hybrid vehicles and one electric car. In a collaborative agreement with the AOC, eleven E85-compatible Senate vehicles have access to the AOC E85 fuel station.

—Six motorcycle parking spaces were added on the Northwest Lower Drive in 2008. In combination with 28 motorcycle spaces on Lot 16 and 12 spaces on Lot 12, this gives Senate staff more choices when considering their commuting options.

—Solar panel lighting was added to Lot 18 to provide heightened security and energy efficient illumination for customers.

Photography Studio

The Photography Studio provides photography and imaging services for Senate offices, capturing 75,000 photo images and producing more than 100,000 photo prints in fiscal year 2008. The Photography Studio's popular image archiving service was used to scan, organize, and transfer more than 113,000 photo images to portable hard drives for departing Senators.

The Photography Studio is currently replacing the Photo Browser application. After extensive research and evaluation of numerous commercial off-the-shelf products, a selection was made and application installation began in December 2008. North Plains Telescope is a fully supported Digital Asset Management (DAM) product that is well-architected and meets all modern, open architecture programming standards. General Dynamics is working with North Plains and Photo Studio staff to identify design and configuration requirements, and plans to test the new application by June 2009.

Senate Hair Care

Following careful market research, Senate Hair Care increased prices on selected services in July 2008. Within the following 7 months, revenue increased by $18,565 (7 percent) over the same period in 2007. After listening to customers, services and retail product offerings were also expanded to include more personal care products and travel-sized items which keep customers compliant with Transportation Security Administration security. Customers are responding positively to the new services and retail products offered in Senate Hair Care.

CONCLUSION

We take our responsibilities to the American people and to their elected representatives seriously. The composition of the Office of the Sergeant at Arms is comparable to a number of small businesses, each with its own primary mission, each with its own measures of success, and each with its own culture. It has a fleet of vehicles that serves Senate Leadership, delivers goods, and provides emergency transportation. Our Photography Studio records historic events, takes official Senate portraits, provides a whole range of photography services, and delivers thousands of pictures each year. The SAA's printing shop provides layout and design, graphics development, and production of everything from newsletters to floor charts. The Office of the Sergeant at Arms also operates a Page dormitory, a hair salon, and parking lots. It provides many other services to support the Senate community, including

framing, flag packaging and mailing, and intranet services. Each of these businesses requires personnel with different skills and abilities. One thing that they all have in common is their commitment to making the Senate run smoothly.

Over the past year, the staff of the SAA has kept the Senate safe, secure, and operating efficiently. This Committee and the Committee on Rules and Administration have provided active, ongoing support to help us achieve our goals. We thank you for your support and for the opportunity to present this testimony and respond to any questions you may have.

APPENDIX A—FISCAL YEAR 2010 BUDGET REQUEST

ATTACHMENT I—FINANCIAL PLAN FOR FISCAL YEAR 2010

EXECUTIVE SUMMARY: OFFICE OF THE SERGEANT AT ARMS—UNITED STATES SENATE

[Dollar amounts in thousands]

	Fiscal year 2009 budget	Fiscal year 2010 request	Fiscal year 2010 vs. fiscal year 2009	
			Amount	Percent Incr/Decr
Salaries	$66,800	$75,044	$8,244	12.3
Expenses	$83,472	$91,712	$8,240	9.9
Total General Operations & Maintenance	$150,272	$166,756	$16,484	11.0
Mandated Allowances & Allotments	$63,118	$55,114	($8,004)	−12.7
Capital Investment	$2,315	$15,185	$12,870	555.9
Nondiscretionary Items	$4,696	$6,450	$1,754	37.4
TOTAL	$220,401	$243,505	$23,104	10.5
Staffing	958	963	5	0.5

To ensure that we provide the highest levels and quality of security, support services and equipment, we submit a fiscal year 2010 budget request of $243,505,000, an increase of $23,104,000 or 10.5 percent compared to fiscal year 2009. The salary budget request is $75,044,000, an increase of $8,244,000 or 12.3 percent, and the expense budget request is $168,461,000, an increase of $14,860,000 or 9.7 percent. The staffing request is 963, an increase of five.

We present our budget in four categories: General Operations and Maintenance (Salaries and Expenses), Mandated Allowances and Allotments, Capital Investment, and Nondiscretionary Items.

The general operations and maintenance salaries budget request is $75,044,000, an increase of $8,244,000 or 12.3 percent compared to fiscal year 2009. The salary budget increase is due to the addition of five FTEs, a COLA, and merit funding. The additional staff will support increased demand for services, as well as advancing technology.

The general operations and maintenance expenses budget request for existing and new services is $91,712,000, an increase of $8,240,000 or 9.9 percent compared to fiscal year 2009. Major factors contributing to the expense budget increase are equipment and software maintenance costs for enterprise storage, $1,235,000; professional services, software purchase and technical support for IT Security, $1,094,000; escalating costs of the IT Support Contract and other IT Support agreements, $844,000; smart card badges for the ID Office, $650,000; and system design costs for the Senate services portal, $600,000; system design services for admin systems, $553,000; and telephone system maintenance, $551,000.

The mandated allowances and allotments budget request is $55,114,000, a decrease of $8,004,000 or 12.7 percent compared to fiscal year 2009. This budget supports state office rents, $17,644,000; voice and data communications for Washington, DC and state offices, $13,200,000; purchase of computer equipment, $12,315,000; procurement and maintenance of office equipment for Washington, DC and state offices, $4,665,000; maintenance and procurement of Member mail systems, $4,500,000; and state office security enhancements, $2,700,000.

The capital investment budget request is $15,185,000, an increase of $12,870,000 or 555.9 percent compared to fiscal year 2009. The fiscal year 2010 budget request includes funds for audio and video upgrades for committee hearing rooms,

$5,000,000; hardware for network upgrades, $2,500,000; equipment purchases for the storage area network, $1,600,000; replacement of printing equipment, $1,540,000; and state office wide area network hardware, $1,150,000.

The nondiscretionary items budget request is $6,450,000, an increase of $1,754,000 or 37.4 percent compared to fiscal year 2009. The request funds three projects that support the Secretary of the Senate: contract maintenance for the Financial Management Information System, $3,427,000; costs related to the replacement of the Senate Payroll System, $2,150,000; and maintenance and necessary enhancements to the Legislative Information System, $873,000.

ATTACHMENT II—FISCAL YEAR 2010 BUDGET REQUEST BY DEPARTMENT

The following is a summary of the SAA fiscal year 2010 budget request on an organizational basis.

[Dollar amounts in thousands]

	Fiscal year 2009 budget	Fiscal year 2010 request	Fiscal year 2010 vs. fiscal year 2009	
			Amount	Percent Incr/ Decr
Capitol Division	$31,307	$39,566	$8,259	26.4
Operations	$42,827	$47,120	$4,293	10.0
Technology Development	$47,877	$62,523	$14,646	30.6
IT Support Services	$81,752	$75,368	($6,384)	−7.8
Staff Offices	$16,638	$18,928	$2,290	13.8
TOTAL	$220,401	$243,505	$23,104	10.5

Each department's budget is presented and discussed in detail on the next pages.

CAPITOL DIVISION

[Dollar amounts in thousands]

	Fiscal year 2009 budget	Fiscal year 2010 request	Fiscal year 2010 vs. fiscal year 2009	
			Amount	Percent Incr/ Decr
General Operations & Maintenance:				
Salaries	$17,537	$19,612	$2,075	11.8
Expenses	$10,970	$12,254	$1,284	11.7
Total General Operations & Maintenance	$28,507	$31,866	$3,359	11.8
Mandated Allowances & Allotments	$2,700	$2,700	....	....
Capital Investment	$100	$5,000	$4,900	4,900.0
Nondiscretionary Items	....	....	....	....
TOTAL	$31,307	$39,566	$8,259	26.4
Staffing	287	287	....	....

The Capitol Division consists of the Executive Office, the Office of Police Operations, Security and Emergency Preparedness, Post Office, Recording Studio and Media Galleries.

The general operations and maintenance salaries budget request is $19,612,000, an increase of $2,075,000 or 11.8 percent. The salary budget increase is due an expected COLA and merit increases, and other adjustments.

The general operations and maintenance expenses budget request is $12,254,000, an increase of $1,284,000 or 11.7 percent primarily in support of the new smart card badges for the ID Office.

The mandated allowances and allotments budget request for state office security initiatives is $2,700,000.

The capital investments budget request of $5,000,000 will fund hearing room audio and video upgrades.

OPERATIONS

[Dollar amounts in thousands]

	Fiscal year 2009 budget	Fiscal year 2010 request	Fiscal year 2010 vs. fiscal year 2009	
			Amount	Percent Incr/ Decr
General Operations & Maintenance:				
Salaries	$18,509	$20,358	$1,849	10.0
Expenses	$6,876	$7,028	$152	2.2
Total General Operations & Maintenance	$25,385	$27,386	$2,001	7.9
Mandated Allowances & Allotments	$16,992	$17,744	$752	4.4
Capital Investment	$450	$1,990	$1,540	342.2
Nondiscretionary Items	....	....	....	....
TOTAL	$42,827	$47,120	$4,293	10.0
Staffing	305	307	2	0.7

The Operations Division consists of the Central Operations Group (Director/Management, Parking Office, Printing, Graphics and Direct Mail, Photo Studio, and Hair Care Services), Facilities, and the Office Support Services Group (Director, Customer Support, State Office Liaison, and Administrative Services).

The general operations and maintenance salaries budget request is $20,358,000, an increase of $1,849,000 or 10.0 percent. The salary budget increase is due to an expected COLA, merit increases, two new FTEs to support increased service levels, and other adjustments.

The general operations and maintenance expenses budget request is $7,028,000, an increase of $152,000 or 2.2 percent. This increase is primarily due to increases in equipment maintenance costs.

The mandated allowances and allotments budget request is $17,744,000, an increase of $752,000 or 4.4 percent due to increased commercial and federal office rents.

The capital investment budget request is $1,990,000, an increase of $1,540,000 or 342.2 percent. This request includes funds for a color network printer, $500,000; laser printer, $400,000; copy center copiers, $200,000; and servers, $200,000; a digital printing and processing machine, $200,000.

TECHNOLOGY DEVELOPMENT

[Dollar amounts in thousands]

	Fiscal year 2009 budget	Fiscal year 2010 request	Fiscal year 2010 vs. fiscal year 2009	
			Amount	Percent Incr/ Decr
General Operations & Maintenance:				
Salaries	$13,922	$16,306	$2,384	17.1
Expenses	$27,594	$31,572	$3,978	14.4
Total General Operations & Maintenance	$41,516	$47,878	$6,362	15.3
Mandated Allowances & Allotments	....	....	....	....
Capital Investment	$1,665	$8,195	$6,530	392.2
Nondiscretionary Items	$4,696	$6,450	$1,754	37.4
TOTAL	$47,877	$62,523	$14,646	30.6
Staffing	146	149	3	2.1

The Technology Development Services includes the Technology Development Director, Network Engineering and Management, Enterprise IT Operations, Systems Development Services, Information Systems Security and Research Services.

The general operations and maintenance salaries budget request is $16,306,000, an increase of $2,384,000 or 17.1 percent. The salary budget increase is due to the addition of three FTEs, an expected COLA and merit funding for fiscal year 2010. Technology Development requires three FTEs in support of wireless network services and to provide expertise in mass distribution of software solutions in the SAA LAN environment.

The general operations and maintenance expense budget request is $31,572,000, an increase of $3,978,000 or 14.4 percent. This increase is due to equipment and software maintenance costs for enterprise storage, $1,235,000; professional services, software purchase and technical support for IT security, $1,094,000; and systems design services for admin systems, $553,000.

The capital investment budget request is $8,195,000, an increase of $6,530,000 or 392.2 percent. This request includes data network upgrade project, $2,500,000; data network engineering, $2,200,000; upgrade of the Storage Area Network (SAN), $1,600,000; and state office wide area network hardware, $1,500,000.

The nondiscretionary items budget request is $6,450,000, an increase of $1,754,000 or 37.4 percent. The request consists of three projects that support the Secretary of the Senate: contract maintenance for the Financial Management Information System, $3,427,000; replacement of the Senate Payroll System, $2,150,000; and maintenance and necessary enhancements to the Legislative Information System, $873,000.

IT SUPPORT SERVICES

[Dollar amounts in thousands]

	Fiscal year 2009 budget	Fiscal year 2010 request	Fiscal year 2010 vs. fiscal year 2009	
			Amount	Percent Incr/ Decr
General Operations & Maintenance:				
Salaries	$6,916	$7,669	$753	10.9
Expenses	$31,310	$33,029	$1,719	5.5
Total General Operations & Maintenance	$38,226	$40,698	$2,472	6.5
Mandated Allowances & Allotments	$43,426	$34,670	($8,756)	−20.2
Capital Investment	$100	....	($100)	−100.0
Nondiscretionary Items	....	....	....	....
TOTAL	$81,752	$75,368	($6,384)	−7.8
Staffing	113	113	....	....

The IT Support Services Department consists of the Director, Office Equipment Services, Telecom Services and Desktop/LAN Support branches.

The general operations and maintenance salaries budget request is $7,669,000, an increase of $753,000 or 10.9 percent. The salary budget will increase due to an expected COLA and merit funding for fiscal year 2010.

The general operations and maintenance expenses budget request is $33,029,000, an increase of $1,719,000 or 5.5 percent. This increase is primarily due to escalating costs of the IT Support Contract and other IT support agreements, $844,000; telephone system maintenance, $551,000; and upgrade of Postal Square voice and data cabling, $354,000.

The mandated allowances and allotments budget request is $34,670,000, a decrease of $8,756,000 or 20.2 percent. This budget supports voice and data communications for Washington, DC and state offices, $13,200,000; computer equipment, $12,315,000; procurement and maintenance of office equipment for Washington, DC and state offices, $4,665,000; and maintenance and procurement of Member and Committee mail systems, $4,500,000.

The capital investment budget request is $0.

STAFF OFFICES

[Dollar amounts in thousands]

	Fiscal year 2009 budget	Fiscal year 2010 request	Fiscal year 2010 vs. fiscal year 2009	
			Amount	Percent Incr/ Decr
General Operations & Maintenance:				
Salaries	$9,916	$11,099	$1,183	11.9
Expenses	$6,722	$7,829	$1,107	16.5
Total General Operations & Maintenance	$16,638	$18,928	$2,290	13.8
Mandated Allowances & Allotments	....	....	....	....
Capital Investment	....	....	....	....
Nondiscretionary Items	....	....	....	....
TOTAL	$16,638	$18,928	$2,290	13.8
Staffing	107	107	....	....

The Staff Offices Division consists of Process Management & Innovation, Education and Training, Financial Management, Human Resources, Employee Assistance Program, and Special Projects.

The general operations and maintenance salaries budget request is $11,099,000, an increase of $1,183,000 or 11.9 percent. The salary budget increase is due an expected COLA, merit funding and other personnel adjustments.

The general operations and maintenance expenses budget request is $7,829,000, an increase of $1,107,000 or 16.5 percent. This increase is primarily due to system design costs for the Senate services portal, $600,000.

UNITED STATES CAPITOL POLICE

STATEMENT OF PHILLIP D. MORSE, SR., CHIEF

ACCOMPANIED BY:

   DAN NICHOLS, CHIEF OF OPERATIONS AND ASSISTANT CHIEF OF POLICE

   GLORIA JARMON, CHIEF ADMINISTRATIVE OFFICER

Senator NELSON. Chief Morse.

Chief MORSE. Good afternoon, Mr. Chairman and Ranking Member Murkowski, Senator Pryor, Senator Tester. It certainly is an honor for me to be here today.

I do have written testimony that I would like to submit for the record.

Senator NELSON. It will be received.

Chief MORSE. I also have a brief opening statement, if that would be okay with you?

Senator NELSON. That would be fine. Thank you.

Chief MORSE. First, I would like to make just two introductions. First, to my left is the chief of operations, our assistant chief of police Dan Nichols. And to his left is our chief administrative officer, Gloria Jarmon.

Over the past year, several years, the department has undergone many changes. While all of these are necessary to move the department forward, I believe that our focus for the next fiscal year will be one of leveling out our operational and administrative activities.

FUNDING EFFICIENCIES AND ADDRESSING DEFICIENCIES

My direction to my management team is to focus on finding efficiencies and addressing longstanding deficiencies to meet the department's core mission as well as focus on institutionalizing and standardizing repeatable business practices.

The Government Accountability Office (GAO) and the Office of Inspector General has made over 169 recommendations since 2005, which were intended to improve the department's operations, and most of these were geared toward the administrative operations. These administrative operations encompass more than just how we manage our finances.

The audit recommendations cover how we maintain our physical inventory, how well we control privacy information, how well we secure our information systems, as well as how efficiently and effectively we recruit, select, train, and pay our employees. I am pleased to report that, again, we have made significant progress.

We have now closed over one-half of all these recommendations. This is despite the addition of 40 additional recommendations this past year alone. We currently have just 85 of 169 still open and are in the process of implementing corrective actions to close these in the near future.

Recently, we closed 16 Office of Inspector General recommendations dealing with property management, the memorial fund, hiring standards, and the student loan repayment program. We also anticipate closing many GAO recommendations in the coming months.

The department, as you mentioned, produced a fiscal year 2008 financial statement in time for a complete independent audit, which resulted in the department receiving a clean opinion on our financial statements for the first time in our history.

We received reaccreditation from the Commission of Accreditation in Law Enforcement after undergoing an extensive onsite evaluation to review operations and supporting documentation to verify that we have maintained compliance with standards over the 3-year accreditation review period. This confirmed the fact that we achieved mandatory compliance for almost 300 accreditation requirements.

We issued our updated strategic plan and strategic human capital plan, which will improve our ability to link our human resources programs to our strategic goals and enable us to measure out our staffing needs and progress much more efficiently and effectively. We implemented effective business practices and internal controls in our financial and human capital resources, facilities, and information technology.

We reconciled our financial management and property management systems and performed a complete physical inventory. We aligned our salary and benefits data with the National Finance Center. We revised our budget justifications to incorporate strategic objectives, accomplishments, and schedules consistent with executive and other legislative branch agency budgets.

Finally, on the operational side of the mission, again, our police officers and our operational civilians have once again done an outstanding job representing our police department and protecting the legislative process and all its members, staff, visitors, and dignitaries. And I want to thank them today for a job well done.

PREPARED STATEMENT

At this time, sir, I will answer any questions that you have.

Senator NELSON. Thank you.

[The statement follows:]

PREPARED STATEMENT OF PHILLIP D. MORSE, SR.

Chairman Nelson, Ranking Member Murkowski, and Members of the Committee, I am honored to be here to testify before you today. With me today are Dan Nichols, our Chief of Operations, and Gloria Jarmon, our Chief Administrative Officer.

Over the past several years, the Department has undergone many changes. While all of these were necessary to move the Department forward, our focus for the next fiscal year will be one of "leveling out" our operational and administrative activities. My direction to my management team is to focus on institutionalizing standard and repeatable business practices, finding efficiencies, and addressing longstanding deficiencies to meet the Department's core mission set. To do so, we have developed a budget proposal that I believe meets my vision.

Our total budget request for fiscal year 2010 is $410.1 million. This represents a requested increase of $104.3 million. Of this increase, about 69 percent or about $71.6 million is for modernization of our radio system and 20 percent or about $18 million is for items over which we have no control such as cost of living and salary adjustments, costs associated with the merger of the Capitol Police with the Library of Congress Police, plus uncontrollable inflation increases. The remaining portion of

our requested increase is primarily to cover additional positions to help us reduce the overtime that we need to properly cover everyday post requirements, as well as to address the lifecycle replacement of systems that have been deferred in previous fiscal years. Due to the time critical nature of the radio modernization project, we have also requested that the same $71.6 million be included in the President's fiscal year 2009 Supplemental Request.

I would like to take a few minutes to expand on some of these areas and provide you with the highlights for some of our accomplishments over the last year.

RADIO MODERNIZATION PROJECT

First, let me address our request for funding to support the new radio system. There are three critical life and safety tools that our officers need in the performance of their duties. They are reliable radio communications, weapons, and protective equipment. The radio system currently in use is the only one of these three that we believe may present an unacceptably high risk to the life and safety of our officers, Members of Congress, their staff, family, and visitors, as well as to our ability to properly respond to emergency situations on Capitol Hill. Since the attacks of 9/11, the threat posed to the Congress, the Capitol, and the Complex has changed significantly. It has become much more critical for us to have reliable radio communications that provide for interoperability between the Department and our other federal, state and local law enforcement partners in the area. As the scope of this increased threat on the Congress has evolved, it has become increasingly apparent that our current radio system, which is over 20 years old and experiencing multiple regular failures, is not capable of providing the reliable communication capability that we need.

In addition, we have recently received notice from the manufacturer of our dispatch consoles that they will no longer be providing us technical support because of the age of our equipment. These circumstances create a substantive risk to our ability to properly carry out our mission, especially during a time of emergency. Increasing that risk is our lack of an interoperable system able to communicate with other first responding organizations such as the Secret Service, the Metropolitan Police, the Metropolitan Fire Department and the U.S. Park Police. We believe this risk to be significant and immediate. Another area of vulnerability is the lack of encryption for our current radio system. This lack of encryption enables our adversaries, the press and others to monitor our radio transmissions, which has potential to compromise our mission.

To address this risk, the U.S. Capitol Police plans to procure a VHF trunked radio system in order to achieve adequate on street, in-buildings, garages, basements and in-tunnels radio coverage throughout the Capitol Complex as well as our extended area of operation. Therefore, we are requesting a total of $71.6 million in multi-year funding for this project.

Because of the criticality of this requirement, we have expedited our request for this funding by asking that it also be included in the President's fiscal year 2009 Supplemental Request. The sequence that we would otherwise follow would require us to complete the detailed design and hopefully obtain funding in fiscal year 2010, and then procure the necessary equipment and services. If funding is delayed (by a CR, for example) due to circumstances beyond our control we would need to suspend procurement activity until such time as funding could be made available, and that would slip project completion dates accordingly.

If we could get supplemental funding in fiscal year 2009 rather than in fiscal year 2010 it would permit us to begin the acquisition process for segments of the project as soon as the detailed engineering design is completed for each segment rather than having to delay all procurement activities until we are able to obtain funding in fiscal year 2010. By doing so we could begin to roll out these segments much sooner than we would otherwise be able to do and consequently may be able to shave several months off the time required to fully implement a new system. Given the increased risks associated with the continued problems we are experiencing with an aging system, we believe it prudent for us to expedite our new system implementation as much as we can.

We believe that the nature of the radio modernization project comports with the intent of emergency supplemental bills, which frequently fund "pressing domestic needs." This new system is critical to our ability to effectively address anti-terrorism, and the continuity of government operations. The initial funding of $10 million for this project was provided in the fiscal year 2007 emergency supplemental bill because of the urgency associated with beginning the planning and detailed engineering design of the new system as quickly as possible. We believe that urgency

still exists and justifies our request that funding for the project be included in the pending supplemental.

The requested amount of $71.6 million for the radio project includes $4 million for the build out or construction of a mirror or alternate site; $31.1 million for equipment hardware costs; $20.1 million for subscriber equipment; $9.9 million for travel equipment, encryption, and professional services; and $6.5 million for contingency funds for unforeseen conditions with strict controls on the use of such funds. However, the Department's funding requirements for a new radio system are estimated at $89.6 to $97.6 million, which includes the $10 million previously provided by the Congress for this purpose and the $71.6 million included in this request. The remaining $8 to $16 million, which is expected to be requested in fiscal year 2011, relates to the indoor coverage requirements, which cannot be finalized until after the completion of the design engineering, plus project contingency requirements.

The Department has evaluated a number of alternatives regarding how to proceed with this critical procurement. We have also sought the advice of various independent experts, who have advised us to enlist the project management and related services of an outside government agency with considerable expertise in technical procurements of a similar magnitude. For this reason, we have established an interagency agreement with the Naval Air Systems Command (NAVAIR). NAVAIR's Special Communications Requirements Division has accomplished numerous communications efforts for other U.S. government agencies, to include the White House Communications Agency, the U.S. House of Representatives, the U.S. Senate, the Department of Homeland Security's Office of Emergency Communications and various other classified efforts.

For this effort, they have already begun to develop a detailed design engineering study of each building, garage, tunnel, and outdoor site so we will have complete technical specifications for the project once we have the funding and are ready to proceed.

OVERTIME/STAFFING

Our other area of requested growth is related to additional sworn personnel, whom we would use to help us reduce the Department's dependence on overtime in meeting our normal mission requirements. Over the last year, we have continued to analyze and evaluate posts and other staffing needs and have concluded that we could increase operational efficiency through the addition of sworn personnel.

The Department has continued to approach its sworn manpower requirements through a three-pronged approach. This approach includes the assessment of threats against the Capitol Complex using the risk matrix we designed in collaboration with the Government Accountability Office, the physical security surveys we have conducted on the Capitol Complex buildings under our jurisdiction, and the alignment of available sworn staff to meet the threats.

The Department began the first step in this effort in fiscal year 2007 with a review of our overtime utilization in relation to mission requirements. The review resulted in a manpower study that was performed for us by Enlightened Leadership Solutions (or ELS).

We have begun to use the ELS study as a guiding management tool for the alignment of functions and the deployment of personnel, but this study does not represent a complete analysis of our sworn manpower requirements. We will also need to assess the staffing requirements for the Library of Congress and Capitol Visitor Center, since these missions were added subsequent to the completion of the ELS study. As a result, we are continuing to analyze ELS data, current threat assessment data and the ability of our infrastructure to support sworn growth, in order to establish and validate an appropriate staffing level for the Capitol Police, as well as an appropriate level of overtime. We expect this analysis to be completed no later than our fiscal year 2012 budget submission. In the meantime, we believe that our fiscal year 2010 sworn staffing request represents a reasonable first step toward the proper balance of overtime and full-time sworn staff and can be supported within our current infrastructure.

This year's request is an important step in an ongoing evaluation that we will use to identify an overtime level that will be balanced and more efficient.

New Sworn Positions

Therefore, we have requested an increase of 89 sworn positions in fiscal year 2010, which includes 76 to help us to fulfill our current mission while enabling us to begin reducing our use of overtime. The other 13 sworn positions are requested in our Protective Services Bureau for counter surveillance and investigative intelligence gathering in order to conduct basic surveillance detection and field collection

operations across the Complex. This will bring the sworn positions to 1,888 by the end of fiscal year 2010.

Our plan is for the new sworn officers we are requesting to enable us to reduce the amount of overtime worked by most of our sworn positions once recruit training is completed. Of course, there will always be a need for overtime to cover uncontrollable protective details of Members and certain intermittent work requirements, such as scheduled events like the Fourth of July celebration. In addition, unpredictable overtime to support events, such as unplanned late Congressional sessions, Congressional delegations, unplanned special events, unplanned major demonstrations, and emerging threats, will also be needed. Scheduled and unscheduled events such as these will continue to be staffed by using overtime, as they reasonably should be.

New Civilian Positions

In fiscal year 2010, we have also requested 48 new civilian positions. Twenty-one of these positions are for civilian employees who were formerly LOC officers, transferring to the USCP as a result of the Capitol Police and Library of Congress Police merger. Several of the remaining positions would eliminate our need to use contractors to accomplish critical mission sets, as well as to address outstanding audit findings. Additionally, four of these positions are to support the Department's Office of the Inspector General.

Highlights

We recognize that our requested salaries and general expenses increases are significant in today's fiscal environment, but we believe these funds are critical to the Department's ability to efficiently, effectively and—most importantly—safely perform our mission.

However, I believe that when an agency is making such a request for increased budgetary consideration, we must also demonstrate to you the value we bring to the overall community. Therefore, I would like to provide some brief highlights of these operational and mission support efforts to you.

Over the last year, the Department has made significant efforts to review its operations for efficiency, standardize its business practices, address its management and fiscal shortcomings and address outstanding audit recommendations and findings. During this same period, we also provided law enforcement operations for a number of high profile activities, while continuing to provide for the safety and security of the Capitol Complex.

Operational Activities

Nearly 400 officers and support staff participated in the law enforcement and security activities associated with the Republican and Democratic Conventions. These efforts included dignitary protection and protective intelligence.

The Department played a key role in the planning and execution of the law enforcement support for the 56th Presidential Inauguration. By any measure, the Inauguration of President Barack Obama was historic with an unprecedented 1.8 million people gathered to witness and experience this historic event.

In addition:
—We provided security and counter-intelligence support for 63 Head of State arrivals, 34 Presidential and Vice Presidential Motorcades, the State of the Union, the Papal Visit, the 2008 Concert Series and over 2,000 VIP arrivals to include Supreme Court Justices, Cabinet Members and other U.S. and foreign dignitaries.
—We screened 8.7 million staff and visitors to the Complex, including the Capitol Visitor Center (CVC) that opened in December 2008.
—As a result of law enforcement actions, we confiscated several handguns, an AK–47, a number of .22 Caliber Rifles, shotguns, a BB rifle, ammunition, a sword, a night stick, several knives, a bayonet, a machete, a hatchet, a stun gun, metal pipes, grenades, pepper spray, mace, box cutters and razor blades, a sling shot, a table leg and a baseball bat.
—We conducted over 163,000 K–9 security sweeps.
—We screened over 32,000 vehicles at our offsite facility.
—We conducted over 24,000 Transportation Interdiction Group Emergency Response Team (T.I.G.E.R.) vehicle screenings, which resulted in 11 vehicles being refused access to the Complex, 3 arrests and 104 citations.
—We conducted 3,500 foundation checks of the buildings on the Complex utilizing the Department's mountain bike patrols yielding 9 arrests, and 532 Notices of Interest.
—We conducted 3,800 hazardous materials/weapons sweeps and responded to over 150 suspicious package and substance incidents.

—We conducted 90 emergency evacuation drills in conjunction with the House, Senate and the Architect of the Capitol to ensure that the Congressional Community is trained to respond to emergencies.

—We completed 5,664 preventative maintenance checks on security equipment, up from 2,229 checks in 2007, partially due to delays in lifecycle replacement.

—We completed 7,172 checks on Barriers, up from 2,263 in 2007, partially due to delays in lifecycle replacement.

—We performed 3,697 Magnetometer calibrations, up from 1,997 in 2007, partially due to delays in lifecycle replacement.

Administrative Activities

Over the last year, we have also provided a significant level of mission support to the overall operational mission, and we improved upon our administrative capabilities.

As you know, both the Government Accountability Office and our Inspector General have made 169 recommendations since 2005 intended to improve the Department's operations, and most of these are geared toward administrative operations. These administrative operations encompass more than just how we manage our finances. The audit recommendations cover how we maintain our physical inventory; how well we control privacy information; how we secure our information systems; as well as how efficiently and effectively we recruit, select, train, and pay our employees. Responding to these recommendations with limited staff has been a challenge for us, but we are pleased to report that we have made significant progress.

We have now closed about half of all these recommendations—this despite the addition of 40 recommendations in the past year alone. We currently have just 85 of the 169 still open and are in the process of implementing corrective actions to close these in the near future. Recently, we closed 16 OIG recommendations dealing with property management, the Memorial Fund, hiring standards, and the Student Loan Repayment Program. We also anticipate closing many GAO recommendations in the coming months. We believe we are beginning to get ahead of the curve on improving our administrative operations, and while we realize we have a lot of work ahead of us, we anticipate more improvement as the year proceeds.

Some of the best progress we have made in the past year has been in the financial management arena. In order to achieve these results, we focused on the hiring of a Chief Financial Officer (CFO), Deputy CFO, Budget Officer, Deputy Procurement Officer, as well as several other professional positions within the Office of Financial Management. The hiring of these highly qualified managers allowed the Department to benefit from their experience, talent, knowledge and understanding, along with a high level of integrity that is critical to agency operations. They have federal—as well as considerable legislative branch—expertise, and we are optimistic that with this team we can establish the practices, policies and procedures that (as this Committee has noted in the past) we have been lacking. The professional administrative oversight from these individuals, as well as the many other professional and technical civilians within the Department, has enabled us to begin to institutionalize an administrative operation in the U.S. Capitol Police that will be as responsive, accountable, and transparent as any in the federal government.

To this end, we have recently completed classes in appropriation law for all of the Department personnel who have any impact on appropriated funds. This makes it the perfect time for us to continue to examine our procurement and budgeting standard operating practices to ensure we comply with all mandates. In addition, we are now ascribing salary data to the Bureaus and Offices that directly benefit, and thus in the future, we will be better able to project salary data and trends. Having tied our strategic goals to spending of our general expenses appropriation in the fiscal year 2010 budget request, we will be able to do this with our salary appropriation, as well, for the fiscal year 2011 budget cycle.

Other administrative accomplishments and enhancements within the past year have included the following:

—The Department produced an fiscal year 2008 financial statement in time for a complete independent audit, which resulted in the Department receiving a clean opinion on our financial statement for the first time in the Department's history.

—We received reaccreditation from the Commission on Accreditation of Law Enforcement Agencies (CALEA) after undergoing an extensive on-site evaluation to review operations and supporting documentation to verify that we have maintained compliance with standards over the 3 year accreditation review period. This confirmed the fact that we achieved mandatory compliance for all of the almost 300 accreditation requirements and resulted in the Department receiving its third accreditation award.

—We issued our updated Strategic Plan and our Strategic Human Capital Plan which will improve our ability to link our human resources programs to our strategic goals and enable us to measure our staffing needs and progress much more efficiently and effectively.

—We implemented effective business practices and internal controls into our financial, human resources, facilities, and information technology operations.

—We reconciled our financial management and property management systems, and performed a complete physical inventory.

—We aligned our salary and benefit data with the National Finance Center budget object codes to be able to respond to Committee requests with more precision.

—We revised our budget justification to incorporate strategic objectives, accomplishments, and schedules consistent with Executive and other Legislative Branch agency budget reports.

Even with these significant achievements, the Department continues to struggle to level off its administrative operations. One of our biggest concerns is the retention of professional talent within our civilian staff that we know to be necessary to move the Department forward. We simply cannot sustain the turnover rates in critical civilian positions that we have experienced in the past. By continuing this level of attrition, we lose far too much in productivity, institutional knowledge and employee morale. We need to be able to provide the same flexibilities for our civilian employees that other federal government agencies provide.

While we have authorization and often funding to provide recruitment and retention bonuses, as well as to administer a Student Loan Repayment Program and tuition reimbursement program, the Department has either not had sufficient program staff onboard to develop, implement and manage a best-practices program for each of these areas, or the onboard staff has been overburdened with workloads necessary to maintain other areas of the Department.

Additionally, we do not have alternate work schedule or telework programs or an incentives awards program that provides for cash and time off incentives, programs for which many federal civilian employees have grown accustomed in their workplace.

All of these factors have contributed to the Department's challenges in recruiting qualified candidates or retaining those we currently have onboard. In fact, during our attempts to fill some of the current civilian vacancies, the process has proceeded to the point of selection, only to have the selectee decline the job offer when they found out that the Department could not offer workplace benefits or quality of life programs similar to those of other federal entities.

To address these challenges, the Department is working on policies to administer these programs in accordance with applicable laws, regulations and consistent with best practices. However, the Department wants to be thoughtful in its rollout, so that the programs are not compromised, which could result in additional audit findings and stakeholder recommendations.

Additionally, we are planning our first all-employee customer satisfaction survey, and have begun regularized exit interviews for terminating employees to better understand how to improve the workplace in order to retain our talented sworn and civilian workforce.

Another area in which we also hope to achieve greater efficiencies is in fleet management. We are completing a comprehensive analysis of our fleet services, including a cost-benefit analysis of leasing versus buying vehicles, which we plan to present to the Committees for funding consideration. This plan will focus on providing justification for the fleet requirements, demonstrating areas where we have reduced or plan to reduce the fleet, and it will provide for a 5-year fleet management plan to meet the validated fleet requirements. This plan will also address our efforts to make the fleet more energy efficient.

CONCLUSION

In conclusion, I believe that there is much work left to be undertaken, but we expect that the combined efforts of many of our dedicated staff will result in the continued transformation of the Department into a more efficient and accountable organization.

Recognizing that the Committees have expressed concerns over the last several years about the Department's leadership, internal controls, and financial management, we have placed significant emphasis on addressing these shortcomings.

Under the leadership of Gloria Jarmon, the Department achieved a clean opinion on its financial statements 2 years earlier than expected; our Office of Financial Management has become more efficient and it has achieved staffing stability; we have addressed numerous oversight studies and inquiries; we have developed a com-

prehensive plan to procure and implement a new radio system; we have redesigned our budget development and execution processes; we have completed appropriations law training for all Department personnel who have any impact on appropriated funds; and we have resolved numerous audit and oversight findings and recommendations.

On our Operational side, under the leadership of Dan Nichols, the Department has continued our efforts to find efficiencies in sworn staffing and the utilization of those personnel resources. This effort has resulted in a savings in the Department's overtime utilization.

All these achievements have been accomplished while supporting the operational mission of protecting the Capitol Complex, providing security for two national political conventions and supporting a Presidential Inauguration of historic size and capacity.

It is through this leadership and the dedication of our employees that the Department has been able to realize these achievements, even with a large number of civilian vacancies and under a continuing resolution. With a continued focus on addressing our civilian staffing needs, balancing the optimum sworn personnel levels against overtime requirements and resolving audit recommendations and findings, I believe that the next year will see even greater efficiencies and effectiveness from our team.

I believe that our fiscal year 2010 budget request supports the goals I have stated here today. Please be assured that this management team, with the continued support of the Capitol Police Board and our stakeholders, is committed to moving the Department forward to meet these operational and administrative goals.

I am happy to answer any questions you may have.

Senator NELSON. Senator Tester, do you have any opening remarks you might like to make before we go to the questions?

Senator TESTER. Thank you, Mr. Chairman.

I just want to thank you for the work you do, and we will grill you on the budgets here in a bit.

So, thank you.

Senator NELSON. Thank you.

Ms. Erickson, can you discuss the project that you are now working on jointly with the Sergeant at Arms to replace the current Senate payroll system? How that will work and how it will be improved, what it will cost, and how long it will take to complete?

Ms. ERICKSON. Sure thing. Our payroll system has served us well over the years, but it has been what we call patched and updated to meet the growing demands of the system. And it was actually brought to my attention by the Sergeant at Arms IT staff that there are concerns that the technology—our payroll system uses a mainframe technology—has a declining market share these days. And as a result, there is declining vendor support.

I felt that it was prudent to look ahead at other options for our payroll system and had asked our financial clerk to work with his counterpart, Jay Moore, in the Sergeant at Arms IT shop to begin the process of looking at what is available out there for technology that would meet the increasingly complex demands of the Senate community.

Senator NELSON. In the improvement of that, will there be some cost savings that are identifiable? In other words, will it be not only more efficient, but will that efficiency translate into lesser costs?

Ms. ERICKSON. Yes, I believe over the long run, it will be a more efficient system. And as this subcommittee well knows, our payroll system is highly customized to meet the requirements of Federal statutes, title II. We have a unique semi-monthly or 24-pay cycle. We have shared employees often between Senate offices and com-

mittees. And we don't have a uniform pay scale. We also have unique minimum and maximum salaries.

So it is a very highly customized system, but I am confident, Mr. Chairman, that the system will in the long run be efficient.

Senator NELSON. I know that Senator Pryor is worried that his check will come on time.

I am sure that you can assure us that there won't be any slowdown in pay?

Ms. ERICKSON. I promise. I promise.

Senator NELSON. Good. For both Ms. Erickson and Mr. Gainer, a question on evacuation drills. I know that we have from time to time tried to go through evacuation drills to keep everybody aware of what is necessary in the case of an emergency. And it seems like it is a better process than the first time that I heard officers running through the Capitol—near the Senate chamber yelling, "Get out of the building," which was fairly mundane compared to what I think we are perhaps able to do today.

Can you tell us where we are on the security that would be involved to get people out of the Capitol in an organized, prompt, and safe manner?

Mr. GAINER. Senator, thank you.

We have come a long way, I think, since the—one of the first mass evacuations after 9/11 when I was the Chief of the Capitol Police, when we had the incoming aircraft, Senator, at Reagan's funeral——

Senator NELSON. That is the one I was referring to.

Mr. GAINER [continuing]. Which didn't go as smooth as it would today. And what it meant was between the Chief's office and our office and others was to put together programs and practice those programs that would get as orderly an evacuation as you can when everybody is pretty terrorized.

So we have plans. We work with your offices and staff so that they understand those. There are plans for each one of the offices, and we have been drilling those. And in fact, next month there will be another drill on the Senate floor, where we will exercise staying in place or evacuating. And we work very closely with the floor staffs to do that and your office and Nancy's and the police departments.

And we just had a meeting in the Secretary's office yesterday, I believe, with the other officers of the Senate, and we will come to each one of your luncheons—the Democratic luncheon and the Republican luncheon—to give a little bit more focused information for you as we do with your staff. So I think we are actually in a pretty good place on it.

Senator NELSON. I have a question that was submitted to us from Senator Inouye, the chairman of the Appropriations Committee. He says that a few years ago, the offices submitted in conjunction with the Senate Rules Committee, a contract for a study of the Senate employees childcare center. Based on the findings of this study, do we have a shortfall of adequate childcare available to Senate employees, or is it okay? If it isn't, what is the next step in addressing that challenge?

