

# Secretary of the Senate Fiscal Year 2016 Budget Request



*George Washington with Jefferson and Hamilton* by Constantino Brumidi (U.S. Senate Collection)

# SECRETARY OF THE SENATE FISCAL YEAR 2016 BUDGET REQUEST

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# SECRETARY OF THE SENATE FISCAL YEAR 2016 BUDGET REQUEST

I would first like to thank the Committee for their ongoing support of the Office of the Secretary of the Senate’s budget and mandated systems. I am requesting a Fiscal Year 2016 budget of \$31,327,000. The request includes \$25,077,000 in salary costs and \$6,250,000 for the operating budget of the Office of the Secretary. The salary budget represents an increase of \$305,000 over the Fiscal Year 2015 budget as a result of the costs associated with a cost of living adjustment. The operating budget of the Office of the Secretary remains flat at \$6,250,000, of which \$4,350,000 is for the administration of the Senate Information Services Program (SIS) that was assumed by this office in 2011 and has not changed.

## OFFICE OF THE SECRETARY APPORTIONMENT SCHEDULE

Items	Amount available fiscal year 2015	Budget estimates fiscal year 2016	Difference
Departmental operating budget:			
Executive office	\$500,000	\$500,000	.....
Administrative services	\$1,251,600	\$1,251,600	.....
Senate Information Service (SIS)	\$4,350,000	\$4,350,000	.....
Legislative services	\$148,400	\$148,400	.....
Total operating budget	\$6,250,000	\$6,250,000	.....

In addition, I am requesting \$2.5 million in no year funds for the modernization of one of the critical Senate systems, the Financial Management Information System (FMIS). This is a six-year phased project that will require additional no year funding requests.

## PROJECT REQUEST

Item	FY 2015	FY 2016	Difference
FMIS Modernization Project	-0-	\$2,500,000	\$2,500,000

### Financial Management Information System (FMIS) Modernization Project

The Financial Management Information System (FMIS) is used by approximately 140 Senate offices and has over 4,000 active users. FMIS is a collection of financial applications used by Senate offices to submit and pay bills, manage office funds, and report to both internal offices and external agencies. The current FMIS, implemented over 15 years ago, utilizes a complex architecture, increasingly expensive mainframe technologies, and a variety of software that may only be enhanced through costly and time consuming custom development.

During 2014, the Disbursing Office updated FMIS applications to the extent possible.

However, these efforts are quickly being outpaced by newer versions of operating systems, browsers and other end user software, which are not compatible with current FMIS applications. The Disbursing Office has planned an FMIS Modernization Project that will:

- Improve financial system supportability and flexibility;
- Address business requirements not met by the existing system; and
- Continue to bring the Senate closer to realizing its vision of an integrated, auditable, paperless financial system.

The first phase of the FMIS modernization, scheduled to begin in Fiscal Year (FY) 2016, includes two major steps:

- **Budget Modernization** – This step will replace multiple budget applications and manual processes with a single Senate-wide modern budget application used by many federal agencies. Also, it includes the replacement of one of the existing payroll modules, which is used to perform payroll projections and which is expected to retire in April 2018.
- **Reporting Modernization** – This step will streamline and transition financial reports to a consolidated data warehouse to include minimizing end user impacts during the FMIS modernization.

The FMIS modernization project is a major endeavor for the Office of the Secretary of the Senate. For FY 2016, a total of \$2.5 million in no year funding is requested to initiate the first two steps in the FMIS modernization project. The flexibility provided by no year funding is important to the success of the modernization project due to its complexity, and the unique Senate technical environment and business requirements. In addition, no year funding provides greater flexibility for contracting options. Further, unobligated funds can be utilized to offset any further funding requests. To promote transparency in the FMIS Project, the requested funding will be fire-walled from the office's operating budget.

The Disbursing Office's business case outlines the full scope of the FMIS Modernization Project. The major phases and timeline of the proposed modernization effort are outlined in the table that follows:

Date	Business Area	Modernization Approach and Rationale
FY 2016 – FY 2017	Budget	<p>Replace multiple existing budget applications and manual processes with a commercial software package widely used by Federal Agencies to:</p> <ul style="list-style-type: none"> <li>• Allow for more efficient and effective budget planning and budget execution tracking;</li> <li>• Enable what-if budget analyses at the Senate and individual office levels; and</li> <li>• Facilitate direct integration between the payroll and financial system.</li> </ul>
FY 2016 – FY 2021	Reporting	<p>Streamline and modernize the reporting infrastructure to prepare for and minimize impacts of the financial system modernization, and:</p> <ul style="list-style-type: none"> <li>• Reduce the volume of reporting data;</li> <li>• Eliminate unused and redundant reports;</li> <li>• Consolidate numerous, disparate report processes;</li> <li>• Ensure the consistency and accuracy of historic data; and</li> <li>• Provide greater flexibility for users to customize the data they view and receive.</li> </ul>
FY 2017 – FY 2018	Accounting	<p>Replace the mainframe-based general ledger system with a commercial software package, which will:</p> <ul style="list-style-type: none"> <li>• Allow the Senate to retire the expensive and increasingly difficult to support mainframe hardware and software;</li> <li>• Implement a modern general ledger which is consistent with all current Federal financial standards and reporting requirements; and</li> <li>• Enhance the Senate’s ability to maintain the core component of the financial system and the source of the statutory semi-annual Report of the Secretary of the Senate.</li> </ul>
FY 2018 – FY 2019	Procurement to Payment	<p>Replace the highly customized procurement to payment applications with commercial software, where possible, subject to a thorough alternatives analysis. This will allow the Senate to:</p> <ul style="list-style-type: none"> <li>• Continue to meet unique Senate business needs while also addressing a number of business requirements not currently met by the existing applications;</li> <li>• Enhance the Senate’s ability to administer and support financial system applications;</li> <li>• Enable more rapid deployment of user-requested changes; and</li> <li>• Facilitate tighter integration of all procurement to payment applications to enhance Senate financial statement production.</li> </ul>

