

## **Part II ♦ Equipment and Services**

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## Allocated Products and Services

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### Overview and General Information

This section provides information on the information technology, telecommunications and general office equipment and services that the Committee on Rules and Administration has authorized the Office of the Sergeant at Arms to provide. In most cases these services are provided on an allocation basis – either through economic allocations that allot funds for offices to use to acquire specific items or services or through numeric allocations that allot specific numbers of items to each office. General information on the allocation types and the rules and regulations that apply to all offices is below, followed by information on the specific allocations that apply to each type of office. The Sergeant at Arms Customer Support organization is available to assist offices with making the choices necessary to effectively set up and operate a Senate office.

The Sergeant at Arms maintains the *Technology Catalog* that identifies all of the standard data processing and office equipment that an office can acquire under the Economic Allocation Program. Also on Webster is the *Approved Equipment List* that identifies standard telecommunications equipment that can be provided to offices under the Numeric Allocation Program.

The Sergeant at Arms offers support for all of the items and services mentioned in this chapter through its Help Desk. To contact the Help Desk, call 8-HELP (8-4357).

### Economic Allocation Program

The Sergeant at Arms provides office automation equipment through the Economic Allocation Program established by the Committee on Rules and Administration. Through this program, offices are given an allotment of funds with which they can purchase standard equipment. If an office desires to have more, or different, equipment than is provided for in the allocations, it may use its official office funds to acquire and maintain that equipment. For more information, see “**Acquisition Procedures.**” All equipment purchased through the Economic Allocation Program is also subject to the restrictions below:

- **Desktop Computers:** The desktop computer allocation is one workstation per full-time equivalent (FTE) staff member, plus the number and types of servers and gateways necessary for the implementation of LAN services or in-office Constituent Services System (CSS). To qualify as a Member’s office staff, a person must be on the Member’s personal office payroll or be a certified Congressional Fellow and work in space assigned to the Member’s personal office.
- **Printers:** Workgroup printers are allocated to serve four full-time staff members and higher speed Departmental printers for every seven full-time staff members. Exceptions may be granted by the Rules Committee if justified, such as exceptions made for non-contiguous office space. The Committee also makes exceptions for special purpose printers, such as color, photo, and multi-function printers.

The Sergeant at Arms will approve for support only those printers that it reviewed and found compatible with approved hardware and software. For a list of all supported hardware and software, see the IT Equipment Lists on Webster.

- **Portable Computers:** Typically, portable computers are made available to Senate offices for staff to use on temporary assignments while conducting official duties. A portable computer may be permanently assigned to an individual staff member only when the portable computer is

that employee's sole workstation, consistent with the Senate's policy of one workstation per full-time equivalent employee. Senate offices should maintain a log of the location and assignment of portable computers allocated to that office. The Rules Committee also makes exceptions for continuity of operations (COOP) planning.

## Numeric Allocation Program

Telephone equipment is issued to offices under a Numeric Allocation Program. For each type of equipment, a specific number of items are set that can be issued to a particular office. Some items are issued on the basis of one per staff person. Other items are issued based on the number of employees in the office as well as the type of office. Where the specific numeric allocations of equipment or services are not sufficient to meet the requirements of an office, the Sergeant at Arms staff will assist an office in acquiring additional standard equipment or services from the *Approved Equipment List* to meet its needs. The office is responsible for all costs of acquisition, installation and ongoing support of such above-allocation equipment or services. Requests for deviations from these approved services should be addressed to the Committee on Rules and Administration.

## General Rules

- Equipment and services are provided for official use, and only upon a request by an office or an order from an office. Requests and orders must be signed by the office head unless the office head has designated in writing to the Sergeant at Arms another person who is authorized to sign requests or orders. Sergeant at Arms staff are available to assist in the identification of the appropriate equipment and services.
- All items provided by the Sergeant at Arms, as well as items purchased with official office account funds, remain the property of the United States Senate and will be entered into the Sergeant at Arms asset tracking system. Office heads are responsible for ensuring that the equipment is properly safeguarded and maintained. See “**Appendix II-A - Regulations Governing Assignment, Accountability, and Inventory Control of Equipment.**”
- Sergeant at Arms-provided equipment will not be replaced during its expected minimum life except when the Sergeant at Arms declares the equipment unserviceable.
- All equipment and services are for official use only. See “**Appendix II-E - De Minimus Exception for Use of Senate Equipment.**”
- Materials to be transmitted using any Senate-provided equipment or service must be official or officially-connected business, as defined in Interpretative Ruling 442 of the Select Committee on Ethics. (See “**Appendix IV-G: Interpretive Ruling 442.**”) As a general rule, an item is considered "official" if it may be mailed under the frank.
- The Sergeant at Arms is authorized to pay the costs of authorized services, including installing, relocating, or changing service:
  - When required to set up a new office or when an office moves to a new suite.
  - To accommodate an increase or decrease in staff.
  - When required to install new equipment authorized by the Committee on Rules and Administration.