Ms. ERICKSON. Well, the Senate Rules and Administration Committee asked my office in 2007 to conduct a childcare survey, and

it was the first survey that was done since the childcare center opened in 1984.

And if my memory serves me correctly, I believe we had roughly 3,500 Senate employees, including State staff employees, who participated in the survey. And to my recollection, there were roughly 850 people who responded who indicated that they were using childcare services or plan to in the very near future.

We do have a problem, particularly with infant care. There are only nine infant slots. I have someone on my staff who has put her name in the Senate childcare center and was told there was a waiting list of 99 people for infant care with the Senate childcare center.

It has been a problem for a long time. My baby, who is now 14, was on the waiting list back in 1994. He never got off the waiting list. So I am empathetic to the young parents in the Senate community who are trying to get into the center.

Some of the options that the study looked at were possibly expanding the facility; collaborating with other childcare centers, particularly those on Capitol Hill; purchasing slots for Senate employees; providing specialized referral services for our staff, as well as looking at other family friendly policies; and providing folks, when applicable, telecommuting opportunities.

My staff was asked to look at some property. There is a townhouse located next to the childcare center that is currently for sale. The assistant secretary and my chief of staff went to look at the property. A follow-up visit was done by the Architect of the Capitol's staff, who determined that the row house would not be feasible for a childcare center.

One positive result of the study, I will say, is that it prompted the Senate childcare center, which is a nonprofit run by a parent cooperative board, to retool their admission policy, which now gives preference to Senate employees.

Another promise that was made by the childcare center is that they would increase transparency in their waiting list. Unfortunately, a promised Web site that would give people who apply to the childcare center a sense of where they are at on the wait list hasn't been launched yet.

But I am, again, very empathetic to the situation. It is a problem, and I am grateful for Senator Inouye's and all of your interest in this issue and advocacy on behalf of young parents in the Senate.

Senator NELSON. Thank you.

Senator Murkowski.

Senator MURKOWSKI. Thank you, Mr. Chairman.

Nancy, you had mentioned in response to the chairman's inquiry on the payroll system, explaining the importance of it and the need to advance with the Sergeant at Arms. I didn't hear if you mentioned what the estimated cost is for that new system.

Ms. ERICKSON. I believe $2 million. Is that——

Mr. GAINER. If I may?

Ms. ERICKSON. Go ahead.

Mr. GAINER. Well, the initial funds we are asking you for is $2 million. I think the total cost for its full implementation won't be known until the first quarter of fiscal year 2010. But we have dis-

cussed with the Secretary if that is the case, if it gets much beyond where we are at, then we will sit down collaboratively and see how we can come up with those funds and perhaps not have to come back to you.

So we are aware it could be more, and we just wait to see that final price.

Ms. ERICKSON. And I would also add we are obviously consulting with your subcommittee, keeping you posted as we learn more about the potential costs for such a system.

Senator MURKOWSKI. Okay. So at this point in time, we are just in the process of identifying——

Ms. ERICKSON. The very beginning.

Senator MURKOWSKI [continuing]. What it is that we are looking at there.

Ms. ERICKSON. The very beginning.

Senator MURKOWSKI. I appreciate that.

Terry, let me ask you, you had indicated that after conversations with the chairman—and this is as to the staffing within the Sergeant at Arms office—that you were now prepared to perhaps pull back on some of the full-time equivalents (FTEs) that you had advanced. Now I just want to have a clear sense as to what the staffing issues and needs are within the Sergeant at Arms office.

You are proposing an increase in the salary budget of over 12 percent, and as I understand, you are requesting 878 employees, and expect to have approximately 824 onboard this year. I can very clearly see, as you look at the numbers advancing since the year 2001, you can clearly appreciate the need for additional staffing.

But talk to me a little bit about why we would continue to expect to see an increase. Since 9/11, it was about a 35 percent increase is what I understand. In view of that and recognizing that at some point you expect to be tapering off, tell me why I should expect to see continued increase in staffing with each subsequent year?

Mr. GAINER. Sure. Thank you, ma'am.

We looked at it, and actually, over the last 6 years or so, we have grown by nearly 100 positions. And it is something that we continue to wrestle in this organization, as I have in the others, and what I wanted and was provided a breakdown of where those positions went. And the largest majority, as I recall, 60 went to our IT group.

And with this ever-increasing technology, there is the requirement to manage it and care for it. So, in some respects, to an old sociologist like myself—and cop—it would seem that as we get the better technology, we should have fewer people.

Senator MURKOWSKI. Right.

Mr. GAINER. But it just requires more sophisticated people to take care of those things, and we keep adding IT requirements. So, for instance, over those years, I think it may have been the year 2000, I am not sure we had many BlackBerries. We initially distributed 100 or so to the Members. We now have 6,000 Black-Berries distributed to staff.

So when you add the computers and the BlackBerries and the servers and all that is required, and especially the other area is the security issue of our technology. We have expanded that shop.

And I was reading in the New York Times today that the New York Police Department indicated—this is related to security—had 70,000 attempts per day to hack into their computer system. In talking to our chief information officer, we may have 10 times that a day, people trying to hack into our system.

So we really have set up a large shop to counter those types of activities. Now that is just an example, and we will continue to work with you and your staff to point those out.

Other areas, 20 people went into the operations division, and they went into printing and graphics. As I mentioned, it was just a few short years ago that we had monstrous machines not unlike that you see at the Government Printing Office, and now it is technology driven. But with that technology and maintenance, it requires a more sophisticated individual, and those are where those people have gone.

And when I looked at these five, and again, based on conversations as recently as Tuesday with the chairman, as he did when he was Governor and I worked for my Governor, you have to take some of this out of hide. So we went back and looked. We saw that last year, we asked you for 19. I believe you gave us 19.

We actually only hired 15 of those 19. One more I think is in the pipeline someplace. So I challenged our own staff to say we didn't even hire all the ones we asked for last time. Let us take a look at what we are doing. As of this morning, we had about 38 vacancies in our staff. I said, okay, let us see if we can see where and how long we have gotten away with not filling those and see if we can convert those to some of the new positions.

So technology actually is driving the more people.

Senator MURKOWSKI. Which seems counterintuitive.

Mr. GAINER. Yes.

Senator MURKOWSKI. You think that if we have got the smart technology, you don't need to have as many human beings behind it. I would be curious to see a little bit more in terms of the breakdown and where it is going. Just because the four of us have new BlackBerries doesn't mean that we have got to have one person to check up on each of the equipment that is out there.

Let us have a discussion, though, about these vacancies. Now it was my understanding that there is somewhere around 50 vacancies throughout the organization. You say perhaps it is closer to 38. And I appreciate the fact that you are doing a specific assessment as to those vacancies. How long have they been vacant? Can you do without them? How much funding could we save if, in fact, we reprogrammed to other priorities?

Within these areas of vacancies, where are you seeing that? You are saying that they are not in the IT area specifically. So what aspect of the organization——

Mr. GAINER. Sure. Actually, I was looking this morning at a spreadsheet, and I will provide that to you and your staff to spell it out. One of the things I learned was we really got behind with the—where our budget wasn't approved for about 6 months so we couldn't hire. That is how we got behind in some areas.

And I think these positions are spread throughout the agencies. And as I sit here, ma'am, I can't recite those. I have a spreadsheet, and I will give it to you and your staff.

Senator MURKOWSKI. Well, I have just been handed a spreadsheet here, and it looks like there is a lot in tech development and support services. But I think that would be important to take a look at those and determine if we need more folks now in the IT and tech support, okay, are there other areas that are perhaps dated now? I think that is going to be important as we look at the staffing.

I also understand that there have been funds available from prior years, fiscal year 2006 through 2008, totaling over $17 million that aren't needed for the purposes for which they were appropriated. Can you tell me a little bit about the status of those funds? Why, what do you propose to be doing with them? And do you anticipate that any of the funds provided in fiscal year 2009 not to be needed for the purpose for which they were initially appropriated?

Mr. GAINER. Well, the easy answer to the last one is, first, we need to work with your staff to see how we can best utilize those funds. And the other question we asked, Drew and I did, how did we get to that position?

So, over the 5 years, we have developed that extra funds, but also we should keep in mind that over those 5 years, we were actually dealing and managing a budget of $750 million of $1 billion. So some analysts might say a 3 percent overage is a reasonable ballpark and has added up.

But I did get some specific breakdowns in unexpected reductions in the volume of local and especially long distance calls. So as I talk about those 6,000 BlackBerries, the upside of the 6,000 are people are making fewer telephone calls. We ended up saving $5 million in the last 3 years just on that alone.

In the performance incentives in our IT contracts, when we let those contracts, we assume that contractors will meet or exceed the expectations so that there are performance awards in there. And to the extent they don't, that again produces money. And that was to the tune of about $2 million.

So I, of course, said to my CFO, well, are we bad estimators or are we contracting improperly? And appropriately, they educated me on the fact that the best business practice is to assume that your contractor is going to meet all those requirements, come in under funds, and come in early, and we will owe them the incentive. So our preference would be to continue to budget like that and not underbudget what a contract may be.

Let us see, $1.5 million, a customer requirements change, the cost of the equipment changed. And so sometimes, blessedly, as the process is delayed from the day you order it, envision it to 3 years later, it becomes cheaper. And we have picked up some funds that way.

But clearly, that is money we all need to look at to see if that can help all of us out in this fiscal year.

Senator MURKOWSKI. Mr. Chairman, I have other questions for Chief Morse, but in deference to my colleagues, I will yield to them at this time.

Senator NELSON. Thank you.

Senator Pryor.

Senator PRYOR. Thank you, Mr. Chairman.

Now I understand that Senator Tester may have to leave at 3:30 p.m.? Do you want to—why don't you go first?

Senator TESTER. If you would be so kind? Thank you very much. I owe you—hopefully not too much.

RADIO MODERNIZATION PROGRAM

The question I have deals about the radio modernization program. Terry, you talked about it in your testimony. Chief Morse, you talked about it in your testimony. Where is the money? Which budget is it coming out of?

Chief MORSE. Thank you, Mr. Tester.

We have also requested funding for the radio modernization program in the supplemental. The reason that we have——

Senator TESTER. Is that the $71.6 million?

Chief MORSE. Yes, sir.

Senator TESTER. Okay.

Chief MORSE. The reason we have requested in the supplemental is due to the criticality of the system itself. It is one of our critical life safety tools, communication. And the immediacy in which we can begin to purchase technical equipment and such, the supplemental would help us to do that in a more timely fashion.

Senator TESTER. And that takes care of the entire project? Is there money that comes out of your budget for 2010 also, or is it just the supplemental dollars?

Chief MORSE. The supplemental dollars take care of the project.

Senator TESTER. Okay. Any out of your budget, Terry?

Mr. GAINER. No, sir.

Senator TESTER. Okay. If you look at your budget, Nancy, it shows an increase of about $2 million, if I am correct——

Ms. ERICKSON. Actually, sir, I not requesting an increase in my operating budget. It will remain the same at $2 million.

Senator TESTER. Okay.

Senator NELSON. No increase, yes.

Ms. ERICKSON. But an increase in the salaried portion of the budget, roughly $1.7 million.

Senator TESTER. Okay. So the budget for—let us go this way. The budget for fiscal year 2010 is at $27.790 million, includes $25.790 million in salary costs and $2 million for operating budget. And then the salary budget increases of about $1.770 million. That is outside the $2 million for the operating budget?

Ms. ERICKSON. Yes.

Senator TESTER. Okay. All right. What was your budget in 2009?

Ms. ERICKSON. Our budget for operating costs was at $2 million. So we are requesting the same level of funding that we requested last year.

Senator TESTER. Okay, and what was your salary?

Ms. ERICKSON. And the salary budget is $1.7 million more this year, which consists of providing a cost-of-living (COLA) benefit for employees.

Senator TESTER. Right. So your budget this year is $1.7 million higher than over last year?

Ms. ERICKSON. Roughly a 7 percent——

Senator TESTER. Seven percent? Seven percent, is that what the——

Ms. ERICKSON. Right.

Senator TESTER. All right. The issue of the five FTEs, what kind of savings does that represent of budget?

Mr. GAINER. Approximately, I think the salary savings was $400,000. That would——

Senator TESTER. Is there any other savings that will accrue from that, those five FTEs that you are going to pull out?

Mr. GAINER. I am guessing out-year merit issues and other pay adjustments would be affected by that. But the basic salary and the COLA would be saved. So probably just close to $500,000.

Senator TESTER. Oh, okay. All right. Thank you.

The payroll system, if I heard the answer to the question of Senator Murkowski, was that this was going to be a study to see what kind of payroll system you needed?

Ms. ERICKSON. Right. I think it is important that we not rush ahead, that we take our time.

Senator TESTER. As do I. The question is, is how old is the one you have got now?

Ms. ERICKSON. Chris, how old?

Mr. DOBY. Twenty plus years.

Ms. ERICKSON. Twenty plus years.

Senator TESTER. Twenty plus years. All right. And do you—and this applies to all three of the entities. Do you do long-range planning for these kind of things? In other words, payroll is something that is going to be around for a while. And your payroll system, once you get this one in, it is going to be obsolete after x number of years.

The same thing could be said about the radios. The same thing could be said just about everything. I mean, it all is going to wear out. It is going to become obsolete. Do you have those kind of things within your budget that you set aside so much for obsolescence?

Ms. ERICKSON. Well, the payroll issue was brought to my attention this last year. But——

Senator TESTER. I should ask to begin with, can you even do that?

Ms. ERICKSON. Can I do that? Well, the two systems that I would think of that would be our payroll system and then our financial management information system (FMIS) system, which is a Web-based system for creating and processing vouchers.

But I do think that we can do a better job of long-range planning, and that is my concern with the payroll system is that it is an old system. And I would hate to have the Senate in a position where something happens to the system and we hadn't done our job to look ahead.

Senator TESTER. Right. I understand. But currently, it is not a matter of practice to—and this is a revolving thing. You don't have this job forever. So, I mean, but there is not a system in place where you plan for that right now, at least not in your office?

And I mean, it is not a negative thing if that is the way it is. But if that is the way it is, that is the way it is. I am just curious.

Ms. ERICKSON. Yes. I think we can do a better job of long-range planning.

Senator TESTER. Okay. Terry.

Mr. GAINER. Yes, we do. And in fact, as part of this budget, I am trying to do some quick numbers on your question. It might be as much as $10 million is built in there to replace and upgrade equipment or replace printing equipment or other items. And I can get more specific.

Senator TESTER. Okay.

Mr. GAINER. And we do have kind of a 5-year vision of how those affects——

Senator TESTER. Is that public information? Can I get that?

Mr. GAINER. Yes. You sure can, Senator.

Senator TESTER. Okay.

[The information follows:]

FINANCIAL PLAN FOR FISCAL YEAR 2010—EVERGREEN BUDGET BY EXPENSE TYPE

[Dollars in thousands]

	111th Congress		112th Congress		113th Congress	
	Fiscal year 2009	Fiscal year 2010	Fiscal year 2011	Fiscal year 2012	Fiscal year 2013	Fiscal year 2014
Operations and Maintenance:						
Salaries	66,800	75,044	80,414	86,225	92,260	98,719
Expenses	83,472	91,712	97,867	101,388	96,722	100,762
Total Operations and Maintenance	150,272	166,756	178,281	187,613	188,982	199,481
Allowances and Allotments	63,118	55,114	55,460	55,826	56,591	57,291
Capital Investments	2,315	15,185	7,982	12,100	8,800	5,821
Nondiscretionary Items	4,696	6,450	9,982	10,073	6,145	6,210
Grand Total	220,401	243,505	251,705	265,612	260,518	268,803
Staffing	958	963	964	966	966	966
Totals:						
Salaries	66,800	75,044	80,414	86,225	92,260	98,719
Expenses	153,601	168,461	171,291	179,387	168,258	170,084
Total Salaries and Expenses	220,401	243,505	251,705	265,612	260,518	268,803

Senator TESTER. Chief Morse.

Chief MORSE. Yes. We strategically plan in our budget for lifecycle replacement with the things that we know will become obsolete or wear out. The radio system, of course, is a more robust system that lasts longer than most technology.

Senator TESTER. I understand. Do you have the same kind of situation as Terry has? Do you have a 5-year plan or a 10-year plan or longer than that as far as replacement of equipment in your agency?

Chief MORSE. We do. It may be equipment or technology specific, but we do look at each item and strategically plan for when it will need to be replaced in the budget.

Senator TESTER. Is that something I can lay my hands on?

Chief MORSE. Yes.

Senator TESTER. And it is not that I want to micromanage anybody's agencies. I don't. I just am curious to see where you guys put your priorities.

Chief MORSE. Okay. Thank you.

Senator TESTER. Thank you very much.

Thank you, Mr. Chairman.

Senator NELSON. Now Senator Pryor.

Senator PRYOR. Thank you, Mr. Chairman.

Let me start, if I may, with you, Ms. Erickson, about the daycare center. The Rules Committee, which we are members of, asked was it last year to review and evaluate what is going on with the daycare center and to come back with some recommendations. What is the current policy about former staff members being able to have their children in the daycare center?

Ms. ERICKSON. Well, it is my understanding that the policy, the current policy is that Senate—a sibling of a current Senate employee's child or Senate childcare employee's child already in the center has preference, followed by a child of Senate or childcare center employees. After that preference is given to a sibling of a child already enrolled in the center who has a parent employed by another legislative branch agency, followed by a child of an employee of another legislative branch agency. Children whose parents are not employed by the legislative branch are further down on the order of preference.

But that wasn't the case before the study. So you had the situation where former staffers who had left the Hill and were lobbyists, for example, had their children enrolled in the center ahead of current Senate employees.

Senator PRYOR. My understanding, though, is there are still 22 children enrolled that are children of former staffers. Do you know?

Ms. ERICKSON. I can get that information and follow up with you. But I believe that there are children that have worked their way up into the system that are still there.

Senator PRYOR. That are of former staffers?

Ms. ERICKSON. Yes.

Senator PRYOR. Okay, yes, I would like to know that. But the policy is that if they are former staffers, they shouldn't be there. Am I wrong on that?

Ms. ERICKSON. Well, that would be a decision for the parent board, the cooperative board that runs the childcare center with oversight of the Senate Rules Committee.

Senator PRYOR. Okay. I would like to know——

Ms. ERICKSON. But I would share your—I mean, my personal opinion is obviously that the current Senate employees should be given preference.

Senator PRYOR. Right. Yes, I would like to know the facts on that, if I may? If you could provide that, I would appreciate it.

[The information follows:]

[From Senate Employee's Child Care Center Parent Handbook—2009–2010 School Year]

ENROLLMENT AND WAIT LIST INFORMATION

Applications for enrollment will be considered without regard to race, color, national origin, religion, sex, or disability.

A wait list has been established to accommodate the demand for child care. Placement on the wait list is determined by (1) priority ranking, which is based upon where the parent(s) are employed; (2) registration date, which is the date your check for your wait list registration fee and your annual Corporation membership fee are received at the SECCC (details below); and (3) the age range of the vacancy to be filled. Unfortunately, not all applicants will be able to enroll because the demand for child care exceeds the current availability. Parents are therefore encouraged to place their child, expected child, or adoptive child (completed or in a formal adoption

process) on the wait list at the earliest possible date to increase the likelihood that a space will be available at the Center when needed. You must have a child, be pregnant or be in a formal adoption process to apply for the wait list. Once a space becomes available for a child, the parents will be contacted by the Director and given two business days to decide whether to enroll their child at the Center. If a position is declined, the child will remain in his or her current position on the wait list as long as the family remains current with annual Corporation dues. Failure to pay annual Corporation dues in a timely manner results in removal of a child from the wait list.

Priority for enrollment is given in the following manner:
—Sibling of a U.S. Senate employee's child or SECCC employee's child already enrolled in the Center;
—Child of a U.S. Senate or SECCC employee;
—Sibling of a child already enrolled in the Center who has a parent employed by another entity of the legislative branch of the Federal Government;
—Child of an employee of another entity of the legislative branch of the Federal Government;
—Sibling of a child already enrolled in the Center whose parents are not employed by the legislative branch of the Federal Government; and
—Child of parents not employed by the legislative branch of the Federal Government.

A Senate employee is classified as someone who receives his or her paycheck from the Secretary of the Senate. A legislative branch employee is classified as an employee of the U.S. House of Representatives, the Library of Congress, the Capitol Police, the Architect of the Capitol, the U.S. Government Accountability Office, the Office of Technological Assessment, the Government Printing Office, and any other legislative branch activity and spouses of such employees.

In the unlikely event that wait list children have the same registration date, the same priority ranking, and the same age range, wait list placement will be differentiated additionally by a random drawing.

In order to facilitate transparency of the wait list and assist families in making child care decisions, the SECCC offers online wait list access to Senate families. The system is accessible through the SECCC website and allows individuals to:
—Enroll as members of the Corporation;
—Register their child(ren) to be on the wait list;
—Modify contact and employment information; and
—Monitor their position on the wait list.

The online system does not have the capability of accepting payments. Therefore, new families that enroll as members of the Corporation and register to be on the wait list must deliver or mail a check for their wait list registration fee and annual Corporation fee to the SECCC in order to activate their account and be assigned a registration date. The registration date is the date Corporation membership and wait list registration fees are received at the SECCC.

Non-Senate families may contact the Director to apply and monitor their placement on the wait list.

Families must keep the Center updated with current home, work and cell phone numbers, address, employment status and preferred email address to ensure that the Center is able to contact families with Center information and in the event that a space becomes available for a child.

RADIO FUNDING IN SUPPLEMENTAL BILL

Senator PRYOR. Chief Morse, let me ask you about your radio system. There is $71 million in the supplemental for that. That seems awfully high to me.

I know that Arkansas went through this process a few years ago where they put in a statewide system that was interoperable, that the idea was that all the counties and all the local first responders and all that could tie into the same system. I think the cost to do that system statewide was $94 million, and that was covering 53,000 square miles. And you know, you are covering more like 300 acres. So tell me why it is so expensive.

Chief MORSE. Certainly. The system and our operations are rather unique. In most municipalities, State organizations, and some of our Federal partners, there is probably about 80 percent external

use of a radio system, with about 20 percent being internal. Here, it is just the opposite. Eighty percent of it is internal, and about 20 percent is external.

That drives the cost because of the infrastructure and engineering design that takes place to have adequate coverage subterraneally in our garages, subways, and basement areas. So that drives the costs. Whereas in an external system, you would not have that significant cost.

Senator PRYOR. I can understand how that would drive the cost, but not to $71 million. That is an enormous amount of money for a radio system.

Chief MORSE. I do have some of the technical experts with me. But I believe our coverage would be about 100 square miles of area covering a 25-mile radius, which is specific to our responsibility for continuity of Government, continuation of operations. And perhaps not in this forum, but sidebar, I could and the Sergeant at Arms could brief you specifically on that.

But our operations do not just exist here within the Capitol campus. It does reach out far beyond that, and that also drives the cost of a system of this nature.

Senator PRYOR. Do you have a breakdown of the costs?

Chief MORSE. Yes, sir. I do.

Senator PRYOR. Do you have a contractor already in place that is doing this?

Chief MORSE. No, sir. We do not. This will be an RFP, an open competitive bid that will be put out once our engineering design is complete for the system.

Senator PRYOR. All right. I would like to see the breakdown. Again, not in this forum because I don't want to waste my colleagues' time on that, but I would like to look at that.

SPECIFICATIONS OF THE RADIO SYSTEM

And also I am curious about the life expectancy of this system. It is like what Senator Tester was asking a few moments ago about long-range planning. What is the life expectancy on a system like this?

Chief MORSE. The life expectancy of this particular system is about 10 to 15 years.

Senator PRYOR. And do I understand that it is going to be encrypted?

Chief MORSE. Yes, sir. That is one of the pieces of the uniqueness of our operations.

Senator PRYOR. Why? Why does it have to be encrypted?

Chief MORSE. Currently, our system is not encrypted. Therefore, anyone in the public, press, or another adversary could listen to any of our operations. In order to mitigate any circumstance that we would have in a critical incident, it is imperative that we be able to communicate without others listening in or knowing what it is that we are doing to mitigate the crisis that we are dealing with.

So encryption is necessary to protect the legislative body as well as visitors and staff that we are trying to protect. If we were giving direction to, for instance, shelter in place or relocate, and the ad-

versary knew where that was, then it would be adverse to the action that we are trying to take.

Senator PRYOR. Do you know how much the encryption adds to the cost?

Chief MORSE. I don't have the figure with me, but we do have a specific figure for that.

Senator PRYOR. Okay. And I would like for you to provide that to the subcommittee, if you could?

[The information follows:]

ENCRYPTION

The table below (excerpted from the USCP budget request) specifies the encryption costs associated with designing a radio communication system for USCP.

Encryption.—OTAR, Secure Cards for each Console, Packet Data Gateways—$1,300,000.

Notes:

OTAR (Over-The-Air-Rekeying) is the common name for the method of changing encryption keys in a two-way radio system over the radio channel ("over the air").

Packet Data Gateways (PDGs) integrate alternative Internet protocol (IP) access networks into the mobile core and enable delivery of services over the IMS (IP multimedia subsystem) control layer. IMS is a unified service architecture for all networks.

Senator PRYOR. And I will note that my understanding is—I am getting this from just some research I have done—that when the District of Columbia went to a new system, in the District, it was about $40 million. And I think, to me, $71 million just seems way out of line with—and I understand the uniqueness, and I understand the challenges, and I understand the old buildings and the subterranean nature of some of the things you have to do. But that just seems very, very expensive.

ADDITIONAL PERSONNEL REQUEST

And I would like to look at your requirements that you have in mind, and I would like to look at that and work with you, with the chairman's permission, because that just seems awfully high. And I need to look more closely at your budget, but are you adding police officers as well?

Chief MORSE. Yes, sir. We are.

Senator PRYOR. And how many are you adding?

Chief MORSE. We are adding 89.

Senator PRYOR. And why?

Chief MORSE. Seventy-six of those are to apply to our deployment for our mission in order to reduce the overtime.

Senator PRYOR. Are you basing that on this most recent year? How do you make—I mean, is that what you are averaging in overtime, the equivalent of 76 additional officers?

Chief MORSE. No, actually, we have had to do a comprehensive manpower survey to give us a template in which to assess the manpower that we need versus the threat that we face. So one of our first bites at the apple with this new template is—with the other things that we have to deal with—for instance, attrition and the ability to have facilities to train—is to try to reduce overtime with the new 76.

The remaining 13 is an enhancement that we are asking for with the ability to detect or deter any criminal activity or terrorist activity.

Senator PRYOR. Is that counterintelligence?

Chief MORSE. Yes, sir.

Senator PRYOR. Okay. I have a concern about doing counterintelligence as well. I am not trying to be a naysayer on the Capitol Police because I appreciate what you all do, and it is a very important mission. But tell me why you think the U.S. Capitol Police should be doing counterintelligence work.

Chief MORSE. First, we—the police department has had counter-surveillance capability since probably about 2003. We know that in terrorist planning for any sort of operation that they must first come and surveil. They must first actually come to the location and to review the type of operation that they are going to do at the facility that they are going to do it.

One of the ways that law enforcement has found most effective in deterring that or discovering that is through countersurveillance activities as well as strengthening the training and observation and vigilance of our police officers. So we believe that with the program that we currently have, making it more robust is a benefit to detecting or deterring any type of criminal or terrorist activity that may be planned for our facilities.

Senator PRYOR. When you talked about that I think you said 76 or 79 additional officers?

Chief MORSE. Seventy-six.

Senator PRYOR. Are you talking about actually officers in uniform that are going to be patrolling the area, or is that administrators as well?

Chief MORSE. Those are sworn police officers in uniform to be deployed in the field for the various post assignments.

Senator PRYOR. And you already have 1,799 officers?

Chief MORSE. That is correct. That is our current authorized strength.

Senator PRYOR. And basically, those 1,800 officers—I mean, is it fair to say that they are basically covering about a 300-acre area?

Chief MORSE. Yes, sir. With also protective operations with Members of Congress throughout the United States.

Senator PRYOR. Let me ask, and again, I understand the unique mission that the U.S. Capitol Police have and the unique circumstances in which you serve and what your responsibilities are, but is there—give me a sense of a city that has about 1,800 police officers right now. I mean, can you point to a city or some cities around the country that have about that many police officers?

Chief MORSE. I would say probably the county, some of the larger counties in the metropolitan area would come close to that.

Mr. GAINER. Senator, would you mind if I just chimed in a little bit? Chief.

Senator PRYOR. Sure.

Mr. GAINER. Because having run the Illinois State Police for 9 years, I remember when I came here and had the chance to get the chief's job before Phil. Many of the Members of Congress said, jeepers, you have a police department up here larger than our State

police or larger than our county police or larger than our city for a substantially smaller area.

So over these 7 years that I have been around, we continue to wrestle with this, and it is not just the officers per acre, but it is the demands we put on them. And I can tell you from my office now, with Phil, I have made demands on your behalf. And I will just give you some for instances.

The CVC, which I think many thought was going to be the panacea for security, really resulted in more doors open for the Capitol Police and for the responsibilities of the Senate now Sergeant at Arms. Not another single door in this institution closed. That just opened more doors.

And when we look around at all the millions of dollars that Congress has given the police department and the Sergeant at Arms office to put up the physical security, we take a look at Hart and the Hart building, and it is not any top secret issue about the openness of Second Street and the vulnerabilities of the Hart building.

So it wasn't too long ago that while the chief and his deputies struggled with how to tighten security, that we in the Sergeant at Arms office, on behalf of the Senate, said you just have to operate different. And they ended up putting, I don't know, a dozen or two dozen officers in and around the Hart on the streets, on A Street, on Second Street, to try to minimize the risk from suicide bombers, improvised explosive devices, and trucks.

And the number of doors that we, the Senate or the House, require to be open for the convenience and the egress of Members have encumbered that. And so, over the years, the Police Board or others have said there are a lot of ways to save officers up here. And we could close a lot of doors to do that, but there has never been the will on the part of people to inconvenience themselves in some respects on door openings and in other respects because we have the place open 24/7 to provide the access that everybody has.

Senator PRYOR. Well, I will tell you what. I still—my sense is that we are heavy in this area, and we are expensive in this area. And again, the radio system is a prime example of that.

So what I would like to do is at some point in the future, you know, fairly soon, sit down with you and really download on the specifics of what your requests are, what your needs are. And if you think that we need to close doors, I need to know that. You maybe have already mentioned that to the Rules Committee or something like that.

But if you think we need to change some things around here, I would like to hear that from you. So let us just set up a time sometime in the next week or two where we can really visit in detail about it.

Thank you, Mr. Chairman.

Senator NELSON. Thank you.

INCREASE IN STAFF AND EFFECT ON OVERTIME

Let us stay with the police issue for the moment. Chief, your force has grown in manpower by 38 percent since 2000, and the overtime has continued to grow steadily as well. In fact, between 2006 and 2008, the sworn staff increased by 25 percent, and overtime still increased by 80,000 hours.

I know there is always an argument to be made that it is the amount of staff that will dictate whether or not there is overtime. But it appears that staff and overtime continue to grow at about the same level, and there is another countervailing theory that overtime becomes part of regular compensation just as a normal happening.

There does seem to be some correlation between the increases here. One would have thought that the increase in staff would have decreased the overtime, but that is not occurring. Can you help us understand that?

Chief MORSE. Yes, sir. And I don't know that I will be able to do that in the limited time that we have. So——

Senator NELSON. Well, we can plan to talk about it further, too.

Chief MORSE. But I would like to just sort of give you a broad brush of what might be able to answer the question. Is that one of the most significant tragedies in my career here at the Capitol Police occurred in 1998 with the loss of our two police officers.

And since that time, we have had 9/11, anthrax, and ricin. And with each of these incidents have really come new missions. Some of the missions have been related to physical securities. Some have been related to post standing, and many have been related to technology. So the increase that I have seen, as a police officer here since 1985, has been directly related to posting of new posts, new technology, and physical securities.

A lot of our overtime certainly is generated by things that we cannot control, and sometimes that is affected by the environment in which we live. For instance, last year we had many war demonstrations that we did not expect. We have had many significant demonstrations this year. One most recent, the Power Plant. And I just learned recently there will be a significant event on May 30 down at the Lincoln Memorial.

So there are many unexpected events that take place here on the Capitol grounds as well as off the grounds that Capitol Police have authority and responsibility for.

What I do want to assure you is that the Capitol Police, my managers, the professionals who are sitting behind me, do have a plan to be as efficient and effective as we can with our people. We, as I mentioned earlier, have recently gone through a manpower study. That manpower study gives us a template that is—its foundation is threat based, which came through our GAO recommendations.

What we are trying to do now is apply that to every program that we have and every facility that we have. Two facilities that are—one is most recent to us and one that will be coming in October, the CVC and the Library of Congress. We have not yet been able to apply that template, but we will.

In addition to that, we have looked at many programs where technology can replace people, and we are working on doing that as well. So not only does the Enlightened Leadership Solutions (ELS) study help us—the manpower study by ELS helped us to better effectively ask you for people, but it could also result in decreasing the size.

So this is really a very lengthy process. It is one that we take very seriously. We understand the sensitivity of the growth and the budget, and we are working very hard to not only minimize over

time, but have the most effective and efficient use of our people for the safety and security of the complex.

Senator NELSON. Well, I hope the report will enlighten us because if I understand the numbers right, by adding 55 FTEs, you will save $2.5 million. However, the cost of the 55 FTEs is $3.7 million. So we get worse off under those numbers by adding individuals. We would be better off to spend $2.5 million rather than $3.7 million.

So I hope that as you work through this manpower study that you will be able to help us better understand how there will be true reductions, bottom-line reductions.

Chief MORSE. Yes, sir, Mr. Chairman. We will do that.

Senator NELSON. Thank you.

Senator Murkowski.

Senator MURKOWSKI. Thank you, Mr. Chairman.

Chief Morse, I want to go back to questions about the radio system that Senator Pryor was discussing with you. We are talking about a total cost now of $71.6 million. I would agree it seems extraordinarily high, and I think it is important that we fully understand and appreciate all that is going into this.

How confident, though, are we really about this as a cost estimate? It is my understanding that when you were first looking at this, there was a rough estimate back in 2007 that the total of this radio system would be about $35 million. So we have essentially doubled it in a 2-year period. So is $71.6 million a number that we can really believe in?

Chief MORSE. $71.6 million was the request that we had in the 2010 budget and for the supplemental. There is an engineering design study taking place right now for the infrastructure of the building, and we could expect to ask for $8 million to $16 million more in the 2011 budget, depending on the results of the engineering design and coverage for the system itself.

So we are still what we have done is with the current $71.6 million request is had many people review the technical requirements and the technology associated with that, and we are comfortable that those figures are accurate.

Senator MURKOWSKI. Accurate, but what you are saying is that it could be anywhere from $8 million to $16 million in addition to the $71.6 million after we get this engineering design proposal back?

Chief MORSE. Yes, ma'am.

Senator MURKOWSKI. So it is getting worse.

Chief MORSE. The cost will rise, yes.

MANAGEMENT OF THE RADIO PROJECT

Senator MURKOWSKI. Okay. How are we going to ensure that we will have proper management of the procurement to ensure that once we identify what that cost is that we stay on budget and on time?

Chief MORSE. Let me first just add one other figure—that we did receive $10 million back in the 2007 supplemental to go toward the radio system.

But to answer your second question, we have designed a five-phase approach to this. It is a 36-month project. We have through

the Economy Act looked at Naval Air Systems Command (NAVAIR) systems, who have expertise not only with some of the existing technologies here on Capitol Hill, but also the procurement capabilities and the expertise in that field to augment our staff. They have a team and integrated approach and will be our consultants.

In addition to that, we have had the RFP and the technical requirements as well as the engineer design reviewed by the Government Accountability Office as a safeguard that we are on track and doing things right.

Senator MURKOWSKI. Let me ask about some of the administrative issues, and I will echo what was said earlier in recognizing the accomplishment of a clean opinion from the auditors on the financial statements.

I do understand that we do have some areas of improvement. But there are some 85 open recommendations from GAO or the inspector general on the need for improved internal controls, whether it is improved asset management, control of travel vouchers, payroll processing, information security.

And you ticked off a few of those areas that have been closed out, but given what you have outstanding, what would you say are your biggest challenges in resolving these administrative deficiencies? Where are your highest priorities here?

Chief MORSE. Well, we do prioritize our recommendations. We try to go for the low-hanging fruit, the ones that don't cost us a lot of money, and get those out of the way first.

Our biggest challenge is really the people to get this done. We have been struggling with that. Most of our folks who are working on this, working very hard on this, have other duties and responsibilities within the agency. But they work very hard to prioritize this. Our chief administrative officer works very closely with the Office of Inspector General. We have a great working relationship with the Government Accountability Office.

And we try to prioritize these recommendations based on risk to our organization. So the ones with the most risk we go after first. So we keep track of this. We can actually produce a document for the record or for your review that can see how we manage the recommendations, how we go about closing them, and how we interact with the GAO——

ONGOING ADMINISTRATIVE ISSUES

Senator MURKOWSKI. Well, I would appreciate that. If we have got 85 that are outstanding that need to be resolved, it is one thing to go after the low-hanging fruit, but if you have issues out there that are problematic and have been problematic for a period of time, I know that the inspector general has recently reported that you didn't have adequate spending controls on travel. And I don't know whether or not those controls are being put in place.

I also understand that there were problems with the payroll processing, the need to make sure that we have got timekeeping records that are adequate. And following in the chairman's concern about overtime, is this an issue and an area that needs to be placed higher on the priority list?

Can you just speak to these two? If, in fact, your auditor has indicated that with the payroll processing that this is a material

weakness for you, when do you get to that point where you implement those recommendations from the audits?

Chief MORSE. Well, let me just start by saying that by getting that clean financial statement, we very aggressively went after the recommendations in our financial management. That was our most risk to our organization. And I think the fact that we were able to obtain clean financial opinion a year earlier than we were directed to do so shows the aggressiveness in which we go after these recommendations.

Many of the recommendations that you just mentioned, for instance, the travel vouchers, et cetera, we are actively working on closing those recommendations as well as many other GAO recommendations. We——

Senator MURKOWSKI. Do you think you are going to have a clean report again this year?

Chief MORSE. Absolutely. And our Office of Inspector General and the Capitol Police Board, we really work together to make— to find out what we need and prioritize what we need as an organization, what the Board would like the Capitol Police to expound upon, and what the Capitol Police needs.

We work together so that we are not overwhelmed or inundated by audits. So we try to work closely together. We try to identify what causes most risk to the organization, and we are very transparent about that. We accept the fact that we have weaknesses. We accept the fact that we have challenges, and we work together to address them.

So we would be happy to show you how we do that and much of the accomplishment that we have had in the last 2 years.

CIVILIAN STAFFING

Senator MURKOWSKI. Let me ask one more question before I turn it back to my colleagues here, and this is on the civilian staffing. I understand that you currently have about 75 civilian vacancies, about 15 in the Office of Human Resources. Another 21 civilian positions have been requested in fiscal year 2010. Tell me why you need these additional positions and the prioritization, if you will, for these slots.

Chief MORSE. With respect to some of the civilian positions, they are ones that will be coming to us from the Library of Congress. There are 23 new positions, 19 of which were submitted in previous budgets, and 4 of those are related to the radio system, technical experts to do the radio system.

We also have been working very hard as a part of our audit is to reevaluate each position and, in some cases, rewrite position descriptions, which has added some delay in those positions. Currently, of the 79, we have 25 of which are in the hiring phase right now, along with 25 which are currently being announced, and we are preparing advertisements for 22 others and then the——

Senator MURKOWSKI. And in what areas would those be, these new ones that you are announcing?

Chief MORSE. Those are already approved positions.

Senator MURKOWSKI. Okay.

Chief MORSE. So of the new 23——

Senator MURKOWSKI. These are not the 21 that you are then requesting in fiscal year 2010?

Chief MORSE. That is correct.

Senator MURKOWSKI. Okay. So you have got these 23 that you are filling that have already been authorized, and you are seeking then an additional 21?

Chief MORSE. Yes, ma'am.

Senator MURKOWSKI. And in what areas would these additional 21 be?

Chief MORSE. They would be helping us with the audit findings. Those are specific to the audit findings or the intelligence enhancement, or radio engineering. We have requested one diversity officer and training coordinators, which are for another program we are working on within our Training Services Bureau, a budget analyst, an accountant, legal administrative assistant, and then a mission assurance bureau person. So some are related to audit findings to help us improve in those areas. Some are related to the radio and information technology, and others are related to the Training Services Bureau and our finances.

Senator MURKOWSKI. Well, Mr. Chairman, I know that the GAO has been closely involved in reviewing these administrative—not only the administrative problems, but some of the staffing issues. I would like to hear what their recommendations are on the need for these additional positions and just understand.

It seems to me that at this time we don't need to be necessarily adding more and more and more in terms of staffing, we are doing that in very many areas, and I will express my concern about it. I would like to understand the need more.