<b>Date</b>	<b>Business Area</b>	<b>Modernization Approach and Rationale</b>
FY 2019	Data Sharing	Automate interfaces with outside Agencies, such as the U.S. Treasury, to: <ul style="list-style-type: none"> <li>• Reduce errors in Senate reporting; and</li> <li>• Eliminate the manual effort required to support daily and monthly external reporting.</li> </ul>
FY 2019 – FY 2021	Asset Management	Replace the existing Asset Management application with a commercial software module that will: <ul style="list-style-type: none"> <li>• Enable direct integration with financial system; and</li> <li>• Eliminate redundant processes and data, increasing the efficiency and accuracy of the Senate’s asset tracking.</li> </ul>
FY 2019 – FY 2021	Archival Tools	Implement data archival tools to: <ul style="list-style-type: none"> <li>• Reduce the costs and potential application performance issues associated with maintaining large volumes of financial data; and</li> <li>• Ensure that all relevant data is archived together and may be restored together as needed to support Senate financial operations</li> </ul>

In addition to the \$2.5 million funding requested for FY 2016, the table below outlines the additional funding required for software and implementation services for this project.

<b>Funding</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Implementation / Acquisition	2.5M	4M	3.5M	3M	2.5M	2.5M	18M

Because of the scope and complexity of this project and best practices for system implementations, an FMIS Project Office within the Office of the Secretary will be established to oversee and manage the effort to ensure the project remains on schedule and within the budget established for the project.

The FMIS Project Office will work in collaboration with Sergeant at Arms (SAA) functional and technical staff, as well as representatives from FMIS stakeholder groups, including Member Offices, Committees, the Committee on Rules and Administration audit staff, and Disbursing Accounts Payable and Accounting staff, throughout the modernization effort to ensure financial applications are supportable and maintainable in both the near and long term. This will ensure that the modernized system fully meets Senate user requirements throughout the implementation period, and that end user impacts are minimized.

### **IMPLEMENTING MANDATED SYSTEMS**

Two systems critical to our operation are mandated by law, the Financial Management

Information System (FMIS) and the Legislative Information System (LIS), and I would like to spend a few moments on each to highlight recent progress.

### **Update on current status of Financial Management Information System (FMIS)**

During calendar year 2014, Disbursing implemented the following releases:

- FMIS 13.3, April 2014: Modernized office, SAA, Committee on Rules and Administration audit staff, and Disbursing document inboxes, moving functionality from an outdated legacy framework to a standardized framework, correcting over 85 user reported defects related to these functions, and implemented imaging support for additional document types including invoices and Expense Summary Reports (ESRs); and
- FMIS 13.3.1 through FMIS 13.3.3, May - November 2014: Implemented performance enhancements, and defect corrections to support imaging and new versions of Oracle's java client to facilitate continued Senate-wide rollout of paperless workflow.

In addition, work continued related to document imaging and electronic signatures in FMIS, in the following phases:

- Phase 1: Imaging-only pilot (completed in 2011);
- Phase 2: Office imaging and signatures pilot (completed in 2012); full rollout beginning with new offices (completed rollout to 44 offices, Committee on Rules and Administration audit staff, and Disbursing's accounts payable and accounting staff through 2014); and
- Phase 3: Planning and development to support imaging and signatures for SAA and staffer users, including:
  - Imaging to support invoices and associated vouchers for SAA and the Secretary (completed development in 2014; pilot planned for the Fall of 2015); and
  - Imaging to support staffers creating ESRs (completed development in 2014; pilot planned for the Summer of 2015).

In October 2014, we implemented FMIS changes to support in-house printing of payroll checks to meet Disbursing requirements not met by Treasury and to standardize Senate payment processing procedures.

During 2014, the Disbursing Office continued to work with the SAA to extend the life of existing FMIS applications to ensure ongoing support of Senate business processes. This included upgrades to the WebSphere application server to support WebFMIS and digital signing applications and eliminating or repurposing underutilized regions in the mainframe to streamline support and associated costs.

During the remainder of Fiscal Year 2015 and beyond, the following FMIS activities are anticipated:

- **Imaging and digital signatures** – Continue with Senate-wide rollout of imaging and digital signatures for the remaining Member Offices and Committees;
- **Implement two FMIS Releases** –
  - FMIS 14.1 (planned for the Summer of 2015) – Modernization of voucher creation and review functions used by Member Offices, Committees, Leadership, the Office of the Secretary of the Senate, SAA, Committee on Rules and Administration, and Disbursing to address user requested changes, enhance supportability and ensure compatibility with modern browsers; and
  - FMIS 14.2 (planned for the Winter of 2015) – Modernization of additional document types, such as requisitions, purchase orders, invoices and receiving reports used by the Office of the Secretary of the Senate and the SAA to address user requested changes, enhance supportability and ensure compatibility with modern browsers;
- **Treasury reporting requirement** – Implement required changes to support Treasury Account Symbol (TAS) and Business Event Type Code (BETC) reporting;
- **Senate Payroll System (SPS)** – Continue to work with the SAA technical staff and SPS Contracting Office Technical Representative (COTR) on the implementation of a self-service pilot and upgrade PeopleSoft to version 9.2; and
- **Disaster recovery** – Conduct a multi-day test of FMIS failover and failback.

