LEGISLATIVE BRANCH APPROPRIATIONS FOR FISCAL YEAR 2008

THURSDAY, MAY 3, 2007

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

The subcommittee met at 10:05 a.m., in room SD–124, Dirksen Senate Office Building, Hon. Mary L. Landrieu (chairman) presiding.

Present: Senators Landrieu and Allard.

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

STATEMENT OF SENATOR MARY L. LANDRIEU

Senator LANDRIEU. Good morning. The subcommittee will come to order.

This morning we meet to take testimony on the fiscal year 2008 budget request for the Secretary of the Senate and the Library of Congress (LOC). Nancy Erickson is with us this morning, and the Librarian of Congress, Dr. Billington.

This is our fourth and final hearing of the 2008 budget process. I am joined this morning by my ranking member, Senator Allard, and I understand that Senator Alexander may join us this morning.

We have two separate panels today. First, the Secretary of the Senate, and I understand she may be joined by Sheila Dwyer, the Assistant Secretary and the Financial Clerk of the Senate, Chris Doby.

Mr. Doby, while we're on the subject of your shop and the Disbursing Office, I asked my office manager if she could give me a list of some of the people from the Disbursing Office who've been helpful. She gave me a list too long to read this morning, so I'm going to just submit it for the record and thank you very much for the help of your wonderful staff. We really appreciate it.

[The information follows:]

Chris Doby, Financial Clerk, Tim O'Keefe, Margaret Fibel, Neil Elliott, Gerry Thrasher, Melissa Stewart, Paul Jochum, LaKisha Haggerty, Ivan Shnider, Bob

Millett, Kim Cone, Ileanexis Deese, Ted Ruckner, Sean Malloy, Debbie Shnider, Gene Barton, Linda Sothern, Martin Tanabe, Donna Nance, Rachel Morris, Monica Billups, Cathy Strodel, Lauren Bliss, Dianna Gilkerson, and Cynthia Handwork.

Senator LANDRIEU. I also want to thank all of your other employees. Nancy, I think this is the first time you've testified before this subcommittee as the Secretary. We're pleased to have you this morning. We'll look forward to hearing the details of your budget, which totals $25.5 million. This is an increase of $2.5 million, or 11 percent above the current year. So, we hope that you're prepared to justify the request that you have submitted to us, because while it's not exorbitant, it is higher than inflation and we look forward to hearing from you about that.

I'd like to turn now to Senator Allard for his opening remarks.

STATEMENT OF SENATOR WAYNE ALLARD

Senator ALLARD. Thank you, Madam Chairman. I'd like to put my full statement in the record and proceed to the testimony from the witnesses.

I'd like to personally welcome Secretary of the Senate, Nancy Erickson, thank you for being here, and also, Dr. Billington.

I will have a few questions on the Government Performance and Results Act (GPRA) as a result of the inspector general study on performance-based budgeting at the Library, and maybe another question or two on the Library.

Madam Chairman, that's all I have. Just put my full statement in the record if you would please.

Senator LANDRIEU. Without objection.

[The statement follows:]

PREPARED STATEMENT OF SENATOR WAYNE ALLARD

Thank you, Madam Chairman. Welcome Secretary of the Senate Nancy Erickson, Assistant Secretary Sheila Dwyer, Senate Financial Clerk Chris Doby, and their very able team.

Also, good morning to Librarian of Congress Dr. James Billington and Chief Operating Office Jo Ann Jenkins. Congratulations, Ms. Jenkins, on your appointment as the Library's "number 2," a well-earned appointment. I also note the presence of the Library's top team and welcome them all today.

Madam Chairman, I have a number of concerns about the Library's request, when we get to the second panel. In particular, while some improvements have been made by the Library to come into compliance with the spirit and intent of the Government Performance and Results Act, the Library's Inspector General has found resistance within the Library to improvements in their budget process.

We absolutely must ensure that the Library has a solid performance-based budget. According to the IG's report, "Performance-based budgeting enables policy makers to determine if programs are contributing to their stated goals, coordinating efforts with related initiatives elsewhere, targeting those most in need of agency services, achieving desired outcomes, and experiencing cost-beneficial results. The success of performance-based budgeting can be measured by the quality of the decision-making process, the transparency of decision-making information, and the meaningfulness of the information to key stakeholders."

Madam Chairman, I will focus some of my questions on this issue when we turn to questions.

Senator LANDRIEU. Please proceed.

Ms. ERICKSON. Thank you, Chairman Landrieu and Senator Allard, for this opportunity to testify today before your subcommittee on behalf of the Office of the Secretary and its employees. I ask that my full statement, including our department reports, be submitted for the record.

With me today is Sheila Dwyer, the Assistant Secretary, and Chris Doby, our Financial Clerk, who I know has worked closely with your subcommittee staff over the years. I'm also joined today by many of our department heads.

Before turning to my formal remarks, I want to take a moment to publicly thank my predecessor, Emily Reynolds, and her Assistant Secretary, Mary Suit Jones, for their assistance during my transition. Their graciousness has been a testament to the strength of the traditions in the Office of the Secretary.

BUDGET REQUEST

Our budget request for fiscal year 2008 is $25.5 million, of which $23.5 million is salary costs, and $2 million is operating costs. This increase from fiscal year 2007 of $2.446 million is comprised totally of cost-of-living and merit increases, so that we can continue to attract and retain the caliber of people the Senate deserves for its operations. Notably, our request also factors in necessary funding for the implementation and maintenance of the electronic supporting systems in the Office of Public Records.

If enacted this year, Senate bill 1, the Ethics Reform bill, and Senate bill 223, a bill that would require electronic filing of Federal Election Campaign documents, will significantly increase the volume of reports filed with the Office of the Secretary.

Prior to taking the oath of office on January 4, many people shared with me their high regard for the staff who work for the Office of the Secretary. Their unsolicited comments were a real tribute to the men and women who work in our 26 departments. After serving 4 months as Secretary of the Senate, I can attest to the wealth of institutional knowledge and their pride in serving the Senate every day. It is indeed a privilege to work with this talented group of people.

Since 1789, the Office of the Secretary has traditionally provided support for the Senate in three areas: legislative, administrative, and financial. And, today I'd like to share some of our staff's accomplishments in each area.

LEGISLATIVE DEPARTMENT

The state of our Legislative Department, the people who support the Chamber's legislative functions, is strong. Our legislative positions are fully staffed with a healthy mix of experienced veterans and newer staff, each of whom have a good amount of experience. Our legislative offices operate with an emphasis on teaching, passing on institutional knowledge, and a real concern for succession planning. Today, we employ much more crosstraining than in the past. We work closely with our partners in the Sergeant at Arms Office to practice our continuity of operations planning to ensure that we can support the Chamber under any circumstance.

Our legislative staff work with the Sergeant at Arms on ATS, to improve the online amendment tracking system. Now, Senate staff have access to not only offered amendments, but also submitted amendments. The feedback from the Senate community has been extremely positive.

PARLIAMENTARIAN

I'm pleased to report today that the Office of the Parliamentarian intends to complete, by the end of this Congress, a supplement to the Senate precedents. This will be an enormous undertaking, but will be a valuable resource for Members and their legislative staff.

CURATOR

With regard to administrative responsibility, the Senate Curator's staff recently organized the Senate Commission on Art's unveiling ceremony in the old Senate Chamber for Senator Dole's leadership portrait, which was attended by many of Senator Dole's former colleagues. We also celebrated the completion of the mural commemorating the Connecticut Compromise in an unveiling ceremony in the Senate reception room, where we were honored by Senator Byrd's keynote remarks. The Senate Commission on Art anticipates an unveiling ceremony later this fall for Senator Daschle's leadership portrait.

Educating the public about the Senate's arts and historic furnishings collection is a priority. This past year, the Curator's staff, working with our Senate webmaster, worked together to launch several interactive exhibits on Senate.gov.

SENATE HISTORIAN

With respect to publications, our Senate historian authored a wonderful book entitled, "200 Notable Days," which highlights 200 colorful short stories about significant events in the Senate's 218-year history. Just in time for new Member orientation, the Senate Historical Office, with the assistance of our Printing and Documents Department, published a "New Member's Guide to Traditions of the United States Senate".

During my first visit in January to the Senate Library, I had the pleasure of meeting a staff member who, single-handedly, completed a 13-year project cataloging all of the Senate's hearings dating back to 1889, an impressive accomplishment, which provides legislative staff with online access to the library's collection of over 36,000 Senate hearings.

Senator LANDRIEU. Is that employee here in the room?

Could you stand up please? And we'll give you a round of applause.

Ms. ERICKSON. In addition to managing a collection that dates back from the Continental Congress, the library staff has witnessed a 90-percent increase in information inquiries. The library is significantly expanding the use of web technology to meet the Senate's growing demand for accurate and timely information. As the Senate's purveyor of information, our Senate website, Senate.gov, received 70 million visits last year, 20 million more than the previous year.

STATIONERY ROOM

Unlike the first Secretary of the Senate, Samuel Otis, we do not provide quill pens anymore, but the Keeper of the Stationery sells pre-flown flags. Last year's pilot program was a success, and the program is now available to all Senate offices. It allows Senate offices to fulfill constituent requests for flags that have flown over the Capitol in a time-sensitive manner.

We also appreciate the funding your subcommittee provided us to complete the point-of-sale project in our Stationery Room. The project modernized our 20-year-old computer system. And, I'm pleased to report today that it was completed under budget and ahead of schedule. We hope the system will allow us to offer e-commerce options in Senate offices.

DISBURSING OFFICE

With respect to our financial duties, the Senate Disbursing Office processes payroll for the nearly 6,500 people on the Senate payroll every 2 weeks. In addition, it administers health insurance, life insurance, and retirement programs for Members and their staff. The office processed 158,000 vouchers last year. The Disbursing Office also provided transition assistance to staff who chose retirement or whose employment was affected by the November elections.

Finally, our web-based financial management information system, known as FMIS, was upgraded to allow offices to better track cash and travel advances to make it easier for staff to prepare travel expense reports. We will continue our effort to improve FMIS, including the goal of implementing a paperless voucher system.

PREPARED STATEMENT

I look forward to working with you and your staff in the coming year and I appreciate your support for the Office of the Secretary. I'd be happy to answer any questions you may have.

[The statement follows:]

PREPARED STATEMENT OF NANCY ERICKSON

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

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

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

PRESENTING THE FISCAL YEAR 2008 BUDGET REQUEST

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

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

OFFICE OF THE SECRETARY APPORTIONMENT SCHEDULE

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

IMPLEMENTING MANDATED SYSTEMS

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

Financial Management Information System (FMIS)

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

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

—Web FMIS was upgraded twice, once in January 2006 and again in December 2006. This system is used by office managers and committee clerks to create vouchers and manage office funds, by the Disbursing Office to review vouchers and by the Senate Committee on Rules and Administration to sanction vouchers. These two releases provided both technical and functional changes. Most significant of these is the integration of the travel advance and cash advance tracking functionality of the standalone Funds Advance Tracking System (FATS). As a result of this change, an office manager knows before coming to the Disbursing Office front counter whether a travel advance can be issued. The system changes support the underlying rules associated with travel advances that were issued by the Senate Committee on Rules and Administration in December 2006. As a result of the integration of the advance functions into Web FMIS, the standalone FATS system was shut down during the first week of March.

—The Senate Automated Vendor Inquiry (SAVI) System was upgraded in December 2006. It is used by Senate staff to create expense summary reports (ESRs) online and to check the status of reimbursements. It is integrated with Web FMIS so that vouchers are created in Web FMIS from "imported" ESRs without re-typing the expense and itinerary data shown on the ESR. SAVI release 4.0 addressed requests from SAVI users to reduce the number of pages for an average travel ESR from 3 to 2 by collapsing any sections in which there are no expenses.

—ADPICS was upgraded twice, once in March 2006 and again in October 2006. Used primarily by the Sergeant at Arms (SAA) finance staff, it is a mainframe system that provides integrated procurement, receiving and voucher preparation functions that are not included in Web FMIS. In response to requests from the SAA finance staff, functional and "ease-of-use" changes to ADPICS were made to approximately 40 ADPICS and FAMIS screens. These included adding fields on specific screens, modifying calculations, modifying query results, and facilitating "round-trip" linking from one screen to another and then back to the original.

—The computing infrastructure for FMIS is provided by the SAA. Each year the SAA staff upgrades the infrastructure hardware and software. Two major upgrades were accomplished during the last year. The first, upgrading the FMIS database software, DB2 from version 7 to version 8, was done in three "steps", the last of which was completed in August 2006. The second, installing a new mainframe, first at the Alternate Computer Facility (ACF) and then at the Primary Computing Facility in the Postal Square Building (PCF), was completed in December 2006. For each activity, the Disbursing Office staff tested the changes in the FMIS testing environment and then validated the changes in the production environment.

—Disaster operation services for FMIS are provided at the ACF. In October 2006, the SAA conducted a day-long disaster recovery test of the Senate's computing facilities, including FMIS functions. The test involved switching the Senate's network from accessing systems at the PCF, to the ACF, our backup location, and powering down the PCF. The Disbursing Office staff successfully tested all critical online components of FMIS, including Payroll, ADPICS, FAMIS, SAVI, Web FMIS, and Checkwriter. Two components were not tested: printing documents from ADPICS for SAA finance, which required hardware that was not yet at the ACF; and running the overnight batch processes.

During the remainder of fiscal year 2007 the following FMIS activities are anticipated:

—Implementing additional system and reporting enhancements for the SAA.

—Implementing a new release of Web FMIS that:

—Integrates additional functionality from the FATS system to track election moratorium periods that informs an office manager when a voucher includes travel related expenses that are not allowable during the 60 days prior to an election;

—Enhances the pages used by the Senate Committee on Rules and Administration Audit staff to review and sanction vouchers to use newer technology and make functional changes to support imaging and electronic signature functions;

—Enhances the Office Budget page to simplify creation of a budget; and

—Allows "importing" of data from the Bank of America credit card program in order to simplify voucher creation.

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

—Implementing online distribution of payroll system reports.

—Implementing e-mail notification to vendors of payments made via direct deposit.

—Upgrading the Hyperion Financial Management (HFM) system, the software to be used for creating financial statements should the Senate decide to issue such statements.

—Testing and verifying an upgrade of the mainframe operating system to Z/OS version 1.7

—Participating in the yearly disaster recovery test.

During fiscal year 2008 the following FMIS activities are anticipated:

—Eliminating the Social Security number (SSN) as the key field in the payroll system and all Senate systems receiving data from the payroll system (e.g., FMIS employee vendor numbers).

—Converting all data in FMIS using employee vendor number based on SSN to new employee vendor number.

—Conducting a pilot of the technology for paperless payment. This assumes identification of satisfactory hardware and software for electronic signatures and imaging of supporting documentation, and resolution of related policy and process issues.

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

CAPITOL VISITOR CENTER

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

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

CONTINUITY OF OPERATIONS AND EMERGENCY PREPAREDNESS PLANNING

Background

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

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

In addition, the office has identified equipment, supplies and other items critical to the conduct of essential functions, and has assembled "fly-away kits" for the Senate Chamber, and for each Department of the Office of the Secretary. Multiple copies of each fly-away kit have been produced; some are stored in offices, and backup kits are stored nearby but off the main campus, as well as at other sites outside the District of Columbia. This approach will enable the Office of the Secretary to resume essential operations in 12 to 24 hours, even if the staff cannot retrieve anything from their offices.

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

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

Activities in the Past Year

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

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

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

LEGISLATIVE OFFICES

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

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

1. BILL CLERK

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

Legislative Activity

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

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

	108th Congress, 2nd Session	109th Congress, 2nd Session	108th Congress	109th Congress
Senate Bills	1,032	1,953	3,035	4,122
Senate Joint Resolutions	16	14	42	41
Senate Concurrent Resolutions	66	48	152	123
Senate Resolutions	204	287	487	634
Amendments Submitted	1,857	2,544	4,088	5,239
House Bills	322	325	604	611
House Joint Resolutions	12	8	32	19
House Concurrent Resolutions	87	77	165	165
Measures Reported	317	233	659	519
Written Reports	208	157	428	369
Total Legislation	4,121	5,646	9,692	11,842
Roll Call Votes	216	279	675	645

Assistance with the Government Printing Office

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

2. OFFICE OF CAPTIONING SERVICES

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

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

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

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

3. SENATE DAILY DIGEST

The Senate Daily Digest serves seven principal functions:

—To render a brief, concise and easy-to-read accounting of all official actions taken by the Senate in the Congressional Record section known as the Daily Digest.

—To compile an accounting of all meetings of Senate committees, subcommittees, joint committees and committees of conference.

—To enter all Senate and Joint committee scheduling data into the 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 appears in the Extensions of Remarks section of the Congressional Record.

—To enter into LIS all official actions taken by Senate committees on legislation, nominations, and treaties.

—To publish in the Daily Digest a listing of all legislation which has become public law.

—To publish on the first legislative day of each month in the Daily Digest a "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. (See Chart—Resume of Congressional Activity)

—To assist the House Daily Digest Editor in the preparation at the end of each session of Congress a history of public bills enacted into law and a final resume of congressional statistical activity.

Committee Activity

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

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

Chamber Activity

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

Computer Activities

The Digest continues the practice of sending a disc containing the complete publication along with a duplicate hard copy to GPO at the end of the day. GPO receives the Digest copy by electronic transfer, which promotes the timeliness of publishing the Congressional Record. The office continues to feel comfortable with this procedure, both to allow the Digest Editor to physically view what is being transmitted to GPO, and to allow GPO staff to have a comparable final product to cross reference.

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

Government Printing Office

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

Office Summation

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

DATA ON LEGISLATIVE ACTIVITY—SECOND SESSION, 109TH CONGRESS

	Senate	House	Total
Days in Session	138	101	
Time in Session	1,027 hrs 48″	850 hrs, 19″	
Congressional Record:			
Pages of proceedings	S11849	H9202	
Extension of remarks		E2187	
Public bills enacted into law	73	175	248
Private bills enacted into law	1		1
Bills in conference	1	4	5
Measures passed, total	635	710	1,345
Senate bills	142	87	
House bills	211	319	
Senate joint resolutions	2	2	
House joint resolutions	8	8	
Senate concurrent resolutions	20	8	
House concurrent resolutions	41	77	
Simple resolutions	211	209	
Measures reported, total [1]	231	345	576
Senate bills	160	10	
House bills	57	223	
Senate joint resolutions	3		
House joint resolutions		1	
Senate concurrent resolutions	4		
House concurrent resolutions		9	
Simple resolutions	7	102	
Special reports	9	12	
Conference reports	1	9	
Measures pending on calendar	303	159	
Measures introduced, total	2,302	2,451	4,753
Bills	1,953	1,785	
Joint resolutions	14	27	
Concurrent resolutions	48	174	
Simple resolutions	287	465	
Quorum calls	1	2	
Yea-and-nay votes	279	287	
Recorded votes		252	
Bills vetoed		1	
Vetoes overridden			

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

NOMINATIONS—RESUME

[Disposition of Executive Nominations (109–2) From: 01/03/2006 to 12/31/2006]

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

NOMINATIONS—RESUME—Continued

[Disposition of Executive Nominations (109–2) From: 01/03/2006 to 12/31/2006]

Navy Nominations, totaling 7036 (including 21 nominations carried over from the First Session), disposed of as follows:	
Confirmed	7,035
Returned to White House	1
Marine Corps Nominations, totaling 1293 (including 2 nominations carried over from the First Session), disposed of as follows:	
Confirmed	1,289
Returned to White House	4
Summary:	
Total Nominations carried over from the First Session	1,659
Total Nominations Received this Session	28,169
Total Confirmed	29,603
Total Unconfirmed	....
Total Withdrawn	22
Total Returned to the White House	203

20-YEAR COMPARISON OF SENATE LEGISLATIVE ACTIVITY

	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996
Senate Convened	1/6	1/25	1/3	1/23	1/3	1/3	1/5	1/25	1/4	1/3
Senate Adjourned	12/22	10/21	11/21	10/28	1/3/92	10/9	11/26	12/01	1/3/96	10/4
Days in Session	170	137	136	138	158	129	153	138	211	132
Hours in Session	1,214′52″	1,126′48″	1,003′19″	1,250′14″	1,200′44″	1,091′09″	1,269′41″	1,243′33″	1,839′10″	1,036′45″
Average Hours per Day	7.1	8.2	7.4	9.1	7.6	8.5	8.3	9.0	8.7	7.8
Total Measures Passed	616	814	605	716	626	651	473	465	346	476
Roll Call Votes	420	379	312	326	280	270	395	329	613	306
Quorum Calls	36	26	11	3	3	5	2	6	3	2
Public Laws	240	473	240	244	243	347	210	255	88	245
Treaties Ratified	3	15	9	15	15	32	20	8	10	28
Nominations Confirmed	46,404	42,317	45,585	42,493	45,369	30,619	38,676	37,446	40,535	33,176
Average Voting Attendance	94.03	91.58	98.0	97.47	97.16	95.4	97.6	97.02	98.07	98.22
Sessions Convened Before 12 Noon	131	120	95	116	126	112	128	120	184	113
Sessions Convened at 12 Noon	12	12	14	4	9	......	6	9	2	15
Sessions Convened after 12 Noon	25	5	27	17	23	10	15	17	12	7
Sessions Continued after 6 p.m	97	37	88	100	102	91	100	100	158	88
Sessions Continued after 12 Midnight	6	7	9	13	6	4	9	7	3	1
Saturday Sessions	3	......	1	3	2	2	2	3	5	1
Sunday Sessions	1	......	......	2	......	......	......	......	3	......

20-YEAR COMPARISON OF SENATE LEGISLATIVE ACTIVITY—Continued

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Senate Convened	1/3	1/27	1/6	1/24	1/3	1/23	1/7	1/20	1/4	1/3
Senate Adjourned	11/13	10/21	11/19	12/15	12/20	11/20	12/9	12/8	12/22	12/9
Days in Session	153	143	162	141	173	149	167	133	159	138
Hours in Session	1,093′07″	1,095′05″	1,183′57″	1,017′51″	1,236′15″	1,042′23″	1,454′05″	1,031′31″	1,222′26″	1,027′48″
Average Hours per Day	7.1	7.7	7.3	7.2	7.1	7.0	8.7	7.7	7.7	7.4
Total Measures Passed	386	506	549	696	425	523	590	663	624	635
Roll Call Votes	298	314	374	298	380	253	459	216	366	279
Quorum Calls	6	4	7	6	3	2	3	1	3	1
Public Laws	153	241	170	410	136	241	198	300	169	248
Treaties Ratified	15	53	13	39	3	17	11	15	6	14
Nominations Confirmed	25,576	20,302	22,468	22,512	25,091	23,633	21,580	24,420	25,942	29,603
Average Voting Attendance	98.68	97.47	98.02	96.99	98.29	96.36	96.07	95.54	97.41	97.13

20-YEAR COMPARISON OF SENATE LEGISLATIVE ACTIVITY—Continued—Continued

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Sessions Convened Before 12 Noon	115	109	118	107	140	119	133	104	121	110
Sessions Convened at 12 Noon	12	31	17	25	10	12	4	9	1	4
Sessions Convened after 12 Noon	7	2	19	24	21	23	23	21	36	24
Sessions Continued after 6 p.m	96	93	113	94	108	103	134	129	120	129
Sessions Continued after 12 Midnight	......	......	......	......	2	3	8	2	3	3
Saturday Sessions	1	1	3	1	3	......	1	2	2	2
Sunday Sessions	1	......	......	1	......	......	1	1	2	......

Prepared by the Senate Daily Digest—Office of the Secretary.

4. ENROLLING CLERK

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

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

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

5. EXECUTIVE CLERK

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

Nominations

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

Treaties

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

Executive Reports and Roll Call Votes

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

Executive Communications

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

LIS Update

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

6. JOURNAL CLERK

The Journal Clerk takes notes of the daily legislative proceedings of the Senate in the "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 Senate Journal is published each calendar year, and in 2006, the Journal Clerk completed the production of the 1,090 page 2005 edition.