Senator NELSON. I believe we can probably obtain that information. Is that accurate?

Chief MORSE. Yes.

Senator NELSON. Well, let us do that. Let us get that distributed to the subcommittee for our review.

Senator MURKOWSKI. Appreciate it.

Senator NELSON. Thank you, Senator.

We understand that the number for the radio project is well established. Now I am a little unclear because I heard you say $71.6 million as the base, but that is after $10 million that has already been put in. So this is a multiyear process. What I am trying to find out is the additional $8 million to $16 million, this is the total as it all comes together so that it won't change? Is that fair?

I am just trying to understand that the costs are established and they have been because it is a multiyear process that is going on here. Is that accurate?

Chief MORSE. Once we do the engineering design phase within the infrastructure of the buildings, the additional cost for indoor requirements could be $8 million to $16 million.

Senator NELSON. Eight to 16.

Chief MORSE. There was $10 million given to us in 2007.

Senator NELSON. Right.

Chief MORSE. And then the request for $71.6 million.

Senator NELSON. Does not include that $10 million already received or the additional of $8 million to $16 million?

Chief MORSE. That is correct.

Senator NELSON. There is not another part of the project that is not included within those numbers?

Chief MORSE. That is correct.

Senator NELSON. Okay. I just want to get that for the record so we have the total numbers. I was unclear. I appreciate that.

Let us see now. If you didn't have the radio project in place and you didn't have that capability that the radio project is going to give you when it is complete, what are the implications for security on the campus?

Chief MORSE. Let me just give you real quick the status of our current system. We are unable with our current system to be interoperable with any of our partners who would respond here to assist us in the event of an emergency.

Senator NELSON. And they would be who, the partners?

Chief MORSE. It would include the fire departments, the local police, and other Federal agencies. The other concern is that we most recently were contacted from one of the vendors on our dispatch technology who said they could no longer service it because it was outdated.

And we have experienced pretty routinely both software and hardware failures with our system, and at one point within the last 3 years, we had a complete failure of the system. Therefore, it would cripple our ability to communicate with each other in a critical incident situation should that system fail, which is, like I mentioned before, is one of the three critical life safety tools for a police officer, and a life safety tool for the legislative process.

So we are obviously very concerned about that. That is why we brought it as a priority. This was originally looked at in 2005 to begin the process of replacing the system.

OVERTIME AND ADDITIONAL STAFFING

Senator NELSON. Switching now, going back to the overtime and additional staff question, let me just see if I am clear here. Is your goal to eventually eliminate the use of overtime in your day-to-day operations, or are you intending to use a combination of overtime and onboard staff? And have you established what positions are better utilized through the use of overtime if you plan to continue to have overtime?

Chief MORSE. We plan to use a combination. As I mentioned before, in some cases, we are using technology, and I could provide that information to you in a sidebar. But we are using technology that will decrease the number of officers we need to do a specific mission. Therefore, we can put them back into the field.

In other instances, by adding, for instance, the 76, we can perhaps downsize the amount of overtime that we are using and enhance our capability with our mission. So we are using a combination of technology as well as redeployment of our personnel.

We have also worked very closely with our oversight committees in detail, for instance, we're checking how many people come through a specific door during a specific time. And the committees have worked with us, for instance, at adjusting the hours of those doors.

So we have done things on the very low level and on the very high level to try to lower the amount of overtime and have the

most efficient and effective use of our police officers. So it is a challenge. I don't know that we could ever eradicate overtime because there are so many variables that come with that. For instance, the special events and demonstrations, et cetera, that I had mentioned before, just to name a few.

Senator NELSON. It appears you are having some difficulty attracting and retaining civilian personnel, some in positions that are quite critical to your mission. How many civilian openings would you have at the present time and why?

Chief MORSE. There are 79 or 78 vacancies that are currently open. As I was saying earlier, in some cases, we are reevaluating the need or the position description or reclassifying it to meet our current mission. Many of the recommendations that we receive change the way we do business. We are trying to do business more efficiently.

So some of the delays have been with redoing the position descriptions. But as I mentioned before, many of these are in the hiring process currently, and they passed me a note that most recently we just hired four additional personnel. But 16 are in the hiring process. Twenty-five have vacancy announcements out right now.

So as fast as we can make sure or ensure that these personnel are the positions that we need, that we have the right person in those positions, then we will, in fact, fill them.

As far as retention is concerned, there is a turnover, and some of that has been remedied by simply answering recommendations and gaining control and organization over these entities and ensuring that we have a strategic plan for where it is that we are going to go. And one example of that is our Office of Financial Management, where we have current tremendous leadership, which resulted in a positive thing for the police department.

But in hiring some of these additional personnel and some of the reclassifications, we will do some of the things that the other Federal agencies do with regard to retention benefits, where we could be more attractive to those from the private industry as well as other Federal agencies.

Senator NELSON. Well, my final question is relating to those 13 additional officers for counterintelligence. Have you considered in some way partnering with the Department of Homeland Security (DHS) or some other agency, perhaps even the Federal Bureau of Investigation (FBI), to attract that kind of capability rather than try to develop it within the police department yourselves?

Chief MORSE. Well, first, let me say that we have wonderful relationships with our area law enforcement agencies. We do have liaisons at the major intelligence organizations as well as DHS, the FBI, Central Intelligence Agency, the Defense Intelligence Agency, the metropolitan police fusion center. So we work very closely with them. And I won't speak for any one of those agencies specifically, but the countersurveillance capability is taxing on their own specific mission.

We are, as you know, the only Federal law enforcement agency who has authority and responsibility for protecting this branch of Government. And we feel that it is our responsibility to recommend that a more robust countersurveillance operation would minimize

the risk of any criminal or terrorist activity that could be planned for our facility. And certainly no one is more dedicated to protecting this legislative body than the men and women of the United States Capitol Police.

Senator NELSON. Senator Murkowski.

Senator MURKOWSKI. One final. The President's budget is about an 8 percent increase over last year, if I remember correctly. What would happen if we were to set that standard within the legislative branch? Right now, we are looking at about a 15 percent increase.

What would that mean to you in terms of your budget and your priorities if you were told you got about 8 percent increase over last year? Where would you go? We will start with you, Ms. Erickson.

Ms. ERICKSON. Well, I think I am in the best——

Senator NELSON. You would have to raise yours, yes.

Senator MURKOWSKI. Yes. We will start with the easy one.

Ms. ERICKSON. I think I am in the best shape of the three of us. My operating budget has remained the same, and I will say we look for every opportunity to cut costs, down to our Senate librarian who just renegotiated some vendor contracts and saved $352,000 over 4 years.

I personally look at every voucher, and I can say our chief employment counsel's attorneys have cut back on their travel or look for conferences that are held in Washington, DC, rather than traveling across the country. So we take that responsibility very, very seriously.

The budgetary impact for our operation would be salary and that would mean that I would not be able to offer a COLA to our employees or implement our employee performance program for merit pay, which, with few exceptions, is capped at 3 percent. So that would be the impact for the Secretary of the Senate's employees.

Senator MURKOWSKI. What is the longevity of the employees within——

Ms. ERICKSON. We have very low turnover. We have I think it is 3,000—if you add up the total, we have 3,000 years of Federal experience, 238 employees. So there isn't a lot of turnover, but there are employees who have a great deal of institutional expertise that we hope to keep for a long time.

Senator MURKOWSKI. Terry, how would you reprioritize if you had to?

Mr. GAINER. I would eliminate the $2 million that I have asked for Nancy.

Seriously, I wouldn't do that because she pays us, too.

Most of what we do, aside from the salary issues, are really for your benefit and your offices. So, number one, we would work with you and see how to scale that back.

But it is really, I think, adjusting the Members' and their staffs' and your 450 State offices' expectations so that each year, for instance, when we add money in to try to get more bandwidth so that your computer works quicker in your home State, we would scale that back. And rather than have someone come and repair the computer in your office within 30 minutes, it might take 2 days.

So we can adjust that, and we would work with you to try to figure that out.

Senator MURKOWSKI. Chief Morse.

Chief MORSE. Well, it would certainly take some very serious analysis to prioritize what we would lose by that. I would fear that a lot of our lifecycle replacement that we talked about earlier in our technology that helps safeguard the campus would be at jeopardy, along with hiring.

We certainly talked about a significant amount with the radio system that is critical to the life safety not only for our police officers and employees, but for the legislative process. And if we were to still go with the radio project, then that would significantly impact other areas of the police department.

Our employees are certainly here and dedicated to you under any condition, and I would be remiss if I didn't say that I would want to take care of them first.

So I think that a lot of the significant areas of concern would be mostly with the technology, the lifecycle replacement, the radio system, and hiring, which I think would probably cascade on us as the years went on. We would probably never be able to recover from the not hiring.

Senator MURKOWSKI. Appreciate your responses.

Thank you, Mr. Chairman.

Senator NELSON. Thank you.

ADDITIONAL COMMITTEE QUESTIONS

And I would like to personally thank our witnesses for attending today's hearing and providing us with their excellent responses.

[The following questions were not asked at the hearing, but were submitted to the agencies for response subsequent to the hearing:]

QUESTIONS SUBMITTED TO TERRY GAINER

QUESTIONS SUBMITTED BY SENATOR BEN NELSON

FISCAL YEAR 2010 BUDGET REQUEST

Question. If the Legislative Branch Appropriations bill for fiscal year 2010 is held to current year levels, what will be the impact to your agency's operations and on the day to day operations of the Senate?

Answer. We understand that the Committee may face challenges in preparing the fiscal year 2010 Appropriation. If we are held at the current level, we will examine all of our initiatives and establish priorities that reflect the funding allowed. We will review spending on capital investments and maintenance; we will defer expenditures for new equipment to the extent that we can. We will work with Committee staff to ensure that all Senate priorities are funded.

Question. Your organization has requested a 10 percent increase—to $243.5 million in fiscal year 2010. As we have discussed, increases are going to be very difficult in a tight budget year. Regardless, the SAA has grown from an enacted budget of $109 million in fiscal year 2000 to well over $200 million in the current year. I, like most Members, have a great deal of respect and gratitude for the work your organization does around here—but do you mind spending a couple of minutes telling us how you got from there to here in terms of budget and staffing? Where do you see the trend line moving in the next few years?

Answer. Our organization has changed dramatically since 2000. To set the stage, in 2000 our budget was just about $100 million. In fiscal year 2009, our budget is $220 million. We had 780 employees then and have 958 now. In almost all respects, we no longer are the same organization. Let me give you some specifics of the changes.

With the exception of POSEP (formerly OSEP), generally, the responsibilities of the SAA have not changed since 2001. However, the scope of those responsibilities has expanded materially. Our goal is to support Senate offices to enable Members and staff always to more effectively manage their business and communicate with their constituents. It takes people and money to initiate, implement, operate and

maintain the infrastructure that provides the systems and services to the Senate. In a sense, we do this so that you don't have to. More specifically, here are some of the changes that have occurred over the years.

Post Office—receipt and delivery of mail in 2001. Today, receipt, inspection and delivery of all mail and packages to Senate offices. We have our own offsite facility for mail and package inspection.

Warehouse—in 2001, we operated four warehouse locations. We now have a central facility double the size if the four locations that is modern and functional for all of our needs.

PGDM—in 2001, old press model. Since then, all equipment is digital and run by computer operation. This improves resource use and quality of printed products.

Recording Studio—complete conversion to digital High Definition since 2001 replacing an infrastructure that was entirely film based. Combined with the Hearing Room upgrade project, we can remotely manage and broadcast about 12 hearings at the same time. Previously, we were able to film three at once.

CIO Organization—small infrastructure in 2001 with limited backup capabilities. Today, we have a fully operational alternate computer facility that serves as a real time back up site for all major Senate applications and for data storage for many Senate offices. Our primary service contracts are all performance based. We have very high performance standards which the contractors regularly meet. This is, of course, costly.

We also have state-of-the-art network monitoring capabilities that protect the Senate networks from attack. This Security Operations Center also has a back up at the ACF.

As more processes can be automated and managed electronically, we have added those applications to our inventory. These applications improve customer service, management of our processes and enable new services to be offered in a cost effective manner. Applications that come to mind include TranSAAct (for managing parking and ID requests, floor privileges and SAA billings), MCS (for requesting BlackBerry and cell phone services) and the IT Catalog (for ordering computer equipment). All Senate offices use these systems.

In addition to BlackBerrys and cell phones, there are other wireless technologies that are expected to expand in the future and we must be prepared to support wireless services demanded by Senate offices.

Additionally, we have the ability to set up an alternate Senate site, chamber and offices, through the use of satellite and communications vehicles. Prior to 2001, there was no such capability.

POSEP—in 2001, the office did not exist. Since then, the office provides nationwide office outreach for security planning and response. POSEP leads the Senate's COOP program and coordinates with other agencies in the planning and development of COOP and other exercises and training events.

Question. I recently received tea bags in the mail, as did many of my colleagues as a result of the organized tax day protests last week. Obviously, these envelopes had been subjected to a significant amount of screening. Do you mind updating me on the mail and package screening processes utilized here in the Senate?

Answer. All United States Postal Service (USPS) letter mail addressed to the Senate zip code 20510 is irradiated by a USPS contractor. After irradiation, all mail is x-rayed, opened and tested for contaminants at an offsite facility operated by Senate Post Office employees, prior to delivery to the Senate office. The mail is quarantined, awaiting clear test results.

Packages are not irradiated. All packages addressed to the Senate zip code 20510 are delivered to the same offsite facility operated by Senate Post Office employees. Packages are x-rayed, opened and tested for possible contaminants, prior to delivery to the Senate office. The packages are quarantined, awaiting clear test results.

The Senate Post Office operates an on-campus facility for expected courier deliveries to Senate offices. The items are x-rayed, opened and tested for contaminants. Expected items are delivered by the Senate Post Office, after the items have clear test results.

Under no circumstances should anyone bring mail and/or packages into the Capitol or Senate buildings that have not undergone the Senate's mail and package testing protocols. Tested items are clearly marked and are delivered by uniformed Senate Post Office employees bearing a Senate ID.

We provide safe mail handling training for Senate state offices. Additionally, our science advisors developed the Postal Sentry, a device designed to contain contaminants that a terrorist could send in an envelope.

Question. Your expense budget includes an increase of $15 million—or 10 percent this year. Yet your office has identified substantial multi-year unobligated balances and savings—much of that resulting from savings in your Information Technology

investments. Can you take advantage of prior year savings to reduce your fiscal year 2010 request?

Answer. Yes. We will work with the Committee to use these funds in a manner that meets your needs.

Question. Most of the Legislative Branch agencies—including yours have requested significant increases for technology development upgrades this year. Since most of your prior year unobligated balances reflect savings in IT what can you do to improve budgeting for these large-ticket items?

Answer. In some cases, we have already refined our budgets for the items that produced the savings. In the other cases, we are reviewing our cost estimates and contracts to determine if we can improve our budget processes.

Question. You are requesting funding for five new FTEs—bringing your total FTE up to 963. What is your current on-board staffing level? Will you work with my staff to arrive at a fiscal year 2010 funding level that better addresses your on-board staffing level?

Answer. We withdraw the request for the additional five positions. Our managers will prioritize positions and fill those most necessary to complete their respective missions. We have 905 on board at the end of April 2009. And we will work with Committee staff to refine our salary funding needs for fiscal year 2010 that addresses current and expected staffing levels.

Question. I understand the Senate has invested some $20 million on a new telephone system, but that it has been somewhat delayed. What is the status of the $20 million telecom modernization project—when will it be complete?

Answer. The Telecom Modernization Project is nearing the end of the Final Engineering and Design phase. While this phase took much longer than expected, it served its purpose in that we have modified the proposed design to better meet the Senate's needs. To begin addressing operational issues, we will implement a new voicemail system this fall.

We are currently preparing for a testing phase to validate the design. Upon successful completion of testing, we will order and install the equipment which will take about 6 months. We expect to be piloting the solution within the Sergeant at Arms organization in the spring of 2010 and making it available to offices in the summer. The time it takes to migrate all offices to the new system will depend on the willingness of the offices to migrate, and could take as long as 3 years.

Question. Your salary budget increase totals nearly 13 percent which is very high. In your budget submission you used a 4.5 percent increase as your COLA base. Other Legislative Branch agencies used a 2.9 percent formula for their COLA. Why was yours higher?

Answer. We base our COLA on the most recent base COLA amount plus an estimate of the locality adjustment. At the time the fiscal year 2010 budget was prepared, the general base COLA was 2.99 percent to which we added an estimate of locality of 1.5 percent. That resulted in the 4.5 percent amount used in the fiscal year 2010 budget. We included the COLA for 9 months of 2010 (January through September).

Question. Your fiscal year 2010 request includes $5 million for hearing room upgrades. How much have we invested in this effort so far and how much longer will this item be included in your request?

Answer. The Committee on Rules and Administration selects the rooms and identifies the requirements for this project. Since 2003, 21 hearing rooms have been completed and $25.4 million has been funded for this project. Another 11 rooms have been identified as future rooms for renovation and upgrades. We anticipate that, with our funding request for fiscal year 2010, we will complete the hearing room upgrades that we have been tasked to do.

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QUESTIONS SUBMITTED TO PHILLIP D. MORSE, SR.

QUESTIONS SUBMITTED BY SENATOR BEN NELSON

RADIOS

Question. We understand that the engineering design for the radio project is scheduled to be complete at the end of 2009. If you obtain supplemental funding for this project would you be able to accelerate the purchase of any portion of this project prior to December?

Answer. Yes, if we could get supplemental funding in fiscal year 2009 it would permit us to begin the acquisition process for segments of the project as soon as the detailed engineering design is completed for each item; this would permit us to roll

out these segments much sooner than we would otherwise be able to do. We believe that the nature of the radio modernization project comports with the intent of emergency supplemental bills, which frequently fund "pressing domestic needs". This new system is critical to our ability to effectively address anti-terrorism, and the continuity of government operations.

Question. Would there be any advantages to acquiring increments of this system prior to the completion of the final design?

Answer. As the design engineering study progresses, and technical issues are identified, we would be able to begin to contract to acquire the technology to meet the specifications the engineering study indicates (such as purchasing certain antennas, repeaters, cabling, etc.). Additionally, contracting can commence once a final determination on the mirror site has been recommended and approved. The principal advantage of being able to proceed with procuring increments of the project would be overall implementation several months sooner than if we were to wait to begin any procurement activity until all of the engineering design is complete. The procurement process itself can be lengthy. The sooner we are about to begin that process the sooner the radio system will be able to go live.

Question. Can you briefly outline for me what vulnerabilities or disadvantages we continue to have in the Capitol Complex by not having this technology in the event of an emergency?

Answer. The most significant vulnerability is our current inability to effectively communicate with other first responders as well as some of our Legislative Branch partners. In addition, the reliability of the current 20-year-old system presents an unacceptable risk of a complete system failure during an emergency situation. Also, there are places in the Capitol Hill complex (e.g., the Capitol Visitor Center, new tunnels, garage areas and other subterranean locations) that the current system was not designed or intended to cover and where reliable radio communication cannot be expected.

There are three critical life safety tools for a law enforcement agency: proper weapons, protective equipment, and reliable communications. Our current communications system is an antiquated analog system without interoperability capabilities, and it is not encrypted. In many cases, it has been failing us both in the hardware and software areas. We most recently had one of our vendors call us to say that they could no longer service our dispatch equipment or technology because of its age. In the threat environment in which we work after 9/11, it is critical that we be able to communicate with our partners in a critical incident situation, which we currently cannot do. Additionally, we have experienced dead spots with our current system. This makes us unable to receive subterraneous communications in some of our garage areas, tunnel systems, subways, etc. Part of the reason for this is the lack of cabling, antennas, etc., in areas where essential communication could not have been foreseen over 20 years ago when the system was put in place. In view of the these issues, we believe it is critical that we move towards modernizing our radio system as soon as possible to ensure the continued safety of Members, staff and visitors on the Capitol Complex.

OVERTIME

Question. You are requesting $3.7 million for 55 FTE to reduce your overtime to about 10 percent. What percent of overtime are you utilizing right now? Is your overtime in a "pool" where officers who want to work overtime can do so while officers who prefer not to can elect to defer? Aren't some of these officers depending on overtime to augment their salaries?

Earlier this year USCP worked with the GAO to review and validate our methodologies in the computation, management and reporting of OT and utility of officers. The ACOP was notified by the GAO that the methodologies were using were consistent and measurable to allow proper management and control of its personnel and distribution of OT across USCP for controllable OT.

In the utilization of Load Leveling USCP uses this methodology in conjunction of its Officer Voluntary Reassignment Program (OVRP) to staff division so that there is fairness in the use overtime across its divisions. USCP staffs most of its divisions between 80 percent-90 percent to regular requirements and available and qualified personnel, the remainder requirements are staffed with overtime.

Regular requirements include the following:

—The difference between the total Uniformed Services Bureau (USB) post hours and the total USB officer availability (USCP has deemed that each available officer is available 1560 hours per year).

—The difference between the average usage of overtime used by specialty assignments and the total specialty assignment officer availability (USCP has deemed that each available officer is available 1560 hours per year).

—Specialty assignments include Containment Emergency Response Team (CERT), Dignitary Protection Division (DPD) (in-town), Hazardous Devices Section (HDS), Hazardous Materials Response Team (HMRT), Security Services Bureau (SSB)) and a minimal amount of supervisory overtime.

—46 K–9 handlers are currently receiving handler pay; handler pay is 30 minutes of additional duty per day paid to the handler to provide care for the K–9 after normal duty hours.

USCP must also abide in the distribution and assignment of OT based on statutory Pay Caps and agreements stated in the Collective Bargaining Agreement (CBA). The Office of Human Resources (OHR) and Office of Financial Management (OFM) continuously monitor and control this area to ensure that no officers exceed these amounts. Additionally, Officers direct supervisors determine whether an Officer is operationally qualified, eligible and authorized to stand any overtime.

In fiscal year 2009 USCP has had several variable and unscheduled OT requirements which are monitored through coding in the time and attendance system. USCP has some control of the use of overtime in these areas but a majority of these requirements for OT are event, risk and threat or member driven and are staffed to maintain the appropriate levels of protection and security for the facilities and personnel. Some examples are DPD out of area OT, Extended Sessions, House and Senate Codels, additional post to the Opening of the CVC, Earlier opening of the CVC, special events such as the Capitol Power Plant Protest, and ANSWER Demonstration. The level of staffing for the above mentioned items are based on the risk and threat associated with them.

Overtime is allocated evenly within organizational units, but some units are required to work more overtime by the nature of their assignment. For example, House and Senate Chambers are required to stay when Congress is in session late, as is the Dignitary Protection Division. However, officers who don't want to work overtime (or overtime at the particular time they are scheduled to work) can ask someone else to work their hours. Therefore, there is substantial variance in how much overtime officers earn per year, although the majority earn less than $10,000.

We have not conducted any analysis to determine whether and to what degree officers rely on income from overtime to augment their salaries.

Question. Your budget request suggests we will realize a savings in overtime of $2.5 million if we fund the additional 55 FTE you've requested for this purpose. Yet the 55 FTE will cost $3.7 million. This seems like a negative savings to me if we spend $3.7 million to save $2.5 million of taxpayers' money. Can you explain your rationale in making this request?

Answer. In the first year of funding for additional FTE, it is true that adding them would cost more. The cost of recruiting and outfitting the new officers alone is substantial, and benefits add to the cost. However, not all of the benefit that would derive from decreasing overtime would be realized in the first year of the additional recruits' tenure, since they would be in training for approximately 6 months. The full benefit in terms of reducing overtime happens once they complete their training, in 2010, 2011, and thereafter.

In addition, although we have not directly analyzed how working prohibitively long hours, or sequential shifts, may affect the effectiveness of the officers who are protecting the Capitol and its inhabitants, it stands to reason that rested officers will do the job better than their tired counterparts, with faster response times in the event of a true emergency. A sufficient work/family balance will also help sustain the morale that is essential in a police force with such a critical mission.

Question. Your force has grown in manpower by 38 percent since 2000 and yet your overtime has continued to grow steadily as well. In fact, between fiscal year 2006 and fiscal year 2008 your sworn staff increased by 25 percent and still overtime increased by 80,000 hours. So there doesn't seem to be a trend that shows that more staff equals less overtime. What can you do to better manage your overtime usage?

Answer. Since 2000, the Department's mission load has increased, which has outpaced the sworn staffing provided to meet these mission requirements. Additionally, the Department has conducted numerous threat assessments and we have utilized the outcomes from these assessments to deploy our workforce to meet the threats. The staffing gap between the required sworn staffing and the mission load requirements must be met through the use of overtime.

To manage our resources while meeting our mission requirements, we are also employing various efficiencies Department-wide to reduce overtime. To this end, we have:

—Conducted load leveling of Operational units to ensure proportionate staffing across the Department.

—Standardized breaks across divisions to a 1-to-4 ratio.

—Audited the K–9 function. K–9 has undertaken a 4/10 work schedule for better efficiency in meeting its mission set.

—Approved revisions to the CP–1301 system to better manage overtime by improving how we draft and manage assignments. While the CP–1301 process modification has been approved, the assignment of overtime is currently being reviewed and negotiated as part of the Fraternal Order of Police Union Contract.

—Included 76 new sworn officers in the fiscal year 2010 budget request in order to reduce overtime and increase capability to address threats.

—Audited and reorganized the Truck Interdiction Program (TIPS), in order to return officers to posts.

—Directed TIPS midnights staffing reductions.

—Increased the utilization of technology at the Offsite Delivery Center, in order to return officers to other priority post requirements.

—Migrated the Security Services Bureau (SSB) to a 4/10 work schedule for better efficiency in meeting their mission.

—Migrated the Mission Assurance Bureau to a 4/10 work schedule for better efficiency in meeting their mission.

—Incrementally increased DPD to reduce overtime utilization and better meet the mission. Although DPD is not staffed to the ELS recommendation level, we are migrating to that point based on threat analysis and evolving mission.

—Assigned recruit officers to USB directly from officer training for distribution following their field training.

—Assigned HMRT to conduct random sampling of deliveries at the Offsite Delivery Center to leverage their staffing and mission capabilities.

We have also instituted several cross-training initiatives to achieve additional efficiencies. We have:

—Trained over 1,000 sworn in x-ray security screening protocols to better identify and address threats.

—Trained all recruit classes in detecting surveillance techniques to enhance officers" ability to detect individuals conducting surveillance, to elicit information from the individuals during conversations, and to determine what actions to take based on the information obtained.

—Directed the integration of all divisions within the Patrol Mobile Response Division (PMRD) into one holistic operation, rather than focused units like heavy motors, mountain bikes, TIGER, etc.

We are continuing several works in progress to reduce overtime and increase our overall efficiency. We are completing a staffing gap analysis for Uniformed Services Bureau Divisions. Gap analyses from all divisions within the Uniformed Services Bureau are due by June 1, 2009. We have also directed that a study be conducted to review civilization of the USCP Command Center. We are looking at using the Wounded Warrior program for this purpose.

Finally, we are implementing upgrades to version 8.3 of Workbrain, so we can adopt electronic scheduling in fiscal year 2010.

Question. Is your goal to eventually eliminate the use of overtime in your day to day operations? Or do you want to use a combination of overtime and on-board staff? What positions are better utilized through the use of overtime?

Answer. Our goal is to utilize the findings of the ELS Manpower Study and current risk and threat analyses for the Capitol Complex to determine the proper mix of full-time sworn staffing, overtime utilization, outsourcing, civilianization and technology to meet the mission requirements facing the Department.

As a part of this effort, we believe we must balance the cost-effectiveness of full-time staffing against the cost and efficiency of overtime in meeting mission. In our current configuration, the Department has limited long-term infrastructure, such as physical space, with which to support additional sworn and civilian personnel. Therefore, we believe that any new personnel must be directed at normal post requirements for which we currently do not have full-time sworn staffing. These post requirements are driven by threat and have pre-determined sworn staffing requirements against which to manage personnel deployment.

Because many events such as demonstrations, Congressional hearings, extended sessions of Congress and other unplanned events on the Complex are unpredictable, we believe these are the sworn assignments that are best covered using overtime. Additionally, because our dignitary protection responsibilities are often unpredictable, we believe that we must utilize a balance of sworn staffing and overtime to meet these mission requirements.

Additionally, as a part of our ELS Study implementation, we are reviewing normal post requirements to determine any that might be candidates for technology implementation, civilianization or outsourcing, rather than utilizing sworn personnel or overtime to meet the need.

We do not believe that we could or should eliminate overtime utilization to meet mission requirements. Rather, we must find the correct balance for its utilization as a part of achieving our overall mission or protecting the legislative process.

Question. Have you conducted an employee survey recently to determine your employees' level of satisfaction?

Answer. USCP has recently taken aggressive steps to gather data from its employees regarding satisfaction with their work lives.

More comprehensive in nature is USCP's effort to gather feedback with its Human Capital Survey (Climate Survey), which is currently underway. Open for participation throughout the months of May and June, this completely online survey will be the first Department-wide examination designed to give insight into employees' work life perceptions. So far, more than 33 percent (almost 700) of the employees have submitted their responses, and we're continuing to encourage their participation.

CIVILIAN STAFFING

Question. You are apparently having significant difficulty attracting and retaining civilian personnel—some in positions critical to your mission. How many civilian openings do you currently have and why?

Answer. We currently have 78 civilian openings. We are planning to fill 51 of these by the end of this fiscal year. In the past year, we had management challenges in our Office of Human Resources, and we also had the need to review job descriptions and classifications carefully before posting positions. We also recently issued a Human Capital Workforce Plan and are conducting an employee survey for the first time. Both of these initiatives, along with others designed to enhance our human capital programs, should assist in our efforts to hire and retain highly qualified civilian personnel.

It is also unusually time-consuming to hire civilian employees at the U.S. Capitol Police. Prospective employees are required to undergo a background investigation, and it is required that they be approved by House and Senate oversight committees. Not infrequently, we find that fact that many of the people who apply for civilian jobs actually find other jobs before we get the approvals necessary to make them an offer.

Question. With regard to the Library of Congress merger—you are obtaining approximately 21 former Library officers who do not meet the criteria to become Capitol Police officers. What will these employees be doing and can they help in addressing your request for new civilian FTE?

Answer. There are currently 23 LOC sworn officers who have been determined to be ineligible for consideration to transfer to the USCP as sworn officers, because they cannot meet the statutory requirement for 20 years of "continuous" Federal service prior to becoming 60 years of age. These individuals will transfer to Department as civilians (i.e., as "civilianized" former officers) on October 11, 2009, which is the 1st day of the 1st pay period following the completion of the merger transition period.

The Department is also finalizing the positions that may be civilianized in order to support the transition of the Library of Congress sworn to civilian employees. The positions being considered are:

—LOC Dispatchers (Currently a sworn assignment)
—LOC Call Takers
—LOC Computer Emergency Notification System (CENS) Messengers
—LOC Deaf Pager Notifications
—LOC Fire Panel Monitors
—Firearms Range Instructors (Currently a USCP sworn assignment)
—LOC Exit Inspections (Currently a sworn assignment. Two positions and one relief position)
—CVC Exit Inspection Post
—Cannon/Madison Tunnel Exit Post
—LOC Division Support

We plan to have decisions on the civilianization of these positions by mid-June, 2009. These employees will transition into civilian positions on October 11, 2009 in accordance with the merger statute.

Currently, the Library of Congress utilizes sworn officers to staff their dispatch operation. This operation is intended to continue to reside within the LOC until the

USCP's new radio system is implemented. Therefore, we intend to look at utilizing up to 16 of these civilianized employees for this purpose. This will allow us to reallocate the sworn resources currently used for this purpose to meet other critical security requirements upon the merger transition completion. We also intend to consider these civilizing employees for exit screener positions at the LOC, as well as for monitoring of the exits to ensure that collection materials are not removed from the LOC, and to support the LOC division. Additionally, two civilianized employees are certified firearms instructors and will be considered for placement at the USCP firearms range. Finally, any transferring civilian employee who does not get placed into any of these opportunities, because of a lack of knowledge, skills and abilities necessary to meet the position requirements, will be placed at the time of transition into a mission support function within the Department where their knowledge, skills and abilities are better suited.

Those LOC sworn officers eligible for sworn consideration who do not successfully meet the prescribed hiring standards will transfer as civilian employees in accordance with the statute and will be placed according to the mission needs of the Department at the time of transfer.

COUNTER-INTELLIGENCE

Question. You are requesting 13 additional officers for "counter-intelligence" work. I don't want to "reinvent the wheel" here. Are you currently coordinating with the Department of Homeland Security and the Federal Bureau of Investigation on assessing threats to the National Capitol Region—and to Capitol Hill in particular?

Answer. The Department has three USCP liaisons assigned to coordinate with both the FBI and the Department of Homeland Security. We currently have agents assigned to the FBI's Joint Terrorism Task Force and the FBI's National Joint Terrorism Task force. These agents work closely with their counterparts in the FBI, other Federal agencies as well as State and local law enforcement agencies in the national capitol region. The USCP has one Intelligence Research Specialist assigned to the Department of Homeland Security and this analyst provides analysis on international and domestic terrorist threats toward the U.S. Congress.

The 13 additional counter surveillance agents would provide broader coverage within the USCP jurisdiction and be primarily assigned to the detection of hostile surveillance towards the congressional campus, Members of Congress and congressional staff. Their primary assignment would be the Legislative Branch of the government, as opposed to other agency counterparts for whom Congress, its Members, visitors and staff represent collateral interests. The current agents assigned perform collateral duties outside of the counter surveillance scope to include demonstrations, protective operations for congressional leadership visiting dignitaries and special congressional events. There are currently nine agents assigned to complete all of these tasks.

Question. What will you do if this committee does not fund these additional FTE for counter-intelligence?

Answer. Should the Department not receive additional sworn FTE to meet this mission need, we will continue to run the risk of not having the necessary counter-intelligence information necessary to address threats against the legislative process. If additional sworn resources are not provided, the Department may need to utilize overtime or detail sworn officers from other mission activities to address this risk.

QUESTIONS SUBMITTED BY SENATOR LISA MURKOWSKI

Question. If your agency were to receive only half of the requested increase for fiscal year 2010, what would be the impact and what changes would you make to your budget?

Answer. If USCP were to receive only half of the requested increase (excluding the radio project funding and LOC merger effect), we would adjust our projected hiring to focus on replacing attrition and hiring the most critical civilian positions including most of the backfills and those needed to civilianize the dispatch and alarm monitoring program, training managers, and radio technicians. Most of this increase would be used to cover mandatory personnel costs including COLAs. We would also cover some of the infrastructure and/or lifecycle replacements.

We would not be able to fund all of the infrastructure and/or lifecycle replacement projects included in our request for security systems (about $3 million was included), information technology (about $3.8 million included in our request), vehicle replacements, and other infrastructure projects. We would also not be able to hire all of the critical civilians we have included in our request, nor new sworn officers, and as a result our overtime would once again increase.

Question. What were the results of the ELS staffing study completed a year ago? Did it result in any efficiencies or improvements in operations?

Answer. The Department views the Enlightened Leadership Solutions (ELS) Manpower Study ("the Study") as a living document of guidelines and methodologies from which the Department can develop and manage its sworn manpower requirements.

Because the threats facing the Capitol Complex are ever changing, items may be added to the list of recommendations as these threats and mission requirements change. Likewise, recommendations may be removed, because they are completed, determined as not feasible or overcome by events.

Built into the Study are new security protection and response protocols, as well as reviews and recommendations from previous security studies. After the Study was reviewed by the Government Accountability Office and others, additional processes were added, such as budgeting via a threat-based approach, in order to ensure holistic analysis, consideration and implementation.

As a first step in implementing the Study's recommendations, the Chief of Operations reviewed and prioritized its recommendations based on the current threat level facing the Capitol Complex. The Department is in the process of documenting this decision making process in the recommendation action and tracking matrix described below.

As a result of his review, the following mission sets received top priority for review and implementation of recommendations: the Capitol Division (CD), to include the Capitol Visitor Center (CVC), the Hazardous Incident Response Division, the Protective Services Bureau's Intelligence operation, the Containment Emergency Response Team (CERT), and the Truck Interdiction Program.

Many of the changes we have made or that we will make to theses areas are done by optimizing the staffing resources that we have currently, which is what we are currently doing within the Capitol Division to our assigned personnel. In addition, we are realigning the Civil Disturbance Unit (CDU) and Hostage Negotiation Team (HNT) to the Mission Assurance Bureau (MAB) in an effort to group mission responsibilities for efficiency. Neither action requires additional resources to accomplish these recommended efficiencies.

The Department has implemented many ELS recommendations or taken actions in order facilitate the future implementation of recommendations in both the USB and other organizational elements throughout the Department. (Some of these also assist us in reducing our reliance on overtime, and are included in the response to Question #6 above.) These include:

Mission Efficiencies

Conducted load leveling of Operational units to ensure proportionate staffing across the Department.

Standardized breaks across divisions to a 1-to-4 ratio.

Changed the CODEL footprint, so that roles are performed during deployment in line with how they are performed on the Capitol Complex. For example, MAB now operates the Command Vehicle when deployed for CODELs.

Reviewed the requirements for a podium camera program and are working toward the implementation of the program.

Restructured the Capitol Division in order to address the additional threats resulting from the Capitol Visitor Center operations.

Implemented the assignment of Protective Services Bureau intelligence/threat agents traveling with the Speaker's detail.

Standardized the make up of leadership protective details with Dignitary Protection Division to seven agents, except for the Speaker's detail.

Audited the K–9 function. K–9 has undertaken a 4/10 work schedule for better efficiency in meeting its mission set. The Chief of Operations is evaluating K–9 stopping its search and rescue program and the patrol dog program, implementing a vapor wake detection program to meet emerging threats.

Directed that all POAs and Operation Orders go through MAB and the Office of the Chief of Operations to create a historical record of activities and operational decision-making, as well as to standardize the process for developing and implementing them.

Trained over 1,000 sworn in x-ray security screening protocols and podium training to better identify and address threats.

Reviewed and revised the screening standard operating procedures and training for barrier access, and entry points and doors, in order to standardize the processes across the Complex. We have also reviewed and revised the directive addressing screening and it is now being vetted as a part of the Department's directives modernization project.

Purchased and installed computer x-ray image interpretation software on division computers to enhance the officer's ability to detect threats in x-ray images.

Training all recruit classes in detecting surveillance techniques to enhance officers' ability to detect individuals conducting surveillance, to elicit information from the individuals during conversations, and to determine what actions to take based on the information obtained.

Staffing Efficiencies

Approved revisions to the CP–1301 system to better manage overtime (OT) by improving how we draft and manage assignments. While the CP–1301 process modification has been approved, the assignment of overtime is currently being reviewed and negotiated as part of the Fraternal Order of Police Union Contract.

Established a standardized positioning of officers at security screening posts (doors) to ensure the officer are optimally positioned for mission effectiveness and officer safety reasons, and to ensure consistency of operations.

Included 76 new sworn officers in the fiscal year 2010 budget request in order to reduce overtime and increase capability to address threats.

Reassigned outside patrols to the House and Senate Divisions for better efficiency and effectiveness in addressing threats.

Audited the CERT function—the Assistant Chief has provided tentative approval to restructure CERT.

Audited the Hazardous Materials Response Team (HMRT) program—Letters are being prepared for the Capitol Police Board's concurrence to reorganize this function to meet the current threats facing the Complex.

Audited and reorganized the Truck Interdiction Program (TIPS), in order to return officers to posts.

Directed TIPS midnights staffing reductions.

Directed the integration of all divisions within the Patrol Mobile Response Division (PMRD) into one holistic operation, rather than focused units like heavy motors, mountain bikes, TIGER, etc.

Increased the utilization of technology at the Offsite Delivery Center, in order to return officers to other priority post requirements.

Automated the Officer Voluntary Reassignment Program.

Migrated the Security Services Bureau (SSB) to a 4/10 work schedule for better efficiency in meeting their mission.

Migrated the Mission Assurance Bureau to a 4/10 work schedule for better efficiency in meeting their mission.

Interim Steps Necessary To Implement Recommendations

Incrementally increased the Dignitary Protection Division (DPD) to reduce overtime utilization and better meet the mission. Although DPD is not staffed to the ELS recommendation level, we are migrating to that point based on threat analysis and evolving mission.

Included the intelligence capability business case in the fiscal year 2010 budget request. (This was previously requested in fiscal year 2009, but not funded.)

Assigned recruit officers to USB directly from officer training for distribution following their field training.

Implemented revised protocol, so that officers can transfer into Patrol Mobile Response Division (PMRD) without a formal selection process. This has added to better efficiencies in addressing emerging staffing requirements in a timely manner.

Assigned HMRT to conduct random sampling of deliveries at the Offsite Delivery Center to leverage their staffing and mission capabilities.

Work in Progress

Completed the gap analysis for the House Division.

Conducted an assessment of applying a 4/10 shift to the Chambers, but this analysis determined that there would be offsetting staffing needs, so implementation has been suspended at this time.

Directed that a study be conducted to review civilization of the USCP Command Center. To accomplish this effort we are looking at using the Wounded Warrior program for this purpose.