We continue to prioritize requirements to extend the life of existing FMIS applications and their platforms to allow time to implement FMIS modernization in phases.

### **Update on current status of Legislative Information System (LIS) Project**

The Legislative Information System (LIS) is a mandated system (2 U.S.C. 6577) that provides desktop access to the content and status of legislative information and supporting documents. In addition, pursuant to 2 U.S.C. 181, a program was established to provide for 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. The project is currently focused on a Senate-wide implementation and transition to a standard system for the authoring and exchange of legislative documents that will greatly enhance the availability and re-use of legislative documents within the Senate and with other legislative branch agencies.

Extensible Markup Language (XML) has been accepted as the primary data standard to be used for the exchange of legislative documents and information. Following the implementation of the LIS, the LIS Project Office shifted its focus to the data standards program and established the LIS Augmentation Project (LISAP). The overarching goal of the LISAP is to



provide a Senate-wide implementation and transition to XML for the authoring and exchange of legislative documents.

The LIS Project Office continued to provide support to the Office of the Senate Legislative Counsel (SLC); the Committee on Appropriations; the Committee on Commerce, Science, and Transportation; and the Senate Enrolling Clerk in their use of the XML authoring application, Legislative Editing in XML Application (LEXA) for drafting, engrossing, and enrolling. With the addition of the Commerce Committee drafters, all Senate measures in the 113<sup>th</sup> Congress were produced in XML. In addition, the Government Publishing Office (GPO) uses LEXA to complete measures for printing. Several new features and fixes were added in LEXA releases to improve the drafting process.

The LIS Project Office has been working with staff from GPO and the Legislative Computer Systems (LCS) in the Office of the House Clerk to create and print committee reports in XML. This office released a LEXA committee report application to the Commerce Committee in 2013, and the committee drafters were able to create several sections of their committee reports using the LEXA application. In 2014, additional LEXA enhancements allowed the committee drafters to create almost all committee report sections in XML by using direct input, copy/paste from Word documents, and copy/paste from Lexis/Nexis. The office will next work with the editorial and printing staff of the Committee on Appropriations to begin creating committee reports in XML.

Other enhancements to LEXA in the past year included new features for drafting amendments, improvements in drafting and printing for the Appropriations Committee, and new templates for the Enrolling Clerk.

Two other group projects with GPO and LCS include participants from the Law Revision Counsel and the Senate and House Legislative Counsels. The first project with the Law Revision Counsel will result in applications to convert and maintain the U.S. Code in an XML format. The second project with the Legislative Counsels continues work toward the editing and printing of the compilations of existing law in their XML format. As of early December 2014, all compilations are now edited and maintained in XML. Printing of XML compilations continues to improve.

The LIS Project Office is also monitoring and participating in GPO's project to replace Microcomp with a new composition system that can directly ingest XML data without having to convert it to another format before printing.

The LIS Project Office will continue to support all Senate offices using LEXA and will continue to work with the House, GPO, and the Library of Congress on projects and issues that impact the legislative process and data standards for exchange. The office will continue to produce enhancements to LEXA and to seek out new technologies to improve the production of legislative documents.

## **LEGISLATIVE SERVICES**

The Legislative operations of the Office of the Secretary of the Senate provide support essential to Senators in carrying out their daily chamber activities as well as the constitutional responsibilities of the Senate. Legislative Services consists of the following departments: Bill Clerk, Captioning Services, Daily Digest, Enrolling Clerk, Executive Clerk, Journal Clerk, Legislative Clerk, Official Reporters of Debates and Parliamentarian. The average length of Senate service among the Secretary's Legislative Department heads is more than twenty years.

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

### **BILL CLERK**

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

### **CAPTIONING SERVICES**

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

Captioning Services strives to provide the highest quality closed captions and is comprised of seasoned and respected captioners. The overall accuracy average rate for the Office is above 99%, the 21st year in a row the Office has achieved that level. Overall caption quality is monitored through daily translation data reports, monitoring of captions in real-time, and review of caption files on Webster. In an effort to decrease paper consumption and printing costs, accuracy reviews and reports were primarily completed in electronic form.

The real-time searchable Closed Caption Log, available to Senate offices on Webster, continues to be an invaluable tool for the entire Senate community. Legislative floor staff, Cloakroom staff, and member offices in particular continue to depend upon its availability, reliability, and contents to help them in the performance of their everyday duties. In conjunction with the Senate Recording Studio, a complete overhaul of the Caption Log was designed in

2012-2013. Roll-out of this new digital version occurred in 2014 and is available through the Senate Recording Studio VideoVault Browser. In addition, Captioning Services purchased new hardware, which increased the efficiency of the office.

### **DAILY DIGEST**

The Office of the Daily Digest is responsible for publication of a brief, concise and easy-to-read accounting of all official actions taken by the Senate in the *Congressional Record* section known as the Daily Digest. The Office compiles an accounting of all meetings of Senate committees, subcommittees, joint committees and committees of conference.

The Office enters all Senate and Joint committee scheduling data into the Senate's web-based scheduling application system. Committee scheduling information is also prepared for publication in the Daily Digest in three formats: Day-Ahead Schedule; Congressional Program for the Week Ahead; and the extended schedule which actually appears in the Extensions of Remarks section of the *Congressional Record*. The office also enters all official actions taken by Senate committees on legislation, nominations, and treaties into LIS.

The Office publishes a listing of all legislation which has become public law, as well as a 'Resume of Congressional Activity' which includes all Congressional statistical information, including days and time in session; measures introduced, reported and passed; and roll call votes. The 'Resume' is published on the first legislative day of each month in the Daily Digest.