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

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

7. LEGISLATIVE CLERK

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

Summary of Activity

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

Cross-Training

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

Amendment Tracking System Feedback

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

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

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

8. OFFICIAL REPORTERS OF DEBATES

The Official Reporters of Debates prepare and edit a substantially verbatim report of the proceedings of the Senate for publication in the Congressional Record, and serve as liaison for all Senate personnel on matters relating to the content of the Record. The transcript of proceedings, submitted statements and legislation are transmitted in hard copy and electronically throughout the day to GPO.

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

9. PARLIAMENTARIAN

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

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

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

The Office of the Parliamentarian is responsible for the referral to the appropriate committees of all legislation introduced in the Senate, all legislation received from the House, as well as all communications received from the executive branch, state and local governments, and private citizens. In order to perform this responsibility, the Parliamentarians do extensive legal and legislative research. During 2006, the Parliamentarian and his assistants referred 2,245 measures and 4,403 communications to the appropriate Senate committees. The office worked extensively with Senators and their staffs to advise them of the jurisdictional consequences of particular drafts of legislation, and evaluated the jurisdictional effect of proposed modifications in drafting. The office continues to address the jurisdictional questions posed by the creation of the new Department of Homeland Security, by the adoption of S. Res. 445 reorganizing intelligence and homeland security jurisdiction of the Senate's committees, and by the enactment of the Intelligence Reform and Terrorism Prevention Act of 2004. The Parliamentarians have made dozens of decisions about the committee referrals of nominations for new positions created in this department, nominations for positions which existed before this department was created but whose responsibilities have changed, and hundreds of legislative proposals concerning the department's responsibilities.

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

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

FINANCIAL OPERATIONS: DISBURSING OFFICE

DISBURSING OFFICE ORGANIZATION

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

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

DEPUTY FOR BENEFITS AND FINANCIAL SERVICES

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

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

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

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

As a result of legislation passed in 2004, the new pre-tax Federal Employees Dental and Vision Insurance Program (FEDVIP) was implemented in 2006. In preparation for implementation, disbursing staff attended agency-wide meetings and seminars. The Office of Personnel Management (OPM) provides guidance for this program which is administered by a third-party administrator. Programming specifications were determined for compliance with the program's parameters and its regulations, and provided to the SAA Computer Center for development. The Disbursing Office provided testing and trouble-shooting for the new programming. Preparations for the first annual FEDVIP Open Season (OS) were made, including training, education and distribution of materials. The initial FEDVIP OS coincided with the Federal Employees Health Benefits (FEHB) and Flexible Spending Accounts (FSA) OS, and enrollments were effective 12–31–2006. This new program will be monitored with programming and procedures modified as needed.

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

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

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

FRONT OFFICE—ADMINISTRATIVE AND FINANCIAL SERVICES

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

General Activities

Processed approximately 2,300 cash advances, totaling approximately $1.1 million and initialized 800 check/direct deposit advances, totaling approximately $620,000.

Received and processed more than 25,000 checks, totaling over $2,500,000.

Administered Oath and Personnel Affidavits to more than 2,700 new Senate staff and advised them of their benefits.

Maintained brochures for 12 Federal health carriers and distributed approximately 4,000 brochures to new and existing staff during the annual FEHB OS.

Provided 20 training sessions to new administrative managers.

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

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

PAYROLL SECTION

The Payroll Section maintains the Human Resources Management System (HRMS) and is responsible for processing, verifying, and warehousing all payroll information submitted to the Disbursing Office by Senators, Chairmen and other appointing officials for their staffs, including appointments of employees, salary changes, title changes, transfers and terminations. It is also responsible for input of all enrollments and elections submitted by Members and employees that affect their pay (e.g. retirement and benefits elections, tax withholding, TSP participation, allotments from pay, address changes, direct deposit elections, levies and garnishments) and for the issuance of accurate salary payments to Members and employees. The Payroll Section jointly maintains the Automated Clearing House (ACH) FedLine facilities with the Accounts Payable Section for the normal transmittal of payroll deposits to the Federal Reserve. Payroll Expenditure, Projection and Allowance reports are distributed to all Senate offices. Issuance of the proper withholding and agency contributions reports to the Accounting Department is handled by Payroll as is transmission of the proper TSP information to the National Finance Center. In addition, the Payroll Section maintains earnings records for distribution to the Social Security Administration and employees' taxable earnings records for W–2 statements. The Payroll Section is also responsible for the payroll expenditure data portion of the Report of the Secretary of the Senate. The Payroll Section calculates, reconciles and bills the SECCC (Child Care Center) for their staff Employee Contributions and forwards payment of those contributions to the Accounting Section. The Payroll Section provides guidance and counseling to staff and administrative managers on issues of pay, salaries, allowances and projections.

General Activities

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

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

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

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

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

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

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

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

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

EMPLOYEE BENEFITS SECTION

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

General Activities

EBS assisted with the transition of Senator Corzine and his staff as he resigned his Senate seat to become Governor of New Jersey, as well as the transition of Senator Menendez and his staff to the Senate from his seat in the House. EBS also provided counseling to all outgoing Senators, and provided their outgoing staff with office talks and individual counseling. Additionally, EBS provided counseling to committee and leadership staff affected by leadership changes.

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

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

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

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

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

DISBURSING OFFICE FINANCIAL MANAGEMENT

Headed by the Deputy for Financial Management, the mission of Disbursing Office Financial Management (DOFM) is to coordinate all central financial policies, procedures, and activities, to process and pay expense vouchers within reasonable time frames, to work toward producing an auditable consolidated financial statement for the Senate and to provide professional customer service, training and confidential financial guidance to all Senate accounting locations. In addition, the Financial Management group is responsible for the compilation of the annual operating budget of the United States Senate for presentation to the Committee on Appropriations as well as for the formulation, presentation and execution of the budget for the Senate. On a semiannual basis, this group is also responsible for the compilation, validation and completion of the Report of the Secretary of the Senate. Disbursing Office Financial Management is segmented into three functional departments: Accounting, Accounts Payable, and Budget. The Accounts Payable Department is subdivided into three sections: Audit, Disbursement and Vendor/SAVI. The Deputy coordinates the activities of the three functional departments, establishes central financial policies and procedures, acts as the primary liaison to the HR Administrator, and carries out the directives of the Financial Clerk and the Secretary of the Senate.

ACCOUNTING DEPARTMENT

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

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

The Department of the 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, reported to the Department of the Treasury on a monthly basis is the Statement of Transactions According to Appropriations, Fund and Receipt Accounts, a summary all activity of all monies disbursed by the Secretary of the Senate through the Financial Clerk of the Senate. All activity by appropriation account is reconciled with the Department of the Treasury on a monthly and annual basis. The annual reconciliation of the Treasury Combined Statement is also used in the reporting to the Office of Management and Budget (OMB) as part of the submission of the annual operating budget of the Senate.

This year, the Accounting Department transmitted all federal tax payments for federal, Social Security, and Medicare taxes withheld from payroll expenditures, as well as the Senate’s matching contribution for Social Security, and Medicare to the Federal Reserve Bank. The Department also performed quarterly reporting to the Internal Revenue Service (IRS) and annual reporting and reconciliation to the IRS and the Social Security Administration. Payments for employee withholdings for state income taxes were reported and paid on a quarterly basis to each state with applicable state income taxes withheld. Monthly reconciliations were performed with the National Finance Center regarding the employee withholdings and agency matching contributions for the TSP.

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

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

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

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

ACCOUNTS PAYABLE

Vendor/Senate Automated Vendor Inquiry Section

The Vendor/Senate Automated Vendor Inquiry (SAVI) Section maintains the accuracy and integrity of the 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 known as SAVI. This section also assists the IT Department performing periodic testing and monitoring the performance of the SAVI system.

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

SAVI is the Disbursing office's Web-based payment tracking system. Senate employees can electronically create, save, and file expense reimbursement forms, track their progress, and get detailed information on payments. The most common service requests are requests for system user ids, system passwords and to activate deactivated accounts. Employees may also request an alternative expense payment method. An employee can choose to have their payroll set up for direct deposit or paper check, but can have their expenses reimbursed by a method different from their salary payment method.

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

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

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

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

Disbursements Department

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

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

A major function of the department is to prepare adjustment documents. Adjustments are varied and include the following: preparation of foreign travel advances and vouchers, reimbursements for expenses incurred by Senate leadership, re-issuance of items held as accounts receivable collections, re-issuance of payments for which non-receipt is claimed, and various supplemental adjustments received from the Payroll Department. Such adjustments are usually disbursed by check, but an increasing number are now handled electronically through the ACH. Paper payroll check registers were replaced by an electronic version using Reveal software. A spreadsheet was also created to track cases of non-receipt of salary checks, including stop payment requests and reissuance.

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

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

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

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

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

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

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

The Accounts Payable Audit Section processed in excess of 158,000 expense vouchers in fiscal year 2006, as well as 45,000 uploaded items. In addition, the section sanctioned in excess of 56,000 vouchers under authority delegated by the Senate Committee on Rules and Administration. The voucher processing consisted of providing interpretation of Senate rules, regulations and statutes and applying the same to expense claims, monitoring of contracts, and direct involvement with the 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 10 business days.

Uploaded items are of two varieties, certified expenses and vendor payments. Certified expenses have been around since the 1980's and included items such as stationery, telecommunications, postage, and equipment. Currently, the certifications include mass transit, mass mail, franked mail, excess copy charges, Photographic Studio, and Recording Studio charges. Expenses incurred by the various Senate offices are certified to the Disbursing Office on a monthly basis. The expenses are detailed on a spreadsheet which is also electronically uploaded. The physical voucher is audited and appropriate revisions are made. Concentrated effort is put forth to ensure certified items appear as paid in the same month they are incurred.

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

The Disbursing Office has sanctioning authority for vouchers of $100 or less. These vouchers comprise approximately 60 percent of all vouchers processed. The responsibility for sanctioning rests with the Certifying Accounts Payable Specialists and are received, audited, and paid within 5 business days of receipt. As in the previous year, Disbursing continued to pass two post-payment audits performed by the Senate Committee on Rules and Administration.

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

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

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

DISBURSING OFFICE INFORMATION TECHNOLOGY

Financial Management Information System

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

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

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

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

Highlights of the year include:

—Implementation of two releases of Web FMIS, including integration of the travel advance functionality of the FATS;
—Implementation of a release of SAVI that reduced the number of pages of a standard Travel Expense Summary Report from 3 to 2;
—Implementation of a release of Checkwriter;
—Implementation of two sets of changes to ADPICS and FAMIS;
—Testing of a major upgrade to the underlying database, from DB2v7 to DB2v8;
—Testing of a new mainframe computer;
—Support of the Senate Committee on Rules and Administration's post payment audit of a statistically valid sample of vouchers of $100 or less;
—Installing new PCs throughout the Disbursing Office;
—Coordinating and participating in the FMIS portion of a disaster recovery exercise for the Alternate Computing Facility; and
—Conducting monthly classes and seminars on Web FMIS.

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

Supporting Current Systems

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

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

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

SENATE FINANCIAL MANAGEMENT INFORMATION SYSTEM

Subsystem	Functionality	Source	Primary Users	Implementation
FAMIS (Mainframe)	General ledger Vendor file Administrative functions Security functions	Off-the-shelf federal system	Disbursing Office	October 1998
ADPICS (Mainframe)	Preparation of requisition, purchase order, voucher from purchase order, and direct voucher documents. Electronic document review functions Administrative functions	Off-the-shelf federal system	Sergeant at Arms Disbursing Office Secretary of the Senate	October 1998
Checkwriter (Client-server)	Prints checks and check registers as well as ACH (Automated Clearing House) direct deposit transmission payments.	Off-the-shelf state government system purchased from and adapted to Senate's requirements.	Disbursing Office	October 1998
Web FMIS (Intranet)	Preparation of voucher, travel advance, voucher from advance documents, credit documents and simple commitment and obligation documents. Entry of detailed budget Reporting functions (described below) Electronic document submission and review functions. Administrative functions	Custom software developed by contractor.	All Senators' offices All Committee offices All leadership & support offices Secretary of the Senate Sergeant at Arms Disbursing Office	October 1999—Client Server August 2004—Intranet
FATS (PC-based)	Tracks travel advances and petty cash advances (available to Committees only). Tracks election cycle information We are in the process of integrating FATS functionality into Web FMIS. The December 2006 Web FMIS release integrated the travel advance and petty cash advance functionality of FATS.	Developed by SAA Technology Services	Disbursing Office	Spring 1983

Post Payment Voucher Audit (PC-based)	Selects a random sample of vouchers for the Senate Committee on Rules and Administration to use in conducting a post payment audit. Sanctioning of these documents was delegated to the Financial Clerk.	Excel spreadsheet developed	Senate Committee on Rules and Administration And Disbursing Office.	Spring 2003
SAVI (Intranet)	As currently implemented, provides self-service access (via the Senate's intranet) to payment information for employees receiving reimbursements. Administrative functions	Off the shelf system purchased	Senate employees	Pilot—Spring 2002 Senate-wide—July 2002
Online ESR (Intranet)	A component of SAVI through which Senate employees can create online Travel/Non-Travel Expense Summary Reports and submit them electronically to their Administrative Manager/Chief Clerk for processing.	Custom software developed by contractor.	Senate employees	April 2003
Secretary's Report (Mainframe extracts, crystal reports, and client-server "tool box").	Produces the Report of the Secretary of the Senate.	Custom software developed by contractor.	Disbursing Office	Spring 1999
Ledger Statements (Mainframe database extracts, and crystal reports).	Produces monthly reports from FAMIS that are sent to all Senate "accounting locations".	Developed by SAA Technology Services.	Disbursing Office Senate Accounting Locations	Winter 1999
Web FMIS Reports (mainframe database extracts, crystal reports, and Intranet).	Produces a large number of reports from Web FMIS, FAMIS and ADPICS data at summary and detailed levels. Data is updated as an overnight process and can be updated through an online process by accounting locations.	Custom software developed by contractor.	Senate Accounting Locations	October 1999—Client Server April 2005—Intranet

Testing Infrastructure Changes

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

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

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

Managing and Testing New System Development

During 2006, the FMIS team supervised development, performed extensive integration system testing, and implemented changes to FMIS subsystems. For each, implementation and production verification was done over a weekend in order to minimize system down time to users. Upgrades to the following systems were done during 2006: Web FMIS; SAVI and Online ESR; Checkwriter; and ADPICS and FAMIS (for the SAA Finance staff).

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

Web FMIS

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

—*Web FMIS r10.3*.—Implemented in January 2006, updated the technology for and provided more functionality on the Inbox pages and the travel reimbursement mileage rate maintenance page. Additional functionality was added to the Documents/Create page and the Budget page, and bugs were fixed.

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

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

—*Web FMIS r12*.—Planned for Summer 2007, will add the ability to "import" invoice data from an outside vendor in order to create a voucher with minimal retyping. (This process is similar to the "import" process by which data from an online ESR, created via SAVI, is used to create a travel voucher).

—*Web FMIS r13*.—Planned for Winter 2007, will be a pilot of paperless voucher processing, which requires adding electronic signature and documentation imaging functionality.

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

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

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

—*March 2006*.—Changes were made to twenty-five ADPICS and FAMIS screens. The most important of these affected the master vendor table and enables storing the vendor's DUNS and TINS numbers at the vendor suffix level. This allows the Disbursing Office to continue to use the same vendor number when a company changes names. This helps the SAA finance staff query data by vendor number. Other changes ranged from adding fields on specific screens, modifying the titles of function keys that provide direct links to other screens so that they show the screen number instead of a short screen name, modification of query results, modification of calculations, and providing the ability to link directly from FAMIS to ADPICS; and

—*October 2006*.—Changes were made to twelve ADPICS screens. Many of these changes facilitated "round-trip" linking from one screen to another and then back to the original. Others enabled seeing more records on a list by specifying a starting point or expanding the number of pages displayed.

Planning

The Disbursing Office IT group performs two main planning activities:

—Schedule coordination—planning and coordinating a rolling 12-month schedule; and

—Strategic planning—setting the priorities for further system enhancements.

Schedule Coordination

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

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

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

Strategic Planning

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

—*Paperless Vouchers—Imaging of Supporting Documentation and Electronic Signatures*.—Beginning with a feasibility study and a pilot, implement new technology, including imaging and electronic signatures, that will reduce the Senate's dependence on paper vouchers. This will enable continuation of voucher processing operations from any location should an emergency occur;

—*Web FMIS*.—Respond to requests from the Senate's Accounting Locations for additional functionality in Web FMIS;

—*Payroll System*.—Respond to requests from the Senate's Accounting Locations for online real time access to payroll data;
—*Accounting Subsystem Integration*.—Integrate Senate-specific accounting systems, improve internal controls, and eliminate errors caused by re-keying of data; and
—*CFO Financial Statement Development*.—Provide the Senate with the capacity to produce auditable financial statements that will obtain an unqualified opinion.

Managing the FMIS Project

The responsibility for managing the FMIS project was transferred to the IT group during the summer of 2003 and includes developing the task orders with contractors overseeing their work and reviewing invoices. In 2006, three new task orders were executed: Web FMIS FATS enhancement; Imaging and signature design and electronic invoicing enhancement continuation; and Service year 2007 extended operational support.

In addition, work continued under two task orders executed in prior years: Web FMIS r10; SAA finance system and reporting enhancements; and Service year 2006 extended operational support (which covers activities from September 2005 to August 2006).

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

The Disbursing office administers its own Local Area Network (LAN), which is separate from the LAN for the rest of the Secretary's Office. Our LAN Administrator's activities included: Office-wide LAN Maintenance and Upgrade; and Projects for the Payroll and Benefits Section.

Office-wide LAN maintenance and upgrade

The Disbursing Office maintained the existing workstations with appropriate upgrades including: Installing new PCs for the staff; Installing new servers for the Disbursing office LAN; and Implementing the Web-based version of FedLine, the software through which direct deposit payments are sent to the Federal Reserve.

Projects for Payroll and Employee Benefits Sections

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

Coordinating the Disbursing Office(s Disaster Recovery Activities

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

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

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

Disbursing Office COOP Activities

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

ADMINISTRATIVE OFFICES

1. CONSERVATION AND PRESERVATION

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

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

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

The office assisted the Senate Library with 608 books sent to the Library Binding section of the Government Printing Office (GPO) for binding. Additionally, the Office of Conservation and Preservation worked with the Senate Library to create four exhibits located in the Senate Russell building basement corridor. This office also completed the restoration of 55 volumes of House hearings for the Senate Library that had water and mold damage. These books were rebound with new end sheets and new covers using the old spines when possible.

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

2. CURATOR

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

Collections: Commissions, Acquisitions, and Management

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

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

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

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

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

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

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

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

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

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

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

Conservation and Restoration

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

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

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

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

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

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

Historic Preservation

The Curator's office worked with the AOC and the SAA to review, comment, plan, and document Senate-side construction projects that involve or affect historic resources. Construction and conservation efforts that required considerable review and assistance included: the Brumidi Corridor mural conservation; egress modifications; skylight repair of Senate grand stairwells; S–127 mural conservation; wireless antenna installation; Senate Chamber bench refinishing and re-upholstering. The office continued to refine communication procedures with those organizations that undertake building projects, as well as the Senate community. As a result of this effort, schedule coordination between the trade shops, the Curator, and the occupants has improved, and the art and architectural objects in project areas are better protected. In addition, the office worked to increase services by facilitating projects for Capitol offices.

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

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

Historic Chambers

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

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

Loans To and From the Collection

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

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

Publications and Exhibitions

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

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

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

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

Another interactive Web exhibit, Advise and Consent: The Drawings of Lily Spandorf, recently went live. Advise and Consent explores the work of Lily Spandorf, an artist sent to sketch the filming of the Otto Preminger movie of the same name, filmed in and around the Capitol in 1962. Ms. Spandorf's sketches are now owned by the Senate.

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

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

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

Policies and Procedures

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

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

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

Collaborations, Educational Programs, and Events

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

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

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

Office Administration

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

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

Automation

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

Objectives for 2007

Preparations to move Senate collections into the new curatorial storage spaces will be a major initiative in 2007. Once outstanding issues related to control of the environment are addressed at the SSF, the office will move more than 75 historic objects, including furniture, rugs, paintings, and a chandelier, to the museum-quality space. In association with the AOC and SAA, the office will also develop a Disaster Recovery Plan for this storage space, to mitigate the potential affect of disasters upon collection objects.

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

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

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

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

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

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

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

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

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

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

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

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

3. JOINT OFFICE OF EDUCATION AND TRAINING

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

Training Classes

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

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

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

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

State Training

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

4. CHIEF COUNSEL FOR EMPLOYMENT

The Office of the Senate Chief Counsel for Employment (SCCE) is a non-partisan office established at the direction of the Joint Leadership in 1993 after enactment of the Government Employee Rights Act (GERA), which allowed Senate employees to file claims of employment discrimination against Senate offices. With the enactment of the Congressional Accountability Act of 1995 (CAA), Senate offices became subject to the requirements, responsibilities and obligations of 11 employment laws. The SCCE is charged with the legal defense of Senate offices in employment law cases at both the administrative and court levels. Also, on a day-to-day basis, the SCCE provides legal advice to Senate offices about their obligations under employment laws. Accordingly, each of the 180 offices of the Senate is an individual client of the SCCE, and each office maintains an attorney-client relationship with the SCCE.

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

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

Litigation; Mediations; Alternative Dispute Resolutions

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

OSHA/ADA Compliance

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

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

Management Training Regarding Legal Responsibilities

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

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

—The Congressional Accountability Act of 1995: Management's Rights and Obligations;
—Employment Laws You Must Know When Managing a Senate Office;
—Avoiding Legal Landmines in Your Office;
—Understanding Sexual Harassment in the Workplace;
—A Manager's Guide to Preventing and Addressing Sexual Harassment in the Workplace;
—Keys to Hiring: Reference Checks, Background Checks, and Testing for Illegal Drug Use;
—Hiring the Right Employee: Advertising and Interviewing;
—Your Office's Obligation to Give Military Leave;
—Administering the Student Loan Repayment Program;
—The Basic Pilot Program for Employment Eligibility Confirmation;
—Diversity Awareness: The Legal Perspective;
—Americans with Disabilities Act of 1990;
—Legal Pitfalls in Evaluating, Disciplining and Terminating Employees;
—A Manager's Guide to Complying with the Family and Medical Leave Act (FMLA).

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

Preventive Legal Advice

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

Administrative/Miscellaneous Matters

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

Union Drives, Negotiations and Unfair Labor Practice Charges

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

5. SENATE GIFT SHOP

The U.S. Senate Gift Shop was established under the administrative direction and supervision of the Secretary of the Senate in October, 1992, (United States Code, Title 2, Chapter 4). Since its establishment, the Senate Gift Shop has continued to provide service and products that maintain the integrity of the Senate while increasing the 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, collectables, and souvenirs created exclusively for the U.S. Senate. The services available include special ordering of personalized products and hard-to-find items, custom framing including red-lines and shadow boxes, gold embossing on leather, etching on glass and crystal, engraving on a variety of materials, and shipping.

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

Facilities

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

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

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

Sales Activity

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

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

Accomplishments in Fiscal Year 2006

Official Congressional Holiday Ornaments

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

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

Constantino Brumidi Product

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

Christopher Radko ornament

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

Projects and New Initiatives for 2007

History of the Capitol

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

Congressional Plates

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

Pickard China

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

Intranet / Webster

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

6. HISTORICAL OFFICE

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

Editorial Projects

200 Notable Days: Senate Stories, 1787–2002

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

The New Members' Guide to Traditions of the United States Senate

In support of the November 2006 new members' orientation program, the Historical Office prepared a 32-page booklet designed to serve as a guide to the Senate's distinguishing customs and rituals. Following a "cradle-to-grave" theme, the document begins with "orientation programs" and "oath taking," and concludes with "end-of-session valedictories" and "funerals and memorial services." Among the 29 topics included are "Maiden Speeches," "Seersucker Thursday," "the Candy Desk," "the Golden Gavel Award," and "Washington's Farewell Address." Copies are available through the Senate Office of Printing and Document Services.

Administrative History of the Senate

Throughout 2006, the assistant historian continued the research and writing for this historical account of the 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 the reorganization and professionalization of Senate staff, and looks at how the Senate's administrative structure has grown and diversified. Specifically, during the past year the assistant historian completed drafts of the first (1789–1814) and third (1836–1861) chapters, as well as portions of chapters two (1814–1836) and four (1861–1877).

"The Idea of the Senate"

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

Rules of the United States Senate, Since 1789

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

Biographical Directory of the U.S. Congress, 1774–2007

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

Oral History Program

The Historical Office conducts a series of oral history interviews, which provide personal recollections of various Senate careers. This year, roundtable interviews were conducted with veteran Capitol telephone operators, Joan Sartori, Ellen Kramer, Martha Fletcher, and Barbara Loughery. Interviews were also completed with John D. Lane, who served in the early 1950s as administrative assistant to Senator Brien McMahon (D-CT). Several other interviews with Senate staff are in progress. The complete transcripts of 22 interviews have also been posted on the Senate's Web site.

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. In addition, the office provided special assistance to offices closing at the end of the 109th Congress. This included identifying appropriate repositories for those members who had not already selected one, working with staff to ensure appropriate selection and preservation of historical documentation including electronic records, and advising members on access restrictions.

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

Committee Records Management and Disposition Assistance

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

Photographic Collections

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

Educational Outreach

"Senate Historical Minutes"

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

Public Inquiries

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

C–SPAN Documentary on the Capitol

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

Advisory Committee on the Records of Congress

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

Capitol Visitor Center Exhibition Content Committee

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

7. HUMAN RESOURCES

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

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

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

Recruitment and Retention of Staff

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

Outreach

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

Training

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

Interns and Fellows

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

Combined Federal Campaign

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

8. INFORMATION SYSTEMS

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

Mission Evaluation

The primary mission of the Information Systems Department is to continue to provide the highest level of customer satisfaction and computer support for all departments within the Secretary's office. Emphasis is placed on the creation and transfer of electronic legislative files to outside departments and agencies, meeting Disbursing Office financial responsibilities to the member offices, and office mandated and statutory obligations.

Staffing and Functionality

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

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

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

Adopted improved network monitoring standards and implemented active e-mail spam controls for the Secretary of the Senate staff.

Established an automated server to schedule and deploy software updates on all staff workstations during non-business hours of operation.

Replaced 237 staff workstations (95 percent) and upgraded software applications across all departments.

Installed Video Teleconferencing (VTC) hardware and incorporated VTC as an alternative COOP communications tool.

Upgraded and replaced all handheld mobile devices (Blackberry) for essential staff.

Provided network support for the Webster Hall and Alternate Chamber COOP Exercise.

Finalized implementation of new point of sale and accounting system for the Stationery Room.

Completed Senate Wireless network access verification testing for staff access in Hart, Russell, and Dirksen locations.

Completed office staff occupancy, network access, and provided environmental tools at the SSF.

Active Directory and Message Infrastructure Project (ADMA)

All SecurID and Passfaces users have remote Web portal to Senate Web services.

Access to Web-based services is available from all public and private internet locations

Staff members can now retrieve Web mail from any home or state office workstation.

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

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

Legislative Operation Upgrades

Upgraded Daily Digest LIS software application.

Installed and updated a third off-site legislative COOP laptop kit.

9. INTERPARLIAMENTARY SERVICES

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

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

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

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

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

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

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

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

10. LIBRARY

The Senate Library provides legislative, legal, business, and general information services to the United States Senate. The 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; and a wide array of online systems. The library also authors content for three Web sites—LIS.gov, Senate.gov, and Webster.

Notable Achievements

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

Information Services

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

INFORMATION SERVICES INQUIRIES

Year	Traditional	Web	Total	Increase from Prior Year (percent)
2006	31,032	1,596,772	1,627,804	90
2005	33,080	823,076	856,156	35
2004	33,750	602,236	635,986	61
2003	46,234	348,198	394,432	([1])

[1] Baseline.

Legislative Record Keeping

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

HOT BILLS, APPROPRIATIONS, AND CLOTURE WEB INQUIRIES

Publication	Senate.gov	LIS	Webster	Total
Hot Bills (Active Legislation)	372,857	17,096	8,796	398,749
Appropriations Legislation (fiscal year 1987-present)	43,795	6,293	3,545	53,633
Cloture Motion Activity (1985-present)	1,299	1,256	1,214	3,769
Total Web Inquiries	....	....	....	456,151

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

Senator Biography Database

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

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

Committee Hearings

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

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

Floor Schedule

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

Digital Congressional Document Collection

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

DIGITAL COLLECTION USAGE

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

Treaty Documents and Executive Reports

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

Traditional Information Requests

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

INFORMATION SERVICE SUPPORT ACTIVITIES

Category	Total
Document Deliveries	3,290
Circulation:	
Item Loans	2,941
New Accounts	333
Total Accounts	2,745
Microform Center:	
Titles Used	245
Pages Printed	4,479

INFORMATION SERVICE SUPPORT ACTIVITIES—Continued

Category	Total
Photocopies	101,297

Customized Research Instruction and Professional Outreach

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

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

Technical Services

Acquisitions

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

ACQUISITIONS

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

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

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

Catalog

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

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

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

Name Authorities Cooperative Program (NACO)

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

Library System Servers

The library acquired three servers that will provide a platform for the fiscal year 2007 catalog upgrade. New capabilities will shorten data transfer time and increase catalog availability, enhance record processing, and provide for dynamic delivery of catalog content to the Web.

Collection Maintenance

Senate Support Facility

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

Environmental Controls

Air handling and water detection systems were installed in the Russell Building book stacks. These environmental controls improve storage conditions for the Senate's historic collections. With the new equipment, the site meets strict archival standards for both temperature and humidity levels. Newly installed detection devices will alert staff to any water-related issues.

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

Preservation and Binding

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

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

Administrative

Budget

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

Continuity of Operations Plan (COOP)

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

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

Unum, the 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 Offices of the Secretary of the Senate. The newsletter is distributed throughout the Senate, and to former staff and Senators.

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

Major Library Goals for 2007

Redesign the library's Webster site.

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

SENATE LIBRARY STATISTICS FOR CALENDAR YEAR 2006—ACQUISITIONS

	Books		Government Documents		Congressional Publications				Total
	Ordered	Received	Paper	Fiche	Hearings	Prints	Bylaw	Reports/ Docs	
January	42	87	142	24	293	18	46	375	985
February	25	27	165	112	241	25	63	113	746
March	20	65	269	386	307	21	134	226	1,408
1st Quarter	87	179	576	522	841	64	243	714	3,139
April	21	55	208	270	311	17	62	239	1,162
May	25	86	184	....	310	20	86	334	1,020
June	13	87	161	43	220	23	56	72	662
2nd Quarter	59	228	553	313	841	60	204	645	2,844
July	20	119	174	42	276	19	52	173	855
August	27	75	67	171	272	14	54	196	849
September	41	70	61	....	273	15	68	212	699
3rd Quarter	88	264	302	213	821	48	174	581	2,403
October	38	92	300	13	352	14	58	705	1,534
November	60	52	214	41	262	16	36	195	816
December	15	74	117	169	233	19	33	163	808
4th Quarter	113	218	631	223	847	49	127	1,063	3,158
2006 Total	347	889	2,062	1,271	3,350	221	748	3,003	11,544
2005 Total	346	880	2,337	1,251	2,926	252	884	3,458	11,988
Percent Change	0.29	1.02	–11.77	1.60	14.49	–12.30	–15.38	–13.16	–3.70

SENATE LIBRARY STATISTICS FOR CALENDAR YEAR 2006—CATALOGING

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

SENATE LIBRARY STATISTICS FOR CALENDAR YEAR 2006—DOCUMENT DELIVERY

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

11. SENATE PAGE SCHOOL

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

Summary of Accomplishments

Continue to work toward accreditation by the Middle States Commission on Secondary Schools. The process will be ongoing until December 31, 2008.

Conducted closing ceremonies for two page classes on June 9, 2006, and January 26, 2007, the last day of school for each semester.

Completed orientation and course scheduling for the Spring 2006 and Fall 2006 pages. Needs of incoming students determined the semester schedules.

Provided extended educational experiences including twenty-three field trips, six guest speakers, writing and speaking contests, musical instruments and vocal opportunities, and foreign language study with the aid of tutors of five languages. Summer pages participated in eight field trips to educational sites and listened to two guest speakers as an extension of the page experience. National tests were administered for qualification in scholarship programs.

Collected items for gift packages and then assembled and shipped to military personnel in Afghanistan and Iraq as part of the community service project embraced by pages and staff since 2002. Pages included letters of support to the troops. Several recipients of gift packages wrote letters to Pages expressing appreciation.

Purchased updated materials and equipment. These included eighteen new workstations for students and staff. Math, science, and U.S. history texts were purchased as well as academic support software. The science lab was modified, updated, and safety compliant storage units for chemicals were purchased.

Reviewed and updated the evacuation plan and COOP. Pages and staff continue to practice evacuating to primary and secondary sites.

Participated in escape hood training (pages and staff). Staff was recertified in CPR/AED procedures.

Trained tutors and substitute teachers in evacuation procedures.

Summary of Plans

Our goals include:

—Individualized small group instruction and tutoring by teachers on an as-needed basis will continue to be offered.

—Foreign language tutors will provide instruction in French, Spanish, Latin, Japanese, Chinese, and Russian.

—The focus of field trips will be sites of historic, political, and scientific importance which complement the curriculum.

—Staff development options include attendance at seminars conducted by Education and Training and subject matter and/or educational issue conferences conducted by national organizations.

—The community service project will continue.

—Preparation for the accreditation visit will be made and all necessary reports completed.

12. PRINTING AND DOCUMENT SERVICES

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

Printing Services

During fiscal year 2006, the OPDS prepared 4,320 requisitions authorizing GPO to print and bind the Senate's work, exclusive of legislation and the Congressional Record. Since the requisitioning done by the 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 assure accurate GPO invoicing as well as play an active role in helping to provide the best possible bidding scenario for Senate publications.

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

Hearing Billing Verification

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

The office continued processing all file transfers between committees and reporting companies electronically, ensuring efficiency and accuracy. Department staff continues training to apply today's expanding digital technology to improve performance and services.

HEARING TRANSCRIPT AND BILLING VERIFICATIONS

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

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

Document Services

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

CONGRESSIONAL RECORD STATISTICS

	2004	2005	2006
Total Pages Printed	26,885	34,787	24,881
For the Senate	12,642	16,393	12,362
For the House	14,243	18,394	12,519
Total Copies Printed & Distributed	882,314	1,049,463	780,302
To the Senate	227,192	295,366	210,084
To the House	331,165	397,327	326,648
To the Executive Branch and the Public	323,957	356,770	243,570
Total Production Costs	$17,543,644	$16,014,706	$13,115,660
Senate Costs	$7,961,741	$6,640,823	$5,006,708
House Costs	$9,026,893	$8,933,244	$7,784,653
Other Costs	$555,010	$440,639	$324,299

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

Customer Service

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

SUMMARY OF ANNUAL CUSTOMER SERVICE STATISTICS

Year	Congress/ session	Public mail	FAX request	On-line request	Counter request
2003	108/1st	1,469	2,596	735	53,040
2004	108/2nd	1,137	2,229	564	36,780
2005	109/1st	1,369	2,326	1,464	40,105
2006	109/2nd	1,048	1,633	1,751	26,640

On-Demand Publication

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

Accomplishments & Future Goals

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

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

13. OFFICE OF PUBLIC RECORDS

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

The office provides for the inspection, review, and reproduction of these documents. From October, 2005, through September, 2006, the Public Records office staff assisted more than 2,400 individuals seeking information from reports filed with the office. This figure does not include assistance provided by telephone, nor help given to lobbyists attempting to comply with the provisions of the Lobbying Disclosure Act of 1995 (LDA). A total of 140,000 photocopies were sold in the period. In addition, the office works closely with the Federal Election Commission, the Senate Select Committee on Ethics and the Clerk of the U.S. House of Representatives concerning the filing requirements of the aforementioned Acts and Senate rules.

Fiscal Year 2006 Accomplishments

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

Plans for Fiscal Year 2006

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

Automation Activities

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

Federal Election Campaign Act, as Amended

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

Lobbying Disclosure Act of 1995

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

Public Financial Disclosure

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

Senate Rule 35 (Gift Rule)

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

Registration of Mass Mailing

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

14. SENATE SECURITY

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

Personnel Security

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

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

Overall, the average time required to process a Senate employee for a security clearance has decreased from 332 days to 309 days. The average time for investigations has decreased by 7.4 percent relative to 2005. This is the first decrease since 2002 when the average time was 167 days. The increase for 2002 to 2003 was 66.7 percent, 2003 to 2004 was 25.6 percent, and 2004 to 2005 was 27.7 percent. The overall increase from 2002 to 2006 was 85 percent. The average time for an initial investigation conducted and adjudicated by DOD is 277 days from the date that OSS requests the investigation until the letter from DOD granting the clearance is received in Senate Security. The average time for DOD initial investigations decreased 9.2 percent. The periodic re-investigation process averages 335 days, a decrease of 13 percent relative to 2005. The average time for an initial investigation conducted by the FBI and adjudicated by DOD is 289 days while the periodic re-investigation process averages 387 days. The FBI investigation with DOD adjudication times represents an increase of 12.9 percent and a decrease of 13.4 percent respectively.

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

Security Awareness

OSS conducted or hosted 63 security briefings for Senate staff. Topics included: information security, counterintelligence, foreign travel, security managers' responsibilities, office security management, and introductory security briefings. This represents a 5 percent increase from 2005.

Document Control

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

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

Secure Meeting Facilities

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

Projects and Accomplishments

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

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

15. STATIONERY ROOM

The mission of the Keeper of the Stationery is to:

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

—Make payments to all vendors of record for supplies and services in a timely manner and certify receipt of all supplies and services.
—Provide delivery of all purchased supplies to the requesting offices.

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

Fiscal Year 2006 Highlights and Projects

Flag Purchase Modernization Project

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

Senate Support Facility

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

Product Review Committee

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

Computer Modernization

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

Store Merchandising and Relocation Project

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

16. WEB TECHNOLOGY

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

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

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

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

Major Additions to the Site in 2006

A redesigned graphical interface—Highlights of the redesign are the "Find Your Senators" and site-wide search boxes in the top right corner of every page. For the first time the Senate Web site has a site-wide search that uses the Google search features so familiar to our visitors. The new site received favorable reviews from U.S. News and Word Report.

A new interactive exhibit on Isaac Bassett—Isaac Bassett served the Senate from his appointment as a page in 1831 until his death in 1895, when he was assistant doorkeeper. Bassett witnessed some of the most turbulent and exciting times in the institution's history and he captured his observations in copious notes which have been donated to the Senate. An Isaac Bassett interactive exhibit has been created that allows the visitor to choose an event, via a timeline or subject listing, and to read a transcript of Bassett's notes about the event. An image of the handwritten note is also available when viewing the transcript.

A new interactive exhibit on the Senate Chamber Desks—There are 100 desks on the Senate Floor and each one has a history. The content relative to each desk includes a textual description, list of former occupants, digitized images of the desk and the carvings (Senators carve their names in their desks when they leave the Senate), and notes on the desk's condition and restoration. A Web-based interactive presentation has been created to display this rich information about the Senate desks.

Cloture and veto tables for the Library.

The Fine Arts Catalogue on the Web—images and text from the Catalogue have been published on the Senate site.

Senator Bob Dole's portrait unveiling—the video and transcript of the portrait unveiling event are posted for viewing.

Homepage feature articles published on the following topics: the 10th anniversary of the Senate Web site and the launching of the new Web site design; the Congressional Biographical Directory Online; the launching of the Senate Chamber Desks site; We the People: Celebrating the American Constitution; and the publication of the United States Catalogue of Graphic Arts.

A multimedia exhibit on the drawings of Lily Spandorf—During the 1962 Washington filming of the movie "Advise and Consent", freelance artist Lily Spandorf was sent by the Washington Star to make a few pen and ink illustrations of the production. Ms. Spandorf created a total of 68 pen and ink and two gauche (watercolor) drawings, all of which are now in the U.S. Senate Collection. A Flash multimedia presentation of Spandorf's work has been created for the Web site, associating her drawings with movie clips from the specific scene the drawing depicts.

Planned Additions to the Site in 2007

A reorganized Art section—with the addition of the Fine Arts and Graphic Arts images the Art section of the site has grown considerably and needs to be indexed.

A project to better organize content on www.senate.gov. The Web team is reviewing items for possible reorganization of information on the site.

Accomplishments of the Office of Web Technology in 2006

Upgraded Documentum CMS to 5.25 from 4.3. Encountered error which was determined to be a software bug by Documentum who advised upgrading to 5.3. Developed Statement of Work, requested proposals and contracted with RWD Technologies to review current upgrade status and assist with upgrade to version 5.3.

Helped develop requirements for a taxonomy being built by Senate Librarians to organize information about Senators.

The Web Content Assistant analyzed Google search terms each month and identified the need for additional Virtual Reference Desk (VRD) subject terms. New VRD pages were built. The VRD serves as an index to the site.

Created production standards for the VRD. The standards include how the index will appear (in this case it is subject oriented) and what types of links to include.

Established a system for assigning Google Keywords by analyzing the most common words people type in the search box each month, determining the items on the site that are most relevant to their search, and providing links to those items on the site.

Designed the layout for the Spandorf exhibit. Organized all pictures, loaded them into CMS, and edited accompanying text.

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

The Assistant Webmaster worked with the SAA to develop and implement a solution for all Senate offices to use the Google search feature on their own Websites, based on the same techniques developed for Senate.gov, including allowing Senate offices to order their search results by date, instead of just relevance.

Developed and implemented an XML-based solution for the Stationery room to export catalog data from their internal system and have it displayed on their Web site on Webster. Provided documentation and training for the office to continue to update the information themselves.

Established and refined workflow and approval procedures for various postings including the feature article postings.

Created documentation on how to use the CMS to post PDFs, new portraits, tables, feature bios, feature articles, and how to update current postings. Documented all the changes that need to occur to the site at the change of a Congress.

The Web Content Assistant worked with the all the content providers to expand the style guide. This included how footnotes should appear on the Web as well as the standards for Senators' names and the creation of tables.

The Assistant Webmaster developed increasingly complex tables that are shared across several Web sites (www.senate.gov, the Webster/Senate Library site, and www.congress.gov) to deliver the most relevant information to the intended audiences. The Xtags application was implemented on the new version of Webster to maintain previously developed projects.

Teamed with CRS to organize monthly meetings of the LegBranch Webmasters Group. Hosted the meeting on Web 2.0. Recruited speakers from Democratic Policy Committee and Republican Policy Committee who spoke about the use of Podcasts, RSS, WML, wireless communications, and other Web 2.0 features by their respective constituencies.

Senate.gov Usage Statistics

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

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

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

MOST VISITED PAGES IN 2006

Top Pages	2005 Visits/ Month	2006 Visits/ Month	Percent Change
Roll Call Votes	38,504	63,099	+64
Active Legislation	22,582	30,053	+33
Senate Leadership	21,371	19,278	−10
Bills & Resolutions	15,513	18,155	+17
Committee Hearings Scheduled	19,019	15,901	−16
Calendars & Schedules	13,077	15,574	+19
2005 Schedule	14,477	13,033	−10
Senate Organization Chart	13,203	12,438	−6
Nominations	14,241	11,815	−17

PAGES WITH LARGEST PERCENT INCREASES IN VIEWERS

2005 Top Pages	2005 Visits/ Month	2006 Visits/ Month	Percent Change
Statistics & Lists	9,334	15,981	+71
Virtual Reference Desk	8,285	13,568	+64
Roll Call Votes	38,504	63,099	+64
State Information	11,414	15,988	+40
Active Legislation	22,582	30,053	+33

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

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

Webster—http://webster/secretary

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

LEGISLATIVE INFORMATION SYSTEM (LIS) PROJECT

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

Background: LISAP

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

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

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

LISAP: 2006

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

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

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

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

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

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

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

LISAP: 2007

The LIS Project office will continue to work with the House, GPO, and the Library of Congress on projects and issues that impact the legislative process and data standards for exchange. These groups are currently participating in two projects with GPO—one to define requirements for replacing the Microcomp composition software and another to improve the content submission and exchange processes.

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

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

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

Senator LANDRIEU. Thank you very much. And, I do have a few questions. And, what we're going to try to do is to finish this portion of the hearing in about 10 or 15 minutes, and then go on to the Library of Congress. We may have votes called, but we're going to try to complete the hearing before 11 o'clock, if we can.

PRIMARY GOALS

Let me ask you, Madam Secretary, what are your three primary goals in your tenure? I'm sure you've had some time now to think about the three things that you would like to accomplish as your personal goals, on what you can leave, or contribute during your time. Just list them for the subcommittee if you would.

Ms. ERICKSON. First of all, I'd like to build on the strong leadership of my predecessor, Emily Reynolds. But three things that immediately come to mind, I want to continue to push more information to the web, as I mentioned in my statement. I'd like our Stationery Room to offer e-commerce options to Senate offices. I think that Senate office administrators could find that it would be beneficial to them to be able to purchase office supplies online from our Stationery Room.

In addition, I'd like to revamp our Secretary's website to push more information onto Webster to make it easier for the Senate community to access and understand the services that we provide.

Second of all, my predecessor spent a great deal of time working on continuity of operations planning. And, that's something that I want to build on, not only continuity of operations planning, but continuity of Government planning. I hope we never become complacent in our preparations, and that we will always be ready in a minute's notice to support the Chamber under any circumstance.

It also relates to our Senate Disbursing Office. We practice at least once a year with the Sergeant at Arms from a remote location, making sure that we can process our payroll and vouchers for Senate offices. And, that's something that I'd really like to step up, to do more than once a year.

And my third goal is to implement the paperless voucher system, another program that I think would be extremely popular for office administrators. My understanding is that the project is at a critical stage. We're working with our oversight committee, the Rules and Administration Committee, to work out issues related to electronic signatures.

Those are my three goals.

Senator LANDRIEU. Well, let me encourage you along all three goals that you've outlined, and particularly the second one. Having gone through, of course the recent and still very harsh experience of Hurricane Katrina, having to watch governments, to maintain their integrity in very desperate circumstances, and having had the experience of 9/11. It is a very, very important aspect of your work, to be able to maintain the functions of this Senate under any and all circumstances. And, I would imagine that the bulk of that work falls on your shoulders, the responsibility along with, of course, whatever, the military and the Capitol Police could bring to bear to that situation. So, I want to thank you.

SENATE EMPLOYMENT STUDY

Let me ask just about the Senate employment study. Are you in the process of such a study? Our employees are working long hours and weekends. Have we completed our pay study, which was authorized by this subcommittee? Can you give us some detail about the outcome of that study?

Ms. ERICKSON. I'd be happy to do so.

Your subcommittee appropriated, I believe, $80,000 for the Office of the Secretary to complete a pay study. We competitively bid the project to a contractor who conducted a survey. It's my understanding 81 Senate offices participated in the payroll survey. They were asked such questions related to not only the rate of pay for employees and their benefits, but also to the organizational structure of their respective office.

The results were compiled, analyzed, and a report was distributed to every Member office, and committee in June of last year. This past January, we provided a follow-up report to Senate offices that provided a comparison of Senate and House salaries. It was warmly received by the Senate community, particularly the offices of new Members who were in the process of hiring staff. And, I'd be happy to provide you with a written copy of the report if you'd like additional details of the study.