Approved the movement of Civil Disturbance Unit to the Mission Assurance Bureau (MAB). The Department is currently working on the implementation.

Approved the movement of the Crisis Negotiation Team to MAB. The Department is also working on this implementation.

Reviewing operational requirements for the staffing of the Communications activities. Originally the Department considered the civilianization of Communications, but based on additional analysis, we decided to make Communications all integrated sworn activity. These sworn officers will rotate between duties within Communica-

tions to better utilize available resources and achieve efficiency in the delivery of the mission set.

Implementing upgrades to version 8.3 of Workbrain, so we can adopt electronic scheduling.

To better document the Department's ongoing efforts to utilize the Study's recommendations and methodology to determine the staffing and overtime requirements necessary to meet the various subsets of our mission, as well as achieve business process reengineering, we are implementing a formal tracking matrix for the recommendations contained in the Study. This matrix will be used to assist the Department in our evaluation and prioritization of initiatives to be considered in our annual budget formulation.

We plan to catalog each of the recommendations contained in the Study on this matrix, as well as add new recommendations based on emerging threat or mission requirements. We also plan to capture the outcome of the feasibility review conducted on each recommendation, the management decisions or authorities governing the implementation, the preliminary list of resource requirements, training and competencies required, and the status of the implementation effort.

Question. In preparing your staffing request, how were the results and recommendations of the ELS study factored into your analysis and what type of risk and threat assessments were performed to arrive at the number and mix of staff requested for fiscal year 2010?

Answer. In developing the Department's fiscal year 2010 budget request, we looked at several factors in determining the number of new sworn and civilian positions that were requested. Because the Department is undertaking a three pronged approach to reviewing, validating and implementing the ELS study recommendations, the fiscal year 2010 sworn staffing request was a limited step forward toward this end.

The Department views the Enlightened Leadership Solutions (ELS) Manpower Study (the Study) as a living document of guidelines and methodologies from which the Department can develop and manage its sworn manpower requirements. Because the threats facing the Capitol Complex are ever changing, items may be added to the list of recommendations as these threats and mission requirements change. Likewise, recommendations may be removed, because they are completed, determined as not feasible or overcome by events.

Built into the Study are new security, protection and response protocols, as well as reviews and recommendations from previous security studies. After the Study was reviewed by the Government Accountability Office, House Appropriations Surveys and Investigations and others, additional processes were added, such as budgeting in a threat-based approach in order to ensure holistic implementation.

In order to balance the sworn staffing requirements versus the need for overtime and/or technology to address mission requirements, the Department believes it must validate the total number of sworn personnel necessary to achieve the Department's mission. To do so, we plan to use the ELS Manpower Study data as a baseline for reviewing each post against current threat and mission requirement. This validation will determine the total number of staff hours necessary to achieve the mission and the best methods for achieving these requirements, such as the appropriate ratio for sworn staffing, overtime, outsourcing, and the utilization of technology.

The 13 sworn positions that were requested for enhanced counter-intelligence capability were directly related to recommendations contained within the ELS study. This request is also directly linked to continued threat analysis conducted for the Capitol Complex.

The 76 requested sworn positions were intended to address existing core mission post requirements for which we do not currently have sworn staffing. The addition of these sworn positions, once deployed, would directly reduce overtime utilization necessary to address normal post requirements as determined by our continued threat and risk analyses for the Complex. Additionally, these sworn positions when deployed would begin to address ELS recommendations as the feasibility for each recommendation is validated for implementation. In determining the number of sworn positions to request in our fiscal year 2010 budget, the Department also had to consider our ability to support recruit training activities, as well as our ability to provide the long-term infrastructure necessary to support the deployment of these sworn personnel.

The 23 civilian positions were intended to address several critical areas, such as positions currently staffed by contractors, positions directly related to addressing audit findings and positions necessary to support the new radio system and training transformation efforts.

Question. When will you complete a risk assessment and staffing analysis for the CVC and LOC?

Answer. The Department plans to undertake a risk assessment of the Library of Congress (LOC) following the transition of the law enforcement functions from the LOC to the USCP in October 2009.

This LOC review will include a threat analysis, as well as a facility security survey, of the LOC's facilities to determine the risk and threat levels requiring mitigation. These findings will be applied to a gap analysis to determine the appropriate staffing levels required to staff the LOC mission under the USCP's sworn staffing model, as well as potential alternate staffing models for Capitol Police Board consideration. Based on the identified threats facing the LOC facilities, the USCP may utilize its existing sworn staffing model or an alternate model which best mitigates the identified and validated risks. We believe that this threat analysis will be completed during the second quarter of fiscal year 2010.

Similarly, the Capitol Division will undertake a staffing review and gap analysis of the CVC to review the current sworn staffing pattern against the identified threats and known mission requirements. Since opening to the public in the fall of 2008, the CVC's operating assumptions have changed and the alignment of posts was altered from the original planning assumptions. To address these changes—many of which resulted in new posts or extended/expanded hours of operations, the Capitol Division has had to realign staffing within the Division and utilize overtime to meet the mission. We believe that this staffing and gap analyses will be completed by the end of June 2009.

Both of these assessments will be conducted using the methodology developed in the ELS Manpower Study.

Question. What are the positions you intend to assign the LOC officers transferring as civilians to USCP? How will you take advantage of their sworn experience?

Answer. There are currently 23 LOC sworn officers who have been determined to be ineligible for consideration to transfer to the USCP as sworn officers, because they cannot meet the statutory requirement for 20 years of "continuous" Federal service prior to becoming 60 years of age. These individuals will transfer to Department as civilians on October 11, 2009, which is the 1st day of the 1st pay period following the completion of the merger transition period.

The Department is also finalizing the positions that may be civilianized in order to support the transition of the Library of Congress sworn to civilian employees. The positions being considered are:

—LOC Dispatchers (Currently a sworn assignment.)
  —Call Takers
  —Computer Emergency Notification System (CENS) Messengers
  —Deaf Pager Notifications
  —Fire Panel Monitors
—Firearms Range Instructors (Currently a USCP sworn assignment)
—LOC Exit Inspections (Currently a sworn assignment. Two positions and one relief position)
—CVC Exit Inspection Post
—Cannon/Madison Tunnel Exit Post
—LOC Division Support

We plan to have decisions on the civilianization of these positions by mid-June, 2009 and will begin meeting with the affected employees shortly thereafter. These employees will transition into civilian positions on October 11, 2009 in accordance with the merger statute.

Currently, the Library of Congress utilizes sworn officers to staff their dispatch operation. This operation is intended to continue to reside within the LOC until the USCP's new radio system is implemented. Therefore, we intend to look at utilizing up to 16 of these civilianized employees for this purpose. This will allow us to reallocate the sworn resources currently used for this purpose to meet other critical security requirements upon the merger transition completion. We also intend to consider these civilianizing employees for exit screening positions at the LOC, as well as for monitoring of the exits to ensure that collection materials are not removed from the LOC, and to support the LOC division.

Additionally, two civilianized employees are certified firearms instructors and will be considered for placement at the USCP firearms range. Finally, any transferring civilian employee who does not get placed into any of these opportunities, because of a lack of knowledge, skills and abilities necessary to meet the position requirements, will be placed at the time of transition into a mission support function within the Department where their knowledge, skills and abilities are better suited.

Question. Please provide a list of all light duty posts.

Answer. Please see below table, which includes 27 employees on light duty, 5 of whom are pregnant, and 7 are on Workers' Compensation. Recently, the bureaus

were authorized to assign light duty officers to administrative positions within the organization.

RESTRICTED DUTY EMPLOYEES

Name	Detail to
T.D.	PD–K9
J.T.	LOC
R.H. (Sgt.)	DPD
D.S.	DPD
D.C.	Training
T.H.	Training
J.J.	HD–2
D.P.	WC
M.D.	Cap Div
L.B.	PD
H.E.	PD
S.G.	LOC
D.S.	Sen Div
E.W.	Sen Div
M.R.	Sen Div
E.R. (Lt.)	Comm
L.H. (Sgt)	CC–1
B.R.	DPD
S.W.	House Div
R.E.	FRU–2
D.N.	Veh Maint
K.G.	Veh Maint
E.V. (civ.)	PD
L.W.	Spec Event
C.Y.	Cap Div–1
A.B.	OHR
A.M.	House Div

Question. What is the status of reorganizing the Hazardous Materials Response Team, and what specific changes will be made to this unit?

Answer. The Department has reviewed the mission requirements for the Hazardous Materials Response Team (HMRT) and has determined that the scope of the HMRT's role, duties and responsibilities should be reorganized to better support the Department's protective mission in accordance with our Strategic Plan.

To guide this effort, a broadly representative task force was established within the Hazardous Incident Response Division (HIRD) to develop recommendations and mission-driven proposals for improving the Department's Chemical, Biological, Radiological and Nuclear Law Enforcement (CBRN–LE) program.

The Department is recommending the following changes to the Capitol Police Board for consideration:
   —Reallocation of duties of the HMRT Manager, the Planning and Readiness Manager, and the HMRT Operations Supervisor to improve leadership and quality management within the organization.
   —Elimination of the Level "B" Response Team (LBT) program and incorporation of those members into the Advanced Law Enforcement Response Team (ALERT) program, which will expand the ALERT program to approximately 160 members.
   —Training for all sworn officers and officials to the Hazardous Materials Operations level through a combination of on-line and roll call training.
   —Issuance of new and improved highly portable and compact protective masks to all sworn officers and officials. This will enable USCP officers to quickly evacuate a contaminated environment, establish a secured perimeter and effectively assist others in an emergency situation.
   —Creation of an Integrated Response Team (IRT) under the command of the HDS Commander.
   —Rotation of ALERT officers through the HIRD facility four times per year (one week per quarter) for fit testing of equipment, medical screening, classroom training and practical training with the Integrated Response Team.
   —Unification of ALERT management functions under the command of HIRD Management.

—Centralize training at the HIRD Headquarters offices, including review of current training, development of ALERT training modules, and creation of USCP Executive Management Overview training to be provided to Captains and above.

—Creation of a permanent hazardous materials screening team at the Off-Site Delivery Center (OSDC) tasked with conducting random vehicle screening and responding to requests to inspect suspicious mail at the Senate mail handling facility.

Upon concurrence of the Capitol Police Board, the Department will request the appropriate committee approvals to effect the reorganization of the Hazardous Incident Response Division, to include the Hazardous Materials Response Team.

Question. What are you doing to ensure overtime is used only where it is truly necessary? What controls have been put in place to better manage overtime in the last year?

Answer. In an effort to align overtime usage to the budget allocation, several measures were taken to reduce overtime without adversely affecting our ability to meet our mission.

The following Department-wide guidelines have been set in place in order to efficiently manage necessary post assignments, enabling our continued reduction and management of overtime.

—Training that is not mission critical or requires back fill by overtime is not authorized, which is a continuation of how the Department has operated during the continuing resolution.

—Handgun qualifications will continue at the RHOB Range instead of Cheltenham. When handgun requalifications are held at Cheltenham, the officers are removed from the field and must be replaced with overtime for 16 hours per year per officer. When the handgun requalifications are held at our RHOB Range, the officers are not removed from the field and accomplish their requalifications during their tours of duty, requiring no overtime.

—Restricted Duty personnel will be utilized on Sections 1 and 3 for administrative duties in lieu of officers being paid overtime.

—Personnel will be relieved when the need for overtime dissipates. Instead of keeping officers for an entire 8-hour tour of duty when they are working overtime, the officers will be sent home if their overtime assignments end prior to the end of their tours of duty.

—Bureaus are to ensure a 1:4 break ratio for fixed posts.

—Overtime for sergeants, lieutenants, and their civilian equivalents is to be approved by Division Commanders.

—No officers are to be assigned to administrative offices. The duties performed by these officers are being assumed by civilian employees or restricted duty officers.

—Day off allocations are to be adjusted to decrease the scheduling OT on any one particular day.

—Line reduction posts will not be staffed.

—Emergency Responder posts are not staffed on Section 1. Uniformed Services Bureau (USB) sergeants and Patrol Mobile Response Division (PMRD) sergeants will assume these duties.

—House and Senate Office Buildings outside foot patrols staffed by the House and Senate Divisions were eliminated. PMRD will assume these patrols as collateral duties.

—For out of town protectees, we will request that the local law enforcement agencies begin their D checks as soon as the protectee arrives at their residence, instead of at 2300 hours as they do currently.

—Officers in the Field Training Officer (FTO) Program (trainee) will be used as the 2nd officer at posts. Previously, trainees shadowed their FTO and were not included in the staffing for the Section. Now they are assigned a post but must always work with their FTO present.

In addition to the above Department-wide guidelines, the Department has taken several measures at the Division level to control or reduce overtime utilization. Because the posts described are law enforcement sensitive, the list of post reductions will be provided to the Committee separately.

Question. Please provide a breakout of your total officer staffing request by division.

Answer. See table below.

OFFICER COUNTS (ON-BOARD AS OF 5/15/09)

Bureau name/Division name	Title/rank	# of officers	Fiscal year 2009 additional sworn	Fiscal year 2009 projected attrition—PP 10 to year-end	Additional officers requested (fiscal year 2010)[1]	Fiscal year 2010 projected attrition	Projected total at fiscal year 2010 year-end
Chief Of Police	COP	1	....	....	....	....	....
	CAPTAIN	1	....	....	....	....	....
	LIEUTENANT	1	....	....	....	....	....
	SERGEANT	7	....	....	....	....	....
Total, Chief Of Police		10	....	....	....	....	....
Chief Of Operations	COO	1	....	....	....	....	....
	INSPECTOR	1	....	....	....	....	....
Total, Chief Of Operations		2	....	....	....	....	....
Long Term Absence							
OHR—OPERATIONS DIVISION	LIEUTENANT	1	....	....	....	....	....
	PRIVATE FIRST CLASS	18	....	....	....	....	....
	PRIVATE W/TRAINING	5	....	....	....	....	....
	SERGEANT	2	....	....	....	....	....
Total, Long Term Absence		26	....	....	....	....	....
Office Of Human Resources							
OHR—PROGRAMS DIVISION	LIEUTENANT	1	....	....	....	....	....
	SERGEANT	1	....	....	....	....	....
	PRIVATE FIRST CLASS	2	....	....	....	....	....
Total, Office Of Human Resources		4	....	....	....	....	....
Mission Assurance Bureau							
MAB	INSPECTOR	1	....	....	....	....	....

CAPTAIN	4
LIEUTENANT	6
SERGEANT	20
PRIVATE FIRST CLASS	52
PRIVATE W/TRAINING	1
SPECIAL TECHNICIAN	1
TECHNICIAN	1
TOTAL, MAB—OPERATIONS (DIVISION)	86
MAB—SPECIAL EVENTS (OFFICE)	
LIEUTENANT	1
PRIVATE FIRST CLASS	5
SERGEANT	1
TOTAL, MAB—SPECIAL EVENTS (OFFICE)	7
Total, Mission Assurance Bureau	93
Office of Policy and Management Systems	
PRIVATE FIRST CLASS	2
Operational Services Bureau	
PATROL DIVISION	
DEPUTY CHIEF	1
SERGEANT	1
DETECTIVE	3
INSPECTOR	1
LIEUTENANT	5
PRIVATE FIRST CLASS	84
SERGEANT	18
TECHNICIAN	2
TECHNICIAN K–9	43
TOTAL, PATROL DIVISION	156
HAZARDOUS INCIDENT RESPONSE DIVISION (HIRD)	
CAPTAIN	1

OFFICER COUNTS (ON-BOARD AS OF 5/15/09)—Continued

Bureau name/Division name	Title/rank	# of officers	Fiscal year 2009 additional sworn	Fiscal year 2009 projected attrition—PP 10 to year-end	Additional officers requested (fiscal year 2010)[1]	Fiscal year 2010 projected attrition	Projected total at fiscal year 2010 year-end
	INSPECTOR	1	....	....	....	....	....
	LIEUTENANT	1	....	....	....	....	....
	SERGEANT	2	....	....	....	....	....
	DETECTIVE	1	....	....	....	....	....
	PRIVATE FIRST CLASS	9	....	....	....	....	....
TOTAL, HIRD		15	....	....	....	....	....
Total, Operational Services Bureau		173	....	....	....	....	....
Protective Services Bureau							
PSB	DEPUTY CHIEF	1	....	....	....	....	....
INVESTIGATIONS DIVISION	CAPTAIN	1	....	....	....	....	....
	DETECTIVE	2	....	....	....	....	....
	LIEUTENANT	1	....	....	....	....	....
	SERGEANT	3	....	....	....	....	....
	PRIVATE FIRST CLASS	21	....	....	....	....	....
TOTAL, INVESTIGATIONS DIVISION		28	....	....	....	....	....
DIGNITARY PROTECTION DIVISION (DPD)	INSPECTOR	1	....	....	....	....	....
	CAPTAIN	1	....	....	....	....	....
	LIEUTENANT	2	....	....	....	....	....
	SERGEANT	11	....	....	....	....	....
	DETECTIVE	2	....	....	....	....	....
	SPECIAL TECHNICIAN	1	....	....	....	....	....
	PRIVATE FIRST CLASS	116	....	....	....	....	....
TOTAL, DIGNITARY PROTECTION DIVISION		134	....	....	....	....	....
Total, Protective Services Bureau		163	....	....	13	....	....

Security Services Bureau		
SSB	LIEUTENANT	1
	SERGEANT	2
TOTAL, SSB		3
PHYSICAL SECURITY DIVISION	SERGEANT	1
	PRIVATE FIRST CLASS	5
TOTAL, PHYSICAL SECURITY DIVISION		6
TECHNICAL COUNTERMEASURES DIVISION	DETECTIVE	1
Total, Security Services Bureau		10
Training Services Bureau		
TSB	DEPUTY CHIEF	1
	INSPECTOR	1
	LIEUTENANT	4
	SERGEANT	8
	PRIVATE FIRST CLASS	2
TOTAL, TSB		16
ENTRY LEVEL TRAINING DIVISION	PRIVATE	151
5700—PHYSICAL SKILLS (DIVISION)	LIEUTENANT	1
	SERGEANT	5
	PRIVATE FIRST CLASS	3
TOTAL, PHYSICAL SKILLS DIVISION		9
Total, Training Services Bureau		176
Uniform Services Bureau		
USB	DEPUTY CHIEF	1

OFFICER COUNTS (ON-BOARD AS OF 5/15/09)—Continued

Bureau name/Division name	Title/rank	# of officers	Fiscal year 2009 additional sworn	Fiscal year 2009 projected attrition—PP 10 to year-end	Additional officers requested (fiscal year 2010)[1]	Fiscal year 2010 projected attrition	Projected total at fiscal year 2010 year-end
	LIEUTENANT	1	....	....	....	....	....
	DETECTIVE	1	....	....	....	....	....
	PLAINCLOTHESMAN	1	....	....	....	....	....
TOTAL, USB		4	....	....	....	....	....
USB/LOC	INSPECTOR	1	....	....	....	....	....
	LIEUTENANT	1	....	....	....	....	....
	SERGEANT	4	....	....	....	....	....
	PRIVATE FIRST CLASS	58	....	....	....	....	....
	PRIVATE W/TRAINING	6	....	....	....	....	....
TOTAL, USB/LOC		70	87	....	....	....	....
HOUSE DIVISION	INSPECTOR	1	....	....	....	....	....
	CAPTAIN	3	....	....	....	....	....
	LIEUTENANT	6	....	....	....	....	....
	SERGEANT	27	....	....	....	....	....
	DETECTIVE	2	....	....	....	....	....
	PRIVATE FIRST CLASS	243	....	....	....	....	....
	PRIVATE W/TRAINING	44	....	....	....	....	....
TOTAL, HOUSE DIVISION		326	....	....	....	....	....
SENATE DIVISION	INSPECTOR	1	....	....	....	....	....

CAPTAIN	2					
LIEUTENANT	4					
SERGEANT	19					
TECHNICIAN	1					
DETECTIVE	1					
PRIVATE FIRST CLASS	177					
PRIVATE W/TRAINING	65					
TOTAL, SENATE DIVISION	270					
CAPITOL DIVISION						
INSPECTOR	1					
CAPTAIN	3					
LIEUTENANT	9					
SERGEANT	37					
PRIVATE FIRST CLASS	250					
PRIVATE W/TRAINING	105					
TOTAL, CAPITOL DIVISION	405					
Total, Uniform Services Bureau	1,075	93		76		
Total	1,734	[1]93	28	[2]229	140	1,888

[1] Total includes 61 LOC Sworn Transfers, 26 LOC Sworn Backfill and 6 USCP Backfill.
[2] Total includes 89 new sworn positions requested in the fiscal year 2010 budget request and 140 USCP Sworn Backfill

Question. Please provide a list of additional closures that could be made in posts that are underutilized, and the annual savings that would be associated with these closures.

Answer. Over the last 2 years, the Chief and Assistant Chief have continually re-aligned assignments, looked for efficiencies, and eliminated and added posts based on threat conditions and stakeholder requirements. This is a business process to which we are committed to continuing.

To meet fiscal year 2009 budgetary requirements, the Department has developed a plan to adjust post requirements to the Capitol complex. "Round 1" cuts will have no or minimal impact on the Capitol complex. The posts identified are not necessarily underutilized, but we have determined that the requirements may be better absorbed through other divisions or posts picking up the workload as a secondary responsibility to their primary responsibility. It should be noted that if security conditions change these post may have to be reinstated.

By executing the Round 1 cuts the USCP expects to save 1,177 hours or $61,511 per week in overtime. These cuts were executed at the beginning of Pay Period 9 and are expected to decrease our overtime requirement for the remainder of fiscal year 2009 by $1.35 million. Further, we have included these cuts as an offset for our revised fiscal year 2010 overtime request of $25.5 million.

Because the posts described above are law enforcement sensitive, the list of post reductions will be provided to the Committee separately.

Question. Please provide a list of all new posts created in the last year, costs for each, and who directed the creation of the post.

Answer. The majority of posts that were added to USCP in fiscal year 2009 are attributed to the opening of the Capitol Visitor Center (CVC). In fiscal year 2008 and fiscal year 2009, the Congress authorized and appropriated funds for 31 new sworn positions for the CVC based on a proposed staffing plan. This staffing plan was proposed prior to the final security assessment or the opening of the CVC.

Since this time additional posts have been required for the CVC and posts that the Department thought would be eliminated were retained. This equated to an additional 1,811 hours of overtime per week or an additional $4 million from the beginning of fiscal year 2009 Pay Period 24 until the end of fiscal year 2009. Additionally, requirements for the CVC to open at 8:30 a.m., 30 minutes prior to the original planned opening were added, which required an additional 349 hours per week or an additional $780,000 from fiscal year 2009 Pay Period 24 until the end of fiscal year 2009.

Below is a more detailed description of the additional posts added as part of CVC that were not projected in the initial staffing plan:

—Nine mandatory life safety posts required during evacuations (this does not include two funded and anticipated life safety posts or ERs, patrols, or perimeter officers). Life safety posts are staffed only during operating hours of the CVC—additional overtime is incurred for late night receptions/events based upon anticipated guest participation.

—Two officers Upper Level of the CVC at base of escalators, Monday–Friday 0700–1630; one officer, Saturday 0830–1630; and one officer for late sessions of Congress.

—The escalators leading to the U.S. Capitol from the upper level of the CVC are the major pedestrian/visitor access point between the two buildings. As such, in order to ensure the security of the U.S. Capitol Building and prevent unauthorized access into the building, additional officers were assigned in this area, which were not originally planned. Specifically, during business hours, special events and late sessions of Congress, it is necessary to post a minimum of five additional officers—two in the area of the CVC upper level escalator base, one at the Crypt/top of the escalators, one on the second floor of the Capitol/Rotunda entrance, one on the third floor East Front Corridor.

—One officer at the Rotunda Door interior, Monday–Saturday 0800–1630.

—One officer at the 3rd floor East Front Corridor, Monday–Friday 0800–1630 or until the House and Senate adjourn.

—Two officers, working 24/7 at the CVC Main Entrance exteriors to monitor multiple fire doors.

—Two officers working 24/7 to monitor new West Front egress fire doors.

—Two officers working 24/7 to monitor Law Library and Memorial Doors.

In addition to the new unplanned posts outlined above, the Department estimated that 89 sworn FTE would be realized by reassigning sworn personnel from posts that would close upon the opening of the CVC. However, some of these closures have not been realized, these include:

—North Screening/North Door has remained open after CVC opening, which requires six officers to operate the post.

—S–407 continues to be a 9–5 post which is an unplanned expenditure.
—40 hours per week for an additional 47 weeks in fiscal year 2009 for a cost of ($100,000).
—Five officers are required to prevent early morning/late night access into the Capitol from the CVC i.e., tunnels, etc. (CVC opens 30 minutes prior to the Capitol and often has late night, unescorted events.)
—When the CVC fence was taken down, several doors leading into the Capitol Building had to be staffed because the doors were not alarmed or secured. This was a departure from our CVC staffing plan.

Additionally, requirements for the protection of Leadership positions of Congress were placed on USCP during fiscal year 2009.
—During the presidential campaign, the Dignitary Protection Division (DPD) was required to place protective details on Senator John McCain and Then-Senator Barack Obama while they were within the Capitol Complex.
—Due to a staffing shortage, DPD was required to work additional overtime to cover leadership travel. We could not anticipate this staffing shortfall.

Further, we have had additional requirements, which are:
—We are staffing two new Truck Interdiction Posts (2nd and D Street, NE, 3rd and C Street, NE).
—Staffed M–F 0900–1700 or until Senate goes out of session and on weekends when Senate in session; average 80 hours per week or $4,180 per week. Normally when Senate is in session posts are open until about 2100 or an additional 40 hours per week in session or an additional $2,100 per week.
—It is projected in one fiscal year that Congress is in session 39 weeks per year and 13 weeks out of session.
—The money for the overtime required to replace LOC officer during their transition training ($900,000) was not included in our 2009 budget.
—The requirement for this was that each officer eligible for transfer form the LOC would be required to attend 10 weeks of training at Cheltenham. This equated to approximately 57 officers that required backfill or approximately 17,000 hours to backfill with USCP Officers.

Question. A total of $19 million is requested for the Security Services Bureau, an increase of $3.9 million or 26 percent over fiscal year 2009. Please explain the need for this increase, and the impact of deferring or eliminating any of the new items proposed for fiscal year 2010. How frequently does security equipment need to be refreshed?

Answer. The $3.9 million increase in fiscal year 2010 would support a combination of programs aimed at ensuring that Congressional facilities meet current USCP standards and compliance with the LOC merger legislation. It is also intended to minimize security vulnerabilities, and assist us in maintaining equipment and systems at manufacturer suggested lifecycle standards for optimum performance.

The $3.9 million increase in fiscal year 2010 (over fiscal year 2009) breaks out as follows:
—$1.37 million to install technical security systems in the Alternate Computer Facility (ACF) to meet current USCP security standards;
—$928,000 to design and install Emergency Call Boxes and CCTV cameras throughout the stairwells, areas of refuge, and safe havens for Congressional Office Buildings (a new initiative recommended and approved by the Capitol Police Board);
—$718,000 for LOC access control system and CCTV integration (steps required to undertake security responsibilities per statutory merger language); and
—$923,000 for LOC lifecycle replacement of various systems.

All security equipment has lifecycle replacement guidelines per manufacturer recommendation and industry best practices. When equipment does not get replaced in a timely manner per these guidelines, equipment performance slips, downtime increases, and vulnerabilities are more likely. In addition the LOC does not use the same screening standards so if the equipment is not procured more officers may be required to support screening. By not funding these programs, important security equipment such as explosive detectors and x-ray machines would be prone to more outages, causing a ripple effect of having to spend more resources on repair, rather than proactive preventive maintenance.

Question. Please provide the Department's comments and concerns with legislation passed by the House making technical and other changes to USCP statutes.

Answer. The Department has coordinated with the House Administration and Senate Rules Committees on the legislation passed by the House making technical and other changes to USCP statutes. The Department has no significant comments or concerns with this legislation.

Question. For fiscal year 2009 USCP proposed funding to recruit 264 officers, with classes planned for October and November 2008, January, February and May 2009. What is the status of recruit classes for this year? How many new recruits do you anticipate?

Answer. As of May 15, 2009, USCP hired 163 recruits and have lost 19 (11.66 percent) recruits in training. We are expecting an additional 32 sworn personnel to start training on June 4th, and have adequate qualified candidates to fill the August class with an additional 24 hires. Altogether, we could add 56 more recruits to the 163 we've already hired totaling 219 for fiscal year 2009. We are monitoring our staffing levels closely to stay within our authorized positions.

Question. Last year USCP estimated it would require $6,956,503 for costs associated with the LOC merger in fiscal year 2009. (DM#406860) This included $618,453 in salaries, $3,120,000 in transfers from LOC, and $3,218,050 in general expenses. What are the current estimates? LOC estimated overtime and benefits to cover mission during training of the transferring LOC sworn personnel at $400,000. What is the current estimate?

Answer. When this document was created, 73 individuals had been identified as being eligible for consideration to transfer to the USCP as sworn officers. This was based on an initial review of Federal service time and other requirements of the U.S. Capitol Police and Library of Congress Police Merger Implementation Act of 2007. In addition, 21 LOC sworn officers were determined not to be eligible for consideration to transfer to the USCP as sworn officers at the end of the transition period pursuant to the U.S. Capitol Police and Library of Congress Police Merger Implementation Act of 2007.

Another assumption when this document was created was that the Department would be able to absorb the overtime necessary to backfill for the LOC sworn officers who are eligible for consideration to become USCP sworn officers while they attended transition training. The Department believed at the time that with the efficiencies we were realizing in overtime management that additional overtime funding would not be necessary for this activity. However, this did not come to pass.

Currently, there are 61 LOC sworn officers who have been determined to be eligible for consideration to transfer to the USCP as sworn officers based on the statutory requirements. This total may decrease based on the final certification of eligible sworn transferees against the standards set by the Capitol Police Board.

Likewise, there are currently 23 LOC sworn officers who have been determined to be ineligible for consideration to transfer to the USCP as sworn officers, because they cannot meet the statutory requirement for 20 years of "continuous" Federal service prior to becoming 60 years of age. These individuals will transfer to Department as civilians (i.e., as "civilianized" former officers) on October 11, 2009, which is the 1st day of the 1st pay period following the completion of the merger transition period. There are also 11 additional LOC sworn vacancies requiring backfill.

To address the backfill requirements for this mission set, the Department is conducting a recruit officer class in June 2009, in which we will hire 26 new recruit officers for this purpose. Following the conclusion of the transition, the Department may need to request authorization and funding for the eight remaining sworn complement for this purpose, which are currently vacant.

The current estimates for fiscal year 2009 are:
—The Department received $279,000 in transferred funds from the LOC to cover the salaries for the four civilians that transferred from the LOC to the USCP on October 1, 2009.
—The Department projects receiving $88,099 transferred salary funding from the LOC to cover the salaries, benefits and overtime from September 27–30, 2009 for the 61 anticipated sworn transfers.
—The Department will expend $149,000 in general expenses to conduct the sworn transition training.
—The Department will utilize an estimated $1.615 million in general expenses to provide uniforms, equipment and weapons for the certified sworn transferees.

The projected estimates for fiscal year 2010 are:
—The Department requires $4,688,582 in salaries and benefits to annualize for the 61 sworn officers transferring to the USCP in the last 3 days of fiscal year 2009.
—The Department requires $1,998,412 in salaries and benefits to annualize for the 26 LOC backfill officers hired in the June 2009 Recruit Officer Class.
—The Department requires $2,184,000 in salaries and benefits for the 23 current LOC sworn officers who transfer to the USCP on October 11, 2009 as civilians pursuant to the U.S. Capitol Police and Library of Congress Police Merger Implementation Act of 2007 and the three civilians currently with the Department.

(Salaries for these three civilians were transferred to the USCP form the LOC appropriation for fiscal year 2009.)
—Benefits and a 2.9 percent COLA for the positions noted above are $2,973,557 and $192,944 respectively.
—$1.42 million in overtime to cover the backfill for the 26 recruit officers in the recruit officer class until they are deployed in January 2010 as well as overtime to cover backfill for the remaining eight LOC sworn vacancies until they are authorized and funded.
—$873,000 for overtime for normal post requirements that are currently funded with LOC appropriated salaries funding.
—The Department has requested $1.966 million in general expenses funding to support the first phase of technical security integration for the Library buildings when they fall under the Capitol Buildings and Grounds jurisdiction on October 1, 2009.

Question. Last year USCP estimated (DOC#409916) it would require $3,064,958 for the 2009 Presidential inaugural, including $2,080,958 for overtime and $984,000 for expenses. What is the current estimate?

Answer. The overtime estimate was revised multiple times up to and including the $1,646,800 we referenced in our reprogramming request dated October 3, 2008. That amount was based on the number of hours employees would work for the Inauguration itself, Inauguration rehearsals, and the extra hours we planned to work for Inauguration ticket pickup. We spent approximately $1.2 million in overtime for all of the Inauguration events combined. There are several contributors to this variance, the most significant among them that we have not charged "holiday pay" to the Inauguration funding—although it had been included in the estimates—since it is not strictly overtime.

As recently as January 2, we still anticipated using virtually all of the general expenses funding we had budgeted for the Inauguration (i.e., $945,700), the same amount referenced in the October 3 reprogramming request. We ultimately used almost $500,000 of the total. The reason for the variance was the strict control exerted by the Inauguration Task Force over what expenditures were intrinsic to the Inauguration, and which were desirable but not absolutely necessary for that purpose.

Question. Last year USCP estimated (DOC#409919) it would need an increase of $7,300,000 for the Capitol Visitor Center salary costs. Total FTE required to meet the mission was estimated at 155 sworn FTE, of which 134 were offset through previous authorization and reassignments. What is the current estimate? What additional requirements have been experienced that were not planned for the CVC?

Answer. The current salaries and benefits costs projected for the CVC is approximately $2.1 million for the 31 sworn positions provided to support the staffing shortfalls identified at the time of these estimates. The current overtime estimate for fiscal year 2009 is $2.191 million, which includes overtime to support the early opening time for the facility and new post requirements, including life and safety posts, as well as reduced offset posts following the opening of the CVC.

In fiscal year 2010, the Department is continuing its load leveling efforts to evenly spread workloads and overtime impacts across the Department. In doing so and accounting for new CVC post requirements, as well as planning assumption changes for the operation of the facility, the Capitol Division, which includes the CVC, will have a higher overtime allocation than previously estimated.

The current general expenses projected costs to support the 31 new sworn officers are $575,000 for uniforms, equipment and weapons.

Since opening to the public in the fall of 2008, the CVC's operating assumptions have changed and the alignment of posts was altered from the original planning assumptions. To address these changes—many of which resulted in new posts or extended/expanded hours of operations, the Capitol Division has had to realign staffing within the Division and utilize overtime to meet the mission. To determine the full impact of these staffing assumption changes, we are conducting a staffing and gap analysis which will be completed by the end of June 2009.

Additional posts added as part of CVC that were not projected previously:
—Nine mandatory life safety posts required during evacuations (this does not include two funded and anticipated life safety posts or ERs, patrols, or perimeter officers). Life safety posts are staffed only during operating hours of the CVC—additional overtime is incurred for late night receptions/events based upon anticipated guest participation.
—Two officers Upper Level of the CVC at base of escalators, Monday–Friday 0700–1630; one officer, Saturday 0830–1630; and one officer for late sessions of Congress.
—One officer at the Rotunda Door interior, Monday–Saturday 0800–1630.

—One officer at the 3rd floor East Front Corridor, Monday–Friday 0800–1630 or until the House and Senate adjourn.
—Two officers, working 24/7 at the CVC Main Entrance exteriors to monitor multiple fire doors.
—Two officers working 24/7 to monitor new West Front egress fire doors.
—Two officers working 24/7 to monitor Law Library and Memorial Doors.

In addition to the new unplanned posts outlined above, the Department estimated that 89 sworn FTE would be realized by reassigning sworn personnel from posts that would close upon the opening of the CVC. However, some of these closures have not been realized, these include:

—North Screening/North Door has remained open after CVC opening, which requires six officers to operate the post.
—S–407 continues to be a 9–5 post which is an unplanned expenditure.
—Five officers are required to prevent early morning/late night access into the Capitol from the CVC i.e., tunnels, etc (CVC opens 30 minutes prior to the Capitol and often has late night, unescorted events.)

Question. Please provide a prioritization of FTEs requested in fiscal year 2010, and explain whether any of those requested are a higher priority than those for which vacancies currently exist.

Answer. Realizing that the fiscal year 2010 budget allocation for the Legislative Branch will not allow for double digit increases for the Department, we have reprioritized our total salary and general expenses requirements and determined that it will be more efficient for the Department to meet its sworn staffing shortages through overtime in fiscal year 2010, rather than with new sworn officers. While we will not be able to immediately staff for an increased intelligence capability, we plan to utilize our overtime and other resources to meet these and other critical mission requirements.

Likewise, the Department plans to refocus its efforts on hiring the currently authorized and funded civilian positions during fiscal year 2010. As a part of this effort, we plan to seek authorization to reallocate some vacant civilian positions to critical mission requirements that would have been filled by the new civilian positions included in our fiscal year 2010 budget request. Additionally, we will be seeking authorization to reallocate current vacant positions to meet mission needs currently met through outsourcing, such as communications and dispatch.

Because of reduced benefits costs for overtime and a reduction in general expense outlays for new positions; we believe we can better meet our mission requirements, as well as critical infrastructure and lifecycle needs, within a single digit increase, by utilizing overtime to meet sworn staffing shortages.

Question. How much overtime has been expended to date on the power plant utility tunnel project? What is required for fiscal year 2010?

Answer. As of Pay Period 8, the USCP has not yet expended overtime to support the Architect of the Capitol (AOC) Tunnel Project in fiscal year 2009. The requirement for overtime is based on the project plan presented by AOC. Based on AOC estimates for fiscal year 2009, the Department is projecting to expend $280,000 in fiscal year 2009 for this purpose.

Recently, the AOC presented USCP with its proposed project plan for the remainder of fiscal year 2009, as well as for fiscal year 2010. We are working with the AOC to determine the security requirements, both in terms of physical security and the physical presence of a USCP Officer to provide security and protection due to direct access to the Capitol Complex. Once the AOC has finalized its project plan and implemented mitigating physical security elements, we will be able to provide estimates for the overtime needed to support this project in fiscal year 2010.

Question. USCP generally loses approximately 10 percent of recruits in any given class for a variety of reasons. What is the cost associated with this "drop-out" rate? What is USCP doing to improve its ability to recruit those individuals who have a high probability of graduating from FLETC and becoming USCP officers?

Answer. In terms of human resources costs, the average cost per recruit who drops from training (which includes removal from training up to the last day):

—Recruiting/Background Investigation Cost: $8,496 (not including any salaries for any USCP employee working in recruiting or Background Investigations (BI) or staffing, etc.)
—Average Salary Cost (loss): $27,169
—Average Overtime Cost: $4,079.

Thus, the OHR drop cost total is $40,122.

Additionally, there are offsetting losses to overtime reductions for recruits who "drop-out" during training. This offset is based on the recruit officer's contribution to meeting mission requirements going forward from their time of actual deployment. Because this contribution varies within a fiscal year dependant on when re-

cruit classes occur and actual recruit officer deployments take place, it is hard to determine exact costs within a fiscal year resulting from this loss recruit officer contribution.

In order to continue to improve our ability to recruit those individuals who have a high probability of graduating from FLETC, we are doing the following measures.
—Recruiting and BI operations include a rigorous testing and evaluation system that includes testing of cognitive skills and evaluation of psychological, medical, polygraph, and personal history as well as a personal interview with an investigator.
—Applicants who meet the highest of standards in each category then have their packages reviewed by a panel of USCP senior leaders at the rank of Inspector, who make recommendations to the Chief of Police on the best qualified candidates for hire.
—The Chief of Police reviews these recommendations and makes a final determination of the best candidates to send forward for hiring approval.
—From there, each individual is approved for hire by the Committee on House and the Senate Committee on Rules and Administration Chairs after first passing through the Capitol Police Board.

We believe this rigorous multi-faceted, multi-phased approach has so far yielded consistent results in effectively prescreening applicants prior to the appointment to the USCP.

Additionally, the Department is drafting updated sworn hiring standards, which will include physical fitness aptitude testing, for the consideration of the Capitol Police Board. Because many recruit officers either "drop-out" or are recycled into future recruit classes are as a result of physical injury resulting from the recruit's inability to meet the rigorous physical fitness requirements of training, we felt it was important to recommend the implementation of a physical fitness aptitude test prior to hiring a recruit officer.

SUBCOMMITTEE RECESS

Senator NELSON. The subcommittee will stand in recess until 2:30 p.m. on May 7, 2009, when we will meet in room SD–124 to take testimony on the fiscal year 2010 budget requests of the Architect of the Capitol and the Office of Compliance.

We are recessed.

[Whereupon, at 4:19 p.m., Thursday, April 23, the subcommittee was recessed, to reconvene at 2:30 p.m., Thursday, May 7.]