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104th Congress, 2d Session - - - - - House Report 104-885

REPORT ON THE ACTIVITIES
OF THE
COMMITTEE ON HOUSE OVERSIGHT
OF THE
HOUSE OF REPRESENTATIVES
DURING THE
ONE HUNDRED FOURTH CONGRESS



JANUARY 2, 1997.—Committed to the Committee of the Whole House on the State of the Union and ordered to be printed

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LETTER OF SUBMITTAL

JANUARY 2, 1997.

Hon. ROBIN H. CARLE,
Clerk of the House of Representatives,
Washington, DC.

DEAR ROBIN: Pursuant to Clause 1(d) of rule XI of the Rules of the House of Representatives, I hereby submit to the House a report on the activities of the Committee on House Oversight for the 104th Congress, including the Oversight Plan for the 104th Congress.

With best wishes,
Sincerely,

BILL THOMAS, *Chairman.*

Attachment.

ESTABLISHMENT OF THE COMMITTEE

The Committee was created on January 4, 1995, and is successor to the Committee on House Administration, which was created on January 2, 1947 as part of the Legislative Reorganization Act of 1946. This Act combined the Committee on Accounts, Enrolled Bills, Disposition of Executive Papers, Printing, Election, Election of the President, Vice President, and Representatives in Congress, and Memorials. Between January 2, 1947 and January 4, 1995, the jurisdiction of the Committee was amended to include the House Restaurant System, parking facilities, House Beauty Shop, campaign contributions to candidates for the House, resolutions authorizing committees to employ additional professional and clerical personnel, and the Committee shared jurisdiction with the Post Office and Civil Service Committee on matters relating to compensation, retirement and other benefits of Members, officers and employees of Congress.

Upon adoption of the Rules of the House of Representatives for the 104th Congress, the Committee responsibility for authorizing payment of expenses was expanded to include all staff salaries for any committee, commission, or other entity (except the Committee on Appropriations) for a Congress. The Committee's jurisdiction was also broadened, as a result of the elimination of the Post Office and Civil Service Committee, to include the Commission on Congressional Mailing Standards. Responsibility for erection of monuments to the memory of individuals was transferred to the Committee on Resources. In the 104th Congress, there were no subcommittees.

COMMITTEE JURISDICTION

The Committee on House Oversight is a standing committee of the House of Representatives. The powers and duties of the Committee include the statutory responsibilities of the predecessor committee, the Committee on House Administration, as determined by the Legislative Reorganization Acts of 1946 (Public Law 79-601) and 1970 (Public Law 91-510), and the Rules of the House of Representatives adopted on January 4, 1995. The Committee on House Oversight, which consists of 12 members, has jurisdiction and related functions assigned by House Rule X, clauses 1, 2, 3, and 4; and all bills, resolutions, and other matters relating to the following subjects shall be referred to the Committee:

1. Appropriations from accounts for committee salaries and expenses (except for the Committee on Appropriations), House Information Systems, and allowances and expenses of Members, House Officers and administrative offices of the House.
2. Auditing and settling of all accounts described in subparagraph (1).

3. Employment of persons by the House, including clerks for Members and committees, and reporters of debates.

4. Except as provided in Rule X, clause 1(q)(11), matters relating to the Library of Congress and the House Library; statutory and pictures; acceptance or purchase of works of art for the Capitol; the Botanic Gardens; management of the Library of Congress; purchase of books and manuscripts.

5. Except as provided in Rule X, clause 1(q)(11), matters relating to the Smithsonian Institution and the incorporation of similar institutions.

6. Expenditures of accounts described in subparagraph (1).

7. Franking Commission.

8. Matters relating to printing and correction of the Congressional Record.

9. Measures relating to accounts of the House generally.

10. Measures relating to assignment of office space for Members and committees.

11. Measures relating to the disposition of useless executive papers.

12. Measures relating to the election of the President, Vice President, or Members of Congress; corrupt practices; contested elections; credentials and qualifications; and Federal elections generally.

13. Measures relating to services to the House, including the House Restaurant, parking facilities and administration of the House Office Buildings and the House wing of the Capitol.

14. Measures relating to the travel of Members of the House.

15. Measures relating to the raising, reporting and use of campaign contributions for candidates for office of Representative in the House of Representatives, or Delegate, and of Resident Commissioner to the United States from Puerto Rico.

16. Measures relating to the compensation, retirement and other benefits of the Members, officers, and employees of the Congress.

In addition to its legislative jurisdiction under the preceding provisions (and its general oversight function) the Committee has the function of:

1. Examining all bills, amendments, and joint resolutions after passage by the House and, in cooperation with the Senate, examining all bills and joint resolutions which shall have passed both Houses to see that they are correctly enrolled, forthwith presenting those which originated in the House to the President of the United States in person after their signature by the Speaker of the House and the President of the Senate and reporting the fact and date of such presentation to the House; and

2. Providing policy direction for, and oversight of, the Clerk, Sergeant-at-Arms, Chief Administrative Officer, and Inspector General.

Finally, the Committee has privilege under House Rule XI, clause 4(a) to report at any time on enrolled bills, contested elections, and all matters referred to it of printing for the use of the House or the two Houses, and on all matters of expenditure of the contingent fund of the House [i.e., accounts for committee salaries

VII

and expenses (except for the Committee on Appropriations), House Information Systems, and allowances and expenses of Members, House Officers and administrative offices of the House], and on all matters relating to preservation and availability of noncurrent records of the House under Rule XXXVI.

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104TH CONGRESS } HOUSE OF REPRESENTATIVES { REPORT
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Mr. THOMAS, from the Committee on House Oversight,
submitted the following

REPORT

REPORT ON THE ACTIVITIES OF THE COMMITTEE ON HOUSE OVERSIGHT DURING THE 104TH CONGRESS

SUMMARY OF 104TH CONGRESS ACTIVITIES

The Committee on House Oversight conducted its work in the 104th Congress according to a philosophy and mandate wholly different from that of its predecessor committee, the Committee on House Administration. As the monthly listing of activities and committee actions show, the Committee's role was one of oversight, not administrative management, of House operations. Responsibility for setting and overseeing policy remained with the Committee, but the Officers of the House were charged with the implementation of those policies. Further, the Committee achieved its goals of transforming this to an "Open House," improving the extent and timeliness of information about those areas in the Committee's jurisdiction to the public, and of reducing costs while maintaining necessary services for all House offices.

MEMBER ALLOWANCES AND HOUSE ACCOUNTS

Under its jurisdictional responsibility for accounts of the House, including Member allowances, the Committee instituted a "no exceptions" policy, ensuring that the regulations, as written, were enforced and that all members of the House were treated equitably. In order to provide further support for Member offices, the Committee spent six months reviewing and then rewriting the "Con-

gressional Handbook.” The resultant “Members Congressional Handbook” adopted unanimously by the Committee in August, 1995, consists of concise, clear regulations to which no exceptions are issued, and which provide Members of the House with the flexibility, authority and responsibility to determine how best they can serve their constituents without enduring the “Committee knows best” patriarchy that previously existed. The Committee also instituted a policy in which no verbal modifications or interpretations of regulations were permitted; any changes or clarification were documented in written memoranda to the House Finance Office, with copies provided to the Minority.

In 1995, the Committee also unanimously approved consolidation of the three previous allowances (Clerk Hire, Official Expense and Official Mail) into one “Members Representational Allowance” providing Member offices with greater flexibility in managing their office budgets. The limit of the Official Mail Allowance, which was reduced by one-third in 1995, was retained but Members were allowed, under the new MRA structure, to spend funds not utilized for mail on other official expenses.

The Committee served as an invaluable resource to Member offices, who routinely seek information and advice to ensure appropriate use of their official funds. During the 104th Congress, the Committee received and responded to an average of 300 phone calls per week, or over 8,000 calls during the two year period, from staff and Members.

In implementing the first public law of the 104th Congress, the Congressional Accountability Act which applies employment laws to the Congress, the Committee played a primary role. It reviewed proposed regulations proposed by the Office of Compliance, and resolutions adopting regulations were approved by the House. The Committee provided advice and counsel to all House offices on the impact of the Act, including holding numerous seminars to provide detailed explanations.

The Committee implemented the first ever biennial committee funding process, saving over \$60 million in taxpayer dollars through reduced committee funding levels and mandating $\frac{1}{3}$ fewer House committee staff, abolishing over 600 positions. By consolidating disparate committee funding sources into one account, the Committee instituted full public disclosure of the costs of committee operations for the first time.

HOUSE ADMINISTRATIVE OPERATIONS

The Committee began the 104th Congress with a new structure for administrative operations. The Office of the Doorkeeper was eliminated, and its primary functions transferred to the Sergeant at Arms.

A new office, the Chief Administrative Officer, was created to manage operations previously held by the Director of Non-legislative and Financial Services. The Clerk of the House maintained the historic role of support for legislative and floor activities, and has in the 104th Congress begun the difficult but important task of migrating House documents from printed to electronic form.

During the historic transition period between the 103rd and 104th Congress, a “Transition Team” drafted a plan and structure

which served as the blueprint for the many reforms the Committee successfully implemented during the 104th. Among these reforms were the privatization of House operations, including the House Beauty Shop, Barber Shop, Postal windows, Postal operations and shoe shine service. A standardized process for fair and open procurement and bidding was instituted, ensuring that the most competitive offer would win the House' business. Overall, reforms implemented by the Committee have resulted in over \$140,000,000 in savings. What was commonly known as the Folding Room was closed in August of 1995, and the House now uses private mailing houses, at standard market rates, for its mailing services. A private contractor operates a House-owned parking lot, adjacent to the Capitol grounds, which is open to the public, and revenues from that parking lot go directly to the Treasury for deficit reduction. The Committee also directed the Architect of the Capitol to halt daily delivery of ice-filled buckets to House offices, a practice that wasted \$500,000 annually.

In the transformation from the "administration" to the "oversight" committee, the Committee delegated authority to the House Officers. Because duplication ended and efficiencies were gained, the Committee reduced its own staff by over 40% from 103rd Congress levels and over 600 positions were eliminated in administrative operations. For example, the predecessor committee reviewed, on average, over 18,000 vouchers per month, which were then reviewed a second time by the House Finance office. The Committee on House Oversight delegated voucher review authority to the Chief Administrative Officer, resulting in greater efficiency and effectiveness for all House offices.

In addition to accomplishing reform of internal operations, the Committee implemented the commitment to a more "open" House. In 1995, the first-ever independent financial and operational audit of the House was conducted under the authority of the House Inspector General. This practice, of a transparent and open financial statement issued by the people's House continued in the second session and is planned for each subsequent year. The Committee ordered more disclosure of information, including making all mass-mailings available to the public for photocopying and making the amount of each members' Allowance publicly available.

After adopting these reforms, the Committee conducted an exhaustive survey of public laws applicable to the Committee, House Officers and administrative functions of the House. The result was the Administrative Reform Technical Corrections Act (PL 104-186) which clarified, changed or repealed over 250 ambiguous or unnecessary statutes.

TECHNOLOGY AND ELECTRONIC COMMUNICATIONS

Greater emphasis on utilization of new technologies was a hallmark of the Committee's work in the 104th. A Computer Information and Services Working Group was formed from the Committee membership and enormous time and resources were dedicated to assessing options and deciding on a standard platform and messaging system upon which the House can build 21st Century systems. This effort was in addition to work with the Library of Congress and the U.S. Senate to implement the THOMAS system, providing

legislative information to the public, on-line and in a timely fashion, and to work towards a common solution across all legislative branch entities for the transfer and publication of information in electronic form.

The Committee adopted regulations governing the committee and member use of informational pages on the World Wide Web, to provide guidance to Member offices and to provide incentives for the House to use this new tool for communication with the public.

The Committee also approved the Clerk's plan to implement a Document Management System, to install the infrastructure and technology necessary for committees and other House offices to make legislative and other information, previously only available in printed form, available electronically.

LEGISLATIVE ACTIVITIES

The Committee exercised active oversight of other entities within its jurisdiction, the Library of Congress, the Smithsonian Institution and the Government Printing Office. Hearings were held, legislation reported and issues examined which lay the groundwork to ensure prudent use of taxpayer funds in these operations in the future.

A new standard for the dismissal of contested elections was established by the Committee, requiring that credible allegations of fraud or irregularities likely to change the outcome of an election should prevent dismissal of a contested election. This standard provides greater fairness to challengers, more rights to the minority party and preserves the original intent of the Federal Contested Election Act—to promote and ensure honest elections.

The operations of the Federal Election Commission were examined, and authorized, with specific directions to increase funding of computerization which is necessary to accomplish the goals of greater and more timely disclosure to the public of campaign contributions and expenses. The Committee passed and the President signed a measure which requires the Federal Elections Committee to permit electronic filing of campaign reports beginning in 1997.

A series of hearings were held to examine the myriad and complex issues of financing federal campaigns, resulting in campaign finance reform legislation which was considered by the House and robustly debated throughout the country.

As an appendix to this report, a sample of formal announcements and Dear Colleague letters sent to House members, announcing the Committee's progress and changes during the 104th Congress, are attached.

OVERSIGHT PLAN FOR THE 104TH CONGRESS

Pursuant to House Rule X, clause 2(d)(1), the Committee on House Oversight held a meeting that was open to the public on February 8, 1995. With a quorum present the following oversight plan for the Committee during the 104th Congress was adopted.

ACCOUNTS OF THE HOUSE

Conduct a review of official allowances of Members to identify potential cost savings and streamline administration.

Review committee accounting procedures to ensure consistency with any accounting changes in the House.

Conduct a review, and assess impact, of biennial and consolidated funding resolutions for committees, commissions, and other entities.

Receive and review comprehensive financial and operational audits of the House; investigate any irregularities uncovered; implement required improvements.

OVERSIGHT OF THE HOUSE OFFICERS

Evaluate the assignment of functions and responsibilities to the House Officers and provide for transfer, consolidation and similar restructuring to increase efficiency and accountability in House operations.

Sergeant-at-Arms

Review of security operations in the House, including the House chamber, the galleries, the Capitol, House Office Buildings, and Capitol Grounds.

Examine measures relating to the United States Capitol Police, arrest powers and jurisdiction, and terms and conditions of employment.

Review of semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.

Clerk of the House

Complete review of functions and administrative operations assigned to the Clerk.

Review of semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.

Chief Administrative Officer

Complete review of functions and administrative operations assigned to the CAO.

Review of procedures for processing vouchers and related documents; review of procurement guidelines and procedures.

Review of semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.

Inspector General

Review and evaluate audit reports and proposed audit plans.

ELECTIONS, VOTER REGISTRATION, AND CORRUPT PRACTICES

Conduct a review of current operations of the Federal Election Commission and evaluate possible changes to improve efficiency, strengthen enforcement of the Federal Election Campaign Act, and improve procedures for the disclosure of contributions and expenditures.

Review state and Federal activities and cost in connection with the National Voter Registration Act. Examine reforms that could

cut costs and improve voter registration procedures, particularly with regard to strengthening protection against fraud.

Examine options for improvement of the contested elections process and amendments to the Federal Contested Election Act.

Examine evidence of fraud in the conduct of Federal elections and evaluate measures to improve the integrity of the electoral process.

OFFICIAL MAIL ALLOWANCE AND FRANKING GENERALLY

Review proposals to reform funding of mail sent by Members, and regulations governing such mailing, and to expand current prohibition on mass mailings 60 days before a primary or general election.

Review proposals to increase frequency of disclosure of franked mail costs.

OVERSIGHT OF THE GOVERNMENT PRINTING OFFICE

Conduct hearings on the restructuring of government printing and the dissemination of government information to the public, especially in electronic form.

Review and evaluate proposals for expanding the use of private printers for the printing of government documents.

OVERSIGHT OF THE LIBRARY OF CONGRESS

Review and evaluate proposals for increasing public access to government information, especially in electronic form.

OVERSIGHT OF THE SMITHSONIAN INSTITUTION

Review issues related to funding, programs, and public exhibits.

SERVICES PROVIDED BY THE ARCHITECT OF THE CAPITOL

Review operations of the Architect to increase efficiency, reduce costs, and to achieve streamlined operations and consolidation of duplicative services provided by other entities.

COMMITTEE ON HOUSE OVERSIGHT—SUMMARY OF OVERSIGHT ACTIVITIES

104TH CONGRESS

First session

The Committee met on January 11, 1995 for organizational purposes for the 104th Congress. The following actions were taken:

New Committee Rules were adopted.

The Chairman reported on the use of interim authority.

Introduced House Officers for the 104th Congress: Reverend Ford (Chaplain of the House), Ms. Robin H. Carle (Clerk of the House), Mr. Bill Livingood (Sergeant at Arms of the House), Mr. John Lainhart (Inspector General), Mr. Scot Faulkner (Chief Administrative Officer of the House).

Agreed to a Committee Resolution to provide for payment for earned accrued leave to terminated employees of the 103rd Congress.

Abolished Legislative Service Organizations (LSOs) and adopted regulations governing Congressional Member Organizations (CMOs).

Agreed to a Committee Resolution which delegated administrative authority for processing vouchers and payroll to the Chief Administrative Officer.

Established guidelines for the procurement of goods and services for the House.

Considered the Inspector General's request for authority to proceed with fulfilling the requirements of House Resolution 6, Section 107 (House Audit).

Made appointments to the Office of Fair Employment Practices.

Made appointments to the Commission on Congressional Mailing Standards.

Reviewed the status of contested elections arising from the 1994 election cycle.

Issued a statement of intent on the Joint Committee on Printing and the Joint Committee on the Library of Congress, indicating that the Majority is committed to making changes and moving forward in this area in concert with the Minority.

Chairman presented a draft calendar of committee business through June 30, 1995.

The Committee met on February 8, 1995. The following actions were taken:

Passed H. Con. Res. 20, authorizing the use of the Rotunda for a Ceremony Honoring Victims of the Holocaust.

Established the 1995 Official Mail Allowance.

Agreed to a Committee Resolution to set the allocation at 45% of the maximum statutory authorization. This represents a $\frac{1}{3}$ cut from 1994 Member mail allowances.

Formed Task Forces from within the Committee's membership to consider filing under the Federal Contested Election Act (2 U.S.C.S 381 et seq.) for the following Districts: 2nd District of Connecticut, 36th District of California, 2nd District of New Hampshire, 7th District of North Carolina.

Approved four contested elections contracts and one general elections issue contract for the Committee on House Oversight majority.

Adopted revised regulations governing Congressional Member Organizations, in place of regulations governing Legislative Service Organizations.

Adopted an interim subscription and publication policy.

Approved the Committee's oversight plan for the 104th Congress.

Proposed and approved a budget for 1995-1996. The request was a significant decrease from 1994 expenditure levels. The total budget authority decreased by 36.6% from 1994 expenditures. The Minority received $\frac{1}{3}$ of the funds authorized for the committee. Additionally, dates for hearings on and consideration of resolutions to fund other committees of the House were established.

A Computer Working Group was established to develop information technology policy for the House.

House Inspector General, John Lainhart, submitted a report to the Committee regarding the status of his actions to date on the House Audit.

Adopted guidelines for the processing of vouchers and similar documents which delegated administrative authority to process vouchers and similar documents relating to the accounts specified in clause 1(h)(1) of rule X of the Rules of the House of Representatives to the Chief Administrative Officer.

Appointed Members to the Joint Committee on Printing and the Joint Committee on the Library of Congress.

Adopted a Comparability Wage Adjustment for the Capitol Police to raise the salaries of the House-side Capitol police to that of the Senate-side.

Adopted a new policy requiring that committees must pay for executive branch detailees out of their allotted funds.

The Honorable Jim Nussle, appointed by the Speaker to head the Transition Team for the 104th Congress, gave a brief overview to the Committee on the progress of the transition from immediately after the election until the present.

The Honorable Bill Livingood, Sergeant at Arms, presented a statement regarding the status and function of the Office of the Sergeant at Arms.

The Committee met on February 28, 1995 to consider testimony on H. Res. 107, the Committee Funding Resolution. The Committee heard testimony from the chairman and ranking minority members of the following House committees concerning their proposed budgets for the 104th Congress:

- The Committee on House Oversight
- The Committee on Ways and Means
- The Committee on Agriculture
- The Committee on Commerce
- The Committee on National Security
- The Committee on Rules
- The Committee on Transportation
- The Committee on International Relations
- The Committee on Government Reform and Oversight
- The Committee on Veterans' Affairs

The Committee met on March 1, 1995 to consider testimony on H.Res. 107, the Committee Funding Resolution. The Committee heard testimony from the chairman and ranking minority members of the following House committees concerning their proposed budgets for the 104th Congress:

- The Committee on Judiciary
- The Committee on Economic and Educational Opportunities
- The Committee on Intelligence
- The Committee on Small Business
- The Committee on Standards of Official Conduct
- The Committee on Resources
- The Committee on Science
- The Committee on Banking and Financial Services
- The Committee on the Budget

The Committee held a meeting and mark-up on March 8, 1995. The following actions were taken:

Reported H. Res. 107, providing amounts for the expense of certain committees of the House of Representatives in the 104th Congress, favorably to the House. A 30% reduction in Committee funding from the 103rd Congress was achieved.

Passed H. Res. 65, a resolution designating certain rooms in the U.S. Capitol after Robert Michel, former Republican Minority Leader of the House.

Scot Faulkner, the Chief Administrative Officer, presented to the Committee a preliminary structure of the Office of the Chief Administrative Officer, which was created at the beginning of the 104th Congress.

Robin Carle, Clerk of the House of Representatives, appeared before the Committee to discuss the functions and activities of the Office of the Clerk.

Approved one contested elections contract for the Committee on House Oversight majority and five contested elections consultant contracts for the Committee on House Oversight minority.

The Contested Elections Task Force on New Hampshire's 2nd Congressional District met on March 15, 1995 and voted unanimously to dismiss the election contest. Members of the Task Force included Mr. Boehner (Chairman), Mr. Ehlers and Mr. Jefferson.

The Contested Elections Task Force on Connecticut's 2nd Congressional District met on March 23, 1995 and a majority voted to deny Congressman Gejdenson's motion to dismiss the contest. Members of the Task Force included Ms. Dunn (Chairman), Mr. Ney and Mr. Hoyer.

The Committee held a hearing and mark-up on April 4, 1995 on the FY 1996 Federal Election Commission Authorization.

The Committee held a hearing on Franking Reform on April 5, 1995 at which Members of the House testified about their initiatives, ideas and legislation regarding use of the Frank.

The Task Force on the Contested Election in California's 36th Congressional District met on May 9, 1995. The Task Force agreed to a motion to allow a more definite statement to be filed. Members of the Task Force included Chairman Thomas, Mr. Diaz-Balart and Mr. Pastor.

The Committee met on May 10, 1995. The following actions were taken:

- Revised procurement guidelines for the Chief Administrative Officer, which were initially approved by the Committee on January 11, 1995.

- Adopted new guidelines for the Procurement of Equipment, Software, and Related Services.

- Extended House telecommunications contract with AT&T.

- Approved staffing plan for the Clerk of the House and the Sergeant at Arms.

- Dismissed the Election Contest in New Hampshire's 2nd Congressional District.

- Mr. Ehlers gave an update and distributed a summary on the activity of the House Computer Working Group.

- Chairman Thomas announced that by letter dated April 5, 1995, a majority of the committee directed the Architect of the Capitol to stop the daily delivery of ice to House offices.

The Committee met on May 23, 1995. The following actions were taken:

Agreed to a resolution adopting a parking policy, rules and operating regulations, transferred operational and financial responsibility for parking from the CAO to the Sergeant at Arms, and the CAO retained responsibility for parking and issue of parking stickers only until the function is fully transferred to the Sergeant at Arms.

Agreed to a resolution to end lease of and appropriated funding for parking lot #6, as of October 1, 1995 and authorized the Chairman to work cooperatively with the House Office Building Commission and the Architect of the Capitol to secure a contract to make Lot #5 available to the public for parking.

Agreed to a resolution to authorize the Chairman to issue and prepare regulations, in consultation with the Ranking Minority Member, for a fee for delivery of inside mail.

Agreed to a resolution which directs the CAO to contract, utilizing CAO funds, for a pilot program for audio transmission of committee hearings, subject to review and approval of Chairman, in consultation with the Ranking Member.

Agreed to a resolution directing the CAO to prepare and issue a request for proposals, within 30 days, for the operation of the House Beauty and Barber Shop, subject to review and approval of the Committee Chairman in consultation with the Ranking Minority Member.

Agreed to resolution which directs the CAO to contract for operation of shoeshine service, subject to approval of Chairman, in consultation with Ranking Minority Member.

On June 9, 1995, the Committee held a field hearing in Lumberton, North Carolina, to review the contested election in North Carolina's 7th Congressional District.

The Committee met on June 14. The following actions were taken:

Agreed to a resolution providing for sums as necessary from the current Chief Administrative Officer (CAO) budget for training and outplacement services for employees displaced during the reorganization and streamlining of House operations. The resolution also authorized lump sum payment of accrued leave to House Employees Position Certification Act employees, affected by reforms during the 104th Congress and authorized Officers of the House to employ temporary and part-time employees. The CAO was directed to report to the committee by the 10th of each month on the status of these operations.

Agreed to a resolution which authorized the US Postal Service to operate window facilities within the House and to authorize the issuance of a request for proposals for House Postal Operations.

Agreed to a resolution which authorized the outsourcing of the House Folding Room. The resolution closed in-House operations effective 31 August 1995.

Agreed to a resolution which terminated contracts with the in-House printers as soon as possible under contract terms (effective no later than 31 December 1995).

Agreed to a resolution to downsize and reform operations of the House Recording Studio, requiring savings of \$1,200,000 on an annualized basis no later than August 1, 1995.

Agreed to a resolution which downsized and reformed operations of the House Photography Studio.

Agreed to a resolution which approved the "Office 2000" initiative in concept which set out a plan for greater use of technology and electronic communications in the House.

Agreed to a resolution which approved staffing, reorganization, and renaming of House Information Systems to House Information Resources.

Agreed to a resolution which approved staffing and reorganization of operations under the Chief Administrative Officer.

On June 26, 1995, the Committee held a field hearing in Los Angeles County, California, to review the contested election in California's 36th Congressional District.

The Committee met on July 18, 1995. The following actions were taken:

An overview of the first-ever independent audit of House finances and administrative management was presented by House Inspector General John Lainhart and Craig Silverthorne, Director of Contract Audit Services, Office of the Inspector General. The audit covered the time period of October 1, 1993 through December 31, 1994.

Tom Craren, Engagement Partner, Price Waterhouse testified that the previous accounting system of the House was found to be extremely simplistic, redundant, inefficient, and out-dated. Expenditure rules were inconsistent, waivers to rules granted by the Committee on House Administration were a normal, and detrimental, occurrence. The House lacked a uniform personnel policy and adequate documentation. No centralized procurement process was in place. The House did not meet generally accepted routine financial management standards.

Inspector General John Lainhart testified that the computer systems of the House are incompatible, duplicative and vulnerable to outside access. Consensus was to proceed forward, using the audit as a baseline, to resolve all issues addressed as soon as possible.

The Committee met on July 25, 1995 to hear testimony on voter registration and election fraud. Witnesses included:

Congresswoman Jennifer Dunn requested that a letter sent to her by Ed Munster, contestant in Connecticut's 2nd Congressional District's contested election, be made part of the record.

Tom Harrison, Texas Deputy Assistant Secretary of State and founding President of the National Association of State Elections Directors, provided testimony concerning the process of voting by mail in Texas and the related fraud which included coercion, payments of food, money, or clothing, intimidation, and outright fraud.

Rufus C. Huffman, former Probate Judge and Civil Rights Activist of Bullock County, Alabama, provided testimony on the absentee balloting abuses in Alabama.

Pam Montgomery, representing Citizens for a Better Greene County, Alabama, provided testimony on problems with absentee balloting in Alabama, including intimidation, direct alteration, and fraud.

Becky Cain, President of the League of Women Voters, testified that election mismanagement and fraud can be used to undermine the right to vote.

Sonia R. Jarvis, Professor, George Washington University, testified about the difficulties associated with achieving fair elections.

Priscilla Ferrigino, Town Registrar, New London, Connecticut, was unable to testify as scheduled. Testimony made part of record.

Arizona Secretary of State Jane Dee Hull provided testimony on the costly nature of the National Voting Rights Act ("NVRA"), and noted that the United States Postal Service did not lower election mailing costs as it should have.

Ohio Secretary of State Bob Taft testified regarding Ohio's "first-vote" program in State high schools and the establishment of a voter registration hotline.

Connecticut Secretary of State Miles Rappaport provided testimony in support of the NVRA and current election procedures in Connecticut.

California Secretary of State Bill Jones provided testimony on the necessity for participation by legitimate voters.

The Committee met on August 1, 1995 to hear testimony on reform of laws regulating government printing and information dissemination. The following actions were taken:

Congresswoman Jennifer Dunn testified in support of H.R. 1024, a bill she introduced this Congress which eliminates in-house printing, supports full and open competition, and promotes accurate reporting in this budget category.

Representative Scott Klug testified in support of H. Res. 24.

Public Printer Michael DiMario testified in support of the Government Printing Office ("GPO"), asserting that public competitive bids for printing would compromise quality, timeliness, impede public access, and increase costs.

Sally Katzen, Chairman of the Office of Management and Budget ("OMB"), testified against the law which requires the Executive Branch to print through the Legislative Branch.

Dr. Betty Turock, President of the American Library Association, testified in support of the current methods of information dissemination, and requested additional funding for libraries.

Superintendent of Documents Wayne Kelley described the benefits and detriments of electronic dissemination.

Ray Lawton, President of Printing Industries of America, testified in support of competitive bidding for private printing of government documents.

Fred Antoun of the Government Printing Office Contractors Coalition testified in support of competitive public bidding.

Dave Mason of the Heritage Foundation testified in support of abolishing the GPO.

The Committee met on August 3, 1995. The following actions were taken:

Adopted Committee Order No. 41 which combines the Clerk Hire Allowance, the Official Mail Allowance, and the Official Expenses Allowance into the single Members' Representational Allowance ("MRA").

Agreed to a resolution to adopt the Members' Congressional Handbook, new regulations governing the expenditures of the MRA.

Adopted a policy regarding travel reimbursement.

Agreed to a resolution which directs CAO, in consultation with the Inspector General, to develop comprehensive set of functional requirements for a permanent new Financial Management System for the House and establish a Steering Committee to develop overall goals and funding requirements for the Financial Management System.

Agreed to a resolution which authorizes committees to transfer amounts made available under H. Res. 107 to the Official Mail Allowance.

Approved consultant contract on general election law issues for the Committee on House Oversight minority.

The Committee held a meeting on September 28, 1995. The following actions were taken:

Reported favorably to the House S. Con. Res. 21, Relocation of the "Portrait Monument" to the Capitol Rotunda.

Reported favorably to the House H. Con. Res. 94, authorizing the use of the Capitol Rotunda for a dedication ceremony incident to the placement of a bust of Raoul Wallenberg in the Capitol.

The Committee met on October 25, 1995. The following actions were taken:

Reported favorably to the House H.R. 2527, legislation to provide for electronic filing campaign reports to the FEC.

Reported favorably to the House H.J. Res. 110, 111, 112, and 69, naming citizen regents to the Smithsonian Board of Regents.

Dismissed the election contest in North Carolina's 7th Congressional District.

Approved policies and rate schedules for the Office of Communications Media and Photography Services as proposed by the Chief Administrative Officer.

Agreed to motion authorizing the Capitol Police to issue citations and release individuals charged with a misdemeanor.

Transferred responsibility of the parking employees from the Architect of the Capitol to the Sergeant-at-Arms.

Agreed to proposal of Congressional Research Service ("CRS") to close the Ford reference center, reduce hours of reference centers, reduce/eliminate educational and support briefings.

The Committee met on November 2, 1995 to receive testimony in the first in a series of hearings on campaign finance reform. The subject of the hearing was the role of Political Action Committees in federal elections. Witnesses included:

Speaker of the House Newt Gingrich (R-GA)
 Minority Leader Richard Gephardt (D-MO)
 The Honorable Bob Inglis (R-SC)

The Honorable Andy Jacobs (D-IN)
 The Honorable Paul E. Kanjorski (D-PA)
 The Honorable Rob Portman (R-OH)
 The Honorable Porter J. Goss (R-FL)
 The Honorable Jim Greenwood (R-PA)
 The Honorable Ed Whitfield (R-KY)
 The Honorable Linda Smith (R-WA)
 The Honorable Christopher Shays (R-CT)
 The Honorable Zach Wamp (R-TN)
 The Honorable Nick Smith (R-MI)
 The Honorable Peter G. Torkildsen (R-MA)
 The Honorable Marcy Kaptur (D-OH)
 The Honorable Glenn Poshard (D-IL)

The Committee met on November 15, 1995. The following actions were taken:

Considered and agreed to resolution for adoption of the Information Systems Plan by the Computer Working Group.

Agreed to resolution for adoption of the House Inspector General 1996 audit plan.

Agreed to resolution amending two contested elections consultant contracts for the Committee on House Oversight majority.

The Committee met on November 16, 1995 to receive testimony in the second in a series of hearing on campaign finance reform. The subject of the hearing was the role of Political Action Committees in federal elections. Witnesses included:

The Honorable Wayne T. Gilchrest (R-MD)

The Honorable Jay Dickey (R-AR)

The Honorable Carolyn Maloney (D-NY)

The Honorable John Lewis (D-GA)

The Honorable Rick White (R-WA)

The Honorable Luis Gutierrez (D-IL)

Edward Crane, President, CATO

Steven F. Stockmeyer, Executive Vice President, National Association of Business PACs

Joel Gora, Dean, Brooklyn Law School, American Civil Liberties Union

Ken Parmelee, Vice President—Government Affairs, Rural Letter Carriers Association

Steve Driesler, Sr. Vice President—Government Affairs, National Association of Realtors

Kevin Kincaid, Fire Fighter, Fairfax County, Virginia; Member, International Association of Fire Fighters

Adrienne Baylin, Employee, Baltimore Gas & Electric Company

John Kavanaugh, Kavanaugh's Esquire Club, Member, National Restaurant Association

Nancy Dietz, Teacher—Frederick County School System, National Educational Association PAC

The Committee met on November 30, 1995 to hear testimony on H. Res. 192, legislation which directed House Inspector General John W. Lainhart IV to ensure the completion of the 1994 House audit and report to the Committee on House Oversight on November 30, 1995. The Committee approved without objection a 30 day

extension for the Inspector General to receive responses to inquiries sent to Members and staff.

The Committee met on December 12, 1995 to receive testimony in the third of a series of hearings on campaign finance reform. The subject of the hearing was the role of political parties in federal elections. Witnesses included:

Haley Barbour, Chairman, Republican National Committee
 Donald L. Fowler, National Chair, Democratic National Committee
 Professor Michael Malbin, State University of New York
 Professor Gerald M. Pomper, Eagleton Institute, Rutgers University
 Professor Paul S. Herrnsen, Department of Government and Politics, University of Maryland
 Professor A. James Reichley, Senior Fellow, Graduate Public Policy Program, Georgetown University
 Robert Bennett, Chairman, Ohio Republican Party
 James J. Brady, President, Association of State Democratic Chairs
 Stuart Reges, Former National Director, Libertarian Party
 Kathryn E. Bannan, Republican Party Volunteer

The Committee met on December 13, 1995. The following actions were taken:

Reported favorably to the House H.R. 2739, the Administrative Reform Technical Corrections Act.

Reported favorably to the House H. Con. Res. 106, Usage of the Capitol Rotunda for a ceremony to commemorate the Holocaust Days of Remembrance for victims of the Holocaust.

Agreed to resolution to provide the Committee on House Oversight with interim authority for the time period between the first and second sessions of Congress.

Agreed to resolution to require public disclosure of the Members' Representational Allowance ("MRA") as of the second session of the 104th Congress. The MRA will be published in the quarterly report of disbursements.

Established the amount of the 1996 Members' Representational Allowance.

Agreed to resolution authorizing the task order and contract for the 1995 House audit.

Agreed to a resolution to approve provisional regulations as required by the Congressional Accountability Act and a resolution to approve the same for Joint Entities of the Congress.

Agreed to a resolution to create the Office of House Employment Counsel under the Office of the Clerk.

Agreed to a resolution to terminate all functions of the House Postal Operations and execute the contract with Pitney Bowes Management Services as a result of CAO Solicitation 95-R-003 issued in accordance with the Committee Resolution entitled "Postal Operations" adopted on June 14, 1995 by the Committee on House Oversight.

An update was presented by Tom Anfinson, Associate Administrator, Office of Finance, and Scot Faulkner, Chief Administrative Officer, on the status of the reorganization of the

Finance Office as approved by the Committee on House Oversight on June 14, 1995.

Second session

By a poll of Committee Members, on January 5, 1996, the Committee approved a consultant contract for the Committee on Standards of Official Conduct.

By a poll of Committee Members, on January 25, 1996, the Committee approved a consultant contract for the Committee on House Oversight minority to assist the Minority staff regarding the application of the Congressional Accountability Act to the House of Representatives.

The Committee met on March 12, 1996. The following actions were taken:

Reported favorably to the House H. Res. 377, Committee on Standards of Official Conduct's supplemental funding request.

Considered an original House Resolution for the adoption of regulations implementing the Congressional Accountability Act provisions which became effective January 23, 1996 (House).

Considered an original House Concurrent Resolution for the adoption of regulations implementing the Congressional Accountability Act provisions which became effective on January 23, 1996 (other entities).

Considered and reported favorably to the House H.R. 3058, a Bill to Amend the Uniformed and Overseas Citizens Absentee Voting Act.

Considered and reported favorably to the House S. Con. Res. 344, a resolution to print a historical book on Vice Presidents.

Approved an amendment to the Committee on Standards of Official Conduct's consultant contract.

Approved a contested election contract and a general election issues contract for the Committee on House Oversight majority.

Approved personnel policies for the Officers of the House.

Approved the request for a delay in implementation of the Financial Management System.

Announced the contract for the 1996 House Audit.

The Committee met on March 21, 1996 to receive testimony in the fourth in a series of hearings on Campaign Finance Reform. The subject of this hearing was Influencing Elections: Political Activities of Labor Unions. Witnesses included:

Thomas Durbin, Legislative Attorney, American Law Division, Congressional Research Service, Library of Congress

Paige Whitaker, Legislative Attorney, American Law Division, Congressional Research Service, Library of Congress

Leo Troy, Professor, Rutgers University

Reed Larson, President, National Right to Work Committee

Harry Beck, Plaintiff, *Communications Workers of America v. Beck*

Charlene Harr, Education Policy Institute

Marshall Breger, Professor, Catholic University, Former Solicitor, Department of Labor

On May 1, 1996, the Commission held a mark-up of H. Res. 417, providing amounts for the expenses of the Select Subcommittee on

the U.S. Role in Iranian Arms Transfers to Croatia and Bosnia. The Committee reported H. Res. 417 favorably to the House.

On May 16, 1996, the Committee held a hearing and mark-up on H. Res. 3461, FY '97 Federal Election Commission Authorization. Witnesses included:

Lee Ann Elliott, Chairman
 Scott E. Thomas, Finance Committee Chairman
 Joan D. Aikens, Commissioner

The Committee met on May 23, 1996. The following actions were taken:

Reported favorably to the House H.R. 3491, American Folklife Preservation Act.

Adopted a ban on all unsolicited mass communications occurring within 90 days before an election.

Adopted the *Committees' Congressional Handbook*, regulations governing the expenditure of committee funds.

Adopted a Committee Internet Policy.

Approved a Proposed Document Management System report submitted by the Clerk of the House.

By poll of Committee Members, on June 20, 1996, the Committee approved three consultant contracts for the Committee on International Relations Subcommittee on U.S. Role in Iranian Arms Transfers to Bosnia and Croatia.

By poll of Committee Members, on July 8, 1996, the Committee approved an amendment to a consultant contract for the Committee on Standards of Official Conduct.

On July 10, 1996, the Committee met to mark-up H.R. 3760, The Campaign Finance Reform Act of 1996. The Committee reported H.R. 3760 favorably to the House.

The Committee met on July 31, 1996. The following actions were taken:

Reported an original House Resolution and an original House Concurrent Resolution to approve Office of Compliance regulations relating to section 220(d) of the Congressional Accountability Act to the extent that such proposed regulations are consistent with the Congressional Accountability Act, and to direct the Board of Directors of the Office of Compliance to issue supplemental regulations to implement the requirement that all FSLMR matters be referred to a hearing officer favorably to the House.

Consideration of results of 1995 House Audit. Received an overview of the audit results, financial audit findings and recommendation. Witnesses included: John Lainhart, Inspector General Craig Silverthorne, Director of Contract Audit Services, Inspector General Tom Craren, Engagement Partner for Price Waterhouse Patrick L. McNamee, Audit Director for Price Waterhouse

Approved amendment to consultant contract for the Committee on Standards of Official Conduct.

Approved a consultant contract for the International Relations Subcommittee on Iranian Arms to Bosnia and Croatia.

Approved Web Site regulations for committee and Member offices.

Reported an original House Resolution and an original House Concurrent Resolution to approve Officer of Compliance regulations relating to section 220(d) of the Congressional Accountability Act to the extent that such proposed regulations are consistent with the Congressional Accountability Act, and to direct the Board of Directors of the Office of Compliance to issue supplemental regulations to implement the requirement that all FSLMR matters be referred to a hearing officer favorably to the House.

Agreed to a Committee Resolution regarding Electronic Communications Security, which provides that Members have a reasonable expectation of privacy with respect to all of their electronic communications in the performance of official duties. The Committee met on September 19, 1996. The following actions were taken:

Reported favorably to the House S. 1970, a bill to amend the National Museum of the American Indian Act.

Reported favorably to the House H.R. 4011, the Congressional Pension Integrity Act, as amended.

Reported favorably to the House H.R. 3700, the Internet Fair Elections Act, as amended.

Approved two Minority consultant contracts, one for contested elections and one for general election issues.

Approved by unanimous consent that the Chairman may approve under interim authority, in consultation with the Ranking Member and notice to all Committee members, additional contracts as may be needed, to fulfill the Committee's election responsibilities.

Approved by unanimous consent that the Chairman may approve, in agreement with the Ranking Minority Member, a new contract or amendment to an existing contract for the Committee on Standards of Official Conduct under interim authority.

Granted the Chairman, under interim authority, the authorization to adopt new regulations for the *Member's Congressional Handbook* after review by members of the Committee, and concurrence of the Ranking Minority Member.

The Chairman gave notice regarding the setting of the 1997 Members' Representational Allowance.

Agreed to a Committee resolution which authorizes the Chairman to take such actions as may be necessary on behalf of the Committee to discharge the responsibilities of the Committee for the period between adjournment sine die of the 104th Congress and the beginning of the 105th Congress.

Approved a motion to return proposed regulations relating to the Federal Service Labor Management Relations statutes (§ 220(e) of the CAA) to the Office of Compliance with instructions that regulations must be further reviewed to ensure compliance with federal statute.

On September 25, 1996, the Committee held a Joint Hearing with the Subcommittee on Government Management, Information, and Technology of the Committee on Government Reform and Oversight regarding oversight of the Smithsonian Institution. Witnesses included:

Panel 1: Care of National Air and Space Museum Aircraft Dulles
Extension Facility

Bill Gadsby, Director of Government Business Operations,
General Accounting Office of the United States
I. Michael Heyman, Secretary of the Smithsonian Institution

Panel 2: SIPSS Procurement System Evaluation and
Recommendation

Tom Blair, Inspector General of the Smithsonian Institution
I. Michael Heyman, Secretary of the Smithsonian Institution

On September 30, 1996, the Chairman approved, in agreement with the Ranking Minority Member, an amendment to the Committee on Standards of Official Conduct's consultant contract.

On October 28, 1996, the Chairman, in consultation with the Ranking Minority Member and notice to all Committee members, approved two consultant contracts, one for contested elections and one for general election issues, for the Committee on House Oversight majority and one contested elections consultant contract for the Committee on House Oversight minority.

GENERAL OVERSIGHT ACTIVITIES

Throughout 104th Congress

The following are oversight activities that occurred every month:

Responded to incoming correspondence and phone inquiries regarding the allowance regulations. In response to certain inquiries, the Committee created clarifying policy memoranda to the Finance Office.

Monitored contested elections.

Enrolled bill for the House.

Oversaw the start-up and registration of Congressional Member Organizations, disseminating information and responding to questions accordingly.

Oversaw operations of the Federal Election Commission.

Conducted on-going oversight of and responded to specific requests from the Library of Congress and Smithsonian Institution.

Oversaw operations of the Government Printing Office.

Examined voter registration, overseas voter issues, and campaign finance reform issues.

Reviewed and revised parking allocation and policy.

Responded to questions and provided information regarding the Congressional Accountability Act.

Provided advice to offices on personnel and employment issues, including those relating to the Congressional Accountability Act.

Received and reviewed reports each month from the standing and select committees of the House.

Responded to incoming correspondence and phone inquiries regarding regulations governing the expenditures of committee funds.

Responded to incoming correspondence from communities requesting approval of detailing agreements.

Worked on reforms, reorganizations and policy issues with all House officers.

The Franking Commission reviewed drafts of proposed mass mailings, issued written advisories on approved mailings, answered questions regarding specific mailings as well as general franking regulations and policy.

First session

January 1995

Reviewed funding and staff allocations to conform with the Contract with America's $\frac{1}{3}$ committee staff cut directive.

Met with representatives of all House Committees regarding the budget process.

Archived House Administration files from the 102nd Congress.

Oversaw the elimination of all Legislative Service Organizations, disseminating information and responding to questions accordingly.

Oversaw the implementation of the Library of Congress' THOMAS system, on-line legislative information retrieval system for the public, which went on-line on January 4, 1995.

February 1995

Began working on revision of the Members' Congressional Handbook.

Reviewed funding and staff allocations to conform with the Contract with America's $\frac{1}{3}$ committee staff cut directive.

Met with representatives of all House Committees regarding the budget process.

Archived House Administration files from the 102nd Congress.

Oversaw the implementation of the Library of Congress' THOMAS system, on-line legislative information retrieval system for the public.

Oversaw the elimination of all Legislative Service Organizations, disseminating information and responding to questions accordingly.

Worked with House Officers to reform and reorganize House administrative operations.

Monitored contested elections.

March 1995

Continued working on revision of the Members' Congressional Handbook.

Worked with House Officers to reform and reorganize House administrative operations.

Oversaw the elimination of all Legislative Service Organizations, disseminating information and responding to questions accordingly.

Monitored contested elections.

April 1995

Continued working on revision of the Members' Congressional Handbook.

Worked with House Officers to reform and reorganize House administrative operations.

Monitored contested elections.

May 1995

Continued working on revision of the Members' Congressional Handbook.

Updated, published, and distributed "The Congressional Intern Handbook".

Monitored contested elections.

Gathered information on operation of the National Voter Registration Act and possible related reforms.

Organized the Congressional Intern Lecture Series, which ran from June 5 through August 19, 1995.

Worked on reforms within House Information Resources ("HIR").

Reviewed staffing plans submitted by the Clerk of the House and House Sergeant at Arms.

Worked on the reform of current House procurement procedures.

June 1995

Continued working on revision of the Members' Handbook.

Distributed "The Congressional Intern Handbook."

Monitored contested elections.

Gathered information on operation of the National Voter Registration Act and possible related reforms.

Organized the Congressional Intern Lecture Series, which ran June 5 through August 19, 1995.

Worked on reforms within HIR.

Reviewed staffing plans submitted by the Clerk of the House and the Sergeant at Arms.

Worked on the reform of current House procurement procedures.

July 1995

Continued working on revision of the Members' Congressional Handbook.

Monitored contested elections.

Organized the Congressional Intern Lecture Series, which will run June 5 through August 19, 1995.

Worked on the reform of current House procurement procedures.

Adopted interim leave policies for the Officers.

August 1995

Organized the Congressional Intern Lecture Series, which ran from June 5 through August 19, 1995.

Worked on the reform of current House procurement procedures.

Adopted interim leave policies for the Officers.

Monitored contested elections.

Reviewed the User's Equipment Guide.

Held seminars on the new Members' Congressional Handbook regulations.

Held seminars on the new procedures as a result of the closure of the Folding Room.

Adopted the Beauty/Barber Shop contract to privatize operations.

September 1995

Worked on the reform of current House procurement procedures.

Monitored contested elections.

Held seminars on the new Members' Congressional Handbook regulations.

Held seminars on the new Travel Reimbursement Policy.

Worked with Architect of the Capitol, OSS, and Office of Finance to create a procedure for implementation of the new \$3.30 flag flying fee.

Worked with OSM in establishing Equipment Procurement Guidelines and held seminars on the same.

October 1995

Worked on the reform of current House procurement procedures.

Monitored contested elections.

Distributed newsletters to all congressional offices and Member district offices.

Began revision of the Committees' Congressional Handbook.

November 1995

Worked on the reform of current House procurement procedures.

Continued its revision of the Committees' Congressional Handbook.

Monitored contested elections.

Distributed newsletters to all congressional offices and Member district offices.

Considered legislation to make technical and conforming changes to various provisions of law as a consequence of administrative reforms in the House and notices of proposed rulemaking.

Held seminars on the impact of the Congressional Accountability Act.

December 1995

Worked on the reform of current House procurement procedures.

Distributed newsletters to all congressional offices and member district offices.

Continued its revision of the Committees' Congressional Handbook.

Monitored contested elections.

Held end-of-year budgeting seminars for Member offices.

Set the Members Representational Allowances for 1996.

Continued to study voter registration and overseas voter issues.

Exercised oversight of the Office of Compliance and submitted comments on proposed regulations.

Developed and submitted a model employee handbook and job descriptions to assist House employing offices in compliance with the Congressional Accountability Act regulations to the Office of Compliance for review and comment.

Submitted comments to the Office of Compliance on proposed procedural regulations.

Held seminars on the impact of the Congressional Accountability Act.

Second session

January 1996

Worked on the reform of current House procurement procedures.

Oversaw the first-ever use of simultaneous translation equipment during President Jacques Chirac's address to a Joint Session of Congress.

Participated in seminars sponsored by the Office of Compliance on the impact of the Congressional Accountability Act, which became effective on January 23, 1996.

Held a joint, two day seminar on the Congressional Accountability Act with the Economic and Educational Opportunities Committee.

Distributed a model handbook and job descriptions to assist House employing offices in complying with the Congressional Accountability Act regulations.

Continued working on the revision of the Committees' Congressional Handbook.

February 1996

Distributed the January/February newsletter to Members' Washington, DC and district offices.

Established the fee for use of the Attending Physician.t

Began planning and organizing orientation program for new Members elected to the 105th Congress.

Distributed a model handbook and job descriptions to assist House employing offices in complying with the Congressional Accountability Act regulations.

Began working on the 1997 revision of the Members' Congressional Handbook.

Continued working on the revision of the Committees' Congressional Handbook.

March 1996

Released the *User's Guide to Purchasing Equipment, Software, and Related Services*, effective April 1, 1996. Briefings were held on the *User's Guide* on March 26 and March 28, 1996.

Worked on the reform of current House procurement procedures.

Oversaw the registration of Congressional Member Organizations, disseminating information and responding to questions accordingly.

Distributed a model handbook and job descriptions to assist House employing offices in complying with the Congressional Accountability Act regulations.

Continued planning and organizing orientation program for new Members elected to the 105th Congress.

Continued working on the 1997 revision of the Members' Congressional Handbook.

Continued working on the revision of the Committees' Congressional Handbook.

April 1996

Continued planning and organizing orientation program for new Members elected to the 105th Congress.

Continued working on the 1997 revision of the Members' Congressional Handbook.

Continued working on the revision of the Committees' Congressional Handbook.

Distributed a model handbook and job descriptions to assist House employing offices in complying with the Congressional Accountability Act regulations.

May 1996

Examined proposed rule making by the Board of the Office of Compliance relating to unionization of the Congress.

Continued discussions on voter registration, FEC and campaign finance reform issues.

Continued planning and organizing orientation program for new Members elected to the 105th Congress.

Distributed and held informational briefings on the *Committees' Congressional Handbook* to committee staff.

Held seminars for Member offices on specific issues relating to office operations in an election year.

Prepared and distributed a May edition of the House Oversight Resource newsletter.

Continued working on the 1997 revision of the Members' Congressional Handbook.

Distributed a model handbook and job descriptions to assist House employing offices in complying with the Congressional Accountability Act regulations.

June 1996

Prepared and distributed a June edition of the House Oversight Resource newsletter.

Held seminars for Member offices on specific issues relating to office operations in an election year.

Continued planning and organizing orientation program for new Members elected to the 105th Congress.

Held an informational briefing for committee staff on the *Committees' Congressional Handbook*.

Developed, drafted and explained, in concert with others, The Campaign Finance Reform Act of 1996, H.R. 3760.

Distributed a model handbook and job descriptions to assist House employing offices in complying with the Congressional Accountability Act regulations.

Provided comments on proposed regulations implementing section 220 of the Congressional Accountability Act.

Considered Senate amendments to H.R. 2739, the House of Representatives Administrative Reform Technical Corrections Act.

Drafted legislation to amend title 44 United States Code to reflect changes in printing technologies.

Continued working on the 1997 revision of the Members' Congressional Handbook.

July 1996

Continued working on the 1997 revision of the Members' Congressional Handbook.

Prepared and distributed a July edition of the House Oversight Resource newsletter.

Continued planning and organizing orientation program for new Members elected to the 105th Congress.

Held Internet Regulations seminars.

Distributed a model handbook and job descriptions to assist House employing offices in complying with the Congressional Accountability Act regulations.

August 1996

Continued working on the 1997 revision of the Members' Congressional Handbook.

Prepared and distributed an August edition of the House Oversight Resource newsletter.

Continued planning and organizing orientation program for new Members elected to the 105th Congress.

Distributed a model handbook and job descriptions to assist House employing offices in complying with the Congressional Accountability Act regulations.

Committee staff made a presentation on U.S. election law to Japanese Delegation of State Assembly Members.

Committee staff met with Spanish Senator/Secretary of Elections for the Partido Popular, Jesus Sepulvada Recio.

September 1996

Continued working on the 1997 revision of the Members' Congressional Handbook;

Prepared and distributed a September edition of the House Oversight Resource newsletter.

Continued planning and organizing orientation program for new Members elected to the 105th Congress.

Distributed a model handbook and job descriptions to assist House employing offices in complying with the Congressional Accountability Act regulations.

Continued to study campaign finance reform issues.

October 1996

Continued working on the 1997 revision of the Members' Congressional Handbook.

Continued planning and organizing orientation program for new Members elected to the 105th Congress.

Continued to study campaign finance reform issues, particularly the issue of contributions from foreign sources in U.S. elections.

Distributed a model handbook and job descriptions to assist House employing offices in complying with the Congressional Accountability Act regulations.

On October 28, committee staff met with Mr. Cyril Retan and Mr. Nicholas Genaia, two officers of the Papua New Guinea Electoral Commission to discuss election issues, and the general role of the Federal Government and the Committee in election issues.

On October 31, committee staff met with a delegation from Thailand to discuss the election process in the United States. The members of the delegation were Mr. Kanoksakdi Bhinsaeng, Advisor to the House of Representatives, Standing Committee on Industry, Dr. Viboonpong Poonprasit, professor of American Government and Mr. Chaiya Yimvilai, also a professor of Political Science and American Government.

November 1996

Finalized preparation for 105th Congress New Member Orientation Program.

Organized, set up and operated the Service Center for Members-elect to use during the New Member Orientation Program.

On Saturday, November 16, held the Committee on House Oversight Program for Members-elect, their Spouse and designated aides.

Distributed a model handbook and job descriptions to assist House employing offices in complying with the Congressional Accountability Act regulations.

Continued working on the 1997 revision of the Members' Congressional Handbook.

Researched possible campaign finance reform violations in the 1996 election cycle and potential reforms for the 105th Congress.

Continued to respond to numerous press reports of possible illegal contributions under the Federal Elections Campaign Act through staff investigation and correspondence with potentially affected government and non-government entities.

Researched possible problems with voter registration in the 1996 election cycle and potential reform for the 105th Congress.

Discussed computerization and electronic filing with the FEC.

Sent staff to observe absentee and provisional vote tabulation and election canvass activities in the 42nd Congressional District of California (Brown/Wilde).

Sent staff to observe absentee and provisional vote tabulation and election canvass activities in the 46th Congressional District of California (Dornan/Sanchez).

Sent staff to observe absentee and provisional vote tabulation and election canvass activities in the 6th Congressional District of Massachusetts (Torkildsen/Tierney).

Sent staff to observe absentee and provisional vote tabulation and election canvass activities in the 13th Congressional District of Pennsylvania (Fox/Hoeffel).

Worked with the JFK Assassination Review Board to facilitate disclosure of documents pursuant to the provisions of the Assassination Materials Disclosure Act.

December 1996

Operated a Service Center for retiring Members of Congress and Members-elect.

Continued working on the 1997 revision of the Members' Congressional Handbook.

Prepared and planned for funding of committees for the 105th Congress.

Analyzed House needs for compliance with the access provisions of the Americans with Disabilities Act which become applicable to the House on January 1, 1997.

Evaluated House office compliance with OSHA which becomes effective January 1, 1997.

Distributed a model handbook and job descriptions to assist House employing offices in complying with the Congressional Accountability Act regulations.

Researched possible campaign finance reform violations in the 1996 election cycle and potential reform for the 105th Congress.

Researched possible problems with voter registration in the 1996 election cycle and potential reform for the 105th Congress.

Discussed computerization and electronic filing with FEC.

Sent staff to observe absentee and provisional vote tabulation and election canvass activities in the 46th Congressional District of California (Sanchez/Dornan).

Worked with the JFK Assassination Review Board to facilitate disclosure of documents pursuant to the provisions of the Assassination Materials Disclosure Act.

COMMITTEE ON HOUSE OVERSIGHT—SUMMARY OF LEGISLATIVE
ACTIVITIES

104TH CONGRESS

First session

The Committee met on February 8, 1995. Passed H. Con. Res. 20, authorizing the use of the Rotunda for a Ceremony Honoring Victims of the Holocaust.

The Committee meet on February 28, 1995 to consider testimony on H. Res. 107, the Committee Funding Resolution. The Committee heard testimony from the chairman and ranking minority members of the following House committees concerning their proposed budgets for the 104th Congress:

- The Committee on House Oversight
- The Committee on Ways and Means
- The Committee on Agriculture
- The Committee on Commerce
- The Committee on National Security
- The Committee on Rules
- The Committee on Transportation
- The Committee on International Relations
- The Committee on Government Reform and Oversight
- The Committee on Veterans' Affairs

The Committee meet on March 1, 1995 to consider testimony on H. Res. 107, the Committee Funding Resolution. The Committee heard testimony from the chairman and ranking minority members of the following House committees concerning their proposed budgets for the 104th Congress:

- The Committee on Judiciary
- The Committee on Economic and Education Opportunities
- The Committee on Intelligence
- The Committee on Small Business
- The Committee on Standards of Official Conduct
- The Committee on Resources
- The Committee on Science
- The Committee on Banking and Financial Services
- The Committee on the Budget

The Committee held a meeting and markup on March 8, 1995. The following actions were taken:

- Reported H. Res. 107, providing amounts for the expenses of certain committees of the House of Representatives in the

104th Congress, favorably to the House. A 30% reduction in Committee funding from the 103rd Congress was achieved.

Passed H. Res. 65, a resolution designating certain rooms in the U.S. Capitol after Robert Michel, former Republican Minority Leader of the House.

The Committee held a hearing and markup on April 4, 1995 on the FY 1996 Federal Election Commission Authorization.

The Committee met on August 1, 1995 to hear testimony on reform of laws regulating government printing and information dissemination. The following actions were taken:

Congresswoman Jennifer Dunn testified in support of H.R. 1024, a bill she introduced this Congress which eliminates in-house printing, supports full and open competition, and promotes accurate reporting in this budget category.

Representative Scott Klug testified in support of H. Res. 24.

Public Printer Michael DiMario testified in support of the Government Printing Office ("GPO"), asserting that public competitive bids for printing would compromise quality, timeliness, impede public access, and increase costs.

Sally Katzen, Chairman of the Office of Management and Budget ("OMB"), testified against the law which requires the Executive Branch to print through the Legislative Branch.

Dr. Betty Turock, President of the American Library Association, testified in support of the current methods of information dissemination, and requested additional funding for libraries.

Superintendent of Documents Wayne Kelley described the benefits and detriments of electronic dissemination.

Ray Lawton, President of Printing Industries of America, testified in support of competitive bidding for private printing of government documents.

Fred Antoun of the Government Printing Office Contractors Coalition testified in support of competitive public bidding.

Dave Mason of the Heritage Foundation testified in support of abolishing the GPO.

The Committee held a meeting on September 28, 1995. The following actions were taken:

Reported favorably to the House S. Con. Res. 21, Relocation of the "Portrait Monument" to the Capitol Rotunda.

Reported Favorably to the House H. Con. Res. 94, authorizing the use of the Capitol Rotunda for a dedication ceremony incident to the placement of a bust of Raoul Wallenberg in the Capitol.

The Committee met on October 25, 1995. The following actions were taken:

Reported favorably to the House H.R. 2527, legislation to provide for electronic filing of House reports directly to the FEC.

Reported favorably to the House H.J. Res. 110, 111, 112, and 69, naming citizen regents to the Smithsonian Board of Regents.

The Committee met on November 2, 1995 to receive testimony in the first in a series of hearings on campaign finance reform. The subject of the hearing was the role of Political Action Committees in federal elections. Witnesses included:

Speaker of the House Newt Gingrich (R-GA)
 Minority Leader Richard Gephardt (D-MO)
 The Honorable Bob Inglis (R-SC)
 The Honorable Andy Jacobs (D-IN)
 The Honorable Paul E. Kanjorski (D-PA)
 The Honorable Rob Portman (R-OH)
 The Honorable Porter J. Goss (R-FL)
 The Honorable Jim Greenwood (R-PA)
 The Honorable Ed Whitfield (R-KY)
 The Honorable Linda Smith (R-WA)
 The Honorable Christopher Shays (R-CT)
 The Honorable Zach Wamp (R-TN)
 The Honorable Nick Smith (R-MI)
 The Honorable Peter G. Torkildsen (R-MA)
 The Honorable Marcy Kaptur (D-OH)
 The Honorable Glenn Poshard (D-IL)

The Committee met on November 16, 1995 to receive testimony in the second in a series of hearings on campaign finance reform. The subject of the hearing was the role of political action committees in federal elections. Witnesses included:

The Honorable Wayne T. Gilchrest (R-MD)
 The Honorable Jay Dickey (R-AR)
 The Honorable Carolyn Maloney (D-NY)
 The Honorable John Lewis (D-GA)
 The Honorable Rick White (R-WA)
 The Honorable Luis Gutierrez (D-IL)
 Edward Crane, President, CATO
 Steven F. Stockmeyer, Executive Vice President, National Association of Business PACs
 Joel Gora, Dean, Brooklyn Law School, American Civil Liberties Union
 Ken Parmelee, Vice President—Government Affairs, Rural Letter Carriers Association
 Steve Driesler, Sr. Vice President—Government Affairs, National Association of Realtors
 Kevin Kincaid, Fire Fighter, Fairfax County, Virginia; Member, International Association of Fire Fighters
 Adrienne Baylin, Employee, Baltimore Gas & Electric Company
 John Kavanaugh, Kavanaugh's Esquire Club, Member, National Restaurant Association
 Nancy Dietz, Teacher—Frederick County School System, National Educational Association PAC

The Committee met on November 30, 1995 to hear testimony on H. Res. 192, legislation which directed House Inspector General John W. Lainhart IV to ensure the completion of the 1994 House the audit and report to the Committee on House Oversight on November 30, 1995. The Committee approved without objection a 30 day extension for the Inspector General to receive responses to inquiries sent to Members and staff.

The Committee met on December 12, 1995 to receive testimony in the third of a series of hearings on campaign finance reform. The subject of the hearing was the role of political parties in federal elections. Witnesses included:

Haley Barbour, Chairman, Republican National Committee
 Donald L. Fowler, National Chair, Democratic National
 Committee

Professor Michael Malbin, State University of New York
 Professor Gerald M. Pomper, Eagleton Institute, Rutgers
 University

Professor Paul S. Herrnson, Department of Government and
 Politics, University of Maryland

Professor A. James Reichley, Senior Fellow, Graduate Public
 Policy Program, Georgetown University

Robert Bennett, Chairman, Ohio Republican Party

James J. Brady, President, Association of State Democratic
 Chairs

Stuart Reges, Former National Director, Libertarian Party

Kathryn E. Bannan, Republican Party Volunteer

The Committee met on December 13, 1995. The following actions
 were taken:

Reported favorably to the House H.R. 2739, the Administra-
 tive Reform Technical Corrections Act.

Reported favorably to the House H. Con. Res. 106, Usage of
 the Capitol Rotunda for a ceremony to commemorate the Holo-
 caust Days of Remembrance for victims of the Holocaust.

Second session

The Committee met on March 12, 1996. The following actions
 were taken:

Reported favorably to the House H. Res. 377, Committee on
 Standards of Official Conduct's supplemental funding request.

Considered an original House Resolution for the adoption of
 regulations implementing the Congressional Accountability Act
 provisions which became effective January 23, 1996 (House).

Considered an original House Concurrent Resolution for the
 adoption of regulations implementing the Congressional Ac-
 countability Act provisions which became effective on January
 23, 1996 (other entities).

Considered and reported favorably to the House H.R. 3058,
 a Bill to Amend the Uniformed and Overseas Citizens Absen-
 tee Voting Act.

Considered and reported favorably to the House S. Con. Res.
 344, a resolution to print a historical book on Vice Presidents.

The Committee met on March 21, 1996 to receive testimony in
 the fourth in a series of hearings on Campaign Finance Reform.
 The subject of this hearing was Influencing Elections: Political Ac-
 tivities of Labor Unions. Witnesses included:

Thomas Durbin, Legislative Attorney, American Law Divi-
 sion, Congressional Research service, Library of Congress

Paige Whitaker, Legislative Attorney, American Law Divi-
 sion Congressional Research Service, Library of Congress

Leo Troy, Professor, Rutgers University

Reed Larson, President, National Right to Work Committee

Harry Beck, Plaintiff, *Communications Workers of America*
 v. *Beck*

Charlene Harr, Education Policy Institute

Marshall Breger, Professor, Catholic University, Former Solicitor, Department of Labor

On May 1, 1996, the Committee held a mark-up of H. Res. 417, providing amounts for the expenses of the Select Subcommittee on the U.S. Role in Iranian Arms Transfers to Croatia and Bosnia. H. Res. 417 was reported favorably to the House.

On May 16, 1996, the Committee held a hearing and mark-up on H. Res. 3461, the FY '97 Federal Election Commission Authorization. Witnesses included:

Lee Ann Elliott, Chairman
 Scott E. Thomas, Finance Committee Chairman
 Joan D. Aikens, Commissioner

The Committee met on May 23, 1996. The Committee reported favorably to the House H.R. 3491, the American Folklife Preservation Act.

On July 10, 1996, the Committee met to mark-up H.R. 3760, the Campaign Finance Reform legislation. The Committee reported H.R. 3760 favorably to the House.

The Committee met on July 31, 1996. Reported an original House Resolution and an original House Concurrent Resolution to approve Office of Compliance regulations relating to section 220(d) of the Congressional Accountability Act to the extent that such proposed regulations are consistent with the Congressional Accountability Act, and to direct the Board of Directors of the Office of Compliance to issue supplemental regulations to implement the requirement that all FSLMR matters be referred to be a hearing officer favorably to the House.

The Committee met on September 19, 1996. The following actions were taken:

Reported favorably to the House S. 1970, a bill to amend the National Museum of the American Indian Act.

Reported favorably to the House H.R. 4011, the Congressional Pension Integrity Act, as amended.

Reported favorably to the House H.R. 3700, the Internet Fair Elections Act, as amended.

FLOOR ACTIVITIES

First session

January 5, 1995.—H.R. 1, To make certain laws applicable to the legislative Branch of the Federal Government, called up by the House by rule. The bill passed the House by recorded vote (429–0, Record Vote No. 15).

January 11, 1995.—H.R. 1, read twice in the Senate, placed on Senate Legislative Calendar under general orders (Calendar No. 14).

January 12, 1995.—H.R. 1, laid before Senate by unanimous consent. Senate struck all after the enacting clause and substituted the language of S. 2 amended. This passed the Senate by unanimous consent.

January 17, 1995.—S.2 passed the House by Yea—Nay Vote: 390–0 (Recorded Vote No. 16). Signed by President on January 23, 1995 and became Public Law No. 104–1.

February 24, 1995.—H. Res. 86, a bill appointing members to the Joint Committee on Printing and Joint Committee on Library was passed.

March 8, 1995.—H. Res. 65, a Bill naming rooms in the capitol, ordered to be reported favorably to the House.

H. Res. 107, a bill providing amounts for the expenses of certain committees of the House of Representatives in the One Hundred Fourth Congress, ordered to be reported favorably to the House

March 10, 1995.—H. Res. 107 reported to House (amended) by the Committee

H. Res. 107 placed on House Calendar No. 31

March 15, 1995.—H. Res. 107 called up by House as privileged. The resolution was agreed to in the House, as amended, by a recorded vote of 421–6, Recorded Vote No. 236.

March 30, 1995.—H. Res. 65, a bill naming rooms in the Capitol, considered by unanimous consent and agreed to in the House, as amended.

July 18, 1995.—Introduced and passed House Resolution 192 authorizing additional auditing of the House.

September 29, 1995.—H. Con. Res. 94, Celebration for Raoul Wallenberg was brought to the floor under a unanimous consent request and passed.

September 29, 1995.—S. Con. Res. 21, Relocation of the “Portrait Monument” was brought to the floor under unanimous consent and objections were heard.

November 13, 1995.—H.R. 2527, legislation to amend the Federal Election Campaign Action of 1971 to improve the electoral process by permitting electronic filing and preservation of Federal Election Commission reports was passed by voice vote in the House.

December 19, 1995.—H. Con. Res. 106, a Bill permitting the use of the rotunda of the Capitol for a ceremony to commemorate the Days of Remembrance of victims of the Holocaust was passed by the House of Representatives on a request for suspension of the rules.

Second session

March 19, 1996.—H.R. 2739, the Administrative Reform Technical Corrections Act.

March 26, 1996.—H.J. Res. 168, Waiving certain enrollment requirements with respect to two bills of the 104th Congress.

March 17, 1996.—H. Res. 377, Committee on Standards of Official Conduct’s supplemental funding request.

April 15, 1996.—Floor consideration of H. Res. 400 and S. Con. Res. 51, approving regulations issued by the Board of Directors of the Office of Compliance under the Congressional Accountability Act, and H. Res. 401 requiring the Office of Compliance to issue advisory opinions and requiring prior approval by the Committee for settlement payments.

May 8, 1996.—Floor consideration and passage of H. Res. 417, authorizing funds for the Select Subcommittee of International Relations Committee.

May 14, 1996.—Floor consideration and unanimous passage of H.R. 3058, The Overseas Citizens Voting Rights Act of 1996

July 25, 1996.—Introduced H.R. 3820 which added Worker Right to Know provisions to H.R. 3760.

July 25, 1996.—Consideration of H.R. 3820 Campaign Finance Reform Legislation on the floor.

September 26, 1996.—The House passed S. 1970, Amend the National Museum of the American Indian Act, H.R. 4011, The Congressional Pension Forfeiture Act of 1996, as amended in Committee, and H.R. 3700, the Internet Fair Elections Act, by unanimous consent.

Introduced and passed H. Res. 538, dismissing the contested election case in the 7th Congressional District of North Carolina

Introduced and passed H. Res. 539, dismissing the contested election case in the 2nd Congressional District of New Hampshire.

CONGRESS OF THE UNITED STATES,
HOUSE OF REPRESENTATIVES,
Washington, DC, January 3, 1995.

VERY IMPORTANT NOTICE REGARDING 1995 EXPENSE
REIMBURSEMENTS

Distribute to AAs and Office Managers as necessary!

DEAR COLLEAGUE: One of the primary charges of the Committee on House Oversight is the overhaul of the sometimes confusing and contradictory regulations in *The Congressional Handbook*. A new, clearer system will be unveiled early in 1995 which will reduce voucher processing time and will provide Members with greater authority to manage their offices. There will also be timely public disclosure under the new system, which will affect all House entities, including Leadership, Committees, Member Offices and House Officers.

A review and overhaul of the current system is needed because past Committee on House Administration practice has been bureaucratic and slow. We heard Members' complaints that their ability to make decisions was limited by arbitrary regulations. Members are personally responsible for the expenditure of funds from their allowances, and Republicans believe that, with this responsibility, should also come authority. The authority should not rest in Committee staff or solely with the Chairman.

The Committee will continue to provide advice and guidance during and after the transition to the new system and, as needed, under a streamlined clearer set of regulations. The Committee has established the "Office of Member Services" specifically to be your resource in managing your offices. Call the Committee at our new offices in 1309 Longworth HOB, (phone x5-8281) for counsel or help with any expense reimbursement issue.

Our goal is a streamlined process in which the Finance Office audits and processes reimbursement requests, and the Committee provides advice and guidance. The process of paying your bills will become easier and more efficient.

Equipment procurement, including the "equipment approved list," is another area which the Committee is reviewing. We plan to implement a new procurement process, which will reduce costs and allow greater flexibility, before the end of March. Until then,

the current system, as outlined in *The Congressional Handbook*, will not change.

The information on the reverse of this page is critical for managing this transition.

Again, please contact the "Office of Member Services" at the Committee on House Oversight, 1309 Longworth, x5-8281, with any questions or for more information.

Best regards,

BILL THOMAS,
Chairman-designate, Committee on House Oversight.
JIM NUSSLE,
Chairman, Transition Team.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, January 20, 1995.

ACCRUED LEAVE INFORMATION

DEAR COLLEAGUE: On Tuesday, January 17th the House passed H. Res. 35 to allow Members to pay accrued annual leave, in one lump sum payment, to eligible employees whose employment ends between December 31, 1994 and June 30, 1995.

The following are important procedural notes for Members on how to apply H. Res. 35 to your offices.

The accrued leave resolution does not apply to personal staff terminated during the 103d Congress, nor does it apply to those personal office staff who lost their positions because a Member was not re-elected in November or retired at the end of the 103d Congress.

Members are the "employing authority" for all staff in their offices and, as such, determine accrued leave policy, salaries and employment terms for these employees.

The resolution will allow a Member to pay accrued annual leave for up to 30 days, according to his/her office policy, to an employee who is terminated (during the dates indicated above), in one lump sum payment.

Members may pay this sum by sending a letter, indicating the employee's name, social security number, number of days (no more than 30) and applicable rate of pay directed to the Finance Office (263 Cannon HOB). This information must be provided to the Finance Office at the same time the payroll authorization form, terminating the employee, is submitted. The Committee on House Oversight does not review this paperwork!

As with salaries for Clerk Hire staff, payments for accrued annual leave will be debited from a Member's 1995 Clerk Hire Allowance.

Any employee rehired within the Legislative Branch within 30 days of termination must repay any accrued annual leave payment to the Finance Office.

The process and paperwork for committee staff is different. Staff Directors have been informed in a separate communication on the procedures for committee staff.

If you have any questions, please contact your payroll counselor at the Finance Office or Dan Crowley at Committee Majority staff (x5-8281) or Committee Minority staff (x5-2016)

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, February 3, 1995.

CONGRESSIONAL ACCOUNTABILITY

Members, the Resident Commissioner, Delegates, Committee Chairmen, and House Officers,
House of Representatives,
Washington, DC.

DEAR COLLEAGUE: On January 23, 1995, the President signed the Congressional Accountability Act of 1995 (Public Law 104-1). The Act establishes an Office of Compliance which will issue specific regulations, and which will carry out a program to educate congressional offices.

Congress fails under the laws made applicable by the Congressional Accountability Act according to the schedule shown below. In the interim, there is no change in the manner in which the workplace laws which currently apply to the House (Americans with Disabilities Act, Civil Rights Act, Fair Labor Standards Act, Family and Medical Leave Act, and the non-discrimination provisions in House Rule XLIII § 9 and House Rule LI) are enforced and the existing House Office of Fair Employment Practices will continue to resolve employee grievances.

As of January 23, 1996, House Offices will be accountable under the following laws:

Fair Labor Standards Act of 1938.

Title VII of the Civil Rights Act of 1964 (Equal Employment Opportunities).

The Americans with Disabilities Act of 1990 (other than public service and accommodations provisions).

The Age Discrimination in Employment Act of 1967 (Over 40 years old).

The Family and Medical Leave Act of 1993.

The Employee Polygraph Protection Act of 1988.

Worker Adjustment and Retraining Notification Act (Notice of mass layoffs).

The Rehabilitation Act of 1973 (Affirmative action for handicapped).

Veterans' Reemployment Rights (Chapter 43 of title 38 U.S.C.).

As of October 1, 1996, House Offices will be accountable under the following law:

Federal Labor-Management Relations (Chapter 71 of title 5 U.S.C.).

As of January 1, 1997, House Offices will be accountable under the following laws:

The public service and accommodations provisions of the Americans with Disabilities Act of 1990.

The Occupational Safety and Health Act of 1970.

Contact Dan Crowley of the Committee staff at x58281, or Minority Committee staff at x52061, for additional information.

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, February 9, 1995.

DEAR COLLEAGUE: On February 3, 1995, the Federal Election Commission (FEC) transmitted the regulations that restrict the personal use of campaign funds, with their explanation and justification to the House of Representatives and the Senate.

Following a 30 legislative day waiting period, the FEC will announce a date on which the regulations will actually go into effect. That effective date may well be only a few days after the conclusion of the 30 legislative day waiting period.

The new regulations are based on Section 439a of the Federal Election Campaign Act which limits the use of a candidate's contributions in excess of amounts necessary for the candidate's expenditures.

The language of the FEC's final regulations, and the "Explanation and Justification," that provide more detail, are available from the FEC or the Committee on House Oversight. If you have any questions, contact the FEC directly or call Roman Buhler or Chris Wright at the Committee on House Oversight at 225-8281.

Best regards,

BILL THOMAS,
Chairman, Committee on House Oversight.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, February 10, 1995.

CONGRESSIONAL MEMBER ORGANIZATION REGULATIONS

DEAR COLLEAGUE: At our regular monthly meeting last Wednesday, February 8, the Committee on House Oversight adopted the attached regulations for the operation of Congressional Member Organizations (CMOs). We know that many members have responded to the elimination of LSOs by organizing informal Member organizations to pursue common legislative goals, and these CMO

regulations are intended to help Members in that effort and to provide clear guidance as to what is and is not permissible.

Please note that these regulations replace any previous draft or version you may have reviewed. The Committee worked on a bipartisan basis throughout January to address Members' concerns, and we are proud of the end result, which is attached.

A few key points:

CMOs must register with the Committee on House Oversight by March 1, 1995. The specifics of "what" a CMO is, and the information we ask you to provide is in the regulations.

In accordance with the current regulations in the Congressional Handbook, Members may share official resources, including staff and equipment, according to the specifics in the regulations.

A Member may communicate information about a CMO under his or her frank, or through Inside Mail, according to the specifics in the regulations.

We suggest that you take a few moments and read through these regulations carefully. If you have further questions, contact the majority office (x58281) or the minority office (x52016).

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Minority Member.

COMMITTEE ON HOUSE OVERSIGHT—CONGRESSIONAL MEMBER
ORGANIZATION (CMO) REGULATIONS

Authority

The Committee on House Oversight ("Committee") has jurisdiction over the utilization of Members' official allowances and official resources. In accordance with that jurisdiction, the Committee issues the following regulations for CMOs. Members are advised to contact the Committee on House Oversight, the Franking Commission and the Office of Advice and Education of the Committee on Standards of Official Conduct for information and guidance.

Definition

Members of Congress who wish to join together, in order to share official resources in pursuit of common legislative and research objectives, must register with the Committee on House Oversight as a Congressional Member Organization (CMO).

A CMO is an informal organization of Members who share official resources to jointly carry out activities. CMOs have no separate corporate or legal identity apart from the Members who comprise it.

Members may not utilize their official resources to support the activities of a CMO as an independent, stand-alone, or separate entity. A CMO is not an employing authority, and no staff may be appointed by, or in the name of, a CMO. A CMO may not be assigned separate office space.

A. Registration with the Committee on House Oversight

1. CMO activities must be conducted in accordance with House Ethics rules as set forth in the House Ethics Manual issued April 1992. The Ethics manual section (pages 310–311) regarding Legislative Service Organizations (“LSOs”) is specifically not applicable to CMOs.

2. CMOs must register with the Committee, and upon registration, provide the following information which will be made available to the public during office hours at the Committee office in 1309 Longworth HOB, and will be available for dissemination on the Internet:

- a. Name of the CMO;
- b. A statement of the purpose of the CMO;
- c. The officers and titles of the CMO, name(s) of designated staff who will work on CMO issues.

In the 104th Congress, existing CMOs must provide this information by March 1, 1995. Newly formed CMOs must also provide the above information to the Committee as soon as practicable after organization.

3. CMOs shall provide updated information to the Committee regarding a change in officers, or designated staff, or a significant change in its purpose, or of its dissolution.

B. Membership of a CMO

1. Only Members, Delegates and the Resident Commissioner of Congress may be members of a CMO.

C. Funding and provision of resources

1. In accordance with House Rule 45, neither a CMO nor its individual members or designated staff may accept funds or resources from outside organizations or individuals to support the operations of the CMO. Members may (but staff may not) utilize personal funds to support the activities of a CMO.

2. No pooling of resources, except as stated below, or contributions from Members official expenses allowances may be used to support a CMO as an independent, stand-alone or separate entity.

3. No CMO may establish or utilize separate office space nor identify itself as an independent operation or office dedicated solely to the functions and operations of the CMO.

4. A member of a CMO, in support of the objectives of that CMO, may utilize Clerk Hire staff and other resources under the control of the Member to assist the CMO in carrying out its legislative goals and objectives.

Accordingly, two or more Members may aggregate clerk hire resources to fund one or more staff positions to perform research and other duties in support of the CMO. Shared employees must work out of the office of an employing Member, but are not required to work in each employing Member’s office. A CMO is not an employing authority and no staff may be hired, appointed or employed by, or in the name of, a CMO.

5. Members may utilize House meeting rooms, as available, for meetings and gatherings in the name of a CMO, provided that any such meeting is conducted within the guidelines of House Rule 45 and all other applicable provisions of the House Ethics.

D. Communications and mailings

1. CMOs are not entitled to the use of the frank, nor may a Member lend his/her frank to a CMO. A Member may communicate, under his/her frank, information about a CMO's activities or solicit members for a CMO. A Member may also use "Inside Mail" for such communications.

Any references to a CMO in a Member's correspondence must relate to a Member's official and representational duties and, when such correspondence is issued through the U.S. Postal Service, must comply with franking statutes and regulations. A CMO may not use official funds to print or pay for a separate masthead or letterhead for the CMO. While a Member may use personal funds to print or purchase stationery for the CMO, personal funds must also be used to mail such stationery.

3. As part of his/her official correspondence under his/her frank and utilizing official equipment (such as computer or fax), a Member may distribute frankable announcements, reports, analysis, or research on issues directly related to a CMO statement of purpose as indicated in its registration with the Committee. These materials may indicate that they were prepared by, or on behalf of, a CMO. However, the materials may not contain a separate address identified as that of the CMO.

5. A Member may refer to his/her membership in a CMO on his/her official stationery letterhead.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, February 13, 1995.

SUBSCRIPTION AND PUBLICATION POLICY

DEAR COLLEAGUE: On Wednesday, February 8, 1995, the Committee on House Oversight adopted the policy shown on the reverse of this page regarding reimbursement for payments of publications and subscriptions from Member's Official Expenses Allowance.

During the Committee's discussion, the majority and minority agreed to work on a bipartisan basis to define and clarify the policy, and we will honor that commitment. However, the policy will remain as approved on February 8 until any changes are agreed to by the Committee. Members will, of course, receive notification of any such changes. The Finance Office will not approve payment of vouchers without review of the information specified in the policy.

This policy is not intended to interfere with the ability of Members to receive needed information in order to carry out legislative duties, and to suggest such an intent is a misstatement of fact. Rather, the Majority members of the Committee believe strongly in the fundamental principle that over \$600,000 of taxpayer funds should not be used for the start-up costs of any organization, whether profit or not-for-profit. And taxpayer funds should certainly not be used to pay to turn on the printing presses for the first run of any publication.

If you have additional questions, please contact the Committee Staff Director, Stacy Carlson at x58281, or minority staff at x52061.

Best regards,

BILL THOMAS, *Chairman*.

COMMITTEE ON HOUSE OVERSIGHT: POLICY FOR SUBSCRIPTIONS AND PUBLICATIONS

Fundamental principles and background information

(1) Section 222, H. Res. 6 adopting the Rules of the House for the 104th Congress, agreed to by the House on January 4, 1995 provided:

The establishment or continuation of any legislative service organization (as defined and authorized in the 103d Congress) shall be prohibited in the 104th Congress. The Committee on House Oversight shall take such steps as are necessary to ensure an orderly termination and accounting for funds of any legislative service organization in existence on January 3, 1995.

The House spoke very clearly on January 4 that the form and structure of LSOs is unacceptable. Therefore, the Committee will look very carefully at requests for payment from Members' allowances to ensure that taxpayer funds are not used to support, indirectly, a structure or organization which the House has clearly stated it does not support directly.

(2) The Congressional Handbook prohibits the use of Member's official allowances to "defray any personal, political or campaign expenses." The long-standing practice by the Committee on House Administration was to interpret this prohibition as excluding as allowable expenses for any publication, subscription, directory or other materials which were political in nature, including materials which have a political party name in its title. For example: "Republican Faxwire" and "Illinois Politics" subscriptions were denied in 1993.

(3) Taxpayer funds should not be used to subsidize the "start up" or organizational costs of any entity described as "private," whether it is a for-profit or non-profit entity. Taxpayer funds may be used to purchase publications or research material which have a market demand, based on some objective criteria other than just to Members of Congress, i.e. funds should only be paid to an entity which is a viable, ongoing, self-sustaining organization absent the payment of funds from Member's official allowances.

Specific policy

Therefore, based on these principles, prior to approval of payment for a subscription or publication in excess of \$500 per year, from an organization which has not been in existence, in its current form, for at least one year, the Finance Office must examine written documents demonstrating that:

1. The publication is not political in nature, or;
2. The organization and/or corporation publishing the information provides financial information which shows that its start-up operations are not primarily funded by taxpayer funds

provided through payment of Member vouchers, and that it is self-sustaining prior to any payment of these vouchers, and;

3. The publication has a refund policy which would refund to the Member's expenses allowances, on a pro-rata basis, funds paid for issues/information not received in the event the publication ceases operations prior to the end of the subscription period.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, February 15, 1995.

ANOTHER CONTRACT PROMISE FULFILLED

DEAR REPUBLICAN COLLEAGUE: Once again we have delivered on a major component of the House Republican Contract with America.

The House Inspector General has selected the accounting firm Price Waterhouse to conduct the comprehensive audit of House finances and operations that Republicans promised on the opening day of the 104th Congress.

An independent, private-sector auditor was specifically chosen to avoid partisanship in this endeavor. The Ranking Minority Member of the House Oversight Committee has been simultaneously informed every step of the way.

As the only contractor to bid on all twelve sections of the audit, and the least expensive on each, Price Waterhouse was the clear choice.

The twelve components of our contract with Price Waterhouse include a financial audit; a survey of the services performed for the House by the Architect of the Capitol; and performance evaluations of the following operations: finance, sales, inventory systems, accounts payable systems, contract administration, computer security, financial management, short- and long-term planning, the ADABAS database system, and House Information Systems. A fact sheet with further details is attached.

The audit will be completed and the results released in June, with an estimated cost of no more than \$3.7 million.

In the meantime, please be patient as we wait for the auditors to do their work. We'll keep you posted on their progress.

Sincerely,

BILL THOMAS, *Chairman.*

HOUSE AUDIT CONTRACT FACT SHEET

This represents one more promise kept from the Republican Contract with America.

On the first day of the historic 104th session, we set this process in motion.

Today's announcement demonstrates that we are committed to moving forward.

The Chronology

January 11.—the Oversight Committee approved use of GAO's task order contract.

January 24.—task orders were given to the five firms on GAO's contract

February 7.—proposals were due from those firms

February 10.—the Inspector General informed Oversight Committee of his selection of Price Waterhouse

June 2.—reports are due to the Inspector General from Price Waterhouse

June 30.—release of audits to the public. Other audits may follow.

The decision to bring in an independent, outside auditor, and to have the firm chosen by the Inspector General, was specifically made to avoid any taint of partisanship in this endeavor. Mr. Lainhart was appointed by Speaker Foley, Rep. Gephardt and Rep. Michel in the 103rd Congress and continues to serve in a non-partisan role. Ranking Minority Member Vic Fazio has been informed every step of the way.

Price Waterhouse was chosen for three major reasons:

- (1) They were the only firm to bid on all 12 components of the overall audit
- (2) The proposals on all 12 components were equal to or better than their competitors
- (3) They were the most economical on all 12 components

The twelve components of the overall audit are:

- (1) A financial audit of cash flows and reconciliation to budget reports
- (2) A survey of the services performed for the House by the Architect of the Capitol

Performance evaluations of the following operations:

- (3) finance
- (4) sales
- (5) inventory systems
- (6) accounts payable systems
- (7) contract administration
- (8) computer security
- (9) financial management
- (10) short- and long-term planning
- (11) the ADABAS system in the Finance Office
- (12) House Information Systems

The overall audit is projected to cost \$3.7 million, or \$3.2 million with a 15% contingency.

These audits are about more than just pure funds accountability. They will focus on identifying ways to eliminate waste, inefficiencies, fraud, abuse and mismanagement, and highlight areas for contracting out, privatizing, streamlining, downsizing and elimination.

Price Waterhouse is a nationally-respected accounting firm with outstanding professional qualifications.

They have performed more Chief Financial Officer (CFO) Act financial and performance audits in federal agencies than any other firm.

HOUSE OF REPRESENTATIVES,
 COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, March 14, 1995.

DEAR COLLEAGUE: Last Wednesday, in a bipartisan manner, the Committee on House Oversight ordered reported H. Res. 107, the committee funding resolution for the 104th Congress. This Wednesday, the House will consider H. Res. 107, and we urge your support for the resolution.

The resolution incorporates “sunshine” budgeting for committees—unlike the prior system, all committee salaries and expenses are now subject to an open, public process of hearings and votes in committee and in the House. The committee funding resolution also includes substantial savings, for the 104th Congress, committee funding will be cut more than 30% from the 103rd Congress total—a savings of \$67 million.

In addition, the committee report states the goal of allocating at least one-third of committee resources to the minority as soon as practicable and notes the substantial progress made towards that goal by Chairmen in the 104th Congress.

We urge your support for H. Res. 107, the committee funding resolution.

Sincerely,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Minority Member.

Washington, DC, March 16, 1995.

FRANKING ADVISORY ALERT

DEAR COLLEAGUE: According to the Legislative Branch Appropriations Act of 1991, Members of the House of Representatives must submit a sample of all mass mailings to the Commission on Congressional Mailing Standards prior to printing and mailing.

A mass mailing is defined as any mailing of substantially identical content totaling more than 500 pieces, regardless of form of address. This term does not apply to mailings in response to a direct inquiry, mailings of news releases to media, and communications with federal, state or local government officials.

The following are the procedures for receiving an advisory opinion:

A draft copy of the material is submitted to Commission for preliminary review.

Commission staff will verbally advise the Member’s office on the frankability of the draft copy proposed mailing. Note: All revisions must be resubmitted for approval.

Member office provides three original copies of the mailing to the Commission. A written advisory opinion is issued upon receipt of these three original copies.

A copy of the advisory opinion must be attached to all printing vouchers for reimbursement; i.e. the Finance Office will reject any voucher for printing cost of a mass mailing that does not include a written advisory opinion.

The Franking Commission can only issue advisory opinions prior to printing or mailing!

If you have any questions, please contact the Commission Majority Staff at x5-9337 (fax 6-0047), or Minority Staff at x5-2061 (fax 5-7664).

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, March 27, 1995.

Re Fee for use of the Attending Physician.

Members, the Resident Commissioner and Delegates,
House of Representatives,
Washington, DC.

DEAR COLLEAGUE: The Committee on House Oversight has established a fee for use of the Attending Physician during 1995. Of course, Members may choose not to use the services provided by the Attending Physician. However, any Member using the Attending Physician's Office at any time in 1995 must send a personal check made payable to the U.S. Treasurer in the amount of \$252.08 to the House Finance Office (263 Cannon). You should keep a copy of your canceled check as evidence of payment.

If you or your staff have any questions about the fee for use of the Attending Physician please contact Dan Crowley of the Republican Staff at 225-8281 or Charles Howell of the Democratic staff at 225-2061.

With best wishes,
Sincerely,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

CONGRESS OF THE UNITED STATES,
JOINT COMMITTEE ON PRINTING,
Washington, DC, April 12, 1995.

SURPLUS PUBLICATIONS HOUSE CLEANING

DEAR COLLEAGUE: Attached is an index of the numerous publications available for distribution to your constituents or use in your personal office. All of the publications are currently stored in facilities leased by the House at great expense. The elimination of the surplus publications is a much needed step toward our commitment to reducing unnecessary costs by reorganizing our offsite storage facilities.

If you would like to request any of the items, please contact Craven Rand at x45241 by May 12, 1995. Any publications remaining

after the May 12 deadline will be unavailable for further distribution.

Sincerely,

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, April 19, 1995.

DEAR COLLEAGUE: On April 30, at the request of the Republican members of the Committee on House Oversight, the Architect of the Capitol will stop daily delivery of ice. A number of self-service ice machines will be placed around the House side of the Capitol complex. More details on their locations will follow as they become available.

Best regards,

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, April 28, 1995.

DEAR COLLEAGUE: The Committee on House Oversight will continue the traditional bicameral Congressional Intern Program. Attached is a list of summer housing opportunities that may assist you in helping interns find accommodations.

We also plan to publish a handbook for interns, and schedule speakers throughout the months of June, July and August. Further details will follow shortly.

Please feel free to contact Scot Montrey at 5-8281 with any questions or suggestions.

Sincerely,

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, May 9, 1995.

DEAR COLLEAGUE: While conducting a fiscal and operational audit of the House for the Office of Inspector General, Price Waterhouse LLP recently identified certain computer security and control weaknesses related to Member computer systems. The weaknesses identified could expose information on Member computer systems to unauthorized access, disclosure, modification or destruction.

The Inspector General immediately notified the Administrative Assistants in all Member office whose computer systems potentially could be impacted by the weaknesses identified, and met with staff of the Chief Administrative Officer (CAO) to ensure prompt corrective action. On May 3, the Inspector General completed this phase of the House audit by issuing a report to the Chief Administrative Officer. Copies of the report were simultaneously transmitted to the Speaker, Majority Leader, Minority Leader and all Members of the Committee on House Oversight. Other related security areas

are still under review by Price Waterhouse LLP and the results of these reviews will be reported separately, as soon as the work is completed.

Recommendations in the May 3 Inspector General's report address the issues of:

Security over access to systems
log-on password control procedures, and
security over critical data and files

The initial corrective steps identified by Price Waterhouse LLP are being expeditiously implemented by CAO staff in order to protect Member systems. CAO staff immediately notified the computer system vendor and committed the necessary HIS staff to ensure that the vendor takes the appropriate corrective action.

Best wishes,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Democratic Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, May 10, 1995.

COMPUTER AND OFFICE EQUIPMENT REFORM

DEAR COLLEAGUE: The Committee on House Oversight today approved an overhaul of the House's procurement system for computer and other equipment, and will eliminate the "approved list" and its cumbersome restrictions on official purchasing by no later than September 1.

The new procurement policy focuses on performance and reduced costs, setting minimum technical standards but otherwise granting members the flexibility to buy the least expensive equipment and maintenance contracts that meet their specific needs.

Under this policy, the Chief Administrative Officer (CAO) of the House will develop minimum technical standards for computer-related equipment, and maintain a list of preferred vendors. The CAO's office will also negotiate bulk rates for savings on common equipment such as printers and copiers, and develop an official process for tracking and resolving vendor complaints.

In addition to improving flexibility, the new system will reduce costs for new equipment purchases and improve maintenance service by increasing competition among vendors. It will also apply the same rules—without exception—to every Member, committee, leadership and administrative office in the House.

We will hold briefings for office and systems managers before the new rules take effect. In the meantime, an attached fact sheet outlines some of the major changes. Please call Rich Pournelle on the majority staff at x58281, or Perry Pockros on the minority staff at x52061, if you have any further questions.

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Minority Member.

APPROVED LIST REFORM FACT SHEET

Before

Approval process

Vendor proposals were reviewed and approved by the Subcommittee on Office Systems. Items approved by the Subcommittee were approved by a vote of the full Committee.

What officers were allowed to buy

Offices were only allowed to buy specific items from specified vendors.

Exceptions

Exceptions were granted by the Chairman of the committee on House Administration.

Hardware

Hardware was purchased individually by each office. All hardware was purchased with a monthly maintenance fee.

CMS software

CMS software was purchased bundled with hardware, technical support, and local area network.

Off-the-shelf software

Offices could only purchase approved software from the Office Supply Store.

Training

Offices could only purchase training bundled in with CMS software. Additional training was provided only by HIS.

Technical standards

The approved list served as de facto technical standards.

Non-computer equipment

Offices purchased equipment and service and support from the approved list.

Vendor complaints

The Chairman of the Subcommittee on Offices Systems would take actions against vendors.

After

Approval process

The Office of the CAO will review and approve new vendors. The procedures for approval will be subject to review by the Committee on House Oversight.

What offices are allowed to buy

Offices may choose a systems integrator to provide service and support to computer systems. Subject to consultation with an HIS consultant, offices are free to purchase any equipment, from any vendor, that meets technical standards. HIS will not support computer equipment for offices without a systems integrator.

Exceptions

No exception process is necessary. Offices are free to buy any software, service, and equipment they choose.

Hardware

The CAO will negotiate bulk rates for savings on common equipment such as workstations and printers. Service and support will not be bundled in with the purchase price.

CMS software

CMS software may be purchased separately.

Off-the-shelf software

Offices may purchase their choice of off-the-shelf software from any vendor.

Training

Offices are free to purchase additional computer training from private firms.

Technical standards

The office of the CAO has developed technical standards for hardware and software.

Non-computer equipment

The CAO will negotiate bulk rates for items purchased in volume such as fax machines and copiers. Offices will be free to purchase any equipment, maintenance, and support from any vendors.

Vendor complaints

The CAO will develop an official process for tracking and resolving vendor complaints.

*Current contracts will remain in force until offices choose to negotiate new service rates.

**The guidelines will be effective no later than September 1, 1995.

Attention: Press secretaries, office managers

PRINTING AND FOLDING SEMINARS

Three identical seminars will be held in the coming weeks to educate member offices on the options available in the private sector after the folding room is closed on August 31 (the last day to submit jobs is August 11).

Representatives of the Printing & Graphics Communications Association and the Government Printing Office, as well as staff

members of the Committee on House Oversight, will be on hand to answer questions.

Come learn the wide range of services available from local vendors!

Three identical seminars—Three chances to attend:

Monday July 31, 11 a.m.

Monday August 7, 2 p.m.

Monday August 14, 2 p.m.

All sessions will be held in room 1310 of the Longworth House Office Building.

Contact: Scot Montrey, Communications Director, Committee on House Oversight, x5-8281.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, June 6, 1995.

DEAR COLLEAGUE: Attached please find copies of the Summer 1995 Intern Handbook. It covers a wide range of issues facing interns, from office environment to the legislative process. Please contact Scot Montrey at x5-8281 if you have any questions or comments.

Best regards,

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, June 7, 1995.

ATTENTION OFFICE MANAGERS AND SYSTEMS MANAGERS

DEAR COLLEAGUE: On May 10, 1995 the Committee on House Oversight approved new guidelines for the procurement of office equipment and computers for Members' offices. These guidelines replace the former "approved list," and will take effect September 1, 1995.

At 1:30 p.m. on Friday June 9, in room 121 Cannon, the Committee and the House Systems Administrators Association will sponsor an informational session to explain the new guidelines, help your office plan for future purchases, and answer any questions.

We hope your staff will be able to attend this important session.

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, June 12, 1995.

ATTENTION OFFICE MANAGERS AND SYSTEMS MANAGERS

DEAR COLLEAGUE: Last Friday, the Committee on House Oversight sponsored an informational session on the new guidelines for procuring office equipment. Due to overwhelming demand, another session will be held on Friday June 16, at 3 PM in HC-5.

The session will again cover the rules adopted by the Committee on May 10, governing all equipment purchases for Washington and district offices.

We apologize for the lack of space, due to unexpectedly heavy attendance, at last Friday's session. We will also hold additional sessions before the guidelines go into effect on September 1, 1995.

We hope your staff will be able to attend. Please contact the majority staff at x58281 or the minority staff at x52061 if you have any questions.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, June 14, 1995.

PROMISES MADE. PROMISES KEPT. TRANSITION OF HOUSE
OPERATIONS

DEAR COLLEAGUE: As you recall, in the early hours following the November election, a Transition Team was formed to review and establish a framework for reorganizing the functions of the House of Representatives—the first such review in forty years. At our meeting today, the Committee on House Oversight approved the final implementation of the work begun in November by the Transition Team. The new organization and new operations, which will phase in over the coming months, will streamline operations, reduce costs by \$7 million and increase accountability.

We are also expecting the results of the first-ever comprehensive financial and operational audit of the House in mid-July. We believe that that audit will support the Committee's actions, and provide valuable information to help us further cut costs and increase efficiency. The changes will be phased in over the coming summer months, and we will keep you fully informed so that you can be prepared for them. Below is a brief description of the actions authorized today.

EMPLOYEE RETRAINING

The reorganization of the House means that many employees will be competing for new jobs within the new structure, or may be displaced. We authorized the expenditure of such fund as may be needed to assist employees in retraining and outplacement serv-

ices, in order to help them with the transition to new positions either in the House or in other organizations. We also extended the authorization to provide lump-sum payments of earned accrued leave to administrative employees.

FOLDING ROOM

The mail folding and inserting operations of The Publications and Distribution Service, commonly known as the Folding Room, will be closed as of August 31, 1995. Materials may still be delivered to the Folding Room until August 11, 1995 for processing. An assistance desk for printing and related services in the Office of Printing Services will be organized, which will assist in working with outside printers, either in Washington or your district, and will continue to provide computerized mailing label services.

IN-HOUSE PRINTERS

The current contracts with the two in-house printers will be terminated not later than December 31, 1995. Offices will continue to be authorized to use private printers, either in Washington or their district, to meet printing needs. The assistance desk in the Office of Printing Services will be available to assist with procuring and negotiating printing jobs.

POSTAL OPERATIONS

The Committee authorized the Chief Administrative Officer to issue a request for proposals for the operation of the internal mail pick-up, sorting and delivery operations. The Committee also authorized the United States Postal Service to operate the postal windows at the five current locations in the House complex; USPS will operate the windows under their "Post Office 2000" concept which has proven successful in neighborhoods around the country.

RECORDING STUDIO

The Recording Studio operations will be streamlined to reduce costs by \$1.2 million. Future charges for these services will reflect the full cost to taxpayers. In order to achieve cost savings and improve efficiency, the Recording Studio will only operate when the House is in session. In addition, video and audio services will no longer be available for Members' use 60 days prior to a contested primary or general election, and a more detailed reporting of the use of the facilities will be incorporated into the Clerk's Report as public record. Members' photo and identification services will be transferred to the Sergeant at Arms.

PHOTOGRAPHY STUDIO

The Photography Studio will also be streamlined for significant savings. Future charges for photography services will reflect the full cost of providing these services.

OFFICE 2000/HOUSE INFORMATION RESOURCES

The Committee approved an initiative, known as "Office 2000," to develop standardized office electronic communications, adopt a standardized groupware platform, and provide advanced database

and communications management. This plan includes providing a work station to each Member office and enhancing electronic data communication between Members' district and Washington offices.

In conjunction with the Speaker's vision to move the House into the forefront of the technology revolution, the Committee also approved a reorganization and renaming of "House Information Systems" to "House Information Resources," or "HIR." The new organization combines the former Office of Telecommunications with the former HIS, combining data and voice communications under one shop. Additionally, more resources will be focused on Member services, through the creation of a Client Services Group, with a ratio of one technical support representative for every 10 Member offices. Under the old organization, one support representative had the responsibility for seventy Members.

FINANCIAL STATEMENTS

The Committee authorized the Chief Administrative Officer to begin a pilot project which will lead to providing each Member, Committee and Leadership office with a true "budget to actual" monthly financial report, to enable better financial planning and expenditure tracking within each office.

VIDEOTELECONFERENCING FACILITY

The Committee authorized the Chief Administrative Officer to create a permanent, convenient videoteleconferencing facility. This centrally-located facility will allow more effective communication with your constituents.

REORGANIZATION OF ADMINISTRATIVE FUNCTIONS

The Committee approved a reorganization plan for the Chief Administrative Officer, which will reduce House administrative employees by 34%. This reduction will be accomplished without any degradation in service, and will in fact improve our ability to meet Member needs by lifting encumbering layers of bureaucracy.

The above issues represent the most significant changes in House operations in over forty years, and will mean real changes to your office operations. These actions are a part of our continuing effort to provide better service at a lower cost. Before the week's end, we will distribute to all offices a list of the reforms and transition that this Committee has implemented since January. The list is impressive—you will see that we have been busy!

Watch for further information on dates of final implementation and new procedures in the days ahead. In the meantime, please call me or Committee staff at x-58281 with any questions.

Best regards,

BILL THOMAS, *Chairman*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, June 26, 1995.

DEAR COLLEAGUE: While conducting the financial and operational audit of the House for the Office of Inspector General

(OIG), Price Waterhouse LLP recently identified certain Internet security and control weaknesses related to Member computer systems. This is in addition to the issues noted in the OIG's previous report concerning Member computer systems security weaknesses that we discussed with you in our May 9, 1995 Dear Colleague letter.

The Inspector General immediately notified the Administrative Assistants in all offices whose computer systems were impacted by the weaknesses identified and met with staff of the Chief Administrative Officer (CAO) to ensure prompt corrective action with respect to these weaknesses. On June 22, 1995, the OIG completed this phase of the House audit.

The weaknesses identified could expose information on House computer systems, including Member, Committee and House Officer systems, to unauthorized access, disclosure, modification, or destruction. Recommendations addressed the issues of:

Security over access to House systems;

House "firewall" (hardware and software designed to control the flow of information between systems) security implementation strategies; and

Data security policies and procedures over House systems.

The initial corrective action steps identified by Price Waterhouse LLP are being expeditiously implemented by CAO staff in order to protect Member systems. No action is required on the part of your staff. Other related computer security areas are still under review by Price Waterhouse LLP and the results of these reviews will be reported, as soon as Price Waterhouse's work is completed.

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, July 18, 1995.

DEAR COLLEAGUE: Attached please find a copy of the first-ever comprehensive independent outside audit of the House's finances and operations, which was delivered on time and on-budget to the Committee on House Oversight today.

This document is public, and can be accessed on the Internet at <http://thomas.loc.gov>. Limited hard copies are also available.

This audit was conducted on a strictly bipartisan basis under the immediate supervision of House Inspector General John Lainhart. Please contact the Committee on House Oversight majority office at x5-8281, or the minority office at x5-2061, or Mr. Lainhart at x6-1250, if you have questions or would like further information.

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Democratic Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, July 26, 1995.

FOLDING AND PRINTING SEMINARS

DEAR COLLEAGUE: As previously announced, the last day to submit materials to the Folding Room for processing is August 11, 1995. The Folding Room will close as of August 31, 1995. Three identical seminars will be presented by representatives of the Printing & Graphics Communications Association and the Government Printing Office to assist offices in the transition to utilizing outside vendors. Committee on House Oversight staff will also be available during the seminars. The seminars will be held in room 1310 Longworth on the following dates:

Monday, July 31 at 11:00 a.m.

Monday, August 7 at 2:00 p.m.

Monday, August 14 at 2:00 p.m.

The purpose of the seminars is to provide offices with a description of services available by local companies as well as to answer any questions you may have concerning the new procedures.

If you have any questions, please contact committee staff (majority at x5-8281, minority at 5-2061).

Sincerely,

BILL THOMAS,
Chairman.
VIC FAZIO
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, July 27, 1995.

ATTENTION OFFICE MANAGERS AND SYSTEMS MANAGERS—OFFICE
EQUIPMENT GUIDELINES

DEAR COLLEAGUE: Tomorrow, Friday July 28 in 2168 Rayburn HOB from 2 pm to 4 pm, the Committee on House Oversight will sponsor a review and comment session on guidelines for the acquisition of office equipment.

The session will cover the new equipment guidelines adopted by the Committee on May 10, 1995. Staff from the office of the CAO will review and ask for comment on draft guidelines covering minimum technical standards for computer equipment, a list of supported software, and the technical support requirements for computer vendors.

We hope staff will be able to attend and provide their feedback on these proposed standards. If you have any questions please contact the Committee on House Oversight Majority staff at x58281, or Minority staff at x52061.

Sincerely yours,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, August 3, 1995.

IMPORTANT INFORMATION REGARDING NEW MEMBER ALLOWANCE
STRUCTURE—NEW CONGRESSIONAL HANDBOOK

DEAR COLLEAGUE: The Committee on House Oversight has approved three significant reforms to help you better manage your offices and serve your constituents. Outlined below are these changes which should provide your office and more flexibility, autonomy and, at long last, a clear, consistent set of regulations. These changes represent the culmination of many years of Republican experience as the Minority, working under a system which we knew cried out for improvement. The changes were also recommended by auditors in the independent House audit released on July 18, 1995. I am pleased the Democratic Minority fully cooperated in these changes.

Throughout the August recess, Committee staff will hold seminars and be available to answer any questions about these changes. Of course, the new Handbook will be distributed at seminars and fully explained.

Effective September 1, the current three Member allowances (Clerk Hire, Official Expenses and Official Mail) will be combined into one, official allowance: The Members' Representational Allowance (MRA). The 1995 MRA will be the sum of the three allowances, and will retain the current limitation on funds available for franked mail (your 1995 Official Mail Allowance amount + the current transfer authority of \$25,000.) Other than a maximum amount that can be spent on official mail, offices may prioritize expenditures from the MRA for official expenses and salaries according to their district needs within the Committee's regulations. You will receive an official notice of your 1995 MRA amount prior to September 1.

As of September 1, the newly revised Members' Congressional Handbook for the 104th Congress will take effect. The Handbook incorporates the above changes to the allowance structure and will replace the current U.S. House of Representatives Congressional Handbook. The new Handbook is a fundamental revision of the regulations that govern your official funds and replaces the inconsistent and archaic regulations with clearly written regulations that provide you with flexibility in managing your office. To maximize the new opportunities, Members and key staff should *read* the new Handbook and become fully acquainted with the decisions now available to Member offices.

Effective September 27, the Finance Office will provide timely reimbursement to Members and staff for travel expenses charged to the American Express travel card; in turn, you will be responsible for paying American Express directly for charges to the card. Travel voucher procedures will change to require a new "trip envelope" which will help summarize your trip expenses and speed the reimbursement process. The use of the travel card continues to be limited to official purposes only.

Please watch for upcoming notices announcing the time and dates of the August seminars. In the meantime, call the Committee's Office of Members Services at x58281 with any questions.

Best regards,

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, August 8, 1995.

IMPORTANT: HANDBOOK BRIEFINGS

DEAR COLLEAGUE: The Committee on House Oversight will hold briefings over the next several weeks to educate your offices on the changes to the *Members' Congressional Handbook*.

The briefings will be held on the following dates:

Tuesday, August 15, 1995, 10:00 AM, 345 CHOB

Tuesday, August 22, 1995, 10:00 AM, 1310 LHOB

Tuesday, August 29, 1995, 10:00 AM, 345 CHOB

Tuesday, September 5, 1995, 10:00 AM, 345 CHOB

The *Members' Congressional Handbook* and summaries of important changes will be available for distribution at these meetings. Handbooks will not be distributed other than at these meetings, to ensure all offices have full information on the changes. Each office will receive, and must sign for, three copies.

If you have any questions regarding the Handbook and/or the application of the regulations and related procedures, please contact the Office of Members Services at x58281.

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Minority Member

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, August 10, 1995.

INFORMATION ON MAILING SERVICES

DEAR COLLEAGUE: In the past few months the Committee on House Oversight has approved a number of far-reaching House reforms that are changing the way Members' offices manage their daily business. Among these changes are the closing of the folding room and the termination of contracts with the in-house printers.

These changes mean that members' offices will begin using private-sector vendors to meet all printing, folding and mailing needs, and in the short term we all have to learn new ways of doing business.

Attached please find some material that explains the options available under the new system and offers suggestions on who to call for help. We hope you find it useful. Please call the Committee at x5-8281 if we can answer questions or provide any further information.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, August 14, 1995.

OPERATOR SELECTED FOR HOUSE BEAUTY AND BARBER SHOPS

DEAR COLLEAGUE: On May 23, 1995 the Committee on House Oversight directed the Chief Administrative Officer (CAO) to prepare Requests for Proposals (RFP) to contract for the privatization of the House Beauty and Barber Shops.

As Chairman and Ranking Member of the Committee on House Oversight, we are pleased to announce the completion of the selection process. The selection of the new private operator, Gino Morena Enterprises, was made by an impartial task force of the CAO. The selection followed an extensive advertising and distribution of the Beauty and Barber Shop RFP.

We wanted to share a few highlights of the new contract:

The contract period begins on October 1, 1995. The selected operator will continue to do business at both the Rayburn and Cannon facilities from 8:00 a.m. until 6:00 p.m. each Monday-Friday.

The operator will offer employment contracts to the current House employees.

The operator will test new Saturday hours for the initial 90-days of the contract.

The operator will pay the House 12 percent of gross sales, and 10 percent of all retail (hair care product) sales. The RFP required a minimum payment of only 4 percent.

The operator has other government contracts including shops and salons at Ft. Meads, Andrews AFB, Bolling AFB, Ft. Meter, Henderson Hall, Ft. Belvoir, Quantico MCB, and the Pentagon.

The contract is for an initial two year period, and does not include shoe shine services, which are the subject of an additional RFP.

When we learned in the early days of the 104th Congress of the extent of the losses being sustained in keeping the Beauty and Barber Shops under the operation of the House, we knew that we had to act to remedy the problem. We believe that the CAO's independent analysis of the bids offered for beauty and barber services is an important step, and we hope that this new contract will be a success for both the House and the operator.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, September 12, 1995.

DISTRICT OFFICE EQUIPMENT AND FURNISHINGS POLICY CHANGE

DEAR FRESHMAN COLLEAGUE: Effective immediately, the Committee on House Oversight has instituted a new policy regarding equipment and furnishings in Freshman Members' district offices.

Shortly after your election last November, you were sent an inventory of equipment and furnishings in your predecessor's district office(s). The items which you selected to keep were assigned to your inventory for one year or the remainder of the commitment period, whichever was longer.

Under the new policy, any equipment or furnishings in your district office inherited from your predecessor may be removed once the purchase obligation of the item has been met. The one year minimum requirement has been removed. If there are items which you wish to have removed from your district office inventory, contact your OSM counselor at 225-3994 to determine whether the purchase obligations have been met.

If you have any questions on this policy, please contact the Committee on House Oversight majority staff at 225-8281 or minority staff at 225-2061.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMISSION ON CONGRESSIONAL MAILING STANDARDS,
Washington, DC, September 21, 1995.

FRANKING GUIDELINES FOR HISTORICAL CALENDARS

DEAR COLLEAGUE: Realizing that many Members' offices are beginning to prepare their U.S. Capitol Historical calendars and House of Representatives wall calendars for mailing later this year, the Commission would like to advise you of the following regulations and provisions of law. Pursuant to section 3210(a)(3)(G) of

Title 39, United States Code, the wall calendars and the U.S. Capitol Historical calendars that are purchased with Federal funds are frankable. The following will be helpful when preparing the calendars.

1. The calendars must be submitted to the Commission for approval if you are mailing 500 or more or if you are seeking reimbursement for printing a message, including your name, on the calendars. Please submit any intended message before printing it on the calendar. It is not necessary to submit the entire calendar; you may simply copy the front cover and submit that with the intended message.

2. Holiday greetings are prohibited on any mass mailing, pursuant to section 3210(a)(5)(B)(iii) of title 39, U.S.C. One recommendation for a calendar message is "Best Wishes,"

We hope this information has been helpful. If you have any questions, please call the Commission majority staff at x59337 or minority staff at x52061.

Sincerely,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, September 26, 1995.

IMPORTANT: NEW HANDBOOK REGULATIONS REGARDING FLAGS

DEAR COLLEAGUE: Consistent with our philosophy of providing increased flexibility in managing your office, U.S. flags flown over the Capitol for official presentation are reimbursable from the Members' Representational Allowance.

Effective immediately, this policy replaces the existing language found in the 1995 Members' Congressional Handbook (page 23), which states "U.S. flags flown over the Capitol, when presented by the Member or Clerk-Hire employees in connection with an official event, are reimbursable from the MRA." All other language regarding flags remains applicable.

This policy is intended to allow your office to continue to donate flags to constituents in the same manner as authorized prior to September 1, 1995.

Contact the Committee on House Oversight, Office of Member Services at x58281 with any questions.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, September 26, 1995.

IMPORTANT: NEW HANDBOOK POLICY REGARDING TRAVEL
REIMBURSEMENT

DEAR COLLEAGUE: The Committee on House Oversight adopted the "Travel Reimbursement Policy" on August 3, 1995 in accordance with the Price Waterhouse audit recommendation that all reimbursement for official travel be made directly to travelers. However, the Committee is modifying this policy in order to address the concerns raised by offices at the recent Finance Office American Express Card briefings. There will also be an informational briefing on this policy by Committee staff on October 2, 1995 at 10 AM in 345 Cannon.

The travel voucher envelope will not be mandatory. As of September 27, 1995, offices may choose to use either a standard voucher or the new travel voucher envelope when seeking reimbursement for travel-related expenses. The trip envelope will be an additional tool to aid your office operations, but will not mandate its use.

There will be no change to the current process for seeking mileage reimbursement. We know there was confusion on this issue; however, this policy has not changed. See p. 51 of the *Members' Congressional Handbook* for mileage reimbursement rates.

The following information outlines the Committee's new "Travel Reimbursement Policy," effective September 27, 1995. The attached policy replaces the existing "American Express Card Policy" found on pp. 53-54 of the current *Members' Congressional Handbook*. Please retain this policy for future reference.

Please contact the Committee Majority staff at x58281 on Minor staff at x52061 with any questions.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, September 29, 1995.

NEW FEE FOR FLAGS FLOWN OVER THE CAPITOL

DEAR COLLEAGUE: In accordance with the instructions of the FY 1996 Legislative Branch Appropriations bill, the Architect of the Capitol will charge, effective October 1, 1995, a fee to recover the operating costs of the Flag Office. The Architect distributed a September 21, 1995 memo informing your office that the fee will be \$3.30 per flag, and that each office would be responsible for paying a monthly invoice for the fees.

However, this system would be impractical. Instead, the Committee has instructed the Office Supply Service to incorporate the \$3.30 flag fee at the point of sale. When you are purchasing a flag to be flown over the Capitol, whether it is for your office or for a

constituent, you must inform OSS, who will debit the charge from your MRA and provide you with a receipt to verify that the fee has been paid. OSS will then, on a monthly basis, remit all fees collected to the U.S. Treasury to offset the costs of the Flag Office. The Senate is instituting a similar procedure. Your office will not be sent a monthly invoice from the Architect for this fee, as was stated in the September 21, 1995 memo.

This \$3.30 fee is reimbursable from your Members' Representational Allowance for flags provided to constituents, consistent with the *Members' Congressional Handbook* regulations (copy of recent Dear Colleague on Handbook regulations on the reverse). Constituents may also reimburse this \$3.30 fee, just as the cost of wrapping and shipping may be reimbursed.

Please contact the Office Supply Service at x53994 for procedural information.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, October 3, 1995.

CONGRESSIONAL ACCOUNTABILITY

Members, the Resident Commissioner,
Delegates, and House Officers,
House of Representatives,
Washington, DC.

DEAR COLLEAGUE: Most of the provisions of the Congressional Accountability Act of 1995 (Public Law 104-1) will take effect on January 23, 1996. The Committee on House Oversight is responsible for oversight of the Office of Compliance, which will carry out a program of education for all House employing authorities on the laws to be made applicable to them. The Office of Compliance is also responsible for drafting substantive regulations to implement the application of these laws. These regulations will be referred to the Committee for approval prior to consideration by the full House.

As part of the regulation drafting process, the Office of Compliance will issue notices of proposed rulemaking, which will be printed in the Congressional Record. These notices provide an opportunity to comment on specific regulations, or to offer general guidance to the Office during the drafting process. The first of such notices were printed in the Congressional Record on September 28, 1995 (S14542) and September 29, 1995 (H9736).

Among the regulations to be drafted are those relating to the Family and Medical Leave Act and the Fair Labor Standards Act. These regulations will directly affect every House employing office on such issues as overtime and eligibility for parental leave. Therefore, we urge you to provide comment on the application of these laws to the House by writing to the Chairman of the Board of Di-

rectors, Office of Compliance, Room LA-200, Library of Congress, Washington, D.C. 20540-1999. Please contact Dan Crowley, Committee Counsel, at x5828, or Charles Howell, Minority Counsel, at x52061, if you have any questions.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, October 10, 1995.

APPROVED LIST EXTENSION

DEAR COLLEAGUE: On September 27, 1995, the Committee on House Oversight notified the Chief Administrative Officer that the approved list would be extended through November 30, 1995. This step was taken to allow the Committee to complete a bipartisan review of the remaining issues regarding the implementation of the equipment procurement guidelines.

Accordingly, your office may continue to purchase equipment and maintenance either from the Approved List or according to the procedures outlined in the User's Guide to Purchasing Equipment, Software and Related Services. Offices are encouraged to purchase equipment which meets the draft minimum technical standards, a list of which may be obtained by contacting Office Systems Management at 225-3994.

If you have any questions regarding the extension of the Approved List, please contact Committee staff at 225-8281 (majority) or 225-2061 (minority).

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, October 12, 1995.

INFORMATION REGARDING THE NEW FLAG FEE

DEAR COLLEAGUE: As you know, the Committee on House Oversight has instructed the Office Supply Service to incorporate the \$3.30 fee for flags designated to be flown over the Capitol at the point of sale. A transition period has been designated to provide Member offices with sufficient time to inform constituents of the new prices and to process previously received flag requests.

Prior to November 15, 1995, Member offices have the option to either absorb the \$3.30 fee or pass it on to the constituent.

After November 15, 1995, Member offices will be required to charge constituents for the \$3.30 fee. The Members' Representa-

tional Allowance may only be used to pay for the \$3.30 fee when the flag is purchased as a gift for the constituent's personal use or display, in accordance with page 32 in the Members' Congressional Handbook.

Please contact the Office Supply Service at x53321 for procedural information.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, October 17, 1995.

DEAR COLLEAGUE: As unanimously agreed to by the Committee on House Oversight, an important transition in services to Members of the House is taking place this month. The Postal Service is taking over the operation of the five House retail post offices and, in the process, is modernizing their entire physical design and retailing concept. In particular, the main House post office in B202 Longworth will become a "state-of-the-art" facility, containing a postal store with open merchandising, as well as other advanced retailing features. The other post offices, located at 2106 Rayburn, 202 Cannon, H-101 the Capitol and H2-119 Ford, are also being renovated under new retailing standards. Every one of our post offices will be staffed, equipped and designed to make purchases of stamps and mailing of letters and packages quicker and more convenient for you and your staff.

This Thursday, October 19, at 9:30 a.m., Congressman John McHugh, Chairman of the House Government Reform and Oversight Subcommittee on the Postal Service and the Postmaster General Marvin Runyon will join in cutting the ribbon on the flagship of the new House post offices, at B202 Longworth. We invite you and your staff to attend this grand opening, or to drop by any time to experience a brand-new retailing concept that is being implemented in post offices throughout the country.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, October 27, 1995.

NEW PRICES AND POLICIES: HOUSE PHOTOGRAPHY AND RECORDING
STUDIOS

DEAR COLLEAGUE: In June, the Committee on House Oversight directed the Chief Administrative Officer to reduce costs in the Photography Studio by \$325,000 and in the Recording Studio by \$1.2 million, and to present plans to the Committee which would

make these operations self-supporting. The Committee chose to downsize, rather than outsource these operations, because of the need for convenient and flexible service to assist you in your official and representational duties.

Accordingly, the Committee yesterday approved new prices and policies for the House Photography and Recording Studio. A copy of this information is attached. Please note the following highlights:

Costs for prints and processing of film are comparable to market prices.

The Recording Studio will be closed on Mondays and when the House is not in session, but will work to accommodate requests or to locate alternate facilities during those times.

A 60-day pre-election (both primary and general) ban is in effect for the use of the Recording Studio. Accordingly, both Members and Recording Studio personnel should be aware of and must follow this 60 day cut-off.

Both facilities are for the use of sitting Members of Congress only, and are exclusively for the discharge of official and representational duties.

Please contact the Committee (Majority, x58281; Minority, x52061) with any questions or comments.

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, November 6, 1995.

MILEAGE REIMBURSEMENT RATES

DEAR COLLEAGUE: Please be advised that the Government Service Administration (GSA) has changed the maximum allowable reimbursement rates for airplane and motorcycle mileage. Accordingly, effective immediately, Members and Clerk Hire staff, traveling in support of the conduct of official business, may be reimbursed up to a maximum of 88.5 cents per mile when traveling via a privately owned airplane and a maximum of 24.5 cents per mile when traveling via motorcycle.

As always, Members may set their own mileage reimbursement rate at any amount not in excess of the authorized maximum. If you have any questions, please contact the Committee on House Oversight (Majority staff at 225-8281 or Minority staff at 225-2061).

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, November 8, 1995.

ATTENTION: IMPORTANT INFORMATION ON REDISTRICTING

DEAR COLLEAGUE: In the past few weeks the Committee on House Oversight and the Committee on Standards of Official Conduct have received several queries regarding redistricting activities. Therefore, we are writing to remind you of the rules in this important area.

Since redistricting is deemed to be an inherently political activity, neither the Members' Representational Allowance, nor any other official resource, including staff time, may be used for redistricting purposes. As with any political activity, House employees may work on redistricting matters on their own time, as long as they do not do so in the congressional office or otherwise use any congressional resources.

If you have any questions, please do not hesitate to contact the Committee on House Oversight at x58281 or the Committee on Standards of Official Conduct at x57103.

Best regards,

BILL THOMAS,
Chairman, House Oversight.
VIC FAZIO,
Ranking Minority Member,
House Oversight.
NANCY JOHNSON,
Chairwoman, Standards of
Official Conduct.
JIM McDERMOTT,
Ranking Minority Member,
Standards of Official Con-
duct.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, November 13, 1995.

LAPSE IN HOUSE FUNDING

Members, the Resident Commissioner, Delegates,
Committee Chairmen, and House Officers,
House of Representatives,
Washington, DC.

DEAR COLLEAGUE: In the event that there is a lapse in appropriations relating to the Legislative Branch of the Federal Government, it will be necessary to shut down non-essential House operations effective on November 14, 1995. However, the Committee on House Oversight has determined that any disruption in legislative activities of the House would result in an inability to exercise the powers specified in Article I of the Constitution of the United States.

Therefore, in accordance with the authority vested in the Committee on House Oversight under House Rule X, clause 1(h), the

Committee directs that upon a lapse in appropriations for the Legislative Branch, each House employing authority shall designate as essential personnel only those employees whose primary job responsibilities are directly related to legislative activities. All other House personnel shall be placed in a furlough status by the appropriate employing authority until appropriations are made available. Each employing authority who furloughs employees shall submit to the Finance Office an "Authorization for Furlough of Employees" form by November 15, 1995. These forms are available in the Finance Office (sample on back).

Please contact Committee staff at x58281 (Majority) or x52061 (Minority) if we can be of any further assistance.

Best regards,

BILL THOMAS, *Chairman.*

November 15, 1995.

UPDATE ON CONTINUATION OF HOUSE AUDIT

DEAR COLLEAGUE AND STAFF: On the same day the House Audit ("Audit") was released, July 18, 1995, the House unanimously approved H. Res. 192 directing the House Inspector General John Lainhart ("IG") to continue efforts to finalize the results of the audit. The unanimous passage of H. Res. 192 reflected the view of Republican and Democratic Leaderships that a deliberate process was necessary in order to clarify unresolved issues. The Inspector General acts under the oversight of this Committee, and we have ensured his complete independence in his effort to clarify unresolved issues raised by the Audit.

The initial Audit findings were reached based on standard audit procedures, which do not generally include exhaustive reviews of individual transactions. The continued effort as required by H. Res. 192 has included a detailed review of transactions. At this time, the IG informs us that the transactions under examination are for the most part the result of inadequate internal controls and procedures in House administrative offices during the Audit period (10/1/93 through 12/31/94). The Report of Independent Accountants issued by Price Waterhouse on the House Financial Statements included the following:

" . . . in the absence of an effective internal control structure, there can be no assurance that all House transactions were properly recorded, accumulated and reported in accordance with the rules, policies, and procedures established by the House . . . the shortcomings in the House's information systems and the weaknesses in its internal control structure were so severe that they affected the availability and reliability of data and information supporting the financial statements . . . "

In order to finalize the requirements of H. Res. 192, the IG will be contacting Member offices and staff, by letter, to request that you check your office records and confirm whether those records are at odds with House records. If a comparison of records results in a disputed amount, the Inspector General will work with you to resolve the discrepancy. If an error in payment is identified, then reimbursement to the U.S. Treasury should settle the transaction.

The Inspector General is required by H. Res. 192 to report his findings by November 30, 1995. Your prompt attention to any com-

munication from his office will be appreciated so that he can meet this deadline. All detailed information, including the names of Members and staff who will be contacted remains solely in the possession of the Inspector General. Please contact either of us or Majority (x58281) or Minority (x52061) staff, if you have any questions.

Sincerely,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, November 15, 1995.

DEAR COLLEAGUE: Attached is a further definition of the meaning of "essential" and "non-essential" employees for the House of Representatives, including an opinion from the Congressional Research Service about the fundamental role of the House under Article I of the U.S. Constitution.

I hope this information helps you in your decision process at this time, and further clarifies the Dear Colleague dated November 13, 1995 regarding possible furloughs of House employees.

If you have any questions, please contact Dan Crowley or Stacy Carlson at the Committee's majority office, x5-8281.

Best regards,

BILL THOMAS, *Chairman.*

Attachment.

CONGRESSIONAL RESEARCH SERVICE,
THE LIBRARY OF CONGRESS,
Washington, DC, November 15, 1995.

To: Honorable William Thomas, Chairman, Committee on House Oversight.

From: American Law Division.

Subject: Impact of Lapse in Funding on House Operations.

This memorandum is submitted in response to the committee's request, as discussed with Dan Crowley of the Committee staff, for a brief analysis of the Committee's memorandum ("Lapse in House Funding") of November 13, 1995, directed to Members and House Officers.

During gaps in funding, the Antideficiency Act (31 U.S.C. § 1341 et seq.) prohibits the employment of federal personnel (except in emergencies), unless otherwise authorized by law. However, this prohibition has been construed by both the Attorney General and the Comptroller General to allow the President and the Congress to continue to perform their constitutional functions notwithstanding lapses in funding. With respect to Members of Congress, it should be noted that their salaries are permanently appropriated. This permanent appropriation also provides funds for "administrative expenses" related thereto.

With regard to the House, the scope of its constitutional responsibilities is outlined in article I. Although other powers are vested

in the House by the Constitution, its foremost function, pursuant to art. I, sec. 1, is to legislate. It would appear that, during a funding lapse, the House could continue to perform all tasks incident to the legislative process, including, inter alia, the gathering of information from appropriate sources, including district office staff, needed to make legislative judgments.

The Committee's November 13, 1995, memorandum, appropriately directs each Member and House officer to determine those persons on his or her staff who are essential personnel "whose primary job responsibilities are directly related to legislative activities." Members of the House and House officers are employing authorities (see 2 U.S.C. §§ 92, 291 et seq.; House Rule LI, cl. 16) and can therefore determine those persons on their staffs who are required for the continued performance of the legislative functions of the House, and all tasks incident thereto, during a funding lapse.

JAY R. SHAMPANSKY,

Legislative Attorney, American Law Division.

QUESTIONS AND ANSWERS: LAPSE IN HOUSE FUNDING

1. Who decides who will remain at work, and what is the definition of "essential" versus "non-essential" employee?

Each Member and Committee Office is an "employing authority" under House Rules. Employing Authorities make the determination of who within their employ is an essential employee. The determination, and retention, of essential employees is necessary to avoid any disruption in the ability of the House to exercise the powers specified in Article I of the Constitution. Accordingly, the Committee on House Oversight has determined that those employees whose primary job responsibilities are directly related to legislative activities are considered "essential."

2. What is a definition of "legislative activities?"

Legislative activities include all functions and operations of Member offices that are "an integral part of the deliberative and communicative processes by which Members participate in committee and House proceedings with respect to the consideration and passage or rejection of proposed legislation or with respect to other matters which the Constitution places within the jurisdiction of either House," U.S. Supreme Court (421 U.S. at 504). Legislative activities also include those that are necessary to ensure that the public and constituents are adequately served and informed of legislation already passed and legislation pending before the House. See also the CRS Opinion dated November 15, 1995.

For Committees, legislative activities are those determined by the Chairman as necessary to fulfill the jurisdiction of a Committee under House rules.

For administrative offices of the House, "Responsibilities directly related to legislative activities" as those necessary to ensure that the institution can function and carry on legislative business. Functions such as ensuring that votes can be cast and tallied, on-going budgets are kept, security and health of visitors and personnel are ensured and resources are available to communicate with constituents and other Members.

3. Why must any employees be kept at all?

It has been determined that any disruption in the activities of the House would result in an inability to exercise the powers specified in Article I of the Constitution.

4. Will the official expenses necessary to operate our office be paid?

During the time period that the House' appropriations has lapsed, no new bills will be paid, and current vendors will be told that payments (such as rent and power bills) will be forthcoming shortly. Members may continue to incur obligations in the performance of their official and representational duties (such as travel and mailing costs), which the House will honor, and pay, upon passage of a new funding resolution. Expenses incurred prior to midnight, November 13 will be paid in the usual fashion.

5. What House and Legislative Branch offices will definitely be closed?

Offices which are not determined to be related to legislative activities. These include the House Gift Shop, the Capitol Guide Service, the Botanic Garden and the Flag Office. The functions within other offices, such as furniture refinishing and office systems management, that are not directly related to legislative activities, will also be closed.

6. How many employees will be furloughed?

There are approximately 10,000 staff of the House of representatives about 80 percent work for Members' Washington and District offices and for Committees. Each Member and Committee Chair determines who is essential. For the remaining approximately 2,000 people employed in House administrative offices, several offices will be closed completely, some will be operating at reduced levels while other offices will rotate among furloughed and non-furloughed employees.

Despite these reductions, House legislative operations will continue as normally as possible in accordance with our Constitutional responsibilities.

7. What about other services, like the cafeterias and the Day Care Center?

The House restaurants and cafeterias are operated by private contractors, are unaffected by the Federal budget and will be open for business, as will all other services provided by outside entities. The Day Care Center and the Page Program are funded primarily through tuition payments, and will operate as usual.

8. How and when will employees be paid?

Never before has the Legislative Branch been put in this exact situation. The Speaker of the House and the Majority Leader stated late last week that Legislative Branch employees will be treated as other federal employees have been historically treated.

Offices should complete the paperwork, such as furlough forms or payroll authorization forms according to the normal deadlines set by the Finance Office. As soon as a funding agreement is reached, we will work to ensure payment of amounts due, including salaries, as quickly as possible.

9. Is a furloughed employee still an employee of the House?

Page 12 of the *Members Congressional Handbook* outlines the criteria and conditions of an employee under furlough status. In summary, furloughed employees continue to occupy a payroll slot

and accrue sick leave and retirement benefits, but are not in active pay status and must pay the government's portion of health benefits.

10. If I furlough an employee, can he/she still come into work?

If you have decided that an employee is non-essential, he/she should not come in and perform official duties or volunteer services.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, November 17, 1995.

DEAR COLLEAGUE: We are writing to announce several changes in services provided by the Congressional Research Service.

First, we are pleased to announce that a CRS Home Page is now available to any Member or committee office connected to the secured Capitol Hill Internet network (CAPNET). The Home Page allows you to obtain CRS information and products 24 hours a day, and to be linked to a vast number of useful public policy Internet resources.

CRS will be hosting a full day of continuous demonstrations of their new Home Page.

Date: December 6, 1995.

Time: 10:00 am to 3:00 pm.

Place: National Digital Library, James Madison Building, First Floor Atrium.

CRS will be sending you and your staff formal invitations to the December 6th activities. Meanwhile if you would like to learn more about the CRS Home Page, please call Robert Newlen at 7-4313.

Developing technological tools such as the Home Page is one way that CRS has managed the demand for its services in a way that preserves its breadth of coverage and its range and quality of services, even as budget constraints have necessitated reductions in three other CRS services:

The CRS Reference Center in the Ford House Office Building will close as of November 27, 1995. CRS will preserve the level of its reference services available in its other sites—(Longworth and Rayburn House Office Buildings, the Senate Russell Building as well as the facilities in the Jefferson and Madison Buildings).

Hours of service in the Reading Rooms and Reference Centers will be slightly modified as of November 27, 1995. Specifically, Reference Centers will close ½ hour early at 5:30 pm; the Madison La Follette Reading Room will close at 8:00 pm instead of 9:30 pm Monday through Thursday, at 6 pm rather than 9:30 pm on Fridays, and on Sundays.

As of the beginning of the Second Session, briefings conducted by CRS personnel for non-Members and non-congressional staff will be eliminated, unless in undertaking these briefings the professional capacity of CRS staff in serving the Congress is enhanced. Since some of you have used these briefings to educate your constituents on how the Congress works, we encourage you to take advantage of a CRS-developed video presentation on this topic. CRS also will continue to offer your staff training on the Congress and its operations. For more information on these programs, please call Robert Newlen at 7-4313.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, November 20, 1995.

IMPORTANT PAYROLL STATUS FOR HOUSE EMPLOYEES

DEAR COLLEAGUE: Last night, November 19, President Clinton signed the FY 1996 Legislative Branch Appropriations Bill into law. Based upon this action, Legislative Branch funding has been enacted. Therefore, the need to furlough employees not deemed essential to legislative activities has ended. The following information should be useful at this time:

Today, Office of Finance payroll counselors will be calling offices who submitted furlough forms to verify dates and the completion of those forms.

Based on legislative language which will be included in the Continuing Resolution to be considered by the House tonight, which will require compensation of all federal employees furloughed as a result of a lapse in appropriations, the Committee has directed the Finance office to restore active pay status for all employees as of today, November 20.

Therefore, absent written instructions otherwise (i.e. payroll authorization form reducing pay for furlough period or termination/reinstatement due to furlough), furloughed employees will receive standard compensation for the month of November.

However, if Members wish to have the public record indicate that furloughs were issued, manual adjustments will be needed and pay for the furlough dates may not be made until approximately December 8th. Please verify this with your payroll counselor.

If an employee was not appointed to furlough status, no action is needed. Pay for November will be received as usual on the last day of the month.

Official expenses incurred during the period of lapsed appropriations will be honored and paid, in accordance with Federal law, House Rules and regulations of the Committee.

Please call the Committee, majority at x58281 or minority at x52061 if you have any questions.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, November 20, 1995.

EXPIRATION OF THE APPROVED LIST

DEAR COLLEAGUE: This letter is to remind you that effective November 30, 1995, the use of the Approved List as a source for purchasing office and computer equipment ends. Accordingly, if your office wishes to purchase equipment from the Approved List, req-

quisition forms must be submitted to Office Systems Management by close of business on November 30, 1995.

After November 30, 1995, all purchases will be made according to the procedures outlined in the Users' Guide to Purchasing Equipment, Software and Related Services.

If you have any questions, please contact Committee staff at 225-8281 (majority) or 225-2061 (minority).

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
COMMISSION ON CONGRESSIONAL MAILING STANDARDS,
Washington, DC, November 21, 1995.

IMPORTANT: MASS MAILING PRE-ELECTION CUTOFF

DEAR COLLEAGUE: The Legislative Branch Appropriations Act of 1996 includes language which prohibits Members of Congress from using official funds to send unsolicited mass mailings postmarked within 90 days before an election in which the Member is a candidate.

This is a change from current law which prohibits mass mailings 60 days prior to an election. Attached is a list of cut-off dates for congressional primaries in each state (both alphabetically and chronologically); we will also place a detailed explanation of these provisions in the Congressional Record.

Members whose name appears on any election ballot whether primary, general, special, or runoff, are prohibited from sending mass mailings (500 pieces or more of substantially identical content) during the 90 day period preceding both the primary (special or runoff) and the general election. Members seeking advisory opinions, which are required for mass mailings, must certify that, to the best of their knowledge, the frankability of the proposed mailing is not adversely affected by applicable State election laws. A sample election verification form appears on the reverse.

Violation of the pre-election mass mailing prohibition is a serious offense, and Members are urged to call the Franking Commission x59337 (majority), x52061 (minority) with any questions. Members and staff must be fully aware of all requirements and guidelines on the use of the frank. Do not rely on vendors to monitor or comply with deadlines.

Sincerely,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, November 29, 1995.

Members, Resident Commissioner, and Delegates,
House of Representatives,
Washington, DC.

DEAR COLLEAGUE: Currently, House Information Resources provides several services to interconnect Member's Washington and district offices. These services are charged to Members' Allowances per month, per connection, based on the speed of the service selected.

Beginning January 1, 1996 each Member will be provided, upon request, one standard Washington to district office data network connection at no charge to your Members Representational Allowance (MRA). By requiring HIR to contract for this service we hope to improve your office productivity at a significantly lower cost. In order to qualify for this program, the equipment in your office must meet specified technical requirements.

If you already have one or more standard network connection(s) HIR will automatically discontinue billing your MRA for one network connection as of January 1, 1996. The annual charge to the MRA will decrease by an average of \$6,000 for those Members currently using a data network connection. Note: A standard connection is a Private Line or Frame Relay service up to 56 kbps in speed.

In order to best meet the needs of all Members, we have asked HIR to prioritize incoming requests to make sure that those of you without a permanent district network connection are served first. After that, other Members who wish to either connect an additional District Office or order a speed upgrade for an existing connection will be served.

Due to the complexity of these services, the minimum time to complete an order will be seven weeks. Depending on demand, it is possible that some orders could take up to four months to fill.

You should be aware that office applications perform differently with the various data network services that are offered, and your office should work closely with your applications provider or systems integrator to assure acceptable performance.

For more information about technical requirements and ordering procedures, office system administrators should contact their HIR Technical Support Representative at x56002.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, November 30, 1995.

PROGRAM REPORT ON FOLLOWUP TO HOUSE AUDIT

DEAR COLLEAGUE, COMMITTEE CHAIR, DELEGATES AND RESIDENT COMMISSIONER: The Inspector General, John Lainhart, today presented detailed testimony to the Committee on House Oversight concerning the process and methodology of the continuing audit efforts as required by H. Res. 192 (A summary of his testimony is attached). H. Res. 192 was passed unanimously by the House on July 18, 1995 and directed the Inspector General to follow up on findings released in the first-ever comprehensive House Audit presented that same day.

In a letter dated November 29, 1995, Mr. Lainhart requested a maximum 30-day extension to report the final results of his follow-up audit to the House, stating "we cannot reach a final conclusion until all responses to our confirmation letters are received and analyzed. These letters sent out in the last few weeks requested responses by no later than November 29, however, to date, a significant number of the responses have not been received and a number of issues still have not been resolved."

The Inspector General indicated that most of the outstanding issues are due to the findings outlined in the House Audit of poor record-keeping and document management by the House during the Audit period of October 1, 1993 through December 31, 1994. While the Inspector General has completed his review of House records, outside vendors, former staff and Members as well as current Members and staff may have records at odds with the House's—a likely possibility given what the independent auditors concluded in their July, 1995 report:

" . . . there can be no assurance that all House transactions were properly recorded, accumulated and reported in accordance with the Rules, policies and procedures established by the House . . . the shortcomings in the House's information systems and the weaknesses in its internal control structure were so severe that they affected the availability and reliability of data and information supporting the financial statements . . ."

Therefore, in the interest of presenting a complete and conclusive audit to both the House and the public, the Committee agreed with the Inspector General's request of a maximum 30 day extension. Please contact majority (x58281) or minority (x52061) committee staff for any additional information.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
 COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, November 30, 1995.

NEW SOURCE FOR GOVERNMENT AND LEGISLATIVE INFORMATION

Members, Resident Commissioner, Delegates,
 Committee Chairmen, and Ranking Minority Members,
House of Representatives, Washington, DC.

DEAR COLLEAGUE: As part of the Information Systems Plan for the House, we are working to provide a wide variety of resources for you and your staff which will be available electronically over the Capitol Network (CAPNET) and the Internet. Starting December 1, 1995 your office will be able to use Government Printing Office (GPO) resources through its GPO-Access program at no cost to your office.

The Government Printing Office (GPO) already provides access in both electronic and published formats to a wide variety of information to U.S. Government Depository Libraries. Since GPO already is mandated by Congress to provide this information to these libraries, the incremental cost to provide access to this same information is zero.

The data sources include The Federal Register, The Congressional Record, Public Laws, every published version of Bills, and most GAO Reports. This information is available in several formats, including plain text for older computers and an exciting format, "Adobe Acrobat Portable Document Format (PDF)" which allows your offices to print exact copies of Bills, Laws, or the Congressional Record for your constituents. This can even be done directly from your district offices.

The House Systems Administrators Association (HSAA) is pleased to host an introductory presentation on Monday, December 4, 1995 at 1:30 pm. The meeting will take place in Annex 1, room 116.

For more information about technical requirements, training, and ordering procedures, office system administrators should contact their HIR Technical Support Representative at x56002. For more information about GPO-Access please contact the GPO Help Desk at 512-1530.

Best regards,

BILL THOMAS,
Chairman.
 VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
 COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, December 8, 1995.

CHANGE IN SUBSCRIPTION POLICY

DEAR MEMBERS, DELEGATES, RESIDENT COMMISSIONER AND COMMITTEE CHAIRS: The Committee on House Oversight has directed the Finance Office to process vouchers for subscriptions received from Member and Committee offices through close of business Jan-

uary 2, 1996, using 1995 funds, including those for services in 1996. Additionally, Members are now authorized to purchase subscriptions that exceed the end of their term, so long as the subscription is for no more than 12 months.

Accordingly, your office may send vouchers for subscriptions to the Finance Office for processing. All subscriptions received on or after January 3, 1996, will be charged to the allowance available on the beginning date of the subscription.

If you have any questions regarding the subscription policy, please contact Committee staff at 225-8281 (majority) or 225-2061 (minority).

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, December 13, 1995.

DEAR COLLEAGUE: At our meeting today, the Committee on House Oversight approved the following actions which will affect your office operations:

1996 Members Representational Allowance: The allowance amount will be increased by \$11,400 in 1996, reflecting the 2% federal pay comparability action already approved by the President for federal employees. The formula for calculating the Allowance (official mail formula, expenses formula) is not changed; however, this year, as every year, your allowance amount may change due to an increase or decrease in the number of postal delivery sites in your district. The exact amount of the 1996 Allowance for your district will be sent to you shortly.

Disclosure of 1996 Allowances: In accordance with our commitment to an open house, the Committee voted that the amount of the 1996 Members Representational Allowances (the authorized amount) will be published in the quarterly report of the House, and available to the public upon request. Expenditures will continue to be published in the quarterly report; this action will make your authorized amount available as well.

Contracting out of House Postal Operations: The Committee approved a contract between the House and Pitney Bowes Management Services for the operation of the House postal services beginning February 13, 1996. The contract is expected to save over \$2 million in taxpayer funds in its first year, and up to \$9.8 million over the life of the contract. Current House postal operations employees will be interviewed by Pitney Bowes, which expects to retain a majority of the current employees and will offer a more generous benefits package than the employees receive from the federal government. Employees will remain on the House payroll for sixty days and will receive full outplacement and training services from the Chief Administrative Officer.

Implementation of Congressional Accountability Act: We approved two resolutions which, when agreed to by the House, will

adopt the final regulations implementing the Congressional Accountability Act, provisionally, to take effect when the Act takes effect on January 23, 1996. The Office of Compliance is expected to issue its final regulations the week of January 8, when the House will be in recess, and this action was necessary in order to ensure that offices have clear direction for implementation of the many aspects of the Act on January 23. The resolutions passed by the Committee today must be approved by the full House prior to adjournment.

Please call either majority (x58281) or minority (x52061) staff with any questions or for further information.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, December 19, 1995.

ATTENTION: HOLIDAY EXPENSES REMINDER

DEAR COLLEAGUE: As stated in this week's Committee on House Oversight End-of-Year Budgeting seminars, the Members' Representational Allowance (MRA) may not be used to pay for holiday expenses. Holiday expenses include, but are not limited to, the printing and production of holiday announcements, decorations, and any costs associated with holiday parties or other social events.

The Franking Commission also has several restrictions regarding the use of colors, illustrations, and holiday announcements in any correspondence. Please contact the Franking Commission at x59337 prior to sending any correspondence.

If you have any questions regarding an expenditure from the MRA, please contact the Committee on House Oversight Majority staff at x58281 or Minority staff at x52061 prior to incurring the expense.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, December 19, 1995.

INFORMATION CONCERNING COMPUTER AND SOFTWARE PURCHASES

DEAR COLLEAGUE, RESIDENT COMMISSIONER, DELEGATE, AND COMMITTEE CHAIRMAN: The Committee on House Oversight is working with House Information Resources (HIR) and other organizations on Capitol Hill to implement a more modern information processing infrastructure.

As part of that effort, each Member and Committee office will receive one pentium-class IBM-Compatible desktop computer during 1996. The cost will not come from the Member's Representational Allowance or Committee budgets. Each computer will come with an initial three year hardware warranty, but offices will be responsible for any software support charges from your Systems Integrator.

We are providing this equipment directly to offices for two reasons:

First, the CyberCongress initiative includes the implementation of paperless administrative functions to increase staff efficiency, increase the speed of administrative transactions, and reduce overall central administrative costs. These functions will include payroll administration, travel vouchers, and ordering office supplies. By having a common hardware platform in each office, HIR can provide the easiest-to-use software at the lowest cost for the House.

The paperless administration systems will be rolled out to users in several phases during 1996. The first phase will be provided for user acceptance testing during the second quarter of 1996.

Second, many new information resources for legislative research and other functions are being made available through the Internet. It is important that each office have the capability to access these valuable resources through World Wide Web Browsers.

As you consider your end of the year purchases, we want you to know that a limited number of systems may be requested for early delivery on a first-come, first-serve basis during December and January. The contract requires the supplier to update the performance of the systems supplied over the life of the contract. So, if your office does not have an immediate need for a new computer, we advise you to request at a later date to take advantage of the most recent technology. You should request a system at this time only if you have immediate requirements.

As a second part of this effort, the House has completed a volume purchase arrangement for Windows-95 for 286-class and above computers. While some details still need to be worked out, this operating system software will be available for offices at no charge starting in January of 1996. Accordingly, we advise you to postpone any purchase of Windows-95 to take advantage of the House purchase in January. Of course, if you request your Systems Integrator to install this software on your desktops you will incur a software installation charge from the Systems Integrator.

For more information about technical requirements, training, and ordering procedures, office system administrators should contact your HIR Technical Support Representative at x56002.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
 COMMISSION ON CONGRESSIONAL MAILING STANDARDS,
Washington, DC, December 20, 1995.

IMPORTANT FRANKING INFORMATION: INCREASED PUBLIC
 DISCLOSURE BEGINS IN JANUARY

DEAR COLLEAGUE: The Franking Commission has adopted a new policy allowing for full disclosure and photocopying of all materials submitted to the Commission, including the disclosure of written staff advisory opinions. Beginning January 3, 1996, all mass mailings, regardless of mail type, will be available for public review and photocopying. Materials that incurred printing costs but are not mass mailings (such as posters, Congressional Record reprints, etc.) also will be disclosed.

This action supersedes current Commission policy that allows only postal patron and individually addressed third-class materials to be available for public inspection, but not photocopied.

Beginning January 3, 1996, the Legislative Resource Center will make these materials available to the public. Materials and mailings issued prior to January 3, 1996, continue to be handled under the old policy. The Legislative Resource Center is located at 1036 Longworth House Office Building, phone 225-1300.

The Commission is available to answer any questions you may have or to advise you further. Please contact majority (x59337) or minority (x52061) staff for assistance.

Sincerely,

BILL THOMAS,
Chairman.
 VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
 COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, January 2, 1996.

A TRUE RECORD OF REFORM

DEAR COLLEAGUE: All of us can be proud of the progress we have made during the last 12 months in getting this House in order. We have kept the promises that we made to the citizens over a year ago.

Overall, the reforms initiated by the Committee on House Oversight have resulted in a \$50 million savings during 1995 and led to a reduction of over \$50 million in the 1996 operating budget of the House. We oversaw the first independent and comprehensive House audit and immediately began implementing the report's recommendations for stabilizing the House's financial management.

Attached is a month-by-month progress report on Congressional reforms of the House. In short, we have reduced many unnecessary expenditures (Legislative Service Organizations, for example) and cut payrolls swollen with waste. The Committee has acted in a non-partisan and fair manner, implementing more efficient operations and greater public disclosure.

Please review the attached record of accomplishment and let us know if we can provide any additional information or answer any questions. We plan to continue our efforts in 1996, and welcome your comments and suggestions.

Best regards,

BILL THOMAS, *Chairman*.

PROMISES MADE, PROMISES KEPT

THE COMMITTEE ON HOUSE OVERSIGHT

January

Accomplished the Goals of the Opening Day Checklist of the Contract with America:

Reduced committee staff by one-third (622 positions eliminated);

Applied Employment Laws to Congress—President signed the Congressional Accountability Act into law on January 23, the first public law of the 104th Congress;

Approved a contract for the first-ever comprehensive independent House audit with Price Waterhouse.

Prohibited Legislative Service Organizations in the 104th Congress, reducing House staff by 96 positions and setting course to return over \$1 million to the U.S. Treasury.

Assigned functions to three officers of the House along common-sense, operational lines, reversing the unwieldy patronage-driven structure that evolved, without rhyme or reason, during 40 years of Democratic control:

Clerk of the House—Legislative operations of the floor;

Sergeant at Arms—security for facilities, house chambers, members;

Chief Administrative Officer (CAO)—support services to the House.

Strengthened and expanded the Office of the Inspector General. Staff increased from three to 18; Inspector General given genuine independence and responsibility for oversight of audit.

Made the House Oversight Committee truly an oversight, not an administrative, committee by:

Delegating authority for routine processing of vouchers to CAO;

Revising equipment procurement guidelines for more competitive bidding of contracts for the House.

Ended the Democrat practice of granting exceptions and waivers to the Committee regulations which govern the use of Member allowances; instituted consistent policy treating all Members the same.

Instituted the principles of the “GOP Open House,” transforming the House and the Committee into more accountable and transparent institutions, including the following:

Public disclosure of audit results;

The THOMAS Internet system, which puts documents online in real time;

Open, regular public committee meetings.

Approved a resolution allowing former employees of the House, displaced due to the new Republican majority, to receive payment for earned accrued leave.

Reduced staff at Joint Committee on Printing by 60 percent.

Transferred House Information Systems to the CAO, keeping a promise Democrats made when they created the Office of the Director of Non-Legislative and Financial Services (H. Res. 423, April, 1992) but never fulfilled.

February

Selected Price Waterhouse as contractor for House audit, and Inspector General immediately began work on comprehensive financial and performance audits of House operations. Audit scheduled for completion July, 1995.

Reduced 1995 Official Mail Allowance by $\frac{1}{3}$ from 1994 levels; an average reduction of \$60,000 per Member (from 1994 average of \$163,000 to \$108,000).

March

Reduced funding for House committees by \$67 million over two years, a 30% reduction from the 103rd Congress:

Unprecedented full accountability for committee spending, all costs open to public disclosure;

Instituted biennial committee funding process;

Minority received bigger slice of smaller pie: 14 committees increased the minority allocation, majority and minority agree that $\frac{1}{3}$ of resources to minority is goal.

April

Directed Architect of the Capitol to stop daily delivery of ice to House offices, anticipating annual savings of up to \$500,000.

Approved FEC authorization bill, a freeze at 1995 levels with \$1.5 million added for computerization.

Conducted unprecedented hearing exclusively to gather information about proposals to reform use of the frank.

May

Authorized opening of two House parking lots (more than 800 spaces) on Capitol Hill for public parking. Net revenues from operations to be returned to U.S. Treasury for deficit reduction.

Authorized privatization of House beauty and barber shops, to save taxpayers almost \$100,000 a year in projected operating deficits.

Approved consistent, fair parking policy for House employees, eliminating free parking for lobbyists and extra spaces granted as favors to some Members.

Transferred authority for parking to the Sergeant at Arms, improving security for employees and visitors to Capitol Hill.

Approved reorganization of operations and structure of offices of the Clerk of the House and Sergeant at Arms, reducing staff by 11% and yielding \$1.8 million in savings.

Approved creation of the Clerk's office Legislative Resource Center, combining the House Document Room, Historian, Library and the Office of Records & Registration to make the living history of

the House easily accessible and on-line for members, staff and the public.

June

Authorized reorganization of overall administrative functions, reducing House support staff by 34% and saving \$7 million.

Reduce costs of House Recording and Photography studios by over \$1.5 million, and instituted greater accountability and full cost recovery for operations.

Ended availability of House recording studio within 60 days of primary and general election to members seeking public office, unless that election is not contested and Member's name does not appear on the ballot.

Authorized issuance of RFP for privatization of House postal operations, estimated potential savings of \$1 million/year.

Authorized closing of House Publications and Distribution Service (folding room), encouraging Members to use private sector companies that already provide these services.

Approved the "Office 2000" initiative to bring 21st century data and voice communications to the House, through groupware and integrated, standardized computerization.

Combined video, audio and data communications into one operation, for greater efficiency. Renamed former House Information Systems "House Information Resources" to reflect new mission.

July

Received results of first-ever comprehensive audit of House finances and operations, for period October 1, 1993 through December 31, 1994. Financial records in such poor state auditors disclaimed any opinion on the financial statements and made over 200 recommendations for remedial action.

Many of the actions recommended by the auditors already done by GOP-led Committee on House Oversight.

August

Unanimously adopted new regulations governing expenditures of Member allowances. The Members' Congressional Handbook was the first major revision to regulations in years, represented a bipartisan effort, approved by the Inspector General, and streamlines authority and is a common-sense approach to office management.

Combined three disparate allowances into one Members' Representational Allowance, to provide Members' offices with flexibility and accountability in their allowance expenditures.

Required the Finance Office to complete timely reimbursement to Members and staff for travel expenses charged to American Express. Made Members and staff personally responsible for payment of American Express charges as recommended by the Price Waterhouse audit.

Adopted a resolution authorizing the CAO to develop comprehensive functional requirements for a new House Financial Management System, as recommended by the House Audit.

Adopted a resolution authorizing each committee to transfer amounts made available under House Resolution 107 to the Official Mail Allowance.

October

Reported H.R. 2527, legislation to provide for direct reporting of candidate campaign reports and permitting electronic filing of campaign reports directly to the FEC. Passed by the House.

November

Adopted the House Information Systems Program Plan which includes the Office 2000 initiative, thereby moving closer to implementing the "CyberCongress Project".

Approved Inspector General Annual Audit Plan for 1996, continuing the Republican commitment to a new "open house."

December

Adopted a resolution authorizing for the first time the public disclosure of Member allowance amounts beginning in 1996.

Approved a contract with a private company to operate House Postal Operations, as recommended by the House Audit, with an anticipated costs savings of \$9.8 million over the life of the contract.

Approved issuance of a task order and request for proposals (RFP) to conduct a 1995 House Audit, continuing the commitment of accountability made in the Contract with America.

Under the Committee on House Oversight, the House Franking Commission adopted a policy to make all franked mass mail available for public inspection and photocopying.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, January 3, 1995.

FOLLOWUP TO COMPREHENSIVE HOUSE AUDIT COMPLETED

DEAR COLLEAGUE: The House Inspector General John Lainhart today presented to the Committee on House Oversight and bipartisan House Leadership a final report on the results of the exhaustive followup audit the House called for unanimously in the passage of H. Res. 192 last July.

Attached is a detailed summary of the Inspector General's report. His conclusions in each area provide additional support for the findings of the report entitled "Problems Plagued the House's Financial Operations" released as a part of the comprehensive House Audit on July 18, 1995. That report, and the "Report of Independent Accountants" issued by Price Waterhouse, stated that an absence of an effective internal control structure meant that "there could be no assurances that all House transactions were properly recorded, accumulated and reported in accordance with the rules, policies and procedures established by the House."

On behalf of the Leadership and the Committee, we appreciate your timely responses to the Inspector General and assistance in resolving the outstanding issues. We are proud of this report and the conclusions it reaches—that the transactions at issue were readily resolved once documentation was provided and information gathered.

If you would like a copy of the full report by the Inspector General, please call the Committee at x58281 and we will be glad to provide it to you.

Sincerely,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, January 26, 1996.

IMPORTANT: RETURN OF GIFTS

DEAR COLLEAGUE: As you know, effective January 1, 1996, House Rule 52 bans the acceptance of business-related gifts by Members of Congress. However, the Committee understands that, on occasion, your office may receive an item which falls under this prohibition. Because current Franking law prohibits the use of the Frank to return gifts, the Committee has adopted an interim policy to allow the use of the Members' Representational Allowance (MRA) to pay for the postage costs associated with returning such gifts. Such postage costs may not exceed \$100 per month.

When submitting vouchers for the postage reimbursement, Members should clearly state the reason and facts surrounding each gift return. As with all reimbursements, this information will become public in the Clerk's Report.

The Commission on Congressional Mailing Standards (Franking Commission) is currently reviewing the use of the Frank for such gift returns, and will keep your office posted of any policy changes.

If you have any questions, please contact the Committee on House Oversight at x58281 or the Franking Commission at x59337.

Sincerely,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, February 5, 1996.

Republican Members,
House of Representatives,
Washington, DC.

DEAR REPUBLICAN COLLEAGUE: As we begin our February district work period, I wanted to send you the enclosed partial list of reform accomplishments made by the Committee on House Oversight during our first session of the 104th Congress.

It's important that we keep a perspective on our reform accomplishments. I hope that you will be able to take this information back to your districts to show how we are changing the way the House does business.

Please contact Stacy Carlson, staff director at the Committee on House Oversight at extension x58281 if you need any additional background information.

Sincerely,

BILL THOMAS, *Chairman*.

PROMISES MADE, PROMISES KEPT

PARTIAL LIST OF REFORMS OF THE 104TH CONGRESS, THE COMMITTEE ON HOUSE OVERSIGHT

Cutting the congressional bureaucracy

Reduced House Committee staffs by one-third (622 positions eliminated).

Ended taxpayer subsidies for Legislative Service organizations in the 104th Congress, reducing staff by 96 positions and setting the course to return over \$1 million to the U.S. Treasury.

Cut staff levels at the Joint Committee on Printing by 60 percent.

Slashed House Committee funds by \$67 million over 2 years; a 30% reduction from the 103rd Congress levels.

Reduced 1995–96 Official Mail Allowance for Members by one-third from 1994 levels; an average reduction of \$60,000 per Member. (1994 average = \$163,000; 1995 average = \$108,000).

Approved reorganization of operations of the Clerk of the House and Sergeant at Arms, reducing staff by 11% and yielding \$1.8 million in savings.

Authorized reorganization of overall administrative functions, reducing House support staff by 34% and saving \$7 million.

Privitization

Opened two House parking lots (more than 800 spaces) on Capitol Hill for public parking, ending free parking for lobbyists and extra spaces granted as favors to Members of the House. Net revenues from operations to be returned to the U.S. Treasury for deficit reduction.

Privatized the House beauty and barber shops, a move expected to save \$100,000 a year in projecting operating deficits.

Closed the majority and minority print shops and House Folding Room, thereby encouraging Members and Offices to obtain these services from private companies.

Awarded a contract to a private company to operate the House shoe shine stands.

Privatized House Postal Operations, a move expected to save over \$1 million per year in taxpayer costs.

Republican "Open House"

Transformed the House of Representatives into an "Open House" by approving a contract for the first-ever comprehensive and independent financial audit.

Instituted principles of disclosure to the public including: first-time public disclosure of Member allowance amounts beginning in 1996; public disclosure of audit results; and public disclosure of Committee spending; first-time ever Franking Commission adopted

policy making all franked mass mailings available to the public for inspection and photocopying.

Opened the THOMAS internet system, a world-wide web site with first-time access to bills, copies of the Congressional Record, and other legislative information. Since being established, THOMAS has averaged over a million requests per month.

Approved the "Office 2000" initiative to bring 21st century data and voice communications to the House, with groupware and integrated, standardized computerization.

Approved issuance of a task order and request for proposals to conduct a 1995 House Audit, continuing the commitment of accountability to the American people as outlined in the Contract with America.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, February 12, 1996.

Re: Fee for use of the attending physician.

Members, the Resident Commissioner and Delegates,
House of Representatives,
Washington, DC.

DEAR COLLEAGUE: The Committee on House Oversight has established a fee for use of the Attending Physician during 1996. Of course, Members may choose not to use the services provided by the Attending Physician.

However, any member using the Attending Physician's Office at any time in 1996 must send a personal check made payable to the U.S. Treasurer in the amount of \$254.31 to the House Finance Office (263 Cannon). Please see the attached Fact Sheet for an explanation of the fee and the services provided by the Attending Physician. You should keep a copy of your canceled check as evidence of payment.

If you or your staff have any questions about the fee for use of the Attending Physician please contact Dan Crowley of the Republican staff at 225-8281 or Charles Howell of the Democratic staff at 225-2061.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

CONGRESS OF THE UNITED STATES,
JOINT COMMITTEE ON PRINTING,
Washington, DC, March 4, 1996.

TIRED OF DEFICITS? TIRED OF RED INK IN THE NATION'S BALANCE SHEET? HERE'S SECRETARY RUBIN'S SOLUTION: USE PURPLE, GREEN AND BLUE

DEAR COLLEAGUE.: While Republicans remain committed to a balanced budget and to replacing the deficit-red ink in our country's balance sheet, Secretary of the Treasury Robert E. Rubin and

IRS Commissioner Margaret Richardson are using a novel method to keep us in the red. They are wasting hundreds of thousands of dollars to print 1995 tax forms with decorative scenes of mountains, fields and oceans, using splashes of purple, green and blue ink.

Mr. Rubin and Ms. Richardson have found a new way to waste taxpayer money—more than \$200,000 to decorate tax forms! Maybe \$200,000 doesn't seem like a lot of money to the IRS, whose FY 1996 budget is \$7.3 billion, but it's a lot of money to the American taxpayer.

The Government Printing and Binding Regulations clearly prohibit using more than one color of ink unless there is a specific functional purpose, i.e. to highlight a change in tax law, or to assist in completing a form. The colors on the 1995 Tax Forms don't do this. Does Secretary Rubin think that fancy covers on 1040 forms will make the taxpayers happy to pay their annual tax bill? They'd prefer lower taxes.

CONGRESS OF THE UNITED STATES,
JOINT COMMITTEE ON PRINTING,
Washington, DC, February 28, 1996.

Hon. ROBERT E. RUBIN,
Secretary of the Treasury,
Washington, DC.

DEAR SECRETARY RUBIN: In this time of universal support for reducing federal government expenditures, the Joint Committee on Printing believes that the Internal Revenue Service has spent hundreds of thousands of dollars needlessly to use four different ink colors on 1995 tax form packages. To prevent waste of taxpayer money, The Government Printing and Binding Regulations severely restrict the instances in which the use of additional ink colors are appropriate in the government's printed products.

It appears that the use of four colors on IRS tax forms is for decoration only. For example, the "1995 1040 Forms and Instructions" uses purple, green, and blue (in addition to black) ink on its cover to illustrate mountains, flowers and the ocean, respectively. The Committee would certainly appreciate knowing your justification for using taxpayer money for this purpose. This is especially pertinent now, when the IRS is claiming a shortage of funds and reducing services and staff as a result.

Thank you for your prompt attention to this matter. I look forward to your reply, which I hope to receive no later than March 8, 1996.

Sincerely,

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, March 29, 1996.

Members, the Resident Commissioner, and Delegates.