[The information follows:]

SALARY COMPARISON FOR SIMILAR POSITIONS IN THE U.S. SENATE AND THE U.S. HOUSE OF REPRESENTATIVES

Position	Chamber	Number of Positions	Minimum	Average	Maximum	25th Percentile	50th Percentile	75th Percentile
Chief of Staff	Senate	84	$114,000	$151,767	$160,659	$147,000	$157,150	$160,659
Chief of Staff	House	125	$87,000	$129,736	$160,000	$116,000	$130,000	$148,500
Legislative Director	Senate	77	$85,000	$116,952	$160,659	$102,186	$120,000	$127,830
Legislative Director	House	100	$42,000	$76,490	$120,000	$67,000	$77,750	$85,000
Counsel	Senate	61	$42,000	$95,210	$155,000	$75,500	$95,000	$110,865
Counsel	House	7	$62,400	$83,771	$130,000	$65,000	$80,000	$89,000
Director of Special Projects and/or Grants	Senate	51	$24,000	$52,995	$103,000	$37,324	$49,825	$65,000
Grants and Projects Coordinator	House	18	$22,000	$48,949	$67,000	$37,250	$54,500	$60,837
Legislative Assistant	Senate	406	$34,000	$66,789	$150,000	$52,000	$65,000	$77,580
Legislative Aide	House	164	$28,000	$43,433	$76,500	$36,000	$41,000	$50,000
Legislative Correspondent	Senate	348	$20,000	$32,802	$75,000	$29,000	$32,000	$36,000
Legislative Correspondent	House	71	$25,000	$31,807	$43,000	$29,000	$31,000	$34,000
Communications Director	Senate	69	$52,000	$95,050	$160,659	$82,752	$94,620	$104,500
Press Secretary/Communications Director [1]	House	87	$32,000	$58,756	$125,000	$45,000	$55,000	$68,250
Press Secretary	Senate	80	$40,000	$66,027	$110,784	$54,000	$63,000	$76,169
Press Secretary/Communications Director [1]	House	87	$32,000	$58,756	$125,000	$45,000	$55,000	$68,250
Executive Assistant	Senate	58	$29,000	$68,060	$121,000	$50,259	$68,750	$81,625
Executive Assistant	House	30	$15,000	$51,257	$107,000	$39,000	$48,750	$63,875
Scheduler (Washington, D.C.)	Senate	74	$28,500	$63,634	$128,000	$50,000	$59,698	$75,000
Scheduler (Washington, D.C.)	House	46	$24,000	$48,394	$99,000	$37,875	$46,350	$55,625
Systems Administrator	Senate	77	$24,000	$60,955	$105,000	$50,000	$60,000	$75,420
Systems Administrator	House	11	$20,000	$39,898	$62,000	$31,000	$40,000	$45,500
Administrative Director/Office Manager	Senate	68	$31,500	$78,266	$149,700	$67,006	$78,000	$89,500
Office Manager	House	39	$21,000	$52,922	$107,200	$36,000	$50,000	$64,000
Receptionist/Staff Assistant [2]	Senate	325	$10,712	$29,664	$72,000	$25,860	$28,000	$31,027
Staff Assistant (Washington, D.C.)	House	86	$18,000	$29,872	$71,000	$25,000	$28,000	$30,000
Staff Assistant (District)	House	77	$16,006	$30,883	$79,966	$25,000	$28,500	$33,000
Constituent Services Representative/Caseworker	Senate	398	$21,000	$38,631	$84,821	$31,000	$36,204	$44,092
Constituent Services Representative/Caseworker	House	231	$13,500	$40,814	$115,000	$31,000	$40,000	$46,500
State Director	Senate	75	$60,000	$104,748	$160,659	$90,000	$103,500	$116,248
District Director	House	72	$39,200	$78,526	$150,000	$63,000	$77,841	$91,000
Field Representative	Senate	340	$19,000	$50,742	$104,000	$41,000	$49,100	$60,000
Field Representative	House	100	$25,000	$46,508	$75,000	$37,125	$45,000	$55,000
State Scheduler	Senate	48	$28,500	$49,886	$89,000	$38,000	$46,500	$61,217

SALARY COMPARISON FOR SIMILAR POSITIONS IN THE U.S. SENATE AND THE U.S. HOUSE OF REPRESENTATIVES—Continued

Position	Chamber	Number of Positions	Minimum	Average	Maximum	25th Percentile	50th Percentile	75th Percentile
District Scheduler	House	34	$28,000	$46,366	$80,000	$33,000	$43,500	$61,065

[1] The House study did not distinguish between Communications Director and Press Secretary. House data for these positions reflect the combined Press Secretary/Communications Director position.
[2] The Senate study did not distinguish between Staff Assistants in Washington, D.C. and State offices, while the House study did make this distinction.
81 offices participated in the Senate study and 141 offices participated in the House study.

Sources:
2006 U.S. Senate Employment, Compensation, Hiring and Benefits Study, Office of the Secretary of the Senate (June 28, 2006).
2006 House Compensation Study: Guide for the 110th Congress, Chief Administrative Office, U.S. House of Representatives (November 13, 2006).

The 2006 U.S. Senate Employment, Compensation, Hiring and Benefits Study—June 28, 2006 is available on the web at: http://webster.senate.gov/library/catalogs/PDF/senate__compensation__report__FINAL__7-26-06.pdf

Senator LANDRIEU. Okay, I would. And we won't go into the details now, but I'm going to review it to see what we can do to make sure that our workforce remains competitive.

STUDENT LOAN REIMBURSEMENT PROGRAM

And, one other question, then I'll turn it over, the student loan reimbursement program is something that's just recently come to my attention. I understand that there's a program that works in a way that allows staffers—I'm not sure if it's just for Members' offices, or for anyone in the Senate—to see a reduction in student loans to help some of the young, I would imagine, younger employees coming in. Can you give me an update about that program and if it's based on need? Or is it distributed equally to the States based on population, or just request?

Ms. ERICKSON. It's a program run through our Senate Disbursing Office, and I believe the funding is based on 2 percent of the administrative and clerical portion of the Member's account, 2 percent of the account of all others. I'd be happy to have Chris Doby follow-up with you on details of that. It's my understanding that 96 percent of our 140 Senate accounting locations, which includes Senate offices, committees, Secretary of the Senate, and Sergeant at Arms offices participate in the program. We have approximately 1,100 employees that are participating in the program. In conversations that I've had with Senate office administrators, they tell me that it's been an important tool for not only attracting staff, but also retaining staff in their offices.

Senator LANDRIEU. Thank you.

Senator Allard.

Senator ALLARD. Again, Nancy, I'd like to congratulate you on your position.

Coming to the office, what do you view, at this point, your greatest challenges to be?

Ms. ERICKSON. I would say maintaining a high level of customer service. And, I would say, speaking from someone who worked in a Senate office for 16 years and 2 years in a Sergeant at Arms office, I think it's easy to take for granted the services that Secretary of the Senate, and for that matter, the Sergeant at Arms provides. And the staff, for the most part, works quietly behind the scenes, but their work is critical, for, in——

Senator ALLARD. Is there any particular area you can think of that we need to work on?

Ms. ERICKSON. Not an area, I don't see any glaring problems, Senator. I think our biggest challenge is just maintaining and meeting the high demands that the Senate community should justifiably expect from us.

Senator ALLARD. I think technology changes would be the challenge.

Ms. ERICKSON. Right. And continuing to move information, as I said, that's one of my priorities, to move more and more information to the web.

WEBSTER

Senator ALLARD. Now, Webster, that's the intranet. Is that completely blocked off from the Internet or do people outside the Senate have access to Webster?

Ms. ERICKSON. Yes, Webster is an internal site.

Senator ALLARD. So it's completely walled off?

Ms. ERICKSON. Right.

Senator ALLARD. Okay.

MERIT INCREASES

You mentioned in your testimony, you wanted some funding for merit increases. How do you go about determining whether somebody qualifies for a merit increase? Do you have a set protocol that you use?

Ms. ERICKSON. We do. Our human resource director oversees that merit program and works closely with our department directors. There are rigorous goals that people have to meet in order to be eligible for a merit increase. But, it's something that we like to have to reward people who, in our opinion, have gone above and beyond what is expected of them to help the Senate community.

Senator ALLARD. Are you having to use merit increases to get qualified people into the job? Do you see what I'm saying? The standard base pay may not be quite enough——

Ms. ERICKSON. Right.

Senator ALLARD [continuing]. So they say, "Well, you're here 6 months, we'll be able to provide some substantial merit-based ——"

Ms. ERICKSON. Exactly. Well, it is an important recruiting tool, and an incentive for people that know that that may be available if they exceed expectations. So, it has been an important tool to not only attract, but to retain talented staff who have many options—particularly, Senator, people in the technology field which is very competitive in the private sector, and so that's been an important tool for us to keep quality people.

Senator ALLARD. When you use the merit system, do you use more than just longevity as the standard?

Ms. ERICKSON. Correct, exactly.

Senator ALLARD. Okay, and how often are you having to use the merit pay? Do most employees qualify, or 10 percent, or 20 percent?

Ms. ERICKSON. I don't have that data with me, Senator. I'd be happy to provide that to you in writing.

Senator ALLARD. I think that would be of interest.

Ms. ERICKSON. I'd be happy to do that.

Senator ALLARD. Okay, very good.

[The information follows:]

UNITED STATES SENATE,
OFFICE OF THE SECRETARY,
Washington, DC, May 23, 2007.

The Honorable WAYNE ALLARD,
Ranking Member, Appropriations Subcommittee on the Legislative Branch, United States Senate, Washington, D.C. 20510.

DEAR SENATOR ALLARD: Thank you for the courtesies you extended to me during my testimony before your Subcommittee earlier this month. I appreciated the opportunity to discuss the work of the Secretary's office and our plans for the upcoming year. You had requested additional information regarding the merit program employed by the Office of the Secretary, and I hope the information provided below adequately addresses any questions you may have.

In September 1997, the office developed and implemented an Employee Feedback and Development Plan (EFDP), which is a formal merit review program. Each staff member is provided annually with specific performance objectives on which their performance will be evaluated throughout the year. Staff members are evaluated on factors such as quality of work, initiative, resourcefulness, dependability, reliability, and communication skills. In addition, managers are evaluated on their leadership skills, decision making, and ability to plan, schedule and budget the needs of their departments. To facilitate communication between managers and their staff, managers are encouraged to meet with each staff member quarterly to discuss progress, specific projects and any issues that may impede the employee's progress throughout the year.

Our Human Resources Office administers the program and works closely with me and my executive staff to determine our annual merit budget, which usually ranges from three to five percent of our overall salary budget. All staff are evaluated in September each year with the potential for a performance-based merit increase awarded in October. Increases range from zero to the maximum percent the Secretary approves, and they are based on the employee's performance as documented in the EFDP by the employee's manager.

As is the case with other employee-centered programs offered by the Office and the Secretary the goal of the EFDP is to develop, motivate and retain the highest caliber professional staff to serve the needs of the Senate.

I will be happy to provide you with any other information you may need about this merit review program.

NANCY ERICKSON,
Secretary of the Senate.

CROSSTRAINING

Senator ALLARD. I was pleased to see you worked on crosstraining. I think that's efficient—somebody's absent, have somebody else step in and carry on their responsibilities. So, I want to compliment you on focusing on crosstraining.

Ms. ERICKSON. I appreciate that.

Senator ALLARD. You obviously want to have your experts in various areas, but if for some reason or other they can't make it to work, you have people who can fill in.

Ms. ERICKSON. Exactly. And, you'll notice that at the rostrum in the Senate Chamber, the faces change periodically for that very purpose, to make sure that people understand, can step in and do someone else's duty.

Senator ALLARD. Very good.

Thank you, Madam Chairman.

Senator LANDRIEU. Thank you. That finalizes the questions that I have. I just want to state for the record that I'd like to focus some of my attention, Madam Secretary, on the quality of the Capitol tours, and talk with you about that, and about the access to Senate recordings through web-based technologies. And, I want to continue to pursue that. To make sure that our pay and payroll are adequately supporting a first-class professional staff for the Senate. Your plans in terms of disaster preparedness and emergency preparedness are extremely, extremely important.

And, then as we open this new Capitol Visitor Center, as I said before, despite all the problems that we've had which have been well publicized, it really is an extraordinary space, that I think is going to be a great gift to the American people.

And, we want to make sure that the statues and artwork reflect the true contributions of all Americans, even those who contributed a great deal in the early part of our country, women and minority

Americans that weren't, by virtue of their sex or gender, even able to run for an office here. But, they nonetheless, contributed greatly to the work of this Capitol and what this Capitol represents. So, I'm looking forward to working with you and others.

And, if that is—Senator Allard, do you have anything else?

Senator ALLARD. I don't.

Senator LANDRIEU. Okay. Thank you very much.

Ms. ERICKSON. Thank you very much.

LIBRARY OF CONGRESS

STATEMENT OF DR. JAMES H. BILLINGTON, LIBRARIAN OF CONGRESS

ACCOMPANIED BY JO ANN JENKINS, CHIEF OPERATING OFFICER

STATEMENT OF SENATOR MARY L. LANDRIEU

Senator LANDRIEU. Dr. Billington, if you will come forward.

Thank you Dr. Billington, and welcome. We are very pleased to have you here this morning and recognize your 20th year as the Librarian of Congress. Your budget request is $652 million, which is an increase, roughly, of about $100 million, or 19 percent, above the current year. Your request includes $45 million for the construction of a new logistics facility at Fort Meade. Of course you know, the Architect of the Capitol (AOC) did not include this among his many priorities, so we want to hear some testimony from you about why you believe this is a high priority.

There are several other large items in your request, such as $21 million to restore funding for the National Digital Information Infrastructure Preservation Program and $19 million for the first of four installments of the Digital Talking Book Program, which I know has support from members of the visually impaired community throughout the country. This is a very important, significant investment in the future of audio book programs. We want to make sure we use our resources wisely, and take advantage of the absolute best technology available.

As I've said in previous hearings, and it bears repeating today, I think the subcommittee is going to really struggle with reaching some of these requests. And, I don't want to mislead you in any way, however, we do want to give you an opportunity, obviously, to state your best case and to ask you questions about it. And, please don't interpret that these comments in any way indicate that this Chair doesn't support the great work that you do. But we have budget constraints that we're under and we just need to really focus on some of these extra requests.

Senator Allard.

Senator ALLARD. I don't have any comment. I'd like to hear Dr. Billington's testimony.

Senator LANDRIEU. Thank you.

Dr. Billington.

OPENING STATEMENT OF THE LIBRARIAN

Dr. BILLINGTON. We have a fuller submission for the record, but I appreciate the opportunity to present briefly the Library of Congress' 2008 budget request, and to thank the Congress for creating and sustaining the largest and most wide-ranging collection of knowledge in human history, a great record of American creativity and a distinct world leadership role for education on the Internet.

The Library's request includes four critical priorities. The first—and the largest part of our increase, nearly one-half—is simply to sustain current services by funding mandatory pay raises and unavoidable price level increases.

We're currently doing a very great deal more work than 15 years ago, before we began superimposing the digital on the analog universe, but with 640 fewer full-time employees. If mandated pay raises are not fully funded, we will almost certainly have to cut back on some services.

LOGISTICS CENTER AT FORT MEADE

Because of the life, safety, and environmental conditions of our present Landover center, we are forced, once again, to request funding for a logistics center at Fort Meade—but at a reduced level, that is $12.2 million less than was submitted through the Architect of the Capitol's budget last year.

DIGITAL TALKING BOOKS

There's a special importance to the next two priorities, which are key elements in the digital transformation of the Library. After 10 years of planning and research, we must launch, this year, our 4-year initiative to modernize access to reading for the blind and physically handicapped.

Blind people read, on average, 35 books a year—many more than sighted people. They depend heavily on the Library of Congress' unique collection, particularly of talking books, which is equivalent in size to a mid-sized public library. And it is made available free of charge through local libraries all over America. But it needs long-discussed, new digital players that can replace cassette-type players which are nearing obsolescence, and also a new mechanism for distribution—flash memory cartridges.

ACQUISITIONS

Finally, there is an urgent need to shore up the first and most basic need of any library, which is acquisitions. This is particularly true for the National Library, which is—in many ways—the strategic information reserve of the United States. It's a treasure chest of material not preserved anywhere else, at a time when more and more of our economic competitiveness, our basic security, and our civic health depend on accurate information.

We need a $2 million increase in our basic book budget, which has been steadily eroded in purchasing power.

NATIONAL DIGITAL INFORMATION INFRASTRUCTURE AND PRESERVATION PROGRAM RESCISSION

We must have the minimal funds needed to sustain our congressionally mandated role of leading a national program by forming a network of private and public partners to set national standards for preserving the exploding world of material available only in highly perishable digital form, and begin sorting out and preserving what's most important.

Congress was farsighted in the year 2000, appropriating $100 million in no-year funding to create the National Digital Information Infrastructure and Preservation Program, known as NDIIPP, and requiring that $75 million of the Federal appropriation be matched by partners. The NDIIPP Program is the most sweeping strategic change that this Library has undertaken in its entire 207-year history. For the first time ever, we are transforming the way we collect and preserve content, and sharing stewardship responsibility and cost with trusted partners. Without significant restoration of the funds that were rescinded this year, we will be unable to continue to build the network at a time when networks are the way of working for the future. If we let this initiative end now, we will not be able to resurrect it later.

Forty-seven million dollars—nearly one-half of the original $100 million appropriation—was rescinded, and an additional $37 million was lost in matching funds promised from more than 50 network partners. Faced with the prospect of the $84 million overall loss for this program, we have carefully scrubbed our request for restoration down to the bare essential of $21.5 million.

The loss of the NDIIPP funds would have long-term consequences for the Library's ability to preserve materials of importance for our economy and security, as well as the record of our culture, which is increasingly recorded now, only in digital form.

We need this program to serve the growing information needs of the Congress, and to keep us from drifting toward a slippery slope, in which the Library would become just a museum of the book on Capitol Hill, rather than the backbone of a dynamic network for preserving and making useful for our Nation, new digital as well as traditional analog material.

WORKING WITH PARTNERS

Louisiana has been a major focus of NDIIPP partners who have worked with archivists and librarians across the country to identify hundreds of websites documenting aspects of the Katrina tragedy. These websites, as preserved, will give us all information needed to better understand this tragedy, and to improve our country's response to future natural disasters.

In emergencies such as Katrina, we provided information to Congress and salvage training in the affected region. This very week, when we heard that the Georgetown branch of the D.C. Public Library was ablaze, our preservation staff responded immediately, helping locate freezers in which to store books until they can be treated, providing guidance on next steps to save the collections.

PREPARED STATEMENTS

We deeply appreciate, Madam Chairman, the support that Congress has given the Library over the years—for preserving and making accessible our massive written and printed collections, as well as our unequaled audiovisual collections, which are now acquiring their permanent preservation center with the capacity to store 25 years' more accumulation at nearby Culpeper, Virginia, thanks to funding from the Packard Humanities Institute, the largest private donation, by far, ever made to the Library of Congress. We need to do the same for digital material together with our private and public network of partners.

I'm prepared to answer your questions.

Senator LANDRIEU. Thank you, Dr. Billington.
[The statements follow:]

PREPARED STATEMENT OF JAMES H. BILLINGTON

Madam Chairwoman, Senator Allard, and other members of the Subcommittee: I appreciate the opportunity to appear before you today to discuss the past accomplishments and future goals of the Library of Congress in the context of our fiscal year 2008 budget request. I ask for your continued support to ensure that the Library maintains its prestigious place as the world's largest repository of human knowledge and the main research arm of the United States Congress.

With all the distinction that this institution has achieved in the print world, it now faces the unprecedented challenge of sustaining its leadership amidst the revolutionary changes of the digital world. Information-seekers have many ways of finding what they need, but they are often overwhelmed or misled by the profusion of unfiltered and sometimes inaccurate information on the Internet. The Library of Congress is redefining its role in this new environment.

The budget request we have submitted to you includes the following basic assumptions:

—There is no change in the Library's historic mission of acquiring, preserving, and making its materials accessible and useful to the Congress and the nation. But the amount of information and the explosion in the number of creators are driving the greatest revolution in the generation and communication of knowledge since the advent of the printing press. The Library must seamlessly blend new digital materials into the traditional artifactual collections so that knowledge and information can be objectively and comprehensively provided by a fully integrated library.

—The Library of Congress must continue to build comprehensive, world-wide collections in all formats so that Members of Congress, scholars, school students, and the American people will have access to valid, high-quality information for their work, their research, and their civic participation.

—The Library must actively seek new and innovative ways to recognize, highlight, and celebrate the knowledge and creativity that the Congress has charged us to preserve for more than 200 years.

—A comprehensive institutional workforce transformation will be required for staff to continue providing the highest levels of service to the Congress and to the public. The Library has developed an agency-wide framework for program assessment of every division and support office. Congressional support has already enabled us to reengineer copyright functions and to create a state of the art National Audiovisual Conservation Center. We are developing new roles for key staff to become objective "knowledge navigators" who can make knowledge useful from both the artifactual and the digital world.

THE LIBRARY AND ITS PROGRAMS

The Library of Congress is the world's largest repository of human knowledge and the main research arm of the United States Congress. It directly serves not only the Congress, but the entire nation with the most important commodity of our time: information. The Library's diverse programs sustain its responsibility to foster a free and informed society by building, preserving, and providing resources for human creativity, wisdom and achievement. Through these programs, the Library strives to place its resources at the fingertips of our elected representatives, the American people, and the world for their mutual prosperity, enlightenment, and inspiration.

The Library of Congress collections are made up of approximately 135 million artifactual items in more than 470 languages including: 32 million books (among them more than 5,000 printed before the year 1500); 14 million photographs and other visual items; 5.3 million maps; 2.8 million audio materials; 981,000 films, television, and video items; 5.5 million pieces of music; 59.5 million manuscripts; and hundreds of thousands of scientific and government documents.

Under the Library's four major appropriations, the Library funds the following major services:

Library of Congress, S&E

Acquisitions.—The Library staff adds more than 13,000 items to the collections every day. The Library collects not only regularly published materials, but also reports that have limited distribution, international ephemera that illuminate other cultures and socio-political movements, and special collections that have been carefully assessed and selected by our curators. The collections, and the information they contain provide important support for the many services the Library provides to the Congress and the nation.

Cataloging.—The Library produces bibliographic records and related products and develops policy and standards for libraries and bibliographic utilities in all fifty states, the District of Columbia, and territories—cataloging more than 345,000 books and serials in fiscal year 2006—services that save America's libraries millions of dollars annually (the money it would cost them if they had to catalog the books and other materials themselves).

Research and Reference.—The Library responds to, at no cost to users, nearly one million information requests a year from across the nation, including more than 500,000 in-person requests in the 20 reading rooms open to the public in Washington, D.C. In addition, the Library responds to some 56,000 interlibrary loan requests from across the nation and more than 25,000 requests for book loans from the Congress each year.

Online Access Services.—The Library is at the forefront of providing comprehensive online digital access services, the conversion of analog materials into digital form, Web archiving, the provision of the Library's web based digital library services, and education outreach services that encourage use of the Library's online primary sources. The Library's online presence during 2006 resulted in 5 billion hits. There are now more than 22 million digital items represented on the Library's web sites, including materials digitized from the collections and exhibitions, program activities, and interpretive information. Over half of these digital items reside in the Library's virtual historical collections, American Memory. The Library's web site offers electronic versions of many resources of historical research and educational value that no other institution provides. In addition, the Library already has captured a total of 56 terabytes of content from the Web, and this volume continues to grow significantly. This total represents more than 1 billion documents downloaded from the Web, the equivalent of digital text information from more than 55 million books (1 megabyte per book of text only).

American Creativity.—The Library manages the largest, most varied, and most important archival collection of American creativity—including motion pictures, sound recordings, maps, prints, photographs, manuscripts, music, and folklore covering a wide range of ethnic and geographic communities. The Library provides reference assistance to researchers and the general public, conducts field research, and promotes the preservation of American culture throughout the United States.

Preservation.—The Library develops and manages a program to preserve the diverse materials and formats in the Library's collections. The program provides a full range of prospective and retrospective preservation treatment for hundreds of thousands of items a year, conducts research into new technologies, emphasizes prevention techniques including proper environmental storage and training for emergency situations, conserves and preserves materials, and reformats materials to more stable media. The Library plays a key role in developing national and international standards that support the work of federal, state, and local agencies in preserving the nation's cultural heritage.

Reading Promotion and Outreach.—The Library promotes books, reading, and literacy through the Library's Center for the Book, its affiliated centers in fifty states and the District of Columbia, and nearly one hundred national organizational partners. The Library encourages knowledge and use of its collections through other outreach programs (cable TV, lectures, publications, conferences and symposia, exhibitions, poetry readings—all primarily supported by private funding) and through the Library's virtual presence on the Web. The Library also gives some 90,000 surplus books annually to qualified libraries and nonprofit educational institutions through its nationwide donation program.

Digital Initiatives.—The Library oversees and coordinates cross-institutional digital initiatives, including the National Digital Information Infrastructure and Preservation Program (NDIIPP). The vision of NDIIPP is to ensure access over time to a rich body of digital content through the establishment of a national network of committed partners, collaborating in a digital preservation architecture with defined roles and responsibilities.

Law Library.—The Law Library program provides direct research service to the Congress in international and comparative law. It serves as the National Law Library. In addition to Members and Committee staffs of the Congress and the Congressional Research Service, the Law Library provides officers of the legislative branch, Justices of the Supreme Court and other judges, members of the Departments of State and Justice, and other federal agencies with bibliographic and informational services, background papers, comparative legal studies, legal interpretations, and translations. In support of this mission, the Law Library has amassed the largest collection of authoritative legal sources in the world, including more than

2.5 million volumes as well as almost 134,000 digital items. As its congressional priorities permit, the Law Library makes its collections and services available to a diverse community of users—the foreign diplomatic corps, international organizations, members of the bench and bar, educational institutions, non-governmental libraries, legal service organizations, and the general public—directly serving more than 100,000 users annually and offering information to the global public through its online services, including its Global Legal Information Network (GLIN).

Copyright Office, S&E

The Copyright Office (CO) administers the U.S. copyright laws, provides copyright policy analysis to the Congress and executive branch agencies, actively promotes international protections for intellectual property created by U.S. citizens, and provides public information and education on copyright. In fiscal year 2006, the CO registered almost 521,000 claims to copyright, accompanied by more than 825,000 deposit copies of work; transferred more than 1.1 million registered and non-registered works to the Library, valued at more than $41.2 million; recorded 13,016 documents containing more than 350,000 titles; logged more than 31 million external electronic transactions to its web site; responded to nearly 339,000 in-person, telephone, and email requests for information; and collected $227 million in royalty fees and distributed more than $191 million in royalties to copyright owners. Registration fees and authorized reductions from royalty receipts fund almost half of the CO. Copies of works received through the copyright system form the core of the Library's immense Americana collections, which provide the primary record of American creativity.

The Copyright Royalty Board (CRB), which is comprised of three Copyright Royalty Judges and their staff, administers the copyright statutory license and determines the rates and terms for the purpose of (a) distributing hundreds of millions of dollars in royalties that are collected under various compulsory license provisions of the copyright law, and (b) adjusting the royalty rates of these licensing provisions. The CO currently provides administrative support to the CRJs in budget preparation and human resource management.

Congressional Research Service, S&E

The Congressional Research Service (CRS) assists all Members and committees of the Congress with its deliberations and legislative decisions by providing objective, authoritative, non-partisan, and confidential research and analysis. As a shared resource, serving the Congress exclusively, CRS experts work alongside the Congress throughout all stages of the legislative process and provide integrated and interdisciplinary analyses and insights in all areas of legislative activity. These services are provided by confidential individual policy consultations and memoranda; analytical reports; seminars; and a secure CRS web site available to the Congress. In 2006, CRS delivered more than 933,000 research responses and services.

Books for the Blind and Physically Handicapped, S&E

The National Library for the Blind and Physically Handicapped (NLS/BPH), manages a free national reading program for more than 794,000 blind and physically handicapped people—circulating, at no cost to users, approximately 25 million items in fiscal year 2006. A cooperating network of 131 regional and sub-regional (local) libraries distribute the machines and library materials provided by the Library of Congress. The U.S. Postal Service receives an appropriation to support postage-free mail for magazines, books, and machines which are sent directly to readers. Reading materials (books and magazines) and playback machines are sent to a total readership of 794,000 comprising more than 500,000 audio and braille readers registered individually, in addition to more than 200,000 eligible individuals located in 32,000 institutions.

THE LIBRARY'S FISCAL YEAR 2008 BUDGET REQUEST

As the Library's budget was submitted prior to the enactment of the fiscal year 2007 full-year continuing resolution, the fiscal year 2008 request is based on the total fiscal year 2006 operating level. As a result, the fiscal year 2008 budget request is unique in that it includes (1) adjustments for fiscal year 2007 and fiscal year 2008 mandatory pay and price level increases, (2) the resubmission of most fiscal year 2007 program increases, and (3) several new fiscal year 2008 program increases. This request covers two years of costs needed to keep the Library on schedule with its programs.

In fiscal year 2008, the Library requests a total budget of $703.339 million ($661.616 million in net appropriations and $41.723 million in authority to use receipts), which is an increase of $99.716 million above the fiscal year 2007 (2006) level. The total includes $43.9 million for the construction of the Library of Congress Fort Meade Logistics Center, proposed for transfer to the Architect of the Capitol. Funding also includes $45.947 million in mandatory pay and price level increases and $28.118 million in program increases (excluding the $43.9 million for the Logistics Center), offset by $18.249 million in non-recurring costs.

The requested funding supports 4,244 full-time equivalents (FTEs), a net decrease of 58 FTEs below the current authorized level of 4,302.

Fiscal year 2008 funding is allocated as follows:

- —Library of Congress, S&E ($467.452 million/2,888 FTEs), which includes:
  - —National Library ($324.294 million/2,259 FTEs);
    - —National Library—Basic
    - —Purchase of Library Materials (GENPAC)
    - —Office of Strategic Initiatives
    - —Cataloging Distribution Service
- —Law Library ($13.394 million/101 FTEs)
- —Management Support Services ($129.764 million/528 FTEs)
- —Copyright Office, S&E ($51.562 million/523 FTEs)
- —Congressional Research Service, S&E ($108.702 million/705 FTEs)
- —Books for the Blind and Physically Handicapped, S&E ($75.623 million/128 FTEs)

THE LIBRARY'S FUNDING PRIORITIES

Mandatory Pay and Price Level increases

The Library is requesting an additional $45.947 million to maintain current services. This is the amount needed to support the annualization of the fiscal year 2006 pay raise, the fiscal year 2007 pay raise and annualization in fiscal year 2008, the fiscal year 2008 pay raise, within-grade increases, and unavoidable inflation and vendor price increases for the period fiscal year 2007–2008. These funds are needed simply to sustain current business operations and to prevent a reduction in staff that would severely affect the Library's ability to manage its programs in support of its mission and strategic objectives.

Unfunded Mandates

The Library is requesting $2.005 million for one unfunded mandate: the Department of State (DOS) Capital Security Cost-Sharing Program.

In fiscal year 2005, the DOS, mandated by the executive branch, began its 14-year program to finance the construction of approximately 150 embassy compounds, requiring increasing contributions from all agencies with an overseas presence, including the Library. The Library's yearly assessment was $1.2 million in fiscal year 2005 and $2.4 million in fiscal year 2006–2007. The proposed increase for fiscal year 2008 is $2.005 million. If funding is not provided for the next phase of the program, the Library will have insufficient resources to operate its overseas offices. This would result in the curtailment—and in some cases, termination—of international acquisitions programs in areas that are of increasing importance to the nation (Brazil, Egypt, Kenya, India, Pakistan, and Indonesia).

Major Ongoing Projects

The Library is requesting a net total of $1.771 million for three ongoing major projects that are either in their last year of development or on a time-sensitive schedule that must be maintained if the entire project is to succeed.

- —*Acquisitions (GENPAC/Electronic Materials).*—Advances in technology have opened opportunities for the Library to acquire materials from parts of the world about which, until recently, there had been little access to primary sources. National interest, especially with respect to security and trade, dictates that we acquire emerging electronic publications and other difficult-to-find resources that document other cultures and nations. The GENPAC appropriation, which funds the purchase of all-important current collections materials, declined precipitously in its purchasing power during the 1990s. Consistent with our previous budget request for a multi-year, $4.2 million base increase to the GENPAC budget, the Library is requesting the next incremental adjustment of $2 million, which will bring the total base adjustment up to $3.3 million. Funding is needed to help keep pace with the greatly increased cost of serial and electronic materials, that risks eroding the comprehensiveness and value of the Library's collections.
- —*National Audio-Visual Conservation Center (NAVCC), Culpeper, VA.*—A five-year plan for the completion of NAVCC was included in the Library's fiscal year 2004 budget. Fiscal year 2008 represents the fifth year in the Library's five-year cost model, which is adjusted annually to align with shifts in the construction

schedule of the Packard Humanities Institute and the Library's occupancy schedule. In 2007, construction will be completed; the entire property transferred to the government; staff relocations will begin; and digital preservation equipment and systems will be purchased and integrated into the conservation facility. Funding is needed in fiscal year 2008 to continue purchasing equipment for the facility as well as for operations support. The fiscal year 2008 total funding of $13.617 million reflects a net decrease of $1.429 million and 5 FTEs from the base.

—*Global Legal Information Network (GLIN)*.—The Law Library's GLIN is a multinational, cooperative legal database with members of the network representing countries in Africa, Asia, Europe, and the Americas. In fiscal year 2003, the Congress provided the Library with a five-year appropriation to implement the technical upgrade, to digitize and incorporate retrospective legal material, and to engage in targeted recruitment to expand the diversity and number of nations contributing legal materials to the GLIN database. All goals have been met. To maintain this world-class legal information resource, the Library requests that $1.2 million be added to the Law Library base in fiscal year 2008. Funding is required to continue operating GLIN and cover ongoing costs associated with software licensing and upgrades, system hosting, technology refreshment, content expansion, and membership recruitment.

In addition, the Library's fiscal year 2008 budget did not include a request for the National Digital Information Infrastructure and Preservation Program (NDIIPP), as the budget was submitted prior to the rescission of $47 million as part of the fiscal year 2007 continuing resolution. The Library is seeking $21.5 million to partially restore funding for NDIIPP. The fiscal year 2007 rescission of $47 million endangers another $37 million in matching funds already committed by pending partners.

New Projects

The Library is requesting $24.342 million for several new critical initiatives as follows:

—*Digital Talking Book Program*.—A four-year, $76.4 million initiative is needed to implement a revolutionary change from analog to digital technology that has been projected and planned since 1990. In brief, the change consists of replacing cassette tape players with Digital Talking Book (DTB) players and introducing a new medium (flash cartridges) for distributing the DTBs. This request is critical, as the technology currently used will be obsolete in a few years' time. This change is also being demanded by the users of the service. The new technology has been proposed after wide and deep consultation with users and technology experts. In fiscal year 2008, the Library is requesting $19.1 million, to remain available in the NLS base until fiscal year 2011—the last year of the implementation schedule. Funding is requested in both annual ($14.454 million) and no-year funds ($4.646 million) in fiscal year 2008, with the mix changing each succeeding fiscal year, as appropriate.

—*Copyright Records Preservation*.—A six-year, $6 million initiative is needed to image digitally 70 million pages of pre-1978 public records that are deteriorating, jeopardizing the mandatory preservation of, and access to, these unique records of American creativity. In fiscal year 2008, the Library is requesting the first $1 million—in offsetting collections authority, which will permit the scanning of 10 million page images.

—*Abraham Lincoln Bicentennial Exhibition*.—The Library's Abraham Lincoln Bicentennial Exhibition in 2009 will be a centerpiece of the nationwide celebration to mark the bicentennial of Lincoln's birth. The Library will draw on its unparalleled Lincoln materials to focus on Lincoln's rise to national prominence and the thinking and writing that underlie his career. A total of $1.442 million will be needed for this project in fiscal year 2008, and with multi-year (3-year) authority. Fiscal year 2008 funding will support the design and implementation of the exhibition and travel needed to visit other venues and/or other institutions that will be lending materials to the Library exhibition.

—*Escape Hoods*.—A one-time cost of $1.189 million is needed to purchase NIOSH-approved escape hoods for approximately 6,200 non-Library staff (researchers, contractors, and other visitors to the Library) and 110 cabinets to store the hoods throughout the Library. Procuring and providing escape hoods for contractors and visitors is consistent with the policy set by the USCP for the Capitol Hill complex.

—*Custodial Services*.—A total of $517,000 in contract funds is requested for custodial services support and includes funding for six contract custodial quality control inspectors and increased costs related to new space at Fort Meade (Modules 2–4). The Library's facilities on Capitol Hill comprises four million square feet, with no independent inspectors monitoring its custodial contract (industry standards reflect at least one inspector per 500,000 square feet of facility). Based on industry standards, the Library would require a total of eight inspectors, though the Library is only requesting six. Library space at Fort Meade will increase by 83,000 square feet between fiscal year 2006–2008, increasing the base cost of the custodial service contract.

—*Legislative Branch-Wide Payroll Formulation Software System*.—The Library is requesting a total of $500,000 to support a legislative branch-wide pilot program to procure and implement a payroll budget formulation software system that will allow a name-by-name calculation of payroll costs using a standard calculation methodology for all legislative branch agencies. This request is the result of congressional guidance to the Legislative Branch Financial Managers Council (LBFMC) to develop a standard methodology for formulating payroll costs within and across the legislative branch agencies. Since the Library has one of the largest staffs in the legislative branch, the LBFMC, with congressional approval, selected the Library to pilot the system, with funding for all legislative branch agencies to be requested in subsequent years—after testing and implementation are finalized at the Library. Consistent with guidance, the software and subsequent formulation of payroll costs will be managed by each agency's central budget office to ensure consistency within each agency.

—*Library-Wide Contracts Management Support*.—Currently, the Office of Contracts has a total working capacity of 22 FTEs (comprised of in-house staff and contractors). Based on a GSA workload analysis model that was applied to the Library's fiscal year 2005 contract actions, a total of 26 FTEs is needed to support the Library's contract workload. Since 2001, the volume and complexity of the Library's contracting workload have increased significantly. The average annual dollar value of contract actions administered per contract specialist increased from $2.9 million in fiscal year 2001 to more than $13.8 million in fiscal year 2005. That trend is expected to become more pronounced in fiscal year 2007 and beyond. Funding of $318,000 is requested to support the salaries and benefits of an additional three FTEs in the Office of Contracts for a total working capacity of 25 FTEs. The three additional FTEs will be absorbed within the Library's FTE base.

—*Workforce Transformation Project*.—Renewal and development of the Library's workforce are essential to retrain staff with the necessary skills for the digital age, and to capture for the future the vast knowledge of large numbers of experienced staff who are near retirement. In fiscal year 2008, the Library will begin a program to enhance digital competencies, leadership skills, career development, recruitment, and other workforce counseling and services. These activities are particularly important for sustaining the Library's commitment to a diverse workforce. Funding of $276,000 is requested to support these initiatives.

Other Program Changes or Requests

Library of Congress Fort Meade Logistics Center.—The Library is requesting $43.9 million, to be transferred to the Architect of the Capitol, for the construction of the Library of Congress Fort Meade Logistics Center. Current deplorable life safety and environmental conditions at the Landover Center are unacceptable and present extremely high risk to staff and collections. The proposed Logistics Center is a 162,000 square foot environmentally controlled facility supporting the day-to-day mission critical operating requirements of the Library. The new facility will consolidate storage and inventory and supply from multiple leased facilities and Library buildings on Capitol Hill and will also benefit from the synergy and centralized security of the Fort Meade master plan. Alternatives have been extensively evaluated, and all are more costly than the proposed construction—which will result in immediate savings of approximately $3 million per year after consolidation at Fort Meade.

Digital Collections and Educational Curricula Program—In 2005, Congress created and passed the Library of Congress Digital Collections and Educational Curricula Act. Beginning in fiscal year 2006, the Act moved the administrative and programmatic ownership of the Adventure of the American Mind program (AAM) from the Educational and Research Consortium to the Library. Of the $6.016 million requested in fiscal year 2008 (fiscal year 2006–2007 enacted level adjusted for mandatory pay and price level increases), $2.006 million will fund administrative support costs, with the balance of $4.010 million supporting grant awards. In addition, the Library will begin developing standards-based, field-tested curricula, using a train-the-trainer model to create a network of partners from all parts of the country.

ARCHITECT OF THE CAPITOL—LIBRARY OF CONGRESS BUILDINGS AND GROUNDS

The Architect of the Capitol (AOC) is responsible for the structural and mechanical care and maintenance of the Library's buildings and grounds. In coordination with the Library, the AOC is requesting a fiscal year 2008 budget of $42.788 million to support life safety, deferred maintenance, and upgrades to the Library's buildings on Capitol Hill. The deferment of maintenance and upgrades require projects to be completed concurrently, often at higher costs. Deferments and delays have also created longer lists of projects. The cost increase is compounded by inflationary pressures and by the steadily growing risks in health, safety, and security to the Library's staff and collections. The cost of maintenance and upgrades will increase exponentially if the Library cannot stop, or at least slow down, the rate of deterioration of its buildings.

PROPOSED CHANGES TO LEGISLATIVE LANGUAGE

The Library has proposed language to improve employment options elsewhere in the Federal Government for Library staff. The first provision confers competitive status to Library employees who have successfully completed their probationary period at the Library—the basic eligibility to be non-competitively selected to fill vacancies in the competitive service of the Federal Government. This will enable Library staff to apply for positions in the executive branch on an equal footing with "career" executive branch employees. A related provision would enhance the employability of Library employees displaced because of a Reduction-in-Force (RIF) or failure to accept a transfer to an alternative work location. This provision would give separated staff selection priority for competitive service positions, comparable to that enjoyed by separated employees from other federal agencies.

The Library also proposes new appropriation language to address the requirement specified in the Cooperative Acquisitions Program Revolving Fund legislation (CAP), Public Law 105–55, that the revolving fund receive its own audit by March 31 following the end of each fiscal year. The Library requests that the March 31 audit requirement be rescinded and that the CAP be subject to the same audit requirement as the Library's other revolving funds.

CONCLUSION

We are deeply grateful for what Congress has already created and admirably sustained. New investments will enable us to continue providing the Congress with comprehensive nonpartisan research, and the nation with the wonderful learning resources that digital technology is delivering to schools, libraries and homes. Appropriations for today's Library will be investments in tomorrow's minds, in our future creativity, and in America's global leadership well into the information age.

Thank you, Madam Chairwoman.

OPEN WORLD LEADERSHIP CENTER

Madam Chairwoman, Mr. Allard, and other Members of the Subcommittee, I appreciate the opportunity to submit testimony on the Open World Leadership Center's budget request for fiscal year 2008. The Center, whose board of trustees I chair, conducts the only exchange program in the U.S. legislative branch and has hosted 11,794 leaders from Russia, Ukraine, Georgia, Moldova, and other post-Soviet states to date. All of us at Open World are very grateful for the continued support in the legislative branch and for congressional participation in the program and on our governing board. We look forward to working with you on the future of Open World.

Open World has a U.S. hosting network of hundreds of local nongovernmental and governmental organizations and more than six thousand volunteer host families, enabling us to continue to bring large numbers of emerging young post-Soviet leaders to the United States. Program participants come to discuss topical issues of mutual interest and benefit, such as ways of containing the avian flu, developing environmentally responsible public policy, and improving educational curricula in primary and secondary schools. They meet with Americans who share their interests and are often eager to partner with them on collaborative projects.

The following statement by U.S. District Judge Stephen P. Friot of Oklahoma, who hosted five prominent Russian judges for Open World in 2006, effectively captures the impact of this program on both U.S. hosts and foreign visitors: "The opportunity to learn about the judicial system of the Russian Federation made hosting Open World delegates one of the most enriching professional experiences I have ever had. Russian and American judges face similar problems, and programs like Open

World help us overcome them by providing the opportunity to learn with each other and from each other."

In 2006, after seven years of operation, Open World assessed its accomplishments and completed a new strategic plan under the leadership of former U.S. Ambassador to Russia James F. Collins, one of our longest-serving trustees. The plan envisions expanding the Open World Program to all the countries of Eurasia [1] and the Baltic States by fiscal year 2011. Expansion programs are already under way in five new countries: Azerbaijan, Georgia, Moldova, Kyrgyzstan, and Tajikistan. One result of this expansion is that Open World will reach many more Muslims. Some 30 million Muslims live in the countries participating in Open World 2007, more than double the Open World 2006 figure of 14 million.

The Center's budget request of $14.4 million for fiscal year 2008 (Appendix A) reflects an increase of $0.54 million (4.0 percent) over fiscal year 2007 funding. This funding will enable the Center to continue its proven mission of hosting young leaders from Russia and Ukraine; conduct programs in our five new expansion countries, in accordance with recommendations from Members of Congress and directives from the Board of Trustees; and respond to any requests for small-scale, preliminary expansion to additional countries made by the Board of Trustees in consultation with the Appropriations Committees.

PROGRAM MISSION AND STRATEGIC PLAN

The Open World strategic plan, completed in 2006, adopted the following mission statement:

To enhance understanding and capabilities for cooperation between the United States and the countries of Eurasia and the Baltic States by developing a network of leaders in the region who have gained significant, firsthand exposure to America's democratic, accountable government and its free-market system.

In light of this mission, Open World will continue to bring emerging leaders from this region to the United States, while endeavoring to foster lasting ties and ongoing cooperation between Open World delegates and their American hosts and professional counterparts. The program seeks to nurture civic and political environments where civil society develops not only from the top down, but also from the ground up and the periphery in. This goal is furthered by developing a network of leaders who regularly communicate and collaborate with fellow citizens and American peers on concrete projects.

The Open World strategic plan focuses on building and strengthening a network of American and foreign community leaders through both enhancing existing ties and forming new ones. It also stresses the importance of measuring progress quantitatively by numbers of partnerships, joint projects, and ripple effects, and by tracking how they grow and strengthen.

Open World's core competency lies in identifying promising young leaders, matching them with capable and appropriate U.S. host organizations, and networking them with their American counterparts. Open World has developed close coordination with U.S. Embassies and various nominating organizations. Wherever possible, Open World tries to complement other U.S. government-funded programs as well as other initiatives in Open World countries that involve U.S. citizens.

For example, Open World joined with the U.S.-Ukraine Foundation to help solidify relations between Omaha, Nebraska, and Artemivsk, Ukraine, which had previously been paired under a foundation program. In December 2006, community leaders in Omaha hosted a delegation of city administrators from Artemivsk, which applied to become a sister city of Omaha as a direct result of the visit. A delegation of Omaha city representatives (including university faculty and students) will make a return visit to Artemivsk in May 2007. Omahans have raised funds in the United States to help renovate an orphanage in Artemivsk this year; and for the first time, a group from the Omaha Ukrainian diaspora is visiting Artemivsk to build ties.

West Jordan, Utah, the sister city of Votkinsk, Russia, provides another example of such an initiative. To help develop projects based on this sister-city tie, Open World made it possible for a competitively selected medical team from Votkinsk to visit West Jordan in September 2006 to learn more about U.S. emergency medical care and community health fairs. One month after returning to Votkinsk, the Open World delegates replicated a community health fair. They invited the mayor of West Jordan as well as a health team from Jordan Valley Hospital to take part in the event. More than 600 Votkinsk citizens attended this one-day event and learned

[1] Eurasia here means Russia, Ukraine, Belarus, Moldova, Armenia, Georgia, Azerbaijan, Turkmenistan, Kazakhstan, Uzbekistan, Tajikistan, and Kyrgyzstan.

about Utah's ties to Votkinsk. Sister Cities International's Utah state coordinator and veteran Open World host Jennifer Andelin had this to say after the trip: "Open World is definitely a program that is positively impacting both Russia and Utah. I often refer to Open World as the 'glue' that holds the Utah/Russia partnerships together."

CALENDAR YEAR 2006 ACTIVITIES

In 2006, Open World brought 1,142 Russians and 223 Ukrainians to the United States for high-level professional programs in 46 U.S. states and the District of Columbia. Out of these: 228 delegates studied rule of law; 279 delegates studied accountable governance; 216 delegates studied women as leaders issues; and 345 delegates studied health, social issues, the environment, and education.

The Open World 2006 programs for Russia and Ukraine focused on overarching themes like accountable governance and rule of law, as well as critical challenges that face both countries and America as well, such as AIDS prevention and emergency preparedness. For instance, a team of Russian avian flu experts came to meet with their counterparts at the Food and Drug Administration, the National Institutes of Health (NIH), and the Centers for Disease Control and Prevention, and spoke at the 2nd Bird Flu Summit in Washington, D.C. The trip initiated an ongoing dialogue between the NIH and Russian laboratories that will lead to cooperative projects as well as a formal cooperative partnership agreement to be signed in spring 2007. (On March 10, 2007, another Open World delegation of Russian infectious disease epidemiologists joined the State of North Carolina, the Scian Institute, and the National Peace Foundation in a "Community Preparedness Planning Template Project" partnership designed to help small and medium-sized communities in the United States and elsewhere develop emergency response plans to deal with pandemics.)

In another example, four high-level government physicians from Russia involved in HIV/AIDS prevention, TB control, forensic medicine, and prison health care visited New Orleans in fall 2006 to learn about operations at counterpart agencies in Louisiana. The delegates toured and had briefings at the Orleans Parish Jail and the state penitentiary in St. Gabriel, took part in informative discussions with the state epidemiologist and the head of the state Tuberculosis Control Program, and visited the Jefferson Parish Forensic Center in Harvey. Staff of the Louisiana State University Health Science Center introduced the Russians to the center's medical training and research programs and juvenile justice program. The delegates praised the program for giving them the opportunity to interact with Louisiana professionals who "have the same positions and work . . . on the same problems" as they do in Russia.

Open World 2006 continued the rule of law program, which has benefited so much from the involvement of U.S. Supreme Court justices and many other prominent members of the American judiciary and has brought nearly 1,100 Russian and Ukrainian judges to the United States. A highlight of last year's program was an exchange for five Ukrainian judges hosted by U.S. District Judge David R. Herndon of East St. Louis, Illinois. Not only did the Ukrainians observe the workings of the U.S. legal system, they also discussed what they saw with key actors in the judicial process. Judge Herndon arranged for them to observe him conduct several sentencings, after which he held a Q-and-A session that included the counsel involved in the sentencing hearings. After observing a jury trial at the Madison County (Illinois) Courthouse, the visiting judges had a "postmortem" with members of the defense's legal team. The Ukrainians also participated in the quarterly administrative meeting for all Southern District of Illinois judges and court staff, giving them invaluable insights into judicial administration in the United States. And during a tour of the Federal Correctional Institution and Camp in Greenville, Illinois, the Ukrainians were able to ask questions not only of the warden but of inmates as well—something still not readily allowed for visitors to their own country.

Open World 2006 also continued the focus on accountable local governance that had been added as a program theme in 2005. The Russians and Ukrainians who participated in these exchanges received practical advice from their American counterparts and onsite insights into how to make local government more open, responsive, and efficient. For example, several small-town mayors from Ukraine spent part of their Open World exchange visiting rural communities outside Lincoln, Nebraska, to see firsthand how these towns used public/private economic development projects to improve quality of life and retain population. Four Russian municipal executives hosted in Parker, Colorado, reviewed the town government's budget and operations with the mayor and two of his top staff, then sat in as the proposed 2007 budget was presented for first reading to the Parker Town Council. Delegates from the formerly closed nuclear city of Zheleznogorsk, Russia, met with the planning directors for their Tennessee sister communities of Alcoa, Maryville, and Blount County to brainstorm ways of making Zheleznogorsk more accessible for trade and travel. And in Springfield, Illinois, Ukrainian city officials interested in zoning issues met with the city's zoning administrator for an interactive session complete with maps and blueprints.

OPEN WORLD IN AMERICA

Open World delegates are hosted by a large and dedicated group of American citizens who live in cities, towns, and rural communities throughout the United States:

—Since Open World's inception in 1999, more than 6,000 U.S. families have hosted participants in 1,575-plus communities in all 50 states.

—Open World's 2006 host families lived in 227 different congressional districts.

American hosts' generosity toward and enthusiasm for Open World are a mainstay of the program. In 2006, interested host communities' demand for Open World visitors was more than double Open World's actual number of program participants. U.S. hosting organizations were prepared to host more than 2,300 Russian participants, well above our funded hosting capacity of 1,150 Russian participants. Americans' enthusiasm for the Open World Program is reflected in their generous giving in 2006 of an estimated $1.6 million worth of in-kind contributions in terms of free accommodations and meals.

The blossoming relationship between Los Alamos, New Mexico, and the formerly closed nuclear research city of Sarov, Russia, offers other examples of the dedication of Open World's American hosts. In September 2006, Open World brought four delegates from Sarov to Los Alamos. As a result of the trip, a videoconference site was organized using equipment donated to Sarov by citizens of Los Alamos. Videoconferences are being used both to organize a 2007 trip to Sarov by Los Alamos firefighters and police officers to discuss how to control wildfire (a major issue of concern in both communities), and to make plans for six children from Los Alamos to attend a summer camp outside Sarov.

Open World delegates have impacted American communities by sharing ideas with their professional counterparts, university faculty and students, governors and state legislators, emergency response crews, and other American citizens in a variety of settings, including group discussions, Rotary Club breakfasts, and town hall meetings.

One Rotarian, Wayne R. Oquin of Houston, Texas, had this to say about the impact of Open World on him as a host:

> On a personal note, I have never been one to push the international side of Rotary. I'm recognized as a community service Rotarian. I must admit that the Open World Program has changed my perspective. I was very apprehensive about my role as an Open World coordinator for my District. It really turned out to be easy, informative and extremely rewarding to me personally. I can honestly say that my time with this Open World delegation has been my most enjoyable week ever spent as a Rotarian.

RESULTS AND IMPACT OF PROGRAM

Open World delegates return to their countries and apply their Open World experience to improve their local communities and regions. For example, an elementary school principal from Tver, Russia, was hosted in November 2004 by the Paso Robles (California) Rotary Club. Upon her return, she instituted a set of reforms based on what she had seen at the Georgia Brown Elementary School in Paso Robles. Among other projects, she started a board of trustees that was chaired by the mother of one of the students at her school. The board, in turn, worked with the principal to add electives to the school curricula, including a course on principles of democracy and election legislation. As a result of these reforms, the Russian Ministry of Education awarded the school a one million ruble prize as one of the "Best Schools of the Year" for 2006.

In another instance, a city administrator from Ulan-Ude visited Louisiana and was inspired to launch a campaign in support of NGOs in her region. During a meeting with the Louisiana Office of Family Support, she was particularly impressed by the role of nongovernmental community organizations such as Louisiana Eastern European Adoptive Families. Upon her return, she teamed up with the first deputy chairperson of her department, another Open World alumna, to promote NGO development in Ulan-Ude. As a result of their teamwork, on October 3, 2006, the City of Ulan-Ude declared 2007 "The Year of Civic Initiatives" and allocated 2.8 million rubles (approximately $106,000) to be distributed among 32 local NGOs to organize 100 different activities and programs throughout this year.

Sometimes results take time to come to fruition. A judge from Barnaul, Russia, visiting Washington, D.C., in 2003 was particularly impressed by the use of information technology in the Superior Court of the District of Columbia. Upon her return, she started to take computer classes and, in 2005, was instrumental in instituting the use of web cameras and computerized court records in her region's supreme court.

In another example, the director of a Yekaterinburg refugee aid organization and a Native American Open World host—who first met during the director's 2004 Open World visit—just partnered on a March 14 videoconference between Native American children in Oklahoma and indigenous children in Ufa-Shigiri, Russia. The videoconference, which was co-hosted by the U.S. Consulate in Yekaterinburg, is intended to be the first in a series of events that will allow these children to share information about their lives, cultures, and aspirations for their communities.

SCOPE OF PROGRAM

In addition to the qualitative assessments described above, the Center also tracks quantitative performance measures to ensure that Open World is focusing on a geographically and professionally broad cross-section of emerging leaders who might not otherwise have the opportunity to visit the United States:

—Delegates have come from all the political regions of Russia, Ukraine, and Lithuania, and from 13 of Uzbekistan's 14 political regions.
—88 percent of Russian participants live outside Moscow and St. Petersburg.
—More than 6,500 federal, regional, and local government officials have participated, including 157 members of parliament.
—The average age of Open World delegates is 38.
—93 percent of delegates are first-time visitors to the United States.
—51 percent of delegates are women.

OPEN WORLD 2007 AND PLANS FOR 2008

In calendar year 2007 we plan to continue bringing Russian political, civic, and cultural leaders, as well as Ukrainian political and civic leaders, to the United States. In addition, through Open World, at least 175 leaders from Georgia, Moldova, Azerbaijan, Tajikistan, and Kyrgyzstan will visit the United States in 2007, virtually all for the first time. Chicago and Atlanta welcomed the first Open World Georgian delegations in early March. The Chicago visitors, all regional and city officials, reported that one of their favorite sessions was a morning spent at the village hall of suburban Bellwood, where they received a comprehensive overview of the town government, participated in lengthy Q-and-A with the mayor and other Bellwood officials, and toured town departments and facilities. Open World's first Moldovan delegations also arrived last month: one, a delegation of senior government and NGO officials, met with their counterparts in Washington, D.C., to explore ways to curb human trafficking. The other group, composed of one federal and three municipal officials, studied public finance with city administrators and economic experts in the Research Triangle area of North Carolina.

Open World administrative activities in 2007 include developing annual plans for 2007–2011 as part of the strategic planning process, and finalizing all assessment tools to measure program successes. Open World will explore ways to recognize some of our most dedicated U.S. hosts, and the Board will consider additional countries for possible inclusion in the 2008 expansion program.

FISCAL YEAR 2008 BUDGET REQUEST

The budget request supports hosting and other programmatic activities at a level of approximately 1,400 participants total. Actual allocations of hosting to individual countries will be determined by the Board of Trustees in consultation with the Appropriations Committees. The requested funding support is also needed to cover anticipated fiscal year 2008 pay increases and the Department of State's obligatory Capital Security Cost Sharing charge for the Center's two Foreign National Staff attached to the U.S. Embassy in Moscow.

Major categories of requested funding are:

—Personnel Compensation and Benefits ($1.379 million)
—Contracts ($8.075 million—awarded to U.S.-based entities) that include:
  —Coordinating the delegate nomination and vetting process
  —Obtaining visas and other travel documents
  —Arranging and paying for air travel
  —Coordinating with grantees and placing delegates
  —Providing health insurance for participants

—Grants ($4.6 million—awarded to U.S. host organizations) that include the cost of providing:
  —Professional programming for delegates
  —Meals outside of those provided by home hosts
  —Local transportation
  —Professional interpretation
  —Cultural activities
  —Administrative support

CONCLUSION

The fiscal year 2008 budget request will enable the Open World Leadership Center to continue to make major contributions to the deepening understanding of democracy, civil society, and free enterprise in a region of vital importance to the Congress and the nation. This Subcommittee's interest and support have enabled this unique program to obtain gratifying results and a special status in the successor states of the USSR.

I thank the Subcommittee for its continued support of the Open World Program.

OPEN WORLD LEADERSHIP CENTER BUDGET FISCAL YEAR 2008

	Description	Fiscal Year 2007 Estimated Obligations
11.1	Personnel Compensation	$1,085,000
12.1	Personnel Benefits	293,700
21.0	Travel	97,500
22.0	Transportation	2,000
23.0	Rent, Comm., Utilities	6,100
24.0	Printing	2,100
25.1	Other Services/Contracts	8,309,500
26.0	Supplies	4,100
31.0	Equipment	
41.0	Grants	4,600,000
	TOTAL, Fiscal Year 2008 Budget Request	14,400,000

PREPARED STATEMENT OF DANIEL P. MULHOLLAN, DIRECTOR, CONGRESSIONAL RESEARCH SERVICE

Madam Chairwoman and Members of the Committee: Thank you for the opportunity to appear before you today to present the fiscal year 2008 budget request for the Congressional Research Service (CRS). I come to you with great appreciation for the support you have given us in past years. Having worked closely alongside Congress for more than 13 years now in my capacity as Director of CRS, I know full well the fiscal pressures under which you must operate, and that frame your deliberations.

FISCAL YEAR 2008 BUDGET REQUEST

The CRS fiscal year 2008 budget request is $108,702,000. This request covers mandatory pay increases for CRS staff, as well as price level increases due to inflation for the goods and services we require in the course of doing our work. We are not asking for any funds for new initiatives or program growth and are undertaking all of our initiatives within current funding.

CRS is appreciative of Congress' continuing support. Even in these times of constrained resources we have managed to sustain our full services to the Congress, serving every Member and congressional committee. Our highest priority is to ensure that Congress has continued access to the nation's best thinking on policy issues, and to that end we devote almost 90 percent of our budget to personnel. Since 1994 we have successfully increased the number of analysts within the organization from 313 to 343, and they along with our information professionals represent 75 percent of our total staff. At the same time, the overall number of CRS staff has declined by about 10 percent.

The pressures and evolving priorities of Congress drive CRS' short- and long-range planning. We strive to strengthen our analytic capacity and the quality of our analysis. We evaluate a host of factors in an effort to target and improve our analyses, including: institutional changes within Congress; demands on Members' time; turnover of Members and staff; complexity and interdependencies of policy issues before the Congress; need for creative new solutions to policy questions; cultural shifts in the United States and abroad; global integration; continuing rapid advances in technology; and growth in information sources.

We stand in direct service to Congress. We continually review our services to improve access, streamline operations, and increase our efficiency. We are: enhancing our website so that you have targeted access to the analysis you need; providing our staff with the research tools they need to accomplish their work; protecting the safety of our staff and ensuring that, if disaster strikes, CRS' services to the Congress will remain available; looking for economies within the organization and efficient ways of undertaking our mission; and minimizing our non-personnel costs through systematic assessments of each program activity and support function.

RESEARCH AGENDA

Congress turns to CRS daily. In fiscal year 2006 we provided over 900,000 services to the Congress. These included more than 65,000 customized products and services such as memoranda, telephone and in-person briefings. In addition, CRS created over 800 new reports, bringing the total number of reports available to the Congress to over 5,800, all available through the CRS website.

As in previous years, in the months before the start of the 110th Congress, our experts from across CRS got together, assessed events here in the United States and around the world, and working closely with every congressional committee, determined the issues that would most likely face this Congress. The result of this and ongoing work is the creation and maintenance of a robust and evolving research agenda framed around almost 150 policy issues. We continue to work alongside you as you identify and clarify policy problems, explore policy options, monitor and assess program implementation, and conduct oversight.

CRS approaches its work with a commitment to serving the Congress and a spirit of collaboration, resulting in research and analyses that are creative, interdisciplinary and insightful. As Congress conducts its deliberations, CRS makes every effort to provide the best thinking on the problems that congressional lawmakers address. To meet these demands, CRS staff must have access to the best research and information resources to provide authoritative analysis whenever and however Congress requires assistance. Thus the Service invests in education and training for staff members to stay current in their respective disciplines, and ensures that staff are challenged and informed by interactions with colleagues in other disciplines.

All this, of course, means nothing unless our analysts also understand the intricacies of the legislative process and remain sensitive to the competing demands on time that Members of Congress juggle day after day. CRS' analysts are therefore educated about the workings of the Congress so that they have a command of Congress as an institution—its rules and procedures—and an understanding of Congress' processes in enacting legislation and in conducting oversight.

CORE VALUES

As Congress adjusts to the changes in the world and CRS realigns its services to meet those changes, our commitment to our core values does not waiver. CRS analysis is renowned for being confidential, objective and authoritative. These core values underscore our service to Congress and remain stable regardless of the changes around us.

In today's marketplace of ideas, we strive to outpace all others. CRS is unique among the legislative branch agencies and like no other think tank, government bureau, or policy organization in the world. According to the guiding principles that Congress set forth when it established CRS in 1914, our sole purpose is to support the United States Congress, serving equally both chambers and both parties on all issues.

I came to this subcommittee in 1996 asking for assistance in addressing the challenge that half of CRS staff would be eligible to retire by 2006. Well, the future is here and thanks to the support the Congress provided for our succession planning, we hired one-third of our staff in the past four years. They are all enthusiastic, highly credentialed individuals, dedicated to public service. Our more tenured staff work closely with these new employees to transfer their institutional memory and expertise in the legislative framework. I tell all new employees that it is an honor to work for the Congress. But it is also a weighty responsibility. And so honoring and applying our core values becomes at once a reward, a challenge, an obligation.

CRS holds confidentiality as its first core value and highest priority. When working with CRS, Congress can access information, dispute it, ask questions about it, knowing that questions and comments are held in the strictest confidence. I am frequently told by Members of Congress that the promise of confidentiality is what keeps them coming back to utilize our services. Members know they can come to us to float an unusual idea or explore issues, and they can do so without question, challenge, or disclosure.

Our second value is objectivity. Because our work is objective and non-partisan, we sit in a unique position. We focus all our efforts on getting you, the Congress, what you need, when you need it—and in a form that works for you. CRS works one-on-one with Members and committees to address specific questions as they arise. Those who choose to reference or distribute our work can do so with confidence, knowing each report we produce is objective and fair.

As CRS provides authoritative and confidential assistance, we are vigilant about our ability to analyze issues without bias or unexamined assumptions. Our outstanding reputation for objective and nonpartisan analysis is hard-won by every one of our policy experts, each and every day.

Finally, CRS ensures that the research and analysis it provides are authoritative. Rigorous research methodologies must be free of built-in bias. Every critical assumption must be presented, explained, and justified. Data anomalies must be investigated and rechecked for appropriateness and applicability. Primary resources are used whenever available, all statements of fact are double- or triple-checked, all sources are documented and appropriately caveated. We at CRS understand that our research and analysis must be authoritative and above reproach if it is to continue to serve as the foundation upon which Congress engages in debate.

Such assurance is critical. For example, as Congress sought to improve preparation for and response to future catastrophes, such as a national flu pandemic, CRS experts assisted with appropriations legislation and oversight. When the House and Senate continued to confront the myriad issues stemming from the government's response to Hurricane Katrina, CRS experts analyzed flood insurance reform and the funding of infrastructure repairs on highways, bridges, ports, and airports. Analysts used mapping software to estimate the characteristics of individuals most likely affected by the storm. We examined the entire range of federal agencies' preparedness and response. For example, in addition to extensive examinations of such agencies as the Federal Emergency Management Agency and the Army Corps of Engineers, CRS prepared analyses on the Department of Housing and Urban Affairs' role in responding to past disasters. This provided precedents and an analytic framework for further consideration of disaster-related housing needs and use of Section 8 housing vouchers.

MANAGEMENT INITIATIVES

In the coming years, CRS will continue to align research capacity to meet congressional needs, to improve congressional access to our services, and to develop tools for our research managers and staff to facilitate their work. This year we will launch a new authoring and publishing system that will reduce the time devoted to writing and publishing reports and memoranda, thus freeing up the time available to CRS analysts to undertake their research. This new tool will standardize the presentation format and enhance graphic capabilities.

In a world of ever-evolving technologies and a constant need for information, CRS is forefront. We plan to enhance our online services—be it podcasts, webcasts, or interactive discussions. For example, mapping and spatial software will allow Congress to manipulate data to determine the possible implications of legislative options for specific populations, regions, industries or economic sectors. In addition to providing Congress with analysis, this next step would make analytic tools available for Congress and staff to use. Another example is a legacy series that will capture the knowledge and institutional memory of our experts before they retire, further preserving their valuable analysis for the Congress and their successors.

CONCLUSION

I wish to thank the Congress for its continuing support for CRS. In keeping with the current fiscal realities, the CRS budget request for fiscal year 2008 does not seek additional funds to support program growth. The Service seeks your support for the mandatory pay increases for CRS staff and price-level increases for goods and services.

These funds will allow CRS to continue serving the legislative needs of the 110th Congress.

PREPARED STATEMENT OF MARYBETH PETERS, THE REGISTER OF COPYRIGHTS, COPYRIGHT OFFICE

Madam Chairwoman, Senator Allard, and other members of the Subcommittee: Thank you for the opportunity to present the Copyright Office's fiscal year 2008 budget request.

The Copyright Office is completing its reengineering project which you have generously supported for the past seven years. In fiscal year 2008 we are returning $10.1 million in non-recurring funding from the Basic Fund that was used for this project. Renewal receipts are decreasing by $850,000. Our mandatory and price level request is $3.4 million, and we request a temporary $1 million increase in offsetting collections authority to use receipts in the no-year account to fund the Office's Records Preservation Project. The net effect of these requests is a $6.6 million decrease in the Copyright Office Basic fund. In addition, we request a $5.6 million decrease in permanent net appropriations spending authority and a corresponding permanent increase in offsetting collections spending authority due to the July 1, 2006, fee increases that bring in more annual receipts. The net impact on the total spending authority is zero.

The Office requests the elimination of the CARP fund since these program activities have been transferred to the Copyright Royalty Judges, an independent entity under the Librarian of Congress. We also request mandatories and price levels for the Licensing Division.

I will discuss these requests in more detail, after I provide some brief highlights of the Office's work and an overview of our accomplishments in reengineering.

REVIEW OF COPYRIGHT OFFICE WORK

Policy and Legal Activities

We continue to work closely with the Senate Committee on the Judiciary; this year the focus is on "orphan works," that is photographs, text and other content for which a user cannot identify or locate the copyright owner. At the request of Senators Leahy and Hatch, the Office conducted a year long study of the problems and potential solutions. Our report, delivered in January 2006, recommended a new section 514 which would allow a good faith user to proceed to use such a work following a reasonably diligent search to locate the copyright owner. If the copyright owner emerged, he would receive reasonable compensation from the user, except in one limited situation. Although no bill was introduced in the Senate last year, the Senate Subcommittee on Intellectual Property held a hearing on April 6, 2006, on our recommended solution; the Associate Register for Policy and International Affairs, the primary drafter of the report, represented the Office. We expect a bill to be introduced in the Senate in the not to distant future, and we are hopeful that it will be enacted.

The Copyright Office participated in numerous multilateral, regional, and bilateral negotiations and U.S. delegations to meetings of international organizations in fiscal year 2006. This included heading the U.S. delegation to the 14th and 15th sessions of the World Intellectual Property Organization's Standing Committee on Copyright and Related Rights, which considered the draft basic proposal for a treaty on the protection of broadcasting organizations.

The Office also continued to assist the Justice Department in a number of important court cases related to copyright or with significant copyright implications, including cases on the copyrightability of settlement prices, the constitutionality of various provisions of the copyright law, refusal to register certain claims, and Supreme Court cases raising antitrust issues.

Registration and Recordation

During fiscal year 2006, the Copyright Office received 594,125 claims to copyright covering more than a million works and registered 520,906 claims, including 20,434 registrations submitted electronically. We recorded 13,016 documents covering more than 350,000 titles of works. During the year, the Office transferred 1,120,791 copies of registered and nonregistered works valued at more than $41 million to the Library of Congress for its collections.

Public Information and Education

The Office logged more than 31 million external hits on key pages of its website during the year—a six percent increase over the previous year. In fiscal year 2006, the Office responded to 338,831 requests for direct reference services, and assisted 8,886 members of the public in person, taking in 12,758 registration applications and 2,463 documents for recordation. The Office answered 106,141 telephone inquiries, 8,380 letter requests, and 29,795 email requests for information from the public.

In response to public requests, the Office searched 12,792 titles and prepared 832 search reports and assisted 8,886 visitors to the Copyright Card Catalog. The Office published twenty issues of NewsNet, an electronic news update about the Copyright Office and copyright-related activities, to 6,333 subscribers.

Licensing Activities

The Licensing Division collected nearly $227 million in royalty payments during fiscal year 2006 and distributed royalties totaling more than $191 million. The division worked on developing options for electronic filing for cable Statements of Account to be tested in a pilot e-filing program, scheduled for fiscal year 2007.

REENGINEERING PROGRAM

The Copyright Office has many to thank for the support we have had during the past seven years for our Reengineering Program initiative. We especially thank the Committee for the support you have given us through appropriations; we thank the Architect of the Capitol for their dedication to completing the facilities work on time and within budget; and we thank the Library's infrastructure units, the labor organizations, and our own staff, whose support has been crucial to our success.

Online service is at the heart of improvements coming to the Office as part of this major reengineering effort. The Copyright Office of the future is scheduled to arrive this year with the full implementation of eCO, the electronic Copyright Office, which combines the efficiency and cost savings of an integrated, enterprise-wide information system with the reach of the World Wide Web. The eCO system will improve the timeliness of our services, increase public access to copyright records, and provide better tracking of individual items in the workflow. At the same time, eCO will greatly enhance our ability to acquire digital works for the Library's collections. This is particularly important since we expect the number of "born digital" works submitted for deposit to trend upward indefinitely.

The Office's implementation efforts in fiscal year 2006 continued to focus on the three components that support the reengineered processes: information technology, facilities, and organization. Because the three components are interconnected and the Office must provide uninterrupted customer service, the Office will implement all components at one time when it switches to new processes in 2007.

Information Technology

At that time, the Office will release eCO Service to the public who can submit applications, deposits, and fees electronically through a portal on the Copyright Office website. This will reduce the paperwork and the effort involved in submitting an application and, as a further incentive, we are proposing to offer a reduced fee for this online registration. A copy of the work being registered can also be uploaded along with the electronic application or submitted separately in hard copy according to the Library's best edition regulation. In addition to reducing the burden for the applicant, online registration will also reduce the cost to the Copyright Office in the long term. For applicants who choose not to use the eCO Service, we will also put in place the capability to process paper applications.

Enhanced online search capability for Copyright Office records will be implemented in 2007 for searching registrations and recordations created since 1978. The eCO Search feature will have the look and feel of the Library's bibliographic record system. The copyright record will clearly delineate the information provided by the applicant and the bibliographic information taken from the deposit copy.

During fiscal year 2008, the Office will refine the information technology processes through adjustments and reconfiguration of the software. Despite the testing and pilot processing that has been done and will continue, the first year of use may be a challenging year as the system is exercised under full load. A help desk will be available to staff and the public to assist them in their use of the new system.

Organization

On the organization front, the Copyright Office presented its reorganization package to the Library's Office of Human Resources Services on November 20, 2006. The package included the plan for the reorganization and 125 new position descriptions that were created to align job duties with our new business processes under reengineering. The Librarian reviewed and approved the reorganization package and implementation will begin almost immediately in order to have staffing completed in time for the move back to the Madison Building. The Office must bargain any impact of the reorganization with the labor organizations.

Training has already begun to provide staff with skills needed in their new positions and will intensify in the spring of 2007. For the past 16 months, examiners and catalogers have been cross-trained to be able to perform both duties in the new registration specialist position. The Office hired a Training Specialist in 2006 and she refined the Training Plan to include methods for training 35 trainers who will in turn train the staff in eCO. Training in soft skills, such as effective communication and team building, was required of the entire staff involved in the reorganization.

Facilities

The project passed two major milestones in fiscal year 2006. First, nearly all staff and contractors moved to swing space locations to permit the renovation of Copyright Office space in the Madison Building. Approximately 75 percent moved to temporary swing space in Crystal City in July 2006; others moved to swing space within the Capitol Hill complex; and a few remained in place until the new space was ready for occupancy. Second, after years of planning, the Architect of the Capitol began the renovation of Copyright Office space in the Madison Building. The Architect of the Capitol is making great progress and remains on schedule to complete the renovation of Copyright Office space in the Madison Building this year. Of particular note, the new Copyright Public Record Reading Room, which houses the Office's card catalog comprising some 30,000 individual catalog drawers in 1,234 cabinets, opened to the public on December 11th of last year. Most Office staff that remained on Capitol Hill during the renovation have already moved into their newly renovated space, and staff currently working in temporary office space in Crystal City will move back to the Madison Building beginning June 1 and ending August 10, 2007.

FISCAL YEAR 2008 BUDGET REQUEST

Reengineering

No new funding is needed for reengineering in fiscal year 2008. Rather, the Office is reducing its offsetting collections authority for reengineering by $6.1 million and its net appropriation authority by $4,036,000 for a total reduction of $10.1 million since most of the reengineering program will be completed in fiscal year 2007 except for the IT system, which will be completed in fiscal year 2008 with adjustments and reconfiguration of the software as necessary.

Renewal Receipts

With respect to renewal registrations, the Office is reducing its offsetting collections authority by $850,000 and reducing staff by five due to the fact that the number of renewal registrations will decrease significantly in fiscal year 2007 and remain at that level or lower from that point on.

When renewal registration was required, the Office annually registered approximately 52,000 claims. Since the enactment of the automatic renewal provision in 1992, the number of renewal claims has decreased each year. In fiscal year 2006, the Office received approximately 8,782 renewal claims bringing in fees of approximately $531,305. In fiscal year 2007, we believe that amount will drop to about $150,000 and continue at that level or lower in fiscal year 2008 and thereafter.

Adjustment of Fees

The Office requests an increase in offsetting collections spending authority of $5.6 million that is matched by a reduction in net appropriation spending authority of $5.6 million due to an increase in its fees in July 2006. In accordance with § 708 of the copyright law, the Office completed a cost study and, for services specifically enumerated in § 708(a)(1)–(9) (statutory fees), submitted the cost study and proposed fee schedule increase to Congress on March 1, 2006. The major change was the increase in the basic registration fee from $30 to $45. Congress took no action and the Office implemented the new fees. The new fees are projected to bring in an additional $5.6 million in receipts.

On February 21, 2007, the Office submitted a second cost study, entitled "Analysis and Proposed Copyright Fee Adjustments," to Congress. The key proposal is a lower fee of $35 for electronic registration. The Copyright Office plans to implement the use of the lower fee service on or after July 1, 2007, to coincide with its transition to the new, reengineered processes and the initiation of eCO Service. The lower fee for electronic filings has been proposed for two reasons. First, the proposed fee adjustment for basic registration filings is being adopted in anticipation of lower processing costs which will be realized once the Office has had an opportunity to fully integrate the new processes. Electronic filings will be processed in fewer steps than paper filings and thus represent a savings to the Office. Moreover, a lower fee will provide applicants with a strong incentive to file electronically.

The impact of electronic filing on the Office will not be known for at least one year. Until that time the Office will be unable to project any fee or staff adjustments.

Copyright Records Preservation

The Office requests $1 million in offsetting collections authority to use no-year receipts to fund the digitization of 70 million pre-1978 copyright records. The key objectives of this record digitization project are (1) disaster preparedness preservation of pre-1978 public records and (2) provision of online access to those public records. Copyright records are vital to the mission of the Library and the Copyright Office and they are important to the public and the copyright industries that are a significant part of the global economy. The pre-1978 records document the ownership and copyright status of millions of creative works. Loss of these sole-copy public records due to a site disaster would trigger a complex and expensive intellectual property ownership dilemma.

The first stage would cost approximately $6 million over a six year period and would achieve the preservation goal and very basic online access. The second stage would add item level indexing, enhanced searching and retrieval, costing between $5 million and $65 million depending on the extent of fields indexed.

CARP

With respect to CARP, the Office is reducing its offsetting collections authority by $297,000 and terminating the CARP Fund.

CONCLUSION

Madam Chairwoman, I ask you to support the fiscal year 2008 Copyright Office budget request for the Basic and Licensing Appropriations of $50.1 million for a permanent decrease in the Copyright appropriations of $6.6 million. Our request includes a non-recurring funding for the Records Preservation Project.

I thank the Congress for its past support of the Copyright Office requests and for your consideration of this request in this challenging time of transition and progress.

LIBRARY ROLE IN DYNAMIC INFORMATION AGE

Senator LANDRIEU. The vote was just called, but we have about 10 or 15 minutes before we have to walk over, so we'll address our questions, and then anything that you all want to submit for the record, please do. And I want to meet with you all personally, in some depth, about some of these issues. Because I want to go on record, as the Chair of this subcommittee that, I don't believe the Library of Congress should be a museum for books.

I believe it should be a leader in a dynamic information age, and I want to support you in that. And I realize that we've had quite a few setbacks with the continuing resolution last year.

But we've got to find a path, reasonable path, forward, and I'm committed to help you do that. I'm not exactly sure how we're going to do it, but I'm personally committed to help you figure it out.

BOOKS FOR THE BLIND

I also want to say, since our time is short, that I've worked with the Federation of the Blind personally now for many years. I'm very familiar with some of their leaders that are here today. I realize that the machine that exists today is very outdated. Millions of visually impaired and handicapped individuals have to use this machine now, and the fact is that there are not many players that even use this kind of technology. It reminds me of what my father still uses to listen to music. He doesn't even have—you know, not every household has an iPod.

But we need to move up, and I want to help you with that. Again, we want to be careful, though, in purchasing technologies with them changing so rapidly, that we'll be in 2 years, stuck with something that's outdated. So, I'd like to ask you more questions about that at a later date.

Senator Allard, what are some of your questions?

Senator ALLARD. Thank you, Madam Chairman.

EVOLVING MISSION

You know, I don't want to see us just collecting books for the sake of collecting books, but I think you need to keep original, old editions, so that you have a good database of information. And, I think you can use technology to make that available for the public.

And I know that Dr. Billington has a huge challenge in prioritizing everything that's going to come into that Library, and how he's going to store it, and what he's making it available to the public electronically, and I sympathize with you. I know that in order to try and meet that challenge, you've been doing some strategic planning, and I want to compliment you on that effort. You've come up, I understand, with a new 5-year strategic plan, and you have used that to develop your 2008 budget, as I understand.

NEW STRATEGIC PLAN

Dr. BILLINGTON. Yes, it's informed by it, but we will derive the 2009 budget from it. The 2008 budget has already been informed by the new plan, with a reduction, for instance, from 18 organization-centric goals of our previous plan to just five strategic goals that are Library-wide. So, we're getting the value of synergy, and we're deriving performance evaluations from the plan. I know that GPRA is an interest of yours——

Senator ALLARD. Here's my question, Dr. Billington—I'd like to have some specific examples of items which were not included in the budget as a result of your strategic planning, can you provide us with those?

Dr. BILLINGTON. I'm sorry, I didn't quite understand the question.

Senator ALLARD. Well, when you set your strategic plan in place——

Dr. BILLINGTON. Yes.

Senator ALLARD [continuing]. Like you said, you started with a list of 18 goals——

Dr. BILLINGTON. Sure.

BUDGET AND LIBRARY-WIDE GOALS

Senator ALLARD [continuing]. And you reduced that down to five or so. I'd like to have an understanding of how you arrived at the five that you have, or however many that you have, but in order to get an understanding of how you arrived at it, my question is this—what items did you not include in your strategic plan?

Senator LANDRIEU. And, Doctor, if you want to answer that you can, both of you can——

Dr. BILLINGTON. Well, Jo Ann Jenkins, our Chief Operating Officer—she certainly can. If you're looking for a detailed answer for the record——

Senator ALLARD. That's probably enough.

Dr. BILLINGTON. All I would say, in a general way, is that we removed goals that were unit-specific, rather than Library-wide. And therefore, in accordance with the five central strategic goals—content, customer, outreach, organization, and workforce—performance will be determined in accordance with those goals, rather than with the greater multiplicity of goals focused on individual organizations.

Now, Ms. Jenkins may wish to add to something more on that, but we will give you a full account of exactly what was, what was eliminated as a result of this reduction in goals.

Senator ALLARD. Okay.

Dr. BILLINGTON. With the increase in accountability, together with the reduction of goals.

Senator ALLARD. And I realize that's a complicated question, and you probably won't be able to provide us in full——

Ms. JENKINS. We'll be more than happy to provide more detailed information for the record. We have a very extensive budget process, and provide recommendations to the executive committee. We weed out probably 80 percent of all requests before we come to the Appropriations Committee to request funds. We'll be more than happy to share.

Senator ALLARD. And, like I say, I know you have a huge challenge, and I am very empathetic to——

Dr. BILLINGTON. The result was reached in a process in which everybody—including myself and Ms. Jenkins—were active participants. All levels of the Library were represented.

Senator ALLARD. Well, that's important.

Dr. BILLINGTON. Yes, sir.

Senator ALLARD. I want to compliment you on that effort, and——

Dr. BILLINGTON. We'll get you those specifics.

PERFORMANCE-BASED BUDGETING

Senator ALLARD. Now, the inspector general, when he did the report on your performance-based budgeting, he stated that you're off to a good start, but yet, there's still challenges ahead that we've got to deal with, and anybody that's worked with performance-based budgeting, knows that it isn't perfect the first time you do it. It's something that grows, and it's something that you learn to work with as you move forward.

I noticed that the Financial Officer disagreed with many of the report's recommendations. For the record, can you provide me a detailed description of how the Library will implement those recommendations from the inspector general?

Dr. BILLINGTON. Ms. Jenkins.

Ms. JENKINS. The inspector general and myself and the Chief Financial Officer (CFO) have met on all of the recommendations that the inspector general reported. I believe that we have reached agreement on how we will implement the recommendations that the inspector general has put forward, from doing performance-based budgeting to how that falls into our annual performance planning. We have already automated for the Library the entire, what we call the AP3, annual program performance planning process, so it is now automated. The point that we're trying to reach is the new levels of documentation of dollar requests to which we can link specific performance indicators, and we're trying to work with the financial accounting system as to how we might track that. I think the inspector general and CFO and myself have reached an agreement of how we will reach that point that we can all live with.

NATIONAL DIGITAL INFORMATION INFRASTRUCTURE AND PRESERVATION PROGRAM RESCISSION AND OTHER PRIORITIES

Senator ALLARD. Very good. And, I appreciate your initial efforts on that.

Now, one more question.

You've asked for $21.5 million to be included in fiscal year 2008 for the NDIIPP, the National Digital Information Infrastructure and Preservation Program. With that being included, your total budget would increase by about 22 percent over the budget we're dealing with now, that's excluding that rescission.

Are there lower-priority activities that you could cut from your budget?

Dr. BILLINGTON. There are other things in the budget that we didn't mention, because we tried to focus on several key priorities.

But, I think projects like the Lincoln Exhibit are essential. We've been cooperating with the Commission for the Lincoln Bicentennial, and we have the basic Lincoln collection, all online, so everyone can get to it. There are other elements of the budget, I'm prepared to respond to them, but that was one I would particularly mention, because, like other needs, it cannot really wait. More than just the Library is involved.

Senator ALLARD. Well, you know, my staff may come back to you on that.

Dr. BILLINGTON. Yes, we'd be happy to——

Senator ALLARD. The subcommittee staff may come back, and try to work with you on that as we kind of filter through this budget, so we can give you the maximum amount we can afford, and get your highest priorities taken care of. And I think both of us are very sensitive to the challenges you face. It's an important institution in this country, but we want to come up with the best program, and so——

Dr. BILLINGTON. We appreciate that, Senator.

Senator ALLARD. Thank you.

ADDITIONAL COMMITTEE QUESTIONS

Senator LANDRIEU. We thank you very much for your testimony this morning, and look forward to working with you on the new initiatives that you've outlined. And, again, I know that you've got a very tough job, Dr. Billington, in working with professional staff to expand the focus of the Library in a new and emerging technological age. You've got a lot of demands on you, but I've got confidence in your leadership and look forward to working with you.

[The following questions were not asked at the hearing, but were submitted to the Library for response subsequent to the hearing:

QUESTIONS SUBMITTED BY SENATOR WAYNE ALLARD

PERFORMANCE-BASED BUDGETING

Question. The Library's Inspector General released a report in October on LOC's efforts in performance-based budgeting. The IG found that LOC's efforts were "a good start but much work remains." The IG found that "the Library's overall budget base is not being "scrubbed." Given the enormous increase you are requesting, it is critical the Library look at its "base" resources and determine whether certain activities are not providing the outcomes we desire. What are your plans to go back and more carefully assess the base budget?

Answer. The Library of Congress has fully embraced the call to implement the spirit of GPRA. We recently revised the Library's Strategic Plan which engaged the Library's senior leadership, including the Librarian, the Chief Operating Officer, the Executive Committee, and senior managers, as well as a cross-section of the Library's subject experts. This process represented an unprecedented level of collaboration, cooperation, consultation and communication across the Library. The new Strategic Plan focuses on long-term strategic results with five Library-wide goals, replacing the previous strategic plan, which had 18 organization-specific goals.

Since completing the new draft Strategic Plan, the Library has implemented strategy mapping for all Library Service/Support Units to link the draft Strategic Plan to our organizations' annual program performance plans. We have also developed an automated database system for managing the annual program performance plan process and ensuring the strategy mapping links are retained in the annual plans. Finally, we are developing a Management Dashboard to track monthly progress in key Library infrastructure operations. The dashboard approach to managing the Library's Strategic Plan and related goals, outcomes and performance targets will eventually be implemented Library-wide.

The efforts detailed above represent the many significant steps the Library has already taken to implement the spirit of GPRA, steps that will ultimately lead to implementing performance-based budgeting (PBB). Although the IG report indicated that "much work still remains," the Library has provided a plan for the next steps in implementing PBB, and the IG has accepted the plan.

Implementing PBB is an iterative process, one that must be built on a solid foundation. The Library has established that foundation in our new draft Strategic Plan, in our Library-wide strategy mapping efforts, in our automation of the annual program performance planning process, and in our more recent efforts to use dashboards to reinforce accountability to the Strategic Plan and to demonstrating results. Other efforts will include a current Library initiative to improve workforce performance management. The Workforce Performance Management Initiative (WPMI) will ensure that workforce planning and management takes the links between the Library's Strategic Plan and organizations' annual performance plans and extends those linkages to the annual performance plans of individual employees. This initiative will be coordinated Library-wide, ensuring that workforce performance management is a central element in the workforce transformation process for the Library.

Another PBB next step will be the Library's effort to use the direction of the new Strategic Plan and the structure of the annual performance plans as the roadmap for formulating the fiscal year 2009 budget request. The five strategic plan goals will provide a framework for analyzing, prioritizing, realigning (where necessary) and defending both our base budget and any new and expanded requests. The annual plans will provide strategies and measurable performance targets which will be the basis for demonstrating results.

The budget formulation process will require each organization to develop resource requirements in accordance with their annual program performance plans and to identify base savings to offset the new and expanded resource needs. Budget requests will be reviewed and approved (or denied) by the Library's Operations Committee, under the direction of the Chief Operating Officer, with recommendations for approval by the Library's Executive Committee and the Librarian. In short, the Library's fiscal year 2009 and future budget requests will fully incorporate both the scrubbing of the base budget and the alignment of resource needs with the goals of the Library's Strategic Plan.

Although we are outlining future steps for implementing the spirit of GPRA at the Library and a more carefully mapped-out format for performance-based budgeting, the Library can provide a number of current examples of how we have been engaged in ongoing efforts to "scrub" our base budget numbers before going to Congress to request additional resources. With respect to the "enormous increase" we have requested in our fiscal year 2008 budget, we would argue that the combined big-ticket items coming together in this one fiscal year's (fiscal year 2008) budget request is the result of an unplanned and unfortunate synchronicity of competing program priorities. Funds requested for the Digital Talking Books request have been in planning, with the full knowledge of the Appropriations Committees, for almost 17 years. The NDIIPP funding request comes as a result of the rescission of $47 million in no-year funding that the Library was on the verge of obligating. The Logistics Center request was a scrubbed resubmission of the Library's fiscal year 2007 budget request. No amount of internal base-budget scrubbing would enable the Library to simply reprogram and absorb these important budget requests.

Finally, while the Library has set as its number one priority to maintain current services funding levels, this funding request does represent the results of a scrubbed budget at many levels throughout the Library. Some examples of our internal efforts to analyze and reprioritize our base budgets follow:

National Library—Basic (Library Services)

Library Services' internal budget development process is designed to meet its highest priorities in an increasingly tight fiscal climate. Library Services divisions submit itemized requests for all budget needs, including contracts, travel, equipment, and new hires. Funding for employees currently occupying positions are considered part of the base.

Through this approach, Library Services has denied an approximate total of $28 million in internal personal and non-personal requests for the past three fiscal years. They have also limited over 215 vacancy requests to internal postings; thus moving existing staff into positions where the need was greatest, rather than hiring new staff from outside the Library.

As part of the fiscal year 2007 Operating Plan, Library Services moved $3.65 million from personnel compensation to GenPac acquisitions to permit the purchase of collections now available that would otherwise be lost to the Library and the Nation. Some of the planned acquisitions are electronic resources that are needed to meet Congressional needs, such as Jane's Information Group (definitive reference source on defense, geopolitics, transport and police), Science Direct (science, technology, and medicine full-text database), and Historical Newspapers (online versions of New York Times and The Washington Post). Secondly, special materials that are now in the hands of private collectors are coming available and the Library must purchase them now. Examples of such collections are the Tony Schwartz Recorded Sound Collection, a unique collection of 30 years' worth of off-air recordings of the sounds of New York City, everything from street noises to campaign films and tapes, to speeches and press conferences; the papers and photographs of African-American photographer, Gordon Parks; and the Zinmann Collection of Americana, a collection of rare American Colonial pamphlets.

Congressional Research Service

CRS incurs a significant personnel cost for research analysts moving through our career ladder promotion plan (GS 11–GS 15) that is not requested in the fiscal year 2008 budget. In order to fund this cost, CRS eliminated lower priority pay requirements in the amount of $155,000.

Rather than requesting additional funding from Congress, CRS made major reductions to its Workspace Transformation Project for improving space utilization and providing a more efficient office layout. The desired plan would have required more than $1.5 million in supplemental funding, with approximately half of that amount needed in the first two years.

The manpower costs for support personnel are being reduced by satisfying near-term needs with individuals hired in positions that have NTE limits of one year or less. This provides the opportunity to accomplish the work while taking steps to improve efficiency and reduce future manpower requirements. Three individuals were hired on this basis in fiscal year 2007 and the money needed for their pay and benefits was budgeted for research analysts in fiscal year 2008.

Law Library

Each year the Library of Congress has attempted to identify and use savings from all sources within the Library's S&E account to address an urgently needed reclassification project critical to providing public access to a significant portion of the Law Library's historic collection.

Other Library S&E

While the Library has requested funding (including mandatory pay and price level increases) to maintain current services funding levels, the Library has repeatedly scoured its base funding in order to identify resources to fund high priority initiatives internally and without seeking additional funding from Congress. The following are among the many examples of such scrubbing of the Library's base budget:

—This year the Library identified the need to perform an agency-wide supervisory training program for all Library managers. This program will cost the Library a total of $345,000, none of which has been included in the budget request.

—Re-equipping the preservation lab in the Madison building. Equipment required to establish a preservation research and testing laboratory that meets requirements for a national preservation program. All upgrades of preservation lab have been accomplished with base funding—$2 million.

—Purchase of shelving and shelf equipment required to help maintain the Library's collections and to help protect against potential damage caused by improper housing of materials—$850,000.

—Books for the Blind and Physically Handicapped program purchase of spare parts for cassette players. Manufacturer will no longer make spare parts for these players. Purchase of existing spare parts will provide sufficient inventory for cassette players as Library transitions from analog to digital technology—$3.28 million.

—Contractual service support to automate the Library's patient management system, to include digitization of medical records—$145,000.

—Improve the Library's environmental and hazardous materials program to meet regulations and requirements on handling and disposal of hazardous waste—$80,000.

—Purchase of Escape Hoods for Library staff—$737,000.

—Human Resources contract for support for retirement benefit counseling—$73,000.

—Purchase of digital video recorders to replace analog recorders in reading rooms. Digital video recording technology enhances security of collections and efficiency of staff time—$250,000.

Finally, as part of an effort to develop an enhanced budget justification, the Library commits to identifying within the fiscal year 2009 (and future) justifications, those specific areas of the budget where programs and initiatives are being reduced in order that other higher priority programs and initiatives may be funded.

NDIIPP

Question. Dr. Billington, I understand that restoring funds to the National Digital Information Infrastructure and Preservation Program is now your highest priority. You have asked that $21.5 million be included in fiscal year 2008 for NDIIPP. This would bring your total budget to $682 million—a 22 percent increase over fiscal year 2007—excluding the 2007 rescission. Are there lower-priority activities which you could cut from your budget?

What has been accomplished to date with NDIIPP?

What would you do with the $21.5 million you are requesting?

Answer. The accomplishments of the national program to preserve the nation's digital heritage are many.

National Digital Preservation Network.—The NDIIPP network of partners has grown to 67 and, with restored funding, will grow to well over 100 and include projects to assist the states in preserving critical state records. This national network, which was Congress's vision for NDIIPP, supports the catalytic basis for NDIIPP and ensures that the sum of what is achieved is greater than the individual parts. The Library is also working with other federal agencies such as GPO and NARA and with the private sector.

Selecting, Collecting and Preserving Content.—Approximately 230 terabytes of born-digital information has been saved by current partners and the Library. NDIIPP has worked with the Congressional Research Service and Law Library to identify content of particular interest to the national legislature. For example:

—The current partners are collecting and preserving information of interest to Congress such as geospatial information, social science datasets, foreign news broadcasts, judicial proceedings and political Web sites.

—The Library has itself collected Web sites relating to national elections, the Iraq war and Hurricane Katrina.

Technical Architecture.—To enable this information to be securely saved, partners have identified models and standards that are flexible and reliable, yet can be used by other institutions. For example:

—The San Diego Supercomputer Center (SDSC) is working with NDIIPP to test the reliability of third-party storage of digital materials. SDSC will host partners' digital content and guarantee data integrity and access. This will enable the NDIIPP partners to remotely access, manage, process, and analyze that content.

Digital Preservation Research.—In concert with the National Science Foundation, the Library has developed the first digital-preservation research grants program. Ten university teams are:

—Working to ensure that what is preserved today does not become inaccessible in the future due to format obsolescence.

—Exploring challenging topics, such as preserving rich oceanographic data from hundreds of deep-sea submersible missions; automating methods to describe digital objects and place them in secure archival storage; testing how to preserve digital video when it is first created; preserving complex three-dimensional digital content such as engineering drawings.

Informing the Public.—The work of NDIIPP has helped to promote a national conversation on the importance of preserving born digital content—not only for archival institutions but also for the general public. For example, major articles on NDIIPP and digital preservation have appeared in:

—The Atlantic Monthly (September 2006)

—The Washington Times (April 26, 2007)

—National Public Radio's "All Things Considered" interviewed Laura Campbell (October 2004) on NDIIPP

—New York Times (September 2004).

Outreach efforts have included:

—Workshops for all 50 states and territories

—Workshops for commercial content distributors and owners

—Workshops for archival institutions

—Workshops with computer scientists and technology companies to address technical challenges.

The new NDIIPP Web site, which has been refocused to appeal to a broader public, now offers a section on "Preserving Your Digital Memories" at http://www.digitalpreservation.gov/you/digitalmemories.html.

The $21.5 million would ensure the future viability of NDIIPP for both current and future partners, by providing funding for:

—Current partners: to continue to select, collect and preserve important born-digital content; and to continue development of a technical infrastructure to provide tools and services to support the network's preservation activities.

—Future partners: States Demonstration Projects will comprise four multi-state initiatives to develop digital archives of at-risk digital content needed as part of a national digital collection. The goal is to build digital repositories among the states and share in costs by leveraging scarce resources.

BOOKS FOR THE BLIND

Question. GAO recently completed a review of the Library's $75 million plan to convert its books for the blind to digital format. No one could disagree that the old cassette players are cumbersome and outdated and need to be replaced with new technology. However, GAO found that the Library's planning and analysis for the new digital talking book was insufficient. The program is already underway, with books being converted to the new "flash memory" format. Do GAO's findings impact your $19 million budget request?

Is it too late to consider GAO's concerns?

What specifically will you do to incorporate GAO's recommendations?

Answer. The Digital Talking Books program has been carefully planned over the last decade. Congress has been informed throughout the process, and based on the plans for converting to digital technology, the last order has been placed for analog machines. The $19 million budget request will allow us to produce a sufficient number of new digital players to meet the first year's needs of the users who depend upon this service. The full $76.4 million is required to fulfill the total requirement and to meet the legislative mandate of NLS.

We are carefully considering GAO's concerns. Deanna Marcum, Associate Librarian for Library Services, met with Linda Koontz, head of the GAO audit team, and Carrie Apostolou, Senate clerk, in April to discuss the best way to proceed in light of the GAO briefing to the Appropriations clerks. Ms. Koontz acknowledged that the flash technology selected for the program is appropriate but noted that NLS has not adequately analyzed commercial options and different distribution systems.

The Library's chief concern is that the program is already in progress. The last order for analog machines has been placed, and without manufacturing new digital machines, we cannot provide equipment to everyone who needs it.

Ms. Marcum agreed that the Library will carefully analyze the broader questions raised by GAO, i.e., how can the new system accommodate rapidly changing technology. GAO is concerned that it is not practical today to try to design a system that has a long life span and believes that the commercial sector is more likely than government entities to incorporate technological improvements more quickly.

GAO was also concerned that NLS assumed the existing distribution system rather than considering new methods. It is the case that NLS assumed the continuing existence of the network of participating libraries having an active role in the Digital Talking Books program. The Library will consider other methods of distribution, but it will also analyze the non-financial, non-technological aspects of having such a network in place to serve the blind and physically handicapped communities.

One of the questions that has been raised consistently is the size of the user population. The Library is conducting the necessary research to provide a definitive answer. The Library is also working with experts to predict the likely changes in the user population over the next several years.

These analyses will be carried out as quickly as possible, but they must not impede the ongoing program of manufacturing new digital players to meet immediate and critical needs of our users. Blind and physically handicapped individuals have been eagerly awaiting this new technology, and we cannot slow progress.

CRS DOCUMENTS ON "GALLERY WATCH"

Question. CRS does not make its documents available to the public—an issue some members have had concerns with. Yet a private organization—"Gallery Watch"—has been able to retrieve CRS reports and make them available to their subscribers. Please explain how these taxpayer-funded reports end up being sold through Gallery Watch and whether you are concerned about it.

Answer. *Availability of CRS Products to the Public*.—As set forth in the Legislative Reorganization Acts, CRS was established as a shared Legislative Branch resource, serving all Members and committees with authoritative, objective, and nonpartisan expertise across the full range of legislative policy issues. It does so in a confidential relationship—a congressional expectation that is clear not only from the legislative history of its creation, but also from annual statutory restrictions placed on publication of its work. The prohibition on publication of CRS products without oversight committee approval has appeared in the annual appropriations acts for the Legislative Branch for more than fifty years. This provision is intended to preserve the role of CRS as a confidential resource solely available to the Congress. The appropriations acts, supplemented by congressional guidance that CRS has received over the years and supported by judicial opinions, leaves to the Members and committees the decision whether, on a selective basis, to place CRS products in the public domain. Members have long made CRS products available to interested persons either directly, by inclusion in congressional publications, or more recently through their office or committee web sites.

Wholesale public dissemination raises several policy, legal, and institutional concerns. Principle among these is the danger of placing CRS, a support agency, in an intermediate position between Members and their constituents instead of preserving the direct relationship between constituents and their elected representatives. This threatens the dialog on policy issues between Members and those they represent that was envisioned by the Constitution. Further, there is a significant risk that wide publication could over time affect the mission and congressional focus of the Service, resulting in products being written with a large public audience in mind and no longer focused solely on congressional needs. Wholesale dissemination would inevitably generate a significant number of comments, questions, and concerns from the public regarding content. In addition to placing a burden on congressional offices, responding to such correspondence would require CRS to shift significant resources away from direct service to the Congress.

There is also a very real concern that the current judicial and administrative perception of CRS as adjunct congressional staff might be altered by congressional authorization of systematic release of CRS products. Such action might put at risk speech or debate protections critical to the maintenance of confidentiality. The Speech or Debate Clause of the Constitution has been interpreted to grant broad immunity to Members and their aides when activity occurs in the performance of "legislative acts." Widespread dissemination of products to the general public would likely be viewed by the courts as an exercise of Congress' representational or informing function for which speech or debate immunity would not be available. Of major concern has been the extent to which a policy permitting significant public dissemination of CRS products might render the protection that the Service currently enjoys under the umbrella of this constitutional protection of Members inapplicable to communications with CRS. Stated simply, if the Service were to become generally known to frequently distribute products directly to the general public, it might lose these constitutional protections regarding even its confidential work, doing irreparable harm to its working relationship with congressional clients.

A frequent lament of proponents of public access to CRS work is that taxpayers fund CRS and therefore deserve to have access to its products. This is an effective "sound bite", but the reality is that Congress appropriates funds for CRS to ensure the most effective research and analytical support for its legislative activities. Just as with Member and committee office staff, Congress' confidential relationship with CRS is critical to that support. It is in this way that Congress and the American taxpayer get the most for their investment.

GalleryWatch.—CRS does not know how GalleryWatch (which is in partnership with Penny Hill Press) obtains its reports. Over the years the Service has made efforts to determine whether the source of CRS products for outside parties is internal to the organization or elsewhere in the congressional community. Whenever CRS has done so (on one occasion at the request of an oversight committee and on another at its own initiative, and with the help of the Library's Office of the Inspector General), the Service has been assured that there was no evidence of improper activities by its own or other Library employees. CRS also has found no basis for concern that its electronic systems might have been compromised and that access to its products has been gained through intrusion into CRS or library systems that are well protected by firewalls. As a result of these efforts, CRS has concluded that it is likely, though not certain, that the source is a person or persons with access to the CapNet and the CRS Web Site, who thereby is able to download products and convey them to a third party (e.g., GalleryWatch). The source could therefore work in any congressional office or for one of the Legislative Branch sister agencies—i.e., anyone with access to the CRS Website.

CRS products are not copyrighted, and are not in the public domain unless and until released by a Member or his/her staff. Any effort to curtail or punish an identified congressional source of the report's dissemination would likely require proof that not only were the products provided, but also evidence of additional factors such as receiving payment for the service, unlawful use of government equipment, use of official time, violation of ethics rules, etc.

As to the comprehensiveness of the GalleryWatch inventory, it appears that they have a regular source that provides reasonably timely copies of our reports. There are gaps however, and some reports do not reflect the most recent updating. CRS continues to have concerns regarding this phenomenon, but it believes that even though many of its reports are made available in this way, it is still in the interest of the Congress to preserve the direct communication between Members and their constituents regarding their policy deliberations and positions. The Service also believes that it is important to preserve an enforceable policy of confidentiality and the role of CRS experts as adjunct staff.

CRS EARMARK REPORTING POLICY

Question. Recently CRS changed its policy with regard to reporting on earmarks. Can you explain what the policy is and why it was changed?

Answer. On February 22, 2007, Director Mulhollan issued a new policy statement explaining why CRS will no longer identify earmarks for individual programs, activities, entities, or individuals. It also stated that, at the request of Congress, CRS can provide information on the allocation or distribution of funds for programs and activities where the allocation or distribution is clear from the public documents, such as the Appropriations Committee reports or the Administration's budget justifications. CRS also will continue to conduct research in the Legislative Information System and other automated systems to identify where funding is specified for particular entities noting limitations of this methodology.

Recent congressional and executive actions make it unnecessary and impractical for CRS to attempt to identify earmarks in appropriations or other laws. In January 2007, the House, Senate, and Office of Management and Budget (OMB) took actions to define, compile, and disclose comprehensive information on earmarks. Specifically, the House agreed to a rules change (H. Res. 6, §404); the Senate passed a bill including rules changes, which has been sent to the House (S. 1, §103); and OMB issued a memorandum for the heads of departments and agencies. CRS determined that these developments made obsolete their research using definitions and methodologies different than those contained in the legislation and OMB memorandum. Additionally, it is not possible for CRS to conduct research on earmarks using the definitions set out by the House, Senate, and OMB. For instance, the House and Senate definition of earmark is (in part) that it is a provision or report language included primarily at the request of a Member, a criterion of which CRS would not have knowledge.

When Congress has determined to use committees or other sub-entities in enforcement of its rules, it has clearly defined their roles (e.g., the two ethics committees, or an impeachment investigatory entity). The congressional rulemaking process is enshrined in the Constitution; Article I, sec. 5, empowers each House to "determine the rules of its proceedings." The courts have held that Congress is the arbiter of the scope and interpretation of its own rules and the exercise of its rulemaking authority is insulated to a large degree from judicial review and other outside interference. Separation of powers animates this balance but it also serves to underscore the plenary nature of congressional rules in ordering the internal operations of Congress, its Members and subunits. The House rule and the Senate proposed rule (contained in S. 1) governing earmarks, vest the responsibilities in the committees and subcommittees. It would not be appropriate for CRS—an entity of the Congress that serves as its adjunct staff—to embark on work that would duplicate the responsibilities described in the rules and, even worse, potentially cause confusion in an area in which the body is seeking clarity.

There is another aspect of earmark research that was considered in establishing this new policy. Earmarks are being defined by both Houses as provisions that are requested by specific Members. The reports required of the requesting Member and the committees include identification of the Member and related financial interests in the project or activity of the Member and his or her family. Thus, each earmark is linked to the Member requesting it, and the rules place certain obligations on that Member which become part of the public record. CRS is prohibited by a longstanding direction of the Joint Committee on the Library from doing research concerning a Member at the behest of another Member. We studiously avoid being placed in a position of collecting information on specific Members or their activities, even basic reference information. While we do at times assist the ethics committees or special investigatory committees with questions of law and the applicability of rules of conduct, our work is carefully generalized and is prepared in a way that is not linked to individual Members.

TEACHING WITH PRIMARY SOURCES

Question. In 2006, permanent authorization was included in the legislative branch appropriations bill for the "Teaching with Primary Sources" program—formerly known as Adventure of the American Mind. This program has been very successful in Colorado, first at Metro State University and now at Northern Colorado University, teaching educators how to use the Library of Congress' online material in their curriculum. Can you describe how you plan to change the program, to broaden its reach to more teachers nationwide?

Answer. The Library seeks to broaden the Teaching with Primary Sources (TPS) program by piloting a regional-center model to award a large number of small grants to new partners in neighboring states, encouraging geographic growth of the program. These regional centers will be located at Metro State University, at Illinois State University, at Waynesburg College in Pennsylvania, and at a location to be determined in the South.

Additionally, an exportable TPS program curriculum will be published this fall and available for download on the TPS Web site, allowing all interested educational institutions to implement the program. An online version of the TPS course will be piloted this summer and available to educators nationwide this fall.

LOGISTICS CENTER

Question. The Library is requesting $43.9 million for a logistics facility. This project was included in last year's AOC budget request but did not get funded. During last year's hearing, we raised questions about the high cost of the proposed facility. We understand that costs have been reduced, but most of the reductions are due to cost deferrals. Does the Library have any further plans to look at the total cost of the proposed logistics center?

Answer. At the request of the Senate Appropriations Clerk during the fiscal year 2007 budget cycle and in response to concerns expressed by the Library's Inspector General, the Library worked closely with the Architect of the Capitol to review and reduce where possible the Library's program and facility requirements, construction costs, and AOC markup costs. Reductions of $12.2 million are reflected in the $43.9 million fiscal year 2008 budget request. A recap of actual cost reductions and deferrals appears below.

Looking for ways to further reduce the total project cost in fiscal year 2008, the Library and the AOC have again reviewed the construction cost estimate, contingencies, and markup to ensure all possible savings have been identified. To this end, the AOC has agreed to consider a construction management plan that utilizes AOC staff rather than outsourcing. The Library is confident the AOC can successfully execute the project with in-house staff, and cites recent and sustained success in construction of Library projects at Fort Meade, NAVCC and the Copyright Office renovation project on Capitol Hill as evidence thereof.

Recap of actual cost reductions and deferrals captured in the fiscal year 2007 budget cycle:

—LOC program reductions of $3 million include elimination of a water leak detection system, elimination of COOP space fit-out, and removal of furnishings, folding partitions and appliances.

—AOC markup reductions of $2.4 million were achieved by restructuring some aspects of project oversight. The U.S. Army Corps of Engineers reduced their fee for construction management by accepting a flat fee rather than a percentage of construction cost, saving $825,474. The AOC plans to hire two temporary employees for project management rather than outsourcing this service, saving $1,605,563. The AOC has agreed to consider all possible savings that could be realized using in-house staff rather than outsourcing. As outlined above, we are confident the AOC can successfully execute the project using internal resources.

—Eliminating shelving from the contract for construction reduces initial cost by $6.81 million and results in cost reductions of $430,000. Savings are realized by purchasing shelving in fiscal year 2010 under a separate AOC contract—outside of the contract for construction—resulting in cost deferral of $6.38 million (includes cost escalation to fiscal year 2010).

—The $43.9 million fiscal year 2008 budget request reflects $12.2 million in LOC and AOC reductions, plus an amount added for cost escalation resulting from delay.

SPACE UTILIZATION

Question. Three years ago, the Library's Inspector General recommended there be an evaluation of the space utilization in reading rooms. Today this evaluation still has not been completed. What progress has the Library made so far in addressing the recommendations in that IG report? What are the Library's milestones for completing this evaluation and making decisions on better utilizing reading room space?

Answer. In March 2004, the Library of Congress' Office of the Inspector General issued Final Audit Report No. 2003–PA–104, Reading Room Space Allocations Should be Re-evaluated. To produce the report, the IG staff conducted a careful audit of floor space considerations in the Library's 23 reading rooms, 16 of which are under the jurisdiction of Library Services. They noted a significant decline in the numbers of patrons visiting the reading rooms since 1993 and as a result, concluded that an underutilization of floor space may have resulted from this decline. However, a lack of consistent and useful statistical data collected by the Library made it difficult to reach definitive conclusions and make strong recommendations as to the potential reallocation of reading room floor space—based on costs, benefits, and other considerations—to offices and collections storage.

The Report's first general recommendation was: obtain more accurate and useful reading room usage data. As a result, on January 3, 2006, all Library Services reading rooms instituted a similar method to measure utilization, resulting in the accumulation of consistent data. All readers are requested to sign in using a daily register kept at the entry of all reading rooms. The register records the patron's name, the time and date of entry, and in many cases his/her research subject. The number of readers accessing the collections through the various reading rooms is now based strictly on the number of daily registrants; hourly counts are no longer made, nor are directional queries tabulated. All divisions report quarterly statistics related to reading room use in an accurate, consistent, and useful manner. Management is now in a position to compare statistics fairly and to make informed decisions as to resource allocation.

The second general recommendation was: analyze reading room requirements. In the 2004 report, the auditors stated that (a) reading room space should be used more efficiently, and (b) Saturday hours should be reconsidered. Efficiency is an essential goal in our public service of the Library's collections—the largest repository of recorded knowledge in the widest variety of languages and formats in human history. Library Services' 16 reading rooms serve the Library's general, area studies, and special format collections—some 129.5 million items (excluding the Law Library). As points of access to these vast and disparate collections, the reading rooms are complex organizations of human and material resources, not measurable only in terms of floor space.

Each individual reading room—for example, the Geography and Map and the Local History and Genealogy rooms—not only serves research materials specific to a subject or a format, but also, through a dedicated staff of scholarly experts, provides in-depth reference services to patrons. Since the Library collects and makes accessible information resources in some 470 ancient and modern languages, the reference and subject specialists of the four international area studies divisions speak, read, and provide assistance in a wide variety of languages. In the African and Middle Eastern Division reading room, recognized as a major world resource center for information on Africa, the Middle East, the Caucasus, and Central Asia, multilingual staff members serve materials from 78 countries recorded in some 35 different languages. Their colleagues in the Asian Division reading room serve textual materials in some 100 languages.

Moreover, a majority of the individual reading rooms are deliberately co-located with the collections they serve, not only to ensure efficiency of public service, but also to provide maximum security for Gold and Platinum-level collections. For example, the Prints and Photographs Division has custody of pictorial materials with a value of $2.2 billion. Its collections storage areas are highly secured and reference staff in the adjacent reading room is carefully trained in format-specific, safe handling techniques, and also in observing patrons to ensure items are not damaged through use or lost through theft. The same conditions of public service efficiency and collections security apply equally to the Music, Manuscript, Map, and Rare Book division reading rooms. The Main Reading Room in the Jefferson Building and the Science and Business Reading Room in the Adams Building do not serve secured, high value special collections. Instead, they are the access points for the general collections.

In recent years, a decline in on-site readership has been experienced by all research libraries. In the digital age, much information (not all of it accurate or authentic) can be easily obtained via the Internet. However, only a tiny fraction of the Library's collections have been digitized. For example, some 11 million digital images of primary source documents (i.e., photographs, manuscript pages, maps) are available online, but only 2,000 of the Library's 29 million books have been scanned so that their full text can be read remotely. To gain full access to the nation's strategic reserve of recorded knowledge, readers must still come to Congress' library and to its various and specialized reading rooms. To make those available resources more widely known and attractive to the American people, the Library in general—and in particular the divisions of the Collections and Services Directorate—must increase public outreach.

As a destination, the Library of Congress will be transformed once the tunnel from the Capitol Visitor Center is opened. The number of visitors is estimated to double to 2.8 million. New exhibits and educational experiences in the Jefferson Building will greatly expand the public's knowledge of the Library's magnificent resources. With the inauguration of the New Visitor Experience (NVE) in 2008, we intend to offer scheduled tours of the Jefferson Building reading rooms to make people aware of the Library's unsurpassed collections and reference services. This will likely have a direct impact in augmenting the number of readers, but we will need to verify such an increase through statistical analysis. The NVE will provide new ways to assess and optimize reading room space.

Nonetheless, Library Services has already studied ways to make more efficient use of existing reading room space throughout the Library. However, we recognize the reprogramming of specialized spaces to new programmatic uses—including the installation of wireless technology to enable patrons to access Internet-based information resources such as electronic databases—will be a highly complicated and expensive task. Large collections will have to be shifted within a stack environment that is already overcrowded. But plans are now underway to enlarge the Performing Arts Reading Room—to date, serving Music Division collections—to incorporate service of the motion picture and recorded sound collections of the Motion Picture, Broadcasting & Recorded Sound Division, whose staff is presently being relocated to the Library of Congress' Packard Campus (NAVCC) in Culpeper, Virginia. Options to consolidate some separate reading rooms into the Main Reading Room are also being explored, as is the possibility of creating a centralized service point for all distributed microform collections. However, given the overriding need to provide efficient and secure service of the Library's disparate collections, and specialized and multilingual reference assistance, there will always be a requirement to have numerous reading rooms.

One of the recommendations of the Final Audit Report was to develop a decision model for determining reading room, as well as office and collections storage, space requirements. However, Library Services decided to continue to use existing pragmatic decision models for determining such requirements. Determining the efficient use of all Library spaces, both on-site and off, will soon be enhanced by the introduction of a new, electronic planning tool—a Web-based Computer Assisted Facility Management (CAFM) program—now being populated with data and tested by Facility Design & Construction, Facility Services, Integrated Support Services.

The single most important milestone for completing an evaluation of reading room space is the effect on the Library's programs of the NVE, due to open in the Jefferson Building in 2008. With the increase in visitors and an expanded awareness of the Library's research resources, we anticipate a rise in readership and need to at least maintain current levels of service in the reading rooms. At the same time, there may be an institutional demand for more existing spaces to be programmed for exhibits. This will necessitate re-evaluating the use of present reading rooms. Square footage is but one of a complex of resources and requirements to ensure effective service in a reading room. Nonetheless, it is a primary consideration for Library Services as we continually adjust our collections and public service in an environment of physical, societal and technological change.

CONCLUSION OF HEARINGS

Senator LANDRIEU. Meeting recessed.

[Whereupon, at 10:49 a.m., Thursday, May 3, the hearings were concluded, and the subcommittee was recessed, to reconvene subject to the call of the Chair.]