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

The Office of the Daily Digest publishes a '20-Year Comparison of Senate Legislative Activity' which can be found at:

<http://www.senate.gov/reference/resources/pdf/yearlycomparison.pdf>.

### **ENROLLING CLERK**

The Office of the Enrolling Clerk prepares, proofreads, corrects, inputs amendments and prints all legislation passed by the Senate prior to its transmittal to the House of Representatives, the National Archives, the White House, the United States Claims Court, and the Secretary of State. Electronic files of all measures engrossed and enrolled in the Senate are transmitted daily by the enrolling clerks to GPO for overnight distribution and public web access.

The Enrolling Clerk's Office keeps the original official copies of bills, resolutions, and appointments from the Senate floor through the end of each Congress.

### **EXECUTIVE CLERK**

The Executive Clerk prepares an accurate record of actions taken by the Senate during executive sessions (proceedings on nominations and treaties) which is published as the *Journal of the Executive Proceedings of the Senate* at the end of each session of Congress. The Executive Clerk also prepares the daily *Executive Calendar* as well as all nomination and treaty resolutions

for transmittal to the President. Additionally, the Executive Clerk's Office processes all executive communications, presidential messages, and petitions and memorials.

The online historical archive of Senate Executive Calendars was completed, with all available issues from 1943 to the present now digitized and made publicly available on Senate.gov through the collaborative efforts of the Executive Clerk, the Library, the Office of Web Technology, and the LIS Project Office.

A nightly report of executive nominations was developed and automated by Web Technology in conjunction with staff from Member offices and the SAA. This included mapping individual nominations with their assigned calendar numbers. Previously, this information was unavailable in a machine readable format. The new report provides a user friendly and machine readable version in Extensible Markup Language (XML) that is updated nightly.

### **JOURNAL CLERK**

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

The Journal staff take 90-minute turns at the rostrum in the Senate chamber, noting the following by hand for inclusion in the Minute Book: (i) all orders entered into by the Senate through unanimous consent agreements, (ii) legislative messages received from the President of the United States, (iii) messages from the House of Representatives, (iv) legislative actions as taken by the Senate including motions made by Senators, points of order raised, and roll call votes taken, (v) amendments submitted and proposed for consideration, (vi) bills and joint resolutions introduced, and (vii) concurrent and Senate resolutions as submitted. These notes of the proceedings are then compiled in electronic form for eventual publication of the *Senate Journal*. Compilation is efficiently accomplished through utilization of the LIS Senate Journal Authoring System. The Journal Clerk completed the production of the 2013 volume of the *Senate Journal* in 2014. It is anticipated that work on the 2014 volume will conclude by August 2015.

### **LEGISLATIVE CLERK**

The Legislative Clerk sits at the Secretary's desk in the Senate Chamber and reads aloud bills, amendments, the *Senate Journal*, presidential messages, and other such materials when so directed by the presiding officer of the Senate. The Legislative Clerk calls the roll of members to establish the presence of a quorum and to record and tally all yea and nay votes. The office staff prepares the *Senate Calendar of Business*, published each day that the Senate is in session, and prepares additional publications relating to Senate class membership and committee and subcommittee assignments. The Legislative Clerk maintains the official copy of all measures pending before the Senate and must incorporate into those measures any amendments that are agreed to. This office retains custody of official messages received from the House of Representatives and conference reports awaiting action by the Senate. The office staff is

responsible for verifying the accuracy of information entered into LIS by the various offices of the Secretary.

During the second session, the Legislative Clerk requested GPO to make available on-line Senate publications produced by the legislative staff. The publications include the Committee and Subcommittee Assignments of Senators and the Class List prepared and printed by the Legislative Clerk and the *Senate Journal* prepared and printed by the Journal Clerk. These publications are also now available on Webster.

## **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 oversees the production of the Senate portion of the *Congressional Record* to ensure its accuracy and consistency to Senate parliamentary rules and procedures.

When the Senate is in session, the electronic and paper transcripts of the floor proceedings of the Senate begin to go to GPO in the early evening, and the last delivery occurs approximately three hours after the Senate adjourns or recesses for the day. The *Congressional Record* is published in paperback form and online, and is available to the public on the next business day.

In 2014, the Office purchased new software for the official reporters and expert transcribers and new steno writers for the reporters in the office, which has increased the office's efficiency in the production of the *Congressional Record*.

The Morning Business Editor sits in the chamber, recording daily floor activity of the Senate for the Official Reporters of Debates. The work includes compiling all materials printed in the Morning Business section of the *Congressional Record*.

## **PARLIAMENTARIAN**

The Office of the Parliamentarian 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 and Senators and their staff, as well as committee staff, House members and their staffs, administration officials, the media, and members of the general public, on all matters requiring an interpretation of the Standing Rules of the Senate, the precedents of the Senate, and unanimous consent agreements, as well as provisions of public law affecting the proceedings of the Senate.

The parliamentarians work in close cooperation with the Senate leadership and their floor staffs in coordinating all of the business on the Senate floor. A parliamentarian is always present on the Senate floor when the Senate is in session, ready to assist the Presiding Officer in their official duties, as well as to assist any other Senator on procedural matters. The parliamentarians work closely with the staff of the Vice President of the United States and the Vice President when performing duties as President of the Senate.

The parliamentarians monitor all proceedings on the floor of the Senate, advise the Presiding Officer on the competing rights of the Senators on the floor, and advise all Senators as to what is appropriate in debate. The parliamentarians keep track of time on the Senate floor when time is limited or controlled under the provisions of time agreements, statutes, or standing orders. The parliamentarians keep track of amendments offered to the legislation pending on the Senate floor, assess them for germaneness and other possible points of order, and review countless other amendments that are never offered in the same regard.

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

Following the Senate elections in 2014, the Parliamentarian's Office was heavily involved in the review of certificates of election and appointment for Senators in the class of 2015.

In December of 2014, the parliamentarians debuted the Electronic Senate Precedents database, which can be found on Webster. This system currently contains approximately 275 precedents from 7 of the most frequently used chapters of *Riddick's Senate Procedure*. Those chapters are: Amendments Between the Houses, Appropriations, Cloture, Conferences and Conference Reports, Recommit, Reconsideration and Suspension. The precedents on the database augment and update the material found in *Riddick's*, which was published 23 years ago. The existing chapters will be added to from time to time to keep the material current, and new chapters will be added as updates are completed by the parliamentarians. This new website is the result of a great deal of research, writing, and editing on the part of the parliamentarian's office in conjunction with Office of Web Technology.

## **FINANCIAL OPERATIONS**

### **DISBURSING OFFICE**

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

individual Member offices, committees, administrative offices, and leadership offices in the Senate while maintaining the confidentiality of information for Members and Senate employees.

This past year the Disbursing Office continued to work on several projects that required a significant level of staff resources and presented challenges. Among these projects were: (1) the testing of system changes to the Senate Payroll System (SPS) due to the implementation of the Affordable Care Act (ACA), the fixes to the final pay period of 2013, and a retroactive COLA payment adjustment, (2) moving the printing of the payroll checks in-house and (3) visiting several Federal Agencies to develop the Senate's FMIS modernization project. In addition, Disbursing implemented the legislative change of extending health benefits coverage to certain temporary excluded employees and we continue to work with Sergeant at Arms (SAA) staff on the implementation of a self-service pilot and the planning of an upgrade.

In addition, the Disbursing Office is responsible for the compilation of the annual operating budget of the United States Senate for presentation to the Committee on Appropriations and for the formulation, presentation, and execution of the budget for the Senate. On a semiannual basis, this group is also responsible for the compilation, validation, and completion of the Report of the Secretary of the Senate. The Report continues to be issued electronically, concurrent with the printed version.

## **ADMINISTRATIVE AND EXECUTIVE OPERATIONS**

### **SENATE CHIEF COUNSEL FOR EMPLOYMENT**

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

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

The areas of responsibilities of the SCCE can be divided into the following categories: litigation (defending Senate offices in courts and at administrative hearings); mediations to resolve potential lawsuits; court-ordered alternative dispute resolutions; Occupational Safety and Health Act compliance; union drives, negotiations, and unfair labor practice charges; Americans with Disabilities Act compliance; layoffs and office closings in compliance with the law; management training regarding legal responsibilities and employee rights; employee and intern

training regarding prohibited harassment, including sexual harassment; and preventative legal advice.

## **CONSERVATION AND PRESERVATION**

The Office of Conservation and Preservation develops and coordinates programs directly related to the conservation and preservation of Senate records and materials for which the Secretary of the Senate has statutory and other authority. Initiatives include deacidification of paper and prints, phased conservation for books and documents, replacement of Congressional Serial Set maps (the Serial Set contains all House and Senate documents and reports), collection surveys, exhibits, and matting and framing for Senate leadership.

The Office of Conservation and Preservation continues to participate in book repair training sessions and has made significant progress in the preservation of the Library's bound book collection. The training program preserves the bound materials in the Library's collections and reduces the need for the Library to contract support for bookbinding and repair.

## **CURATOR**

The Office of the Senate Curator, on behalf of the Senate Commission on Art, develops and implements the museum and preservation programs for the 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.

In keeping with scheduled procedures, all Senate collection objects were inventoried in 2014, noting any changes in location in the database. As directed by S. Res. 178 (108th Congress, 1st session), the Curator submitted a list of the art and historic furnishings in the Senate to the Senate Committee on Rules and Administration. The list, known as the *Historic Furnishings Inventory*, documents the history of acquisition, use, and manufacture for each object. Items on the inventory list are prohibited from removal or purchase. The inventory, which is submitted every six months, is compiled by the Curator with assistance from the Senate Sergeant at Arms (SAA) and the Architect of the Capitol's (AOC) Superintendent of Senate Office Buildings.

The office continues to advance the preservation and documentation of the historic Russell Senate Office Building furnishings by conducting a yearly inspection of the use and location of the remaining 63 flat-top partner desks, and through educational initiatives aimed at informing Senate staff about the history of the furnishings.

The Curator continued to maintain and interpret the Old Senate and Old Supreme Court Chambers and coordinated use of both rooms for special occasions. The Curator is presently developing a plan for repairs and restoration in the Old Supreme Court Chamber and is conducting extensive primary source research into the original construction, configuration, and



decoration of the room.

Sixty objects were accessioned into the Senate Collection this year. A number of the items catalogued include objects used by the Senate in the course of conducting its legislative business, such as a pen set used by the Presiding Officer in the Senate Chamber. The most significant addition to the collection this year was the gift of an oil sketch executed by Constantino Brumidi. The oil sketch was created in ca. 1872 in preparation for a mural in the Senate Reception Room's south wall lunette. It depicts President George Washington with cabinet members Thomas Jefferson and Alexander Hamilton.

In 2014, the Curator published *To Make Beautiful the Capitol: Rediscovering the Art of Constantino Brumidi*. The publication features scholarship made possible by fresh examination of Brumidi's restored murals and by a closer study of preliminary sketches recently added to the Senate collection.

The Curator installed a new exhibit outside the Dirksen SDG-50 Hearing Room, in conjunction with the Senate Library and Senate Historical Office. The exhibit, which highlights the Senate's role in the Civil Rights Act of 1964, was installed in showcases built into the walls of the room's vestibule.

The Curator's Office reduced costs this year by having staff pack items for shipping, when possible, instead of hiring professional art handlers. This included paintings and small sculptures on loan and retrofitting crates for reuse. The office was also able to consolidate several shipments with professional art handlers, for more economical shipping/transportation rates and lowered the overall transportation and fuel costs billed to the Office of Senate Curator.

## **EDUCATION AND TRAINING**

The Joint Office of Education and Training provides development and training for Senate Members, committees and staff in Washington, D.C., and the state offices via video teleconferencing and webinars. The office provides training in areas such as management and leadership development, human resources management, legislative and staff information, new staff and intern orientation, and health promotion. The office also provides much of the training for approved software and equipment used at the Senate. Technical offerings include System Administration, MS Office Suite, Photoshop and digital photography, and Senate specific applications training.

The office partners with other training providers, both inside and outside of the Legislative branch, to ensure Senate staff have the skills they need to perform their jobs. In 2014, these partnerships included the Library of Congress, Congressional Research Service, Senate Library, Government Accountability Office, Capitol.net, the Office of Protective Services and Continuity, Senate Historian Office, Office of Attending Physician, Employee Assistant Program, Chief Counsel on Employment, Office of Congressional Accessibility, SAA Human Resources, Senate Disbursing Office, Senate Ethics Committee, and others.

The office also coordinates orientation for the Aides to the Senators-Elect and new office Administrative Directors training after every election. This post-election orientation consists of multiple sessions. After swearing-in, there are additional sessions for the office management.

In 2014, two state training conferences were held: the Constituent Services Staff Conference and the State Directors Forum.

### **GIFT SHOP**

Since its establishment in 1992 (2 U.S.C. 6576), the Gift Shop serves Senators and their spouses, staff, constituents, and the many visitors to the U.S. Capitol complex. The products available include a wide range of fine gift items, collectables, and souvenirs, many created exclusively for the Senate.

In addition to providing products and services from two physical locations, the Gift Shop has an online presence on Webster. The Capitol kiosk temporarily closed at the end of January 2013 to accommodate continued restoration of the Brumidi Corridors. Along with offering over-the-counter and walk-in sales, as well as limited intranet services, the Gift Shop administrative office provides mail order service as well as special order and catalogue sales.

Consistent with past practice, a transfer of \$40,000 to the Senate Employees Child Care Center was made based on the annual sales of the Congressional Holiday Ornament (see 2 U.S.C. 6576(c)(3)).

A new shared position, Inventory Control/System Specialist, was created to assist with IT matters for both the Stationery Room and the Gift Shop. While inventory and accounting are maintained separately by the Gift Shop and the Stationery Room, the software architecture is the same. This position was instrumental for the smooth and successful installation of upgrades to the inventory and accounting software. The inventory software is used to transfer merchandise electronically between store locations, receive merchandise from vendors on purchase orders, and ring up sales on the cash registers. By minimizing the outside vendor's involvement in the Gift Shop upgrade, there was a savings of \$6,000 over the initial estimate to complete the upgrade. Expectations are that this position will continue to benefit the Gift Shop, in both technical advice and savings, in the coming year.

### **HISTORICAL OFFICE**

Serving as the Senate's institutional memory, the Historical Office collects and provides information on important events, precedents, dates, statistics, and historical comparisons of current and past Senate activities for use by Members and staff, the media, scholars, and the general public. The historians keep extensive biographical, bibliographical, photographic, and archival information on the nearly 2,000 former and current senators as well as all vice presidents. The staff edits for publication historically significant transcripts and minutes of selected Senate committees and party organizations, and conducts oral history interviews with former senators and staff. The historians offer special talks and tours to inform senators and Senate staff about important historical events, the history of the Capitol, and the Senate's

institutional development. The photo historian maintains a collection of approximately 40,000 still pictures that includes photographs and illustrations of Senate committees and nearly all former senators. The office staff also develops and maintains all historical material on the Senate website and provides educational outreach through email and Twitter.

In commemoration of the 50<sup>th</sup> anniversary of the passage of the Civil Rights Act of 1964, Senate historians developed an extensive multimedia online exhibit for Senate.gov, presented specialized talks and tours, and authored articles describing the Senate's role in the passage of this landmark legislation.

During 2014, the Senate transferred a multitude of records to the National Archives. The Senate Archivist also met with staff in all of the closing offices, compiled a closing Senate offices handbook, and acted as a liaison between Members' offices and their designated archived repositories. In addition, the Archivist has evolved to meet e-records preservation changes. Principal among them is enhanced collaboration with the Senate IT and systems administrator community, pro-active archiving of legislative records and building a solid core of expertise within the Senate.

The Advisory Committee on the Records of Congress was established in 1990 by Public Law 101-509, and 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. By law, the committee is required to report to Congress every six years on the status of Congress' and Members' archival records. The most recent report was published December 31, 2012. The next report will be December 31, 2018. The Secretary of the Senate will chair the committee during the 114<sup>th</sup> Congress.

## **HUMAN RESOURCES**

The Office of Human Resources was established in June 1995 by the Office of the Secretary as a result of the CAA. The office focuses on developing and implementing human resources policies, procedures, and programs for the Secretary's employees.

## **INFORMATION SYSTEMS**

The Department of Information Systems provides technical hardware and software support for the Office of the Secretary. 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.

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

## **INTERPARLIAMENTARY SERVICES**

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

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

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

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

## **LEGISLATIVE INFORMATION SYSTEM (LIS) PROJECT OFFICE**

See the section on the LIS Project on page 6.

## **LIBRARY**

The Senate Library provides legislative, legal, business, and general information services to the 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 and history, including biographies; a popular collection of audiobooks; and a wide array of online resources. The Library also authors content for three websites—LIS.gov, Senate.gov, and Webster.

Senate Information Services (SIS) program service contracts for fiscal years 2015 and 2016 were renegotiated with existing program vendors to continue services for the Senate community. SIS staff worked with the vendor to complete a major enhancement of site features. Senate staff may now easily browse and search newspapers.

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

## **PAGE SCHOOL**

The Senate Page School provides students with a sound program, both academically and experientially, during their stay in the nation's capital.

In 2013 the Middle States Commission on Secondary Schools awarded accreditation renewal which continues until May 1, 2018. The Page School is among schools throughout the world that meet the internationally recognized standards of quality.

Faculty and staff provided extended educational experiences to pages, including field trips, guest speakers, opportunities to play musical instruments and vocalize, and world languages study. The community service project embraced by pages and staff continues. Pages collected, assembled, and shipped items for gift packages to military personnel serving in various locations and included letters of support to the troops.

## **PRINTING AND DOCUMENT SERVICES**

The Office of Printing and Document Services (OPDS) serves as liaison to the GPO for the Senate's official printing, ensuring that all Senate printing is in compliance with Title 44, U.S. Code as it relates to Senate documents, hearings, committee prints and other official publications. The office assists the Senate by coordinating, scheduling, delivering and preparing Senate legislation, hearings, documents, committee prints and additional 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.

During fiscal year 2014, the OPDS prepared 2,471 requisitions authorizing GPO to print and bind the Senate's work, exclusive of legislation and the *Congressional Record*. 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 additional printed products, as well as monitoring blank paper and stationery quotas for each Senate office and committee. Examples of major printing projects are: the Report of the Secretary of the Senate; the 113<sup>th</sup> Congress Congressional Directory; the Authority and Rules of Senate Committees; and the Journal of Senate Proceedings, 113<sup>th</sup> Congress 1st Session.

During 2014 over 10,000 requests for legislative material were received at the walk-in counter, through the mail, by fax, and electronically. On-line 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 from GPO to the Document Room. In addition, the office handled thousands of phone calls pertaining to the Senate's official printing, document requests and legislative questions.

## PUBLIC RECORDS

The Office of Public Records receives, processes, and maintains records, reports, and other documents filed with the Secretary of the Senate that involve the Federal Election Campaign Act, as amended; the Lobbying Disclosure Act (LDA) of 1995, as amended; the Senate Code of Official Conduct; Rule 34, Public Financial Disclosure; Rule 35, Senate Gift Rule filings; Rule 40, Registration of Mass Mailing; Rule 41, Political Fund Designees; and Rule 41(6), Supervisor's Reports on Individuals Performing Senate Services; and Foreign Travel Reports. The office works closely with the Federal Election Commission (FEC), the Senate Select Committee on Ethics, and the Clerk of the House concerning the filing requirements of the aforementioned acts and Senate rules.

From October 2013 through September 2014, Public Records staff assisted over 10,000 individuals seeking information from or about reports filed with the office, responding to walk-in inquiries and inquiries by telephone or e-mail. Further, the office provides assistance to individuals attempting to comply with the provisions of the LDA.

Implementation of the Stop Trading on Congressional Knowledge Act (STOCK Act) continued into Fiscal Year 2014. The STOCK Act, as amended, required the Secretary to collaborate on the development of an electronic filing system for Member and employee financial disclosure reports. Working in coordination with the SAA and the Ethics Committee, the Public Records office participated in the planning and development of the electronic filing system which was successfully launched on January 1, 2014.

The LDA requires semiannual contribution reports, and quarterly financial and lobbying activity reports. To continue implementation of the LDA, the Public Records Office conducted two LDA Guidance reviews in coordination with the Clerk of the House. As of September 30, 2014, there were 4,443 registrants representing 16,163 clients. The total number of individual lobbyists disclosed on Fiscal Year 2014 registrations and reports was 11,950. The total number of lobbying registrations and reports processed was 108,414. The office referred 949 cases of potential noncompliance to the U.S. Attorney for the District of Columbia.

The Federal Election Campaign Act requires Senate candidates to file quarterly and pre- and post-election reports with the Secretary of the Senate. Filings for the fiscal year totaled 4,722 documents containing 439,745 pages, which were scanned, processed, and transmitted to the FEC, as required by law. During the calendar year 2014, an election year, the office processed 5,921 reports containing 718,827 pages, an all-time record for total number of pages processed.

The filing date for Public Financial Disclosure Reports was May 15, 2014. The reports were made available to the public and press as soon as they were filed and processed, and in most cases, the same day. Public Records staff provided copies to the Ethics Committee and the appropriate state officials.

Senators are required to file mass mailing reports on a quarterly basis. The number of pages submitted during Fiscal Year 2014 was 582. In addition, the Public Records Office received 454 Gift Rule/Travel reports during FY 2014.

## **STATIONERY ROOM**

Since it was formally established in 1854, the Senate Stationery Room has evolved into a diversified retail outlet serving the needs of the Senate community by providing a wide range of office and administrative supplies, communication and computer accessories, and special order items for official government business. Additionally, the Stationery Room provides U.S. flags flown over the Capitol for constituent requests.

The Stationery Room fulfills its mission by: utilizing open market, competitive bid, or General Services Administration schedules for supply procurement; maintaining sufficient in-stock quantities of select merchandise to best meet the immediate needs of the Senate community; developing and maintaining productive business relationships with a wide variety of vendors to ensure sufficient breadth and availability of merchandise; maintaining expense accounts for all authorized customers and preparing monthly activity statements; and managing all accounts receivable and accounts payable reimbursement.

The Stationery Room, with the assistance of the Office of Web Technology, maintained an online web ordering portal through Webster. The website offers an up-to-date Stationery Room catalog with product description, price, and pictures. Customers can place a stock order online and request direct delivery to a location of their choice. During fiscal year 2014, the Stationery Room received and processed more orders than fiscal year 2013. Use of the website helps reduce order time, increases customer convenience and order accuracy, and reduces the use of paper through reduced reliance on hard copy orders. Moving forward, the Stationery Room anticipates increased use of this website as customers discover the benefits of its use.

Utilizing the Pay.gov service offered by the U.S. Department of the Treasury, the Stationery Room has been accepting online flag requests and payments from constituents through member websites. At the end of fiscal year 2014, 43 member offices were offering this payment option and most of the new member offices are in the beginning stages of the program. The benefits include a reduced wait time for constituents, elimination of payment inaccuracies, and greatly reduced workload for office representatives. The Stationery Room will continue to expand the service.

The Stationery Room prepares activity statements for approximately 300 customer accounts on the last business day of each month. One upgrade most requested by our customers is for the Stationery Room to post the account statements directly to TranSAAct, the online business services portal for Senate offices. The inclusion of Stationery in the latest TranSAAct release occurred in early fiscal year 2014, enabling customers to print statements, current and historical, and research transaction details directly from their desktop. The Stationery Room expects to save over \$500 a year in paper costs and, most importantly, reduce paper use by 45,000 individual sheets.

The Stationery Room will be replacing older, outdated handheld scanners with new tablets and scanners to interact more efficiently with the SAA upgraded wireless infrastructure. The Stationery will save over \$5,250 annually by eliminating all paper receipts using the signature capture feature on the tablets. The Stationery Room will save over \$5,250 annually by eliminating all paper receipts using the signature capture feature on tablets. When an office inquires about the status of their order, the Stationery Room will be able to respond immediately by accessing the information from the tablet.

## **WEB TECHNOLOGY**

The Office of Web Technology is responsible for: Senate.gov; the Secretary's Page on Webster; and other portions of Webster – available to Senate staff, along with the web-based systems, servers, and technologies supporting these websites that fall under the purview of the Secretary of the Senate.

Senate.gov content is maintained by over 30 contributors from seven departments of the Secretary's Office and three departments of SAA. All content is controlled through the Secretary's web content management system, managed by the Office of Web Technology.

Five oral histories, 30 Senate Stories, and five featured biographies authored by the Senate Historical Office were added to Senate.gov this year. In addition, a new style for displaying roll call votes was deployed on Senate.gov. The new modern display makes scanning and in depth reading of votes easier and utilizes Library of Congress Handles for linking to legislation.

In preparation for the start of the 114<sup>th</sup> Congress, the office built individual Member pages for the 13 newly sworn Senators. Web Technology coordinated with the individual designees to attain necessary materials, answer questions, and acquire approval so all Members had a presence online when sworn in for the 114<sup>th</sup> Congress. Much education was provided to designees for options to replace the temporary webpage with more permanent solutions, along with facilitating domain redirects to ensure constituents are always able to easily find their members' websites.

The eDear Colleague site was launched and built to automatically update daily. In conjunction with the Senate Library the newly developed system allows for full-text searches of letters and attachments that were distributed via email starting in 2012 and some legacy documents provided by the Senate Rules Committee starting in 2011. The site allows for sorting by title, date, Congress, bill number, and person through leveraging advanced coding techniques and a customizable enterprise search engine. The automated system makes previously difficult to find information easily available. The site was built using existing resources.

In 2014 an average of 28,370 visits occurred per day to the central site of Senate.gov. The Office responded to approximately 423 emails from the general public regarding Senate.gov sites. This is a 66% decrease from the previous year which is due to advances in information architecture, search results, and custom error pages to help users resolve issue on their own.



## **EMERGENCY PREPAREDNESS AND CONTINUITY PLANNING**

Throughout 2014, the Office of the Secretary continued to build upon a comprehensive emergency preparedness and continuity program initiated in 1997. The program extends from continuity of operations (COOP) planning within every department of the Office of the Secretary; to coordination with Leadership and the Sergeant at Arms on Senate-wide continuity plans; joint planning with the House of Representatives on bicameral programs; and inter-Branch coordination with the Executive and Judicial branches. The objective of these programs is to provide Leadership the tools needed to ensure that the Senate can meet its constitutional obligations under any circumstances.

Within the Office of the Secretary, the primary objective is the continuity of the legislative process. The Legislative Staff and supporting offices maintain and regularly exercise plans to ensure that the Senate can convene and conduct legislative business under any conditions in various locations. Departments responsible for the execution of statutory obligations, such as the Disbursing Office and the Office of Public Records, maintain plans to carry out those functions, either locally or elsewhere, depending upon conditions. All Departments within the Office of the Secretary maintain individual plans to ensure that each Department can carry out its minimum essential functions during an emergency, until full operations can be restored. All Departmental plans are supported by emergency supply kits stored in multiple locations within and outside the District of Columbia. Across the Office of the Secretary, monthly drills, annual exercises, and flyaway kit updates are conducted in order to ensure that plans and supply kits are current, and that staff understand their continuity responsibilities. A cross-training program in the Legislative Departments ensures that staff with the skills required to support Floor operations will be available during an emergency.