DEAR COLLEAGUE: If you are anticipating the need to make changes to your current equipment and furnishings inventory dur-

ing the remainder of the 104th Congress, please take into consideration the following Committee regulations:

In an election year, purchases of new and replacement equipment and furnishings are restricted to one-time purchases after May 31, or the date on which a Member is defeated, or announces or takes steps evidencing an intent to retire or run for another office, whichever occurs first.

No other transactions, e.g., removal of equipment or furnishings from inventory, transfers of equipment or furnishings between Washington and/or district offices, will be processed during an election year after May 31, or the date on which a Member is defeated, or announces or takes other steps evidencing an intent to retire or run for another office, whichever occurs first.

These restrictions do not apply to Members who, after their primary election, are unopposed in the general election, nor do they apply to leased or rented equipment.

If you have any questions, please contact the Committee on House Oversight at 225-8281 (majority), or 225-2061 (minority).

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, March 29, 1996.

NEW USER'S GUIDE FOR PURCHASING EQUIPMENT

Members, Delegates, Resident Commissioner, Committee Chairs, Leadership and Officers.

DEAR COLLEAGUE: Attached is a copy of the revised *User's Guide to Purchasing Equipment, Software and Related Services*, effective April 1, 1996.

The reverse of this page lists a summary of the changes made to the *User's Guide* since the September, 1995, edition.

If you or your staff have any questions regarding the *User's Guide*, please contact Committee staff at 225-8281 (majority) or 225-2061 (minority).

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

COMMITTEE ON HOUSE OVERSIGHT

USER'S GUIDE FACT SHEET, MARCH, 1996

This revision to the *User's Guide*, effective April 1, 1996, is issued by the Committee on House Oversight. Its provisions are issued as regulation and replace those found in the September, 1995, edition.

Listed below are the specific changes occurring in the April, 1996, *User's Guide*. Please contact the Committee on House Oversight at 225-8281 if you have questions.

General changes

New sections on software and telecommunications equipment, including information on cellular telephones, have been added.

New entries have been added to the list of definitions.

Policy changes

Offices will now be required to leave maintenance arranged under the approved list when they replace half or more of their existing file servers or workstations.

Offices may now purchase used equipment in the same fashion as new equipment.

In order to protect offices from possible House Rule 45 violations, offices returning equipment to the vendor after 60 or more days following delivery will be charged a rental fee of 4.2% of the purchase cost per month from the date of delivery.

Travel costs for vendors may now be paid out of the applicable office funds.

Offices are now allowed to use a CMS vendor which is other than their Systems Integrator, if they both agree to coordinate on compatibility issues.

Software purchases with a cost above \$350 per package may only be reimbursed after the office receives a written recommendation from their TSR.

Leasing equipment

Offices may use either the standard lease control offered by the CAO or independently arranged leases. Independently arranged leases must be sent to OSM for review.

Leases may not exceed the elected or appointed term of office unless they allow for cancellation, without penalty, at the departure of the Member or Officer.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, March 29, 1996.

Members, the Resident Commissioner, and Delegates.

DEAR COLLEAGUE: If you are anticipating the need to make changes to your current equipment and furnishings inventory during the remainder of the 104th Congress, please take into consideration the following Committee regulations:

In an election year, purchases of new and replacement equipment and furnishings are restricted to one-time purchases after May 31, or the date on which a Member is defeated, or announces or takes other steps evidencing an intent to retire or run for another office, whichever occurs first.

No other transactions, e.g., removal of equipment or furnishings from inventory, transfers of equipment or furnishings between Washington and/or district offices, will be processed during an election year after May 31, or the date on which a Member is defeated,

or announces or takes other steps evidencing an intent to retire or run for another office, whichever occurs first.

These restrictions do not apply to Members who, after their primary election, are unopposed in the general election, nor do they apply to leased or rented equipment.

If you have any questions, please contact the Committee on House Oversight at 225-8281 (majority), or 225-2061 (minority).

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, April 15, 1996.

DEAR COLLEAGUE: In accordance with Public Law 104-52, section 636, "Prohibition of Cigarette Sales to Minors in Federal Buildings and Lands Act," the Committee on House Oversight has taken action to ensure that minors do not purchase tobacco products in the House.

All cigarette vending machines will be removed by May 1, 1996. To provide Members and staff continued access, one machine will be placed in the House Building Superintendents office, B-341 RHOB. The Superintendents office is open and staffed 24 hours a day. No one under the age of 18 may purchase cigarettes.

Tobacco products will continue to be sold in dining facilities. If you have any questions please contact Committee staff at x58281 (majority) or x52061 (minority).

Sincerely,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, April 16, 1996.

SMITHSONIAN LECTURE SERIES—VOICES OF DISCOVERY ON CAPITOL HILL

DEAR COLLEAGUE: We are pleased to inform you of a special series of lectures prepared for Members of Congress and their staff. This series is an extension of lectures being presented as part of the Smithsonian's 150th Anniversary celebration nationwide. The Committee on House Oversight is pleased to announce: "Hirshhorn Sculpture Collection: Romantics and Revolutionaries," presented by Dr. Valerie Fletcher, Friday, April 19, 1996, 12:00-1:30 p.m., the Gold Room, 2168 Rayburn House Office Building.

Since 1978, Valerie Fletcher has been the curator of sculpture at the Hirshhorn Museum and Sculpture Garden. Before coming to the Hirshhorn, she was on the staff of the Metropolitan Museum

of Art and the Museum of Modern Art in New York City. Dr. Fletcher is a leading expert on the works of Aberto Giacometti.

Please convey this information to your staff and we hope you will encourage attendance.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMISSION ON CONGRESSIONAL MAILING STANDARDS,
Washington, DC, April 17, 1996.

DEAR COLLEAGUE: Attached is an updated edition of the Regulations on the Use of the Congressional Frank (know as the "Red Book").

The changes in this most recent edition of the "Red Book" reflect the following:

Inserts prohibited during an election year cutoff period (pg. 26)

Mass mailing restriction prior to an election increased to 90 days (pg. 25)

Guidelines for letters of recommendation (pg. 12)

Public access policy (pg. 17)

Appendix #4 Guide to Congressional Bulk Mailings (pg. 69)

Appendix #5 Related franking expenditures from MRA (pg. 87)

Attached for your convenience are the recently revised franking request and certification forms. Completed forms must accompany all materials submitted for preliminary review.

If you have any questions, please contact the Franking Commission at x59337 (majority), or x52061 (minority).

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, April 24, 1996.

TOWN HALL MEETING AND BROADCAST TIME REGULATIONS

DEAR COLLEAGUE: As you know, the Committee on House Oversight unanimously adopted new regulations governing the combined Members' Representational Allowance (MRA) last August. As stated on Page 1 of the *Handbook*, the regulations provide members with increased flexibility in managing their offices.

On Page 36 of the *Handbook* issued last September, a Town Hall meeting is defined as: "An official meeting a Member holds within their district for their constituents to facilitate the exchange of information regarding issues directly relating to the Member's official and representational duties." A Member may determine that they

prefer to reach their constituents for a town hall meeting format through an interactive, radio call-in show, rather than in a conventional town hall meeting held in a single location.

On October 13, 1995 the Committee clarified that the Handbook prohibits the purchase of any television broadcast time. This was restated in the Committees' November "House Oversight Resource" newsletter. There has been no change to this television prohibition.

The Committee on House Oversight's responsibility is to ensure that taxpayer funds are used only to support Members' official and representational duties. The *Handbook* regulations reflect this responsibility. Ultimately, Members, along with their constituents, will determine whether they are serving their district and using taxpayer funds appropriately. A town hall meeting held on the radio may allow constituents to participate in far greater numbers than has been typically the case.

We recognize that we are in a technological age where communication can take place in many forms. Members should not be constrained from spending official funds in a way that results in greater communication with their constituents, when all spending is publicly disclosed, leading ultimately to greater accountability than in any previous Congress.

Please call House Oversight at x58281 if you have any questions.

Best regards,

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, April 30, 1996.

HOUSE EMPLOYMENT COUNSEL

Members, Delegates, the Resident Commissioner and House Officers.

DEAR COLLEAGUE: The Congressional Accountability Act of 1995 (Public Law 104-1) requires all House employing offices to comply with various employment and workplace laws made applicable to the House by the Act. In order to provide House employers with advice and guidance relating to their employment policies and practices, the Committee on House Oversight has established the Office of House Employment Counsel, which is administered by the Clerk under the bipartisan direction of the Chairman and Ranking Minority Member of the Committee.

This office will be operated on a strictly nonpartisan basis, and all contacts with the Employment Counsel will be confidential (except that the amount of any cash settlement offer must be approved in accordance with H. Res. 401 §2). The Employment Counsel will be available to provide review of personnel policies, to answer specific questions on the laws and regulations made applicable to the House by the Congressional Accountability Act, to represent House employers during employment grievance proceedings, and to help House offices formulate requests for regulatory interpretations and guidance from the Office of Compliance.

The Office of House Employment Counsel, which is located in room 433 Cannon HOB, will open on May 1, 1996. The Employ-

ment Counsel, Mr. Jeffery C. Poll, can be reached at x57075. Please contact Committee staff, Dan Crowley at x58281 (Majority) or Charlie Howell at x52061 (Minority), if you have any questions about this new office, or about Committee policies and regulations relating to employment of staff.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

SUMMARY INTERN PROGRAM

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington DC, May 7, 1996.

DEAR COLLEAGUE: The Committee on House Oversight will continue the traditional bicameral Congressional Intern Program. Attached is a list of summer housing opportunities that may assist you in helping interns find accommodations.

We also plan to publish a handbook for interns and schedule speakers throughout the months of June, July and August. Further details will follow shortly.

Please feel free to contact Kerrie Freeborn at x5-8281 with any questions or suggestions.

Best regards,

BILL THOMAS, *Chairman.*

ARTISTIC DISCOVERY EXPENSES

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, May 10, 1996.

DEAR COLLEAGUE: Several offices have been calling with questions regarding the reimbursability of expenses related to "An Artistic Discovery," specifically regarding the procedure for shipping the artwork back to the district.

To clarify any confusion about the reimbursability of these expenses, outlined below are the *Members' Congressional Handbook* regulations regarding "An Artistic Discovery."

Ordinary and necessary expenses related to the support of "Artistic Discovery," the congressional art competition, are authorized if they fall within a category of authorized official expenses (see *Members' Representational Allowance: Official Expenses* section beginning on page 150).

Expenses may include advertisements, printing and production of correspondence, indistrict travel for Clerk Hire employees, and expenses related to shipping and handling of the winning entry between the district and Washington, D.C., via postal services. The Member may not use the Frank to ship or mail the winning entry.

If you have any further questions regarding the reimbursability of such expenses or to receive a copy of the *Member's Congressional*

Handbook, please contact the Committee's Office of Member Services at x58281. If you have any questions regarding the art competition, please contact Dave with Representative Pallone at x54671, or Michelle with Representative Gekas at x54328.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, June 4, 1996.

DEAR COLLEAGUE: Attached please find copies of the Summer 1996 Intern Handbook. It provides information on a wide range of issues, from office environment to the legislative process.

Please contact Kerrie Freeborn at x58281 if you have any questions or comments.

Best regards,

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, June 11, 1996.

SMITHSONIAN LECTURE SERIES—VOICES OF DISCOVERY ON CAPITOL HILL

DEAR COLLEAGUE: We are pleased to inform you of a special lecture prepared for Members of Congress and their staff. This lecture is an extension of a series being presented as part of the Smithsonian's 150th anniversary celebration nationwide. "First Ladies: Political Role and Public Image," presented by Edith Mayo, Monday, June 17, 1996, 12:00–1:30 p.m., the Gold Room, 2168 Rayburn House Office Building.

Edith Mayo is Curator of Social History at the National Museum of American History. Her area of expertise is women's issues, in particular the Women's Suffrage Movement and the role of the First Lady throughout history.

This lecture focuses on the role of the First Lady throughout American history. Edith Mayo also tells lively anecdotes of her own personal encounters with several First Ladies.

Please convey this information to your staff and we hope you will encourage attendance.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
 COMMITTEE ON HOUSE OVERSIGHT,
 Washington, DC, June 28, 1996.

COSPONSOR THE REPUBLICAN CAMPAIGN FINANCE REFORM BILL

DEAR REPUBLICAN COLLEAGUE: Please join Speaker Gingrich, Majority Leader Dick Armey, Majority Whip Tom Delay, Conference Chair John Boehner, NRCC Chair Bill Paxon and me as original cosponsors of The Campaign Finance Reform Act of 1996.

The Act will:

- Restore local control of elections
- Strengthen the role of individuals in the election process
- Strengthen political parties
- Create a level playing field for those who run against wealthy candidates.
- Streamline regulations to make it easier to run for office
- Ensure greater and more timely disclosure of election activity

Attached is more information; The Campaign Finance Reform Act of 1996 will be introduced when the House returns from the July recess. Please call Roman Buhler or Mark Blencowe at the Committee on House Oversight (x58281) before Tuesday, July 9 to add your name to the list of original cosponsors or for more information.

Best regards,

BILL THOMAS, *Chairman.*

THE CAMPAIGN FINANCE REFORM ACT OF 1996

FINDINGS

(1) Our republican form of government is strengthened when voters choose their Representatives in elections that are free of corruption or the appearance of corruption.

(2) Corruption or the appearance of corruption in elections may evidence itself in many ways:

(a) Voters who democratically elect Representatives must believe they are fairly represented by those they elect. The current election laws have led many to believe that the interests of those who actually vote for their Representatives are less important than those who cannot vote, but who can influence an election by their contributions to the candidates.

(b) Failure to disclose, or to timely disclose, those who contribute and how much they contribute, unnecessarily withholds information voters need to cast ballots with complete confidence, thereby increasing the belief of, or the appearance of corruption.

(c) The diminishing role of political parties, despite parties' long-standing role in advancing broad national agendas, in assisting the election of party candidates and in organizing members, has relatively enhanced groups that pursue narrow interests. This relative shift of influence has been interpreted by some as corrupting the election process.

(d) Complicated and obsolete election laws and rules discourage citizens from becoming candidates, allow for coerced invol-

untary payments for political purposes, fail to keep contribution amounts current with inflation, and fail to provide reasonable compensating contribution limits for candidates who run against candidates who exercise their constitutional right of spending their own resources. The current state of laws and rules are such that if they do not corrupt, at the very least they unduly hinder fair, honest and competitive elections.

CAMPAIGN FINANCE REFORM ACT OF 1996

RESTORE LOCAL CONTROL OF ELECTIONS

Restore local control of campaign finance—raise a majority of funds from residents of a candidate's district.

STRENGTHEN THE ROLE OF INDIVIDUALS

1. Restore strength of individual contributors—equalize PAC and individual contribution limits.
2. Restore the value of the dollar—index individual contribution limit.
3. Stop bundling by PACs and Lobbyists.
4. Eliminate Leadership PACs.
5. Independent Expenditures must be truly independent.
6. Require annual renewal of wage check-off for corporate and union PAC contributions.

STRENGTHEN POLITICAL PARTIES

1. All contributions to and from parties are indexed.
2. Individual contributions to parties are limited to indexed amounts, but not subject to an aggregate limit.
3. Ban non-federal money from federal elections.
4. Expand party grassroots activities and party communications with members.
5. Allow political parties to match incumbent warchest carryover.

STOP WEALTHY CANDIDATES FROM BUYING ELECTIONS

1. Political parties may match wealthy candidate's personal contributions above individual contribution limit.
2. If a wealthy candidate raises over \$150,000 in personal funds, lift individual contribution limits for all candidates up to total amount of funds raised by wealthy candidate.

TIMELY REPORTING, INCREASED DISCLOSURE, MORE INFORMATION TO CANDIDATES

Last minute contributions of \$1,000 and independent expenditures must be reported within 24 hours, instead of current 48 hours.

Require reports to aggregate activity on a per-election basis, to provide a better picture of contributions received and expenditures made in connection with each election.

Require campaign committees to report payments of \$500 or more made by an intermediary for the benefit of the campaign.

Require the FEC to draft regulations in a manner that has the least restrictive effect on First Amendment rights of freedom of

speech and assembly, a reviewing court may set aside FEC actions that do not conform to these principles.

Clarifies that FEC may issue written responses to written requests where the law is unambiguous and provide "safe harbor protection" if questioner acts in good faith, relying upon the written response.

Allows a respondent to a complaint to request the right to present oral argument before FEC.

Requires FEC to compile, publish and regularly update, a complete index of advisory opinions.

Changes the name of the standard of initiation of action to "a reason to investigate a possible violation . . . that has occurred or is about to occur;" from the current name of "a reason to believe * * * that a person has committed or is about to commit a violation;"

Permits corporations to communicate with any officers or employees of the corporation, versus current restriction on communicating only with executive or administrative personnel.

Permits unlimited solicitation by corporations or labor organizations of their officers and employees and members; increases threshold at which unions and corporations must protect confidentiality of individual PAC contributors from \$50 to \$100.

Broadens protection against use of force, discrimination, financial reprisals or threats to coerce contributions for candidate committees, in addition to current protection against coercion for PAC contributions.

Eliminates requirements that grassroots citizen activity, with a value of \$100 or less, on behalf of federal candidates must be reported.

INEQUITY OF THE CURRENT SYSTEM

[We need to create a level playing field]

Activity	Current law		
	Unions	Corporations	Parties
Unlimited communications with members and stockholders.	Yes	Yes	No.
Unrestricted ability to pay for communications with employees and members.	Yes	Yes	No.
Unrestricted ability to pay for administrative and overhead costs of their political committees.	Yes	Yes	No.
Unrestricted ability to pay for fundraising costs of their political committees.	Yes	Yes	No.
Ability to support grassroots activities (voter registration, get out the vote drives and phone banks).	Permitted	Permitted	Restricted.

REPUBLICAN REFORM

[Creating a level playing field]

Activity	Current law		
	Unions	Corporations	Parties
Unlimited communications with members and stockholders.	Yes	Yes	Yes.
Unrestricted ability to pay for communications with employees and members.	Yes	Yes	Yes.

REPUBLICAN REFORM—Continued

[Creating a level playing field]

Activity	Current law		
	Unions	Corporations	Parties
Unrestricted ability to pay for administrative and overhead costs of their political committees.	Yes	Yes	Yes.
Unrestricted ability to pay for fundraising costs of their political committees.	Yes	Yes	Yes.
Ability to support grassroots activities (voter registration, get out the vote drives and phone banks).	Permitted	Permitted	Enhanced.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, July 8, 1996.

DISCLOSURE OF MEMBERS' REPRESENTATIONAL ALLOWANCE

DEAR COLLEAGUE: The first quarterly report of the Statement of Disbursement of the House of Representatives (Statement) for 1996 will be published shortly. For the first time, the Statement will include the amount of each Member's 1996 Members' Representational Allowance (MRA). The increased disclosure was approved by the Committee on House Oversight on December 13, 1995. The numbers will be broken down into two parts, the total allowance and the franking sub-limit.

As a reminder, the allowance is calculated for each member based on the formulas shown on the reverse.

The formulas are long-standing and were used when Members' allowances were in distinct and separate funds, the intention was to produce an equitable allowance for all Members based on geographical location, and varying population and costs in their districts. This approach is under review to determine its equity in light of the single MRA fund.

Please call either the majority (x58281) or the minority (x52061) staff with any questions you may have.

Best regards,

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, July 16, 1996.

THE MOST FUNDAMENTAL ELECTION REFORM EVER OFFERED BY A
HOUSE MAJORITY: MAJORITY-IN-DISTRICT; PAC LIMITS = INDIVIDUAL
LIMITS; PROTECT VALUE OF INDIVIDUAL CONTRIBUTIONS;
ELECTORAL COMPETITION; EMPOWER PARTIES! NO SPENDING LIM-
ITS. NO TAXPAYER FINANCING

DEAR REPUBLICAN COLLEAGUE: H.R. 3760 is the most fundamental election reform ever advanced by a Congressional Majority. For years, campaign "reformers" have tried to restrict First Amendment rights, reduce electoral competition and impose public and taxpayers subsidies. H.R. 3760 is different.

Majority in District: Power to Constituents!

Majority-in-district reform will transform American politics. Candidates must raise less from Washington special interests and more from constituents.

Protect Value of Constitutional Right to Contribute

Instead of constricting First Amendment rights, H.R. 3760 will protect the original value of the \$1,000 individual contribution limit set by Congress in the Watergate year of 1974. Now, 20 years later, the value of that \$1,000, and the constitutional right it represents, has been slashed 2/3 by inflation. H.R. 3760, by indexing the contribution levels, restores the constitutional right to contribute to the value Congress set in 1974!

Stronger Parties; More Efficient Use of Funds = Competitive Elections

Instead of spending limits that limit electoral competition, H.R. 3760 will increase competition by empowering political parties. It will NOT increase the unlimited amounts individuals can now give to our national and 50 state political parties, but it will allow parties to help challenges, counteract the influence of wealthy candidates, and to effectively organize at the grassroots and communicate with members, just like unions do today! H.R. 3760 preserves the principle that only funds raised under federal law can be used to advocate the election of federal candidates.

Reform Republicans Can Support with Pride

H.R. 3760 puts the voter in the driver's seat and takes power out of Washington. It is a good bill for Republicans, and a good bill for the political process in America!

Best regards,

BILL THOMAS, *Chairman.*

CONGRESS OF THE UNITED STATES,
HOUSE OF REPRESENTATIVES,
Washington, DC, July 17, 1996.

REPUBLICAN CAMPAIGN REFORM: "MAY POINT THE WAY TO THE FUTURE"; "ESSENTIALLY REVERSES THE TRADITIONAL DEFINITION OF REFORM"; "IT MAY OFFER A WAY OUT OF THIS MAZE", (Washington Post, July 17, 1996)

DEAR COLLEAGUE: As we head into floor debate on campaign finances reform, I recommend the following.

Best regards,

WILLIAM M. THOMAS.

[From the Washington Post, Wednesday, July 17, 1996]

A NEW TWIST ON CAMPAIGN FINANCE

(By David S. Broder)

House Republicans have come forward with a new approach to the conundrum of campaign finance reform. It won't become law this year, but it may point the way to the future.

The bill that came out of the House Oversight Committee last week, headed for an early floor vote, essentially reverses the traditional definition of reform—drying up private contributions to campaigns and limiting the cost of our elections—and acknowledges that as both a practical and constitutional matter, those constraints are unworkable.

Instead, it takes the approach that, in the inevitable mix of money sources, everything possible should be done to enhance the role of two groups: a congressman's own constituents and the political parties.

Before explaining why this approach—which is very controversial—may make more sense than that advocated in the past by Republicans, Democrats and nonpartisan reform groups, let me pick a fight with the House Republicans on a collateral issue.

At the same time the Oversight Committee under Chairman Bill Thomas (R-Calif.) recommended steps to deregulate the financing of campaigns, the House Appropriations Committee under Chairman Bob Livingston (R-La.) restricted the budget of the money watchdog, the Federal Election Commission (FEC).

Republicans can't have it both ways. If you move to "empower" constituents and parties to play a bigger role in campaigns, as they would do, you cannot shut down the main instrument of disclosure, the FEC. Livingston's committee even ordered the FEC press staff—which is at the center of the public disclosure process—cut from five persons to two. Two people to handle the thousands of inquiries from the press and public about who is paying for our presidential and congressional campaigns? Give me a break!

To understand the logic of the Thomas approach, you have to know two things. First, as a matter of constitutional law, the Supreme Court, almost every time it decides a campaign finance case, rules against restraints on political speech, which it rightly regards as the core value protected by that part of the First Amendment. Last month, in the most recent of those decisions, it blew a big hole in the restrictions on what political parties may spend in connection with congressional campaigns.

Second, the current scheme of regulation is driving more and more interest groups—all across the spectrum—to shift their priority away from contributions to parties and candidates and instead is encouraging them to boost their preferred politicians either through "independent expenditure" campaigns or indirectly through "issue advocacy" campaigns.

The result has been that the money tide is rising—but the disclosure requirements that apply to old-fashioned contributions to, and spending by, parties and candidates are being evaded.

Classic reformers—Common Cause and its allies—have scrambled around for years to find ways to stem the tide. It hasn't worked.

Thomas has rethought the problem, and come up with a number of sensible ideas. His is far from a perfect proposal, but at least it moves the debate in a more productive direction.

First, he would require candidates to raise at least half their money in their home states or districts. Second, he would lift the \$1,000 limit on individual contributions (unchanged, despite inflation, since 1974) to \$2,500 and index it for the future. He would let individuals contribute virtually unlimited amounts to political parties, and let the parties spend that money to eliminate some of the most important barriers challengers for Congress now face. The party, for example, could move in money to offset the amount a wealthy opponent spends on his or her own race, or the amount an incumbent builds up in the preelection year in order to intimidate any possible challenger.

Democrats claim that the proposed rules would help the GOP—and they might, at least initially. But even Democrats concede that there is a logic to Thomas's approach beyond partisanship. In time, it may offer a way out of this maze.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, July 22, 1996.

ATTENTION: IMPORTANT CHANGE TO THE ELECTION YEAR
EQUIPMENT POLICY

Members, the Resident Commissioner, and Delegates.

DEAR COLLEAGUE: It has come to the Committee's attention that the May 31, 1996, election year equipment and furnishings policy is unnecessarily restrictive. Therefore, the Committee has modified this policy:

Effective immediately, prohibitions on removals or transfers of equipment prior to an election applies only to retiring or defeated Members.

Other Members are not subject to the prohibition on equipment and furnishing transfers, removals, etc. as outlined on page 1 of the *User's Guide to Purchasing Equipment, Software, and Related Services*, and may transfer, remove, etc., their equipment and furnishings.

Only Members who have lost the 1996 primary or general election, or have announced or taken other steps evidencing an intent to retire or run for another office, are subject to this prohibition.

The one-time purchase restriction for new and replacement equipment and furnishings after May 31, 1996 remains unchanged.

Requests for equipment and furnishing transactions for Members who have lost the 1996 primary or general election, or have announced or taken other steps evidencing an intent to retire or run for another office, are considered only when the Member provides the Committee on House Oversight with documentation sufficient to demonstrate their bona fide intent to request such removals, transfers, etc., prior to May 31, 1996.

Please contact the Committee at x58281 (Majority) or x52061 (Minority) if you have any questions.

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Minority Member.

CONGRESSMAN BILL THOMAS,
21st District, California, July 22, 1996.

REPUBLICAN CAMPAIGN FINANCE REFORM

“A Novel Version of Reform”

“It Departs Rather Radically From 20 Years of Reform Orthodoxy”

“Comports Rather Well with Political and Constitutional Realities”

“Worth a Try”

So Says the Cleveland Plain Dealer (July 18, 1996)

DEAR COLLEAGUES: The Republican Campaign Finance Reform Act of 1996 continues to gain support.

Best regards,

BILL THOMAS.

[From The Plain Dealer, Thursday, July 18, 1996]

MISSION IMPROBABLE?

Campaign-finance reform is a perennial: It comes up every year, dies back every year and survives despite clumsy pruning. The only thing growing faster and thicker than reform proposals is the amount of money in federal campaigns. That won't change. How it's dealt with could, beginning with a novel version of reform—known as the Thomas bill—due before the House today.

Two previous tries have fallen short of passage, deservedly. A “bipartisan” reform bill that stalled in the Senate proposes further limiting the amount of donors' money allowed in campaigns for federal office and replacing chunks of it with public—i.e., tax-paid—funding. A Democratic alternative likewise proposes limits on individual donors, tax-paid benefits for candidates, public funding for state parties, protections likeliest to protect organizations likeliest to make indirect contributions to Democrats (e.g., Emily's List) and restrictions on organizations likeliest to make indirect contributions to Republicans (e.g. Christian Coalition). That Democratic proposal failed to get out of committee but may make it onto the House floor today in some similar incarnation.

In part, these proposals failed to pass muster because some limitations they proposed don't pass muster with the First Amendment. And some that do will eventually be got around.

Today, the House is set to take up a Republican bill with a different tack: it acknowledges the apparently inescapable reality that private money will find its way into federal election campaigns. It also acknowledges that this need not be unrelievedly bad.

First, the Republicans propose to limit the amount of direct contributions to candidates for Congress only by the amount they can

raise from individual citizens in their districts. Candidates could accept no more from out-of-district PACS and organizations than they could raise from in-district individuals.

Second, as dependence on individual contributions rises, the Republicans would raise limits on individual contributions. Adjusted for inflation since limitations were first instituted in 1974, limits on individual contributions would rise from \$1,000 to \$2,500 this year. To achieve parity as to individuals and PACS, PAC contribution limits would fall from \$5,000 to \$2,500 this year. Henceforth, both individual and PAC contributions would be indexed to the Consumer Price Index.

Third, the Republican proposal attempts to address two realities: “Soft money”—money raised and spent by political parties on behalf of themselves and their candidates and raised by organizations and spent indirectly on behalf of candidates—has soared as “hard money” (direct contributions to candidates) has been limited. And that seems OK by a Supreme Court reluctant to limit how groups and individuals may spend their own money on their own political agendas. The Republican proposal would distinguish among what types of “soft money” may be spent on what types of political activity. It would lift some restrictions on contributions to let candidates match spending by opponents who can spend unlimited personal funds in pursuit of public office.

Fourth, the Republican proposal acknowledges that the best protection against undue influence of money in federal campaigns is timely disclosure of anybody who’s contributing anything to any candidate. It engages the convenience and speed of the World Wide Web in this regard.

Common Cause and other “public interest” special interests call this bill “The Fat Cat Liberation Act of 1996.” They prefer artificial limits on what individuals and groups may spend on any one campaign and on totals contributed during any election year. They prefer that taxpayers finance federal campaigns to keep corporations, unions and PACs from buying access to and influence with Congress. Failing that (again), they seek at least enough tax-paid benefits to entice candidates to lower the megabuck levels of campaign spending.

Given the First Amendment, that’s mission impossible. It’s also mission unpreferable. In the name of fairness, they would mandate passive citizen financial participation—and outlaw active citizen financial participation.

Yes, wealthy individuals try to buy public office. But they seldom succeed. Yes, the very rich, corporations, unions and PACs get access to Congress that ordinary citizens don’t. But the rich, too, have First Amendment rights, occasionally good suggestions and diverse politics. And corporations, unions and PACs are composed of ordinary citizens with common interests and no small expertise. They also are increasingly opposed by other ordinary citizens grouped by their common interests and eager to share their contrary expertise.

The Thomas bill may prove to be mission improbable: It departs rather radically from 20 years of reform orthodoxy. But it comports rather well with political and constitutional realities. That alone makes it worth a try.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, July 24, 1996.

SUPPORT THE AMENDMENT AND THE RULE ON CAMPAIGN FINANCE
REFORM

DEAR REPUBLICAN COLLEAGUE: When the Campaign Finance Reform Act of 1996 is considered on the floor Thursday, July 25, 1996, an amendment to the base text, HR 3820, will be offered. The amendment makes the following changes:

Individual, PAC and party contribution limits (section 102, 104 and 201)

Amendment to HR 3820:

Individual contribution limit \$1,000 per election
PAC contribution limit \$5,000 per cycle (\$2,500 per election)
Sets party contribution limits at two-times current law
Individual aggregate contribution limit \$100,000 per cycle
(\$50,000 per year)
Include individual contributions to parties in aggregate
\$100,000 individual contribution limit
All limits indexed prospectively by CPI

Contribution limits when candidate spends large amount of personal funds (section 103)

Amendment to HR 3820:

When wealthy candidate spends over \$150,000 of personal funds in general election, individual and party contribution limits are lifted up to amount of personal spending by wealthy candidate, and contribution limits for PACs are also lifted, up to \$25,000.

For additional information, call House Oversight at x58281.

Best regards,

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, July 31, 1996.

MEMBERS, COMMITTEE WEB SITE REGULATIONS

Members, Delegates, Resident Commissioner, Committee Chairs, Leadership, and Officers.

DEAR COLLEAGUE: The Committee on House Oversight has adopted regulations that, as of September 1, 1996, will govern the content of Member and committee official Web sites. These regulations supersede the "Electronic Communications" section on page 20 of the *Members' Congressional Handbook* and complement the "Internet Policy" section on page 37 of the *Committees' Congressional Handbook*.

As of September 1, 1996, Members and Committee Web sites must be in compliance with the regulations (as shown on the reverse) and summarized below:

The creation and operation of Members' official Web sites must be in support of the Members' official and representational duties to the district from which elected.

Office Web sites may not: include personal, political, or campaign information; include advertisements or endorsements for private individuals or entities; and directly link to Web sites created or operated by campaign or partisan political organizations.

H.I.R. will display an exit notice stating that users are leaving the House of Representatives, prior to linking to a non-House Web site. This notice will include a disclaimer that neither the Member nor the House are responsible for the content of linked sites.

For security purposes, all official Web sites must be located on the HOUSE.GOV host-domain. Member offices may choose between maintaining their sites in their office or through the use of H.I.R. services.

These regulations will be under constant review by the Committee. Additionally, the Committee will continue to work with H.I.R. on security issues, including the examination of technological applications to insure that downloading can occur without jeopardizing security or introducing viruses into the House system.

The Committee will be holding briefings on these regulations; times and dates will be announced. Please contact Committee staff with any questions at 225-8281 (majority) and 225-2061 (minority).

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, July 31, 1996.

1995 HOUSE AUDIT

DEAR COLLEAGUE: The House Inspector General and the Price Waterhouse auditors today presented the audit of the House's 1995 financial statements at a meeting of the Committee on House Oversight. The Inspector General testified that he had found "significant improvement" since the first-ever House audit was completed last year.

In their testimony, the Price Waterhouse team said that the House has aggressively addressed the shortcomings found in the first audit and that we have accomplished much in a comparatively short period of time. They added that in their experience such prompt implementation of a system of this magnitude was rare, especially since the House had relatively little upon which to build, and that our effort must be considered a solid achievement.

Attached is a copy of the audit for your review. For additional copies, please contact the House Document Room or the Committee on House Oversight.

Best regards,

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, August 7, 1996.

FAMILY AND MEDICAL LEAVE ACT MODEL HANDBOOK UPDATE

Members, the Resident Commissioner, Delegates, Committee Chairmen, and House Officers.

U.S. House of Representatives, Washington, DC.

DEAR COLLEAGUE: The Office of House Employment Counsel has issued several helpful documents (attached) relating to the Family and Medical Leave Act, including an update to the model FMLA policy contained in the model employee handbook. These documents can be downloaded from the House Web Page:

<http://www.house.gov/cho/modelemp/welcome.html/>

Each House employing office is individually responsible for compliance with all of the laws made applicable to the House by the Congressional Accountability Act, including the Family and Medical Leave Act. The House Employment Counsel will continue to monitor developments relating to compliance with these laws, and the regulations issued by the Office of Compliance, and will issue suggested updates to your employment policies as the need arises. Please contact the Office of House Employment Counsel at x57075 if you have any questions about compliance with these laws.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, August 22, 1996.

REMINDER: WEB SITE REGULATIONS BECOME EFFECTIVE SEPTEMBER 1, 1996

Members, Delegates, Resident Commissioner, Committee Chairs, Leadership, and Officers.

DEAR COLLEAGUE: Effective September 1, 1996, all Members and Committees must be in compliance with the World Wide Web site regulations on the reverse side of this letter.

The Committee on House Oversight will hold one additional seminar to educate and inform your office on the Web site regulations on Wednesday, August 28, 1996 at 10:00 AM in 1310 Longworth.

We encourage your staff to attend this seminar to assist you in complying with these new regulations. If you have any questions regarding the regulations or the seminar, please contact the Committee's Office of Member Services at 225-8281.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, September 17, 1996.

EARLY ORGANIZATIONAL MEETINGS OF THE REPUBLICAN CONFERENCE AND THE DEMOCRATIC CAUCUS AND THE ORIENTATION PROGRAM FOR NEWLY-ELECTED MEMBERS TO THE 105TH CONGRESS

DEAR COLLEAGUE: The following information is being provided to assist you in planning your schedule for the month of November 1996.

Returning Members Schedule	Republicans	Democrats
Room Selection	November 12-22	November 12-22
Early Organizational Meetings of the Conference/Caucus.	November 20-22	November 18-22
Steering Committee Meetings	November 22-26	November 19-22
Newly-Elected Members Schedule	Republicans	Democrats
Orientation Sessions	November 15-19	November 15-17
Early Organizational Meetings of the Conference/Caucus.	November 20-22	November 18-22
Steering Committee Meetings	November 22-26	November 19-22
Room Selection	November 23	November 23

Reimbursement of Travel Expenses incurred in support of attendance at the Early Organizational Meetings and the Orientation Program:

Returning Members: There is a long-standing statutory authorization to reimburse from a House account the Member and one staffer for one round trip between the district to be represented in the 105th Congress and Washington, D.C. A re-elected incumbent Member should plan to submit expenses for payment from this account rather than from his/her MRA. We will provide additional information regarding the procedures for these expenses in the near future.

Newly-Elected Members: the Member-Elect and one staffer are authorized to be reimbursed from the aforementioned House account for the cost of one round trip between the district to be represented in the 105th Congress and Washington, D.C. and related travel expenses (meals, lodging, etc.). We will be providing information regarding the schedule of the Organi-

zational Meetings and the Orientation Program directly to non-incumbent candidates within the next few weeks.

The Committee on House Oversight and your respective party Leadership will provide updates and more information on the schedule before Congress adjourns, but please reserve the dates as outlined above. If you have any questions, please contact the Committee on House Oversight, x5-8281 (majority) or x5-2061 (minority).

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
COMMISSION ON CONGRESSIONAL MAILING STANDARDS,
Washington, DC, September 19, 1996.

IMPORTANT: FRANKING ALERT—RE: MASS MAILING PUBLIC
DISCLAIMER

DEAR COLLEAGUE: The Legislative Branch Appropriations Act of 1997 includes language which requires all mass mailings to contain a public disclaimer statement effective October 1, 1996.

Each mass mailing sent by a Member of Congress must display the following wording: "This Mailing Was Prepared, Published, and Mailed at Taxpayer Expense." The notice must appear prominently on the face, or envelope or outside cover of the mail matter being sent and printed in type size not smaller than 7 point.

A mass mailing is defined as any unsolicited mailing of 500 or more pieces of substantially identical content in a session of Congress. Communications to media, government officials and direct responses to constituent inquiries are exempt from this definition.

Please contact the Committee at x59337 (majority) or x52061 (minority).

Sincerely,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, September 19, 1996.

RECORD OF REFORM

DEAR REPUBLICAN COLLEAGUE: Since January of 1995, the new Republican Majority has dramatically reformed and changed the operations of the House of Representatives. Common sense reforms and privatization efforts have saved \$150 million in taxpayer dollars, resulted in a \$60 million reduction in the House' budget. We have kept our commitment to the American taxpayer, and have a proven record of reform.

The attached chart, as presented by the Speaker at today's Republican Conference, summarizes the changes and the savings we have accomplished. Also attached is a draft opinion piece, "Republican Reforms Save \$150 million" to send to the media in your district. The chart and opinion are also available on the Committee's Home Page, under "Record of Reform," at <http://www.house.gov/cho/welcome.htm>.

For more information, please contact Committee staff at x58281.
Best regards,

BILL THOMAS, *Chairman*.

REPUBLICAN REFORMS SAVE \$150 MILLION

Did you know that the House of Representatives used to spend \$500,000 each year to deliver ice and \$100,000 on subsidized haircuts for politicians on Capitol Hill? In the last two years, House Republicans have stopped these and other wasteful spending schemes inherited from House Democrats. Using common-sense and a sharp budget knife, Republicans have saved \$150 million through internal reforms. We have dramatically cut our own budget and provided an example for how to cut the cost of the rest of government. Without fancy commissions, bureaucratic reports or multi-year studies we have, quite simply, just done it.

The House was riddled with scandal under Democratic control. Remember the House Post Office, the House Bank, and prison sentences for abuse of taxpayer funds? Republicans were never shy in our criticism of how the Democrats ran the House. When we won majority status and became responsible for managing the House, and its \$730 million annual budget, we had to prove ourselves. We said we could do it better, and we have.

We are spending \$60 million less to run the House than was spent in the 103rd Congress, and will return an additional \$50 million to the Treasury. We saved \$470,000 by canceling a parking lot and a warehouse lease, earned \$141,000 by auctioning off old, obsolete furniture that Democrats paid hundreds of thousands of dollars to store. We opened another parking lot for public parking and all revenues go straight to the Treasury for deficit reduction. We eliminated special-interest Legislative Service Organizations, and sent over \$1 million back to the Treasury for that, too.

And House Republicans have sliced our own pie. We eliminated three House committees, cut over 600 positions from committee staffs and saved \$70 million in employee salaries. We slashed Members' mail budgets by an average of \$67,000 each. We contracted out postal operations to the US Postal Service and to a private company, saving \$10 million over the next seven years. We now use private businesses for our printing and folding services, saving over \$2 million in the first year. We weigh the cost of a service versus its benefits, and if it doesn't measure up we eliminate it. The reality of limited resources, faced by American families everyday, is now our reality as well.

Every private contractor now operating in the House has hired our former employees. These employees are now on a private sector payroll, rather than the taxpayer's dime. And now they have opportunities for advancement; this was not possible in the closed, patronage-based House controlled by the Democrats.

The Contract with America called for the first-ever, independent comprehensive audit of the House finances (under the Democrats, the House never had an independent audit of its books). The first audit was a dismal report on the Old House. Among the findings were that a pen and paper ledger system kept track of funds. The \$234 million House bank balance was written in ink on a piece of faded green ledger paper, and when the balance changed, the number was crossed out and corrected. We have implemented a computerized financial management system, something most businesses did decades ago.

And then we continued, by auditing our own books, and dramatic improvement was shown after our first year as the House' managers. So long as Republicans control the House, taxpayers will know how their money is spent, and whether or not it is being wasted.

Under forty years of Democratic control, House spending was bloated and wasteful. While families were making sacrifices to make ends meet, the deficit increased, the House budget increased. In the last two years, House Republicans have shown the will and the way to reduce the size of our slice of government. We have proven that we can put our own House in order and keep the promises we make to the American taxpayer.

TEN COMMONSENSE REFORMS OF THE 104TH CONGRESS REPUBLICAN MAJORITY

	1995	1996	104th Congress Total
(1) Stopped daily ice delivery		\$500,000	\$500,000
(2) Cut number of Committees, reduced staff and budgets by 1/3 ...	\$38,000,000	47,000,000	85,000,000
(3) Slashed Member's Mail budget by 1/3	19,000,000	20,000,000	39,000,000
(4) Reduced administrative staff and operating budgets	8,500,000	5,300,000	13,800,000
(5) Closed in-house printing and folding services	774,000	2,300,000	3,074,000
(6) Privatized mail and postal operations	80,000	1,900,000	1,980,000
(7) Ended lease on warehouse used to store obsolete furniture and equipment	375,000	235,000	610,000
(8) Ended lease on unneeded parking lot, opened another parking lot for public use	60,000	238,000	298,000
(9) Eliminated special-interest Legislative Service Organizations, returned excess funds to Treasury	1,500,000	1,500,000	3,000,000
(10) Privatized beauty and barber shops, shoeshine operation	46,000	184,000	230,000
Total taxpayer savings	68,335,000	79,157,000	147,492,000

HOUSE OF REPRESENTATIVES,
COMMISSION ON CONGRESSIONAL MAILING STANDARDS,
Washington, DC, September 20, 1996.

FRANKING GUIDELINES FOR HISTORICAL CALENDARS

DEAR COLLEAGUE: Realizing that many Members' offices are beginning to prepare their U.S. Capitol Historical calendars and House of Representatives wall calendars for mailing later this year, the Commission would like to advise you of the following regulations and provisions of law. Pursuant to section 3210(a)(3)(G) of Title 39, United States Code, the wall calendars and the U.S. Capitol Historical calendars that are purchased with Federal funds are

frankable. The following will be helpful when preparing the calendars.

1. The calendars must be submitted to the Commission for approval if you are mailing 500 or more, or if you are seeking reimbursement for printing a message, including your name, on the calendars. Please submit any intended message before printing it on the calendars. It is not necessary to submit the entire calendar; you may simply copy the front cover and submit that with the intended message. Because of the mass communications ban 90 days prior to an election, no more than 499 calendars can be mass distributed prior to November 6, 1996.

2. Holiday greetings are prohibited on any mass mailing, pursuant to section 3210(a)(5)(B)(iii) of title 39, U.S.C. One recommendation for a calendar message is "Best Wishes."

We hope this information has been helpful. If you have any questions, please call the Commission majority staff at x59337 or minority staff at x52061.

Sincerely,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, September 23, 1996.

DEAR COLLEAGUE: We are writing to draw your attention to two newly restored rooms on the first floor of the Library of Congress Thomas Jefferson Building that are now available for use by Members of Congress.

With the renovation of the Jefferson Building, the Members' Room, formerly the House of Representatives Reading Room, has been restored to its original beauty and is available to Members for congressional meetings and conferences. It can accommodate up to 80 people and may be reserved weekdays and evenings on a first come basis. The room is not available for social events or on a sponsorship basis. Members may reserve the room by calling the Library's Congressional Relations Office at 7-6577.

The Jefferson Congressional Reading Room, adjacent to the Members' Room, is solely for the use of Members of Congress and is open weekdays from 8:30 a.m. to 5:30 p.m. Librarians from the Congressional Research Service (CRS) are available to assist Members with access to CRS services, including CRS policy experts and prepared materials. The Reading Room's standard reference collection and the large quotation collection are complemented with computer access to the CRS Home Page, from which Members have access to Library data bases as well as the Internet. It is also equipped with cable television to provide information on House and Senate legislative action and has study carrels with individual telephone and data lines for use with laptop computers.

Questions about the Jefferson Congressional Reading Room's services may be directed to the Reading Room (7-8500) or to the CRS Director's Office (7-5775). We hope you will visit and use the

Library of Congress Members' Room and the Jefferson Congressional Reading Room.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, October 29, 1996.

INTEGRITY OF AMERICAN ELECTIONS AT STAKE

DEAR REPUBLICAN COLLEAGUE: As your local and state election officials prepare for November 5, 1996 the following letter and press release, regarding Attorney General Janet Reno's role in possible corruption of election practices, may be of assistance to them.

Please contact the Committee on House Oversight, Roman Buhler or Stacy Clarson, at x58281 with any questions.

Best regards,

BILL THOMAS, *Chairman.*

[News From the Committee on House Oversight]

JUSTICE DEPARTMENT'S RISKY SCHEME THREATENS INTEGRITY OF AMERICAN ELECTIONS

Chairman Bill Thomas today asked Attorney General Janet Reno to direct the Immigration and Naturalization Service ("INS") to immediately release the information that it is concealing from Secretaries of State, information which, if released, could prevent criminals from deciding the outcome of American elections.

Thomas supports California Secretary of State Bill Jones' request, repeated again on Wednesday, October 23, 1996, for the INS to release the names of those individuals who were naturalized illegally. Jones has requested these names so that he can act quickly to remove them from the California voter rolls and to ensure the integrity of California's elections.

The Clinton Administration has admitted to using the naturalization process to recruit over one million new voters, and has deliberately, in their rush to beat voting registration deadlines, omitted criminal history checks which the law requires prior to granting U.S. citizenship.

The Committee on House Oversight has jurisdiction on all matters related to federal elections, including corrupt elections practices. Thomas called upon Attorney General Reno to immediately provide the results of these criminal history examinations directly to Secretaries of States throughout the country, who can then take steps under state law to ensure the integrity of elections in their states and local communities.

Thomas wrote, "It is a matter of grave concern that the Attorney General of the United States should ever be in the position of appearing to condone the corruption of the American elections proc-

ess. The deliberate refusal to follow the law that requires criminal background checks on all potential citizens has put the cornerstone of our democracy, the people's right to vote, in the hands of criminals."

"The greatest victims of this corrupt scheme may be the hundreds of thousands of honest immigrants who have complied with the law but who will suffer under a cloud of suspicion until the INS releases a complete, and accurate record," said Thomas.

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, October 24, 1996.

Hon. JANET RENO,
*Attorney General of the United States,
Department of Justice, Washington, DC.*

DEAR ATTORNEY GENERAL RENO: As Chairman of the Committee on House Oversight, with jurisdiction on all matters related to federal elections, including corrupt elections practices, I write to urge you to direct the Immigration and Naturalization Service ("INS") to act immediately and swiftly to release the information that it is concealing from Secretaries of State, information which, if released, could prevent criminals from deciding the outcome of American elections.

Evidence exists that the INS may have illegally granted citizenship to as many as 100,000 felons; 100,000 felons who can now register to vote in neighborhoods across the country. Local and state government officials are powerless to stop this avalanche of illegal registrants, whose illegal votes will dilute the legitimate votes of law-abiding American citizens.

Your risky scheme to grant citizenship without following the law threatens to undermine the very foundation of our democracy. The granting of citizenship, which leads to the right to vote in elections for every local, state and federal office is no longer a process which Americans can point to with pride, but a practice that corrupts elections. The greatest victims of this scheme may be the hundreds of thousands of honest immigrants who have complied with the law but who will suffer under a cloud of suspicion until the INS releases a complete, and accurate record.

The INS, in its frenzy to meet a politically-imposed quota of 1.3 million new U.S. citizens prior to the November, 1996 elections, has illegally refused to examine criminal backgrounds of applicants. Now, because of concerns raised by Congress, the FBI's Criminal Justice Information Services Division has initiated the process of examining the criminal history of these applicants. The FBI must immediately provide the results of this examination directly to Secretaries of States throughout the country, who can then take steps under state law to ensure the integrity of elections in their states and local communities.

It is a matter of grave concern that the Attorney General of the United States should ever be in the position of appearing to condone the corruption of the American elections process. The deliberate refusal to follow the law that requires criminal background

checks on all potential citizens has put the cornerstone of our democracy, the people's right to vote, in the hands of criminals.

If the Attorney General will not assist Secretaries of State in this process, then we ask that you provide the information to the House of Representatives so that we can do the job which you refuse to do. Please reply by close of business Monday, October 28, 1996 with the results of the FBI's criminal checks that have been completed, and on each day thereafter any additional results. We will then forward this information to Secretaries of State to ensure that on November 5, 1996 they can do their best to ensure that only those who are lawfully entitled to vote exercise that privilege.

Sincerely,

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, October 31, 1996.

NEW LAW ON THE REPORTING OF MASS MAIL

DEAR COLLEAGUE: Member offices are required to comply with a provision of the FY 1997 Legislative Branch Appropriations bill (Public Law 104-197), effective October 1, to report comprehensive information on all mass mailings sent by our office.

The law requires that (1) the number of pieces of mass mail sent; (2) the number of pieces sent per address; (3) the total costs of mass mailings and; (4) the costs per piece of the mass mailings of each Members' office be disclosed in the quarterly *Statement of Disbursements*. The *Statement* will also list those Members who fail to comply with this reporting requirement.

You will soon be sent a *Mass Mail Reporting Form* from the Finance Office on which to record the information, on a quarterly basis, required to comply with the law. On the form, you must record the details of each mass mailing and send the information to the Finance Office shortly after the end of each quarter in order to ensure the information is included in the quarterly *Statement of Disbursements*.

Please call the Committee on House Oversight at x5-8281 if you have any questions.

Best regards,

BILL THOMAS, *Chairman.*

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, November 7, 1996.

SCHEDULE OF NEW MEMBER ORIENTATION

REPUBLICAN AND DEMOCRATIC ORGANIZATIONAL MEETINGS

DEAR COLLEAGUE: For your information, on the reverse side of this sheet is a calendar of events for the 105th Congress New Member Orientation Program which will be held November 14-26, 1996. Please note that the events scheduled for newly-elected Mem-

bers begin on November 14; incumbent Members, as well as newly-elected Members should plan on attending the early organizational meetings on the following dates:

Republican Conference Organizational Meetings, November 20–22.

Republican Steering Committee Meetings, November 22–26.

Democratic Caucus Organizational Meetings, November 18–22.

Democratic Steering Committee Meetings, November 18–22.

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, November 18, 1996.

OUTPLACEMENT ASSISTANCE FOR STAFF

Members, Resident Commissioners and Delegates,
U.S. House of Representatives,
Washington, DC.

DEAR COLLEAGUE: There are many Members of Congress who are leaving and have staffers who are actively searching for new positions, both on the Hill and elsewhere. The Office of Human Resources will be conducting extensive briefings covering employee benefits, outplacement services and employee assistance services on the dates listed below. Future sessions will be scheduled should demand warrant.

Wednesday, 11/20/96, 10:00–11:00 A.M., 311 Cannon HOB.

Wednesday, 11/20/96, 1:00–2:00 P.M., 311 Cannon HOB.

Thursday, 11/21/96, 10:00–11:00 A.M., 311 Cannon HOB.

Thursday, 11/21/96, 1:00–2:00 P.M., 311 Cannon HOB.

Please make sure that any staff that may be leaving are aware of these services. If you have any questions please call the Committee staff at 5–8281 (majority) or 5–2061 (minority).

Best regards,

BILL THOMAS,
Chairman.

VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, December 16, 1996.

YEAR-END COMPUTER-RELATED PURCHASE INFORMATION

Members, Resident Commissioner, and Delegates,
U.S. House of Representatives,
Washington, DC.

DEAR COLLEAGUE: We would like to bring the following points to your attention relating to any year-end purchase decisions you may be making which involve computer equipment.

Deadline for use of 1996 Funds: In order to use 1996 funds, your completed purchase order must be submitted to Office Systems Management (OSM) no later than the close of business on January 2, 1997.

Revised Minimum Technical Standards: On December 4 over eighty staff members attended Committee sponsored sessions to review the technical standards. In response to staff input, several changes have been made and the final standards are attached. Please note these requirements are effective for purchases made with 1997 funds.

Requirements for conversions to a System Integration Contract: In response to feedback regarding these contracts, the requirement that replacing more than half of your existing workstations requires adoption of this contract is eliminated, effective immediately. Replacing more than half of your file servers will continue to require adoption of a System Integrators contract. The Committee will be reviewing this area in more detail in early 1997.

If you have any questions, please feel free to contact the Committee on House Oversight staff at x58281 (majority) or x52061 (minority).

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE OVERSIGHT,
Washington, DC, December 18, 1996.

END-OF-YEAR BUDGETING ISSUES

Members, the Resident Commissioner, and Delegates.

DEAR COLLEAGUE: Please refer to the attached *House Oversight Resource* Fact Sheet for helpful end of year information on upcoming deadlines, budgeting tips, and equipment purchasing options.

Please contact the Committee at x58281 (majority) or x52061 (minority) with any questions.

Best regards,

BILL THOMAS,
Chairman.
VIC FAZIO,
Ranking Minority Member.

HOUSE OF REPRESENTATIVES,
 COMMITTEE ON HOUSE OVERSIGHT,
 Washington, DC, December 30, 1996.

CONGRESSIONAL ACCOUNTABILITY ACT—OSHA AND ADA ACCESS
 PROVISIONS:

Take Effect on January 1, 1997

Members, the Resident Commissioner, Delegates, Committee
 Chairmen, and House Officers,
*U.S. House of Representatives,
 Washington, DC.*

DEAR COLLEAGUE: The Occupational Safety and Health Act (OSHA) and Americans with Disabilities Act (ADA) access provisions will apply to the House effective on January 1, 1997. Under OSHA, House employing offices must be free from hazards that are likely to cause death or serious physical harm. The ADA access provisions prohibit discrimination on the basis of disability with respect to programs and services provided to the public. Attached are materials on these laws compiled by the Office of Compliance and the Office of House Employment Counsel.

In June, 1996, the General Counsel of the Office of Compliance completed a thorough OSHA inspection of all House workplaces and found that most were free of major hazards (individual offices were notified of potential hazards during the inspection). The Office of Compliance is required to assist House employing offices by arranging for OSHA inspections and other technical assistance upon request. To request such assistance, contact the Office of General Counsel of the Office of Compliance at 724-9250.

The Committee on House Oversight has established the Office of ADA Services, under the Chief Administrative Officer, to assist you in accommodating disabilities. The Office of ADA Services will provide Members, Committees, Leadership, and other House offices with information, training, and support services (including special equipment, sign language interpreters, braille, TDD phones, etc.) to ensure the availability of assistance required by constituents, visitors, and employees with disabilities.

Please contact the Office of ADA Services in room 722 O'Neill HOB, x53005, for assistance in providing access to the programs and services provided by your office to persons with disabilities. You may also contact the Office of House Employment Counsel, x57075, and staff to the Committee on House Oversight, x58281 (majority) and x52061 (minority) are available to provide guidance of all Congressional Accountability Act issues.

Best regards,

BILL THOMAS,
Chairman.
 VIC FAZIO,
Ranking Minority Member.