- Requests for additional standard and non-standard services and equipment may be directed to the Sergeant at Arms. All associated costs, including related telephone line or other service charges, will be charged against the requesting office's account. Requests for exceptions from policy may be directed to the Committee on Rules and Administration.

## Specific Allocations -- Member Washington, D.C., Offices

### Office Equipment

#### Copiers

Members may use Economic Allocation or Official Office funds to obtain equipment offered through the *Technology Catalog*. Copiers fall into three classes based upon copier size and speed, as indicated in the following table:

**Table II-1: Washington, D.C. Office: Copier Class and Description**

Class	Copier Description
Class I (Low-Volume Convenience)	Small table top or console copiers with automatic document feeders mainly used for one or two copies at a time. Produce 15 to 25 copies per minute.
Class II (Office Convenience)	Floor model copiers with automatic document feeders and sorting capabilities. Produce 33 to 40 copies per minute.
Class III (Committee Convenience)	Large high-volume copiers with finishers.

Member offices shall reimburse the Sergeant at Arms for extra copy costs on supported copiers at the rate of \$.02 per black and white copy and \$.05 per color copy in excess of the amounts listed below.

**Table II-2: Number of Free Copies per Quarter for Washington, D.C. Office**

Copier Class	Committee Quarterly Allowance
Class I	6,000
Class II	33,000
Class III	60,000

#### Facsimile Machines

The Sergeant at Arms is authorized to issue two facsimile machines per committee, one for the Majority and one for the Minority, upon approval of the Committee on Rules and Administration. Either one or both of these facsimile machines, and associated telephone line(s) may be replaced by the committee's use of the Senate Fax System.

## Other Equipment and Services

### Cellular Telephones and BlackBerry Devices

Sergeant at Arms staff will assist Member offices in acquiring, with their official office account funds, items that the Sergeant at Arms is not authorized to provide. The Order Services Section will assist in the selection of the appropriate items and the preparation of purchase orders using the offices' official office account. Common items purchased in this manner are cellular telephones, BlackBerry devices, and additional office equipment.

### Government Emergency Telecommunications Service (GETS) and Wireless Priority Service (WPS)

The Government Emergency Telecommunications Service and Wireless Priority Service are programs sponsored by the National Communications Service in the Department of Homeland Security. GETS provides access to priority call-completion services on the wired telephone network, and WPS provides similar access for cellular telephones.

- The Sergeant at Arms will provide each Senator with an access card for GETS when the Senator takes office. No request is necessary. The Senator may also request GETS access for one staff member. If the access card is lost, a replacement may be requested.
  - GETS should be used only in the event of a national emergency after attempts to place calls over the telephone network have failed.
  - There is no charge to the Senate for calls placed using GETS; however, the Department of Homeland Security monitors GETS usage and will suspend access if it is being abused.
  - The GETS access card should be safeguarded as you would a telephone calling card as its improper use results in expense to the taxpayer.
- Wireless Priority Service is provided by individual cellular telephone carriers under contract to the National Communications Service. The carriers charge fees for setting up the service, a monthly fee, as well as per-minute usage charges. As WPS is carrier-based, you should check the availability of the service and coverage on your particular carrier before requesting WPS.
  - Senators may request WPS access for their own use and for the use of one staff member.
  - Charges for WPS access and use will be billed on the monthly cellular telephone bill.

### Video Teleconferencing

The Senate Videoconferencing network provides offices a robust visual communications solution. Offices currently use the videoconferencing network to visually communicate with staff, constituents, military, and other government agencies or to share Power Point presentations. The Senate Videoconferencing network allows offices to hold large conferences with multiple sites, communicate with outside entities by IP or ISDN, or place a system in a Senator's home and all of these communications are protected by AES encryption. For more information on the desktop, conference rooms, or mobile videoconferencing solutions, systems or features contact your CSA.

## Telecommunications Equipment and Services

For approved telecommunications equipment, refer to *Products and Services* on Webster. Following are the telecommunications equipment and services allocations, and regulations governing use of telecommunications equipment and services. A Member office may obtain equipment and service in addition to that which the Sergeant at Arms is authorized to provide. In such cases, the Member office is responsible for all costs of the equipment, any associated telephone lines, and long distance or other service-related charges.

Authorized lines and equipment may be used only for the purpose originally designated without prior approval of the Committee on Rules and Administration.

### Lines

- A maximum of five lines in rotary for incoming calls.
- Two individual lines in a Senator's office.
- Two individual lines in a Senator's Capitol office.
- One individual line for each full-time staff member or temporary position occupied on a full-time basis.
- One line each for:
  - A facsimile machine provided by the Sergeant at Arms, unless the Member is using the Sergeant at Arms's Watson Fax Service,
  - One additional facsimile machine provided by the office,
  - A Telecommunications Device for the Deaf (TTY),
  - A courtesy telephone,
  - A conference room telephone,
  - A computer equipment room telephone, and
  - A secure voice telephone.
- One intercom line for each telephone instrument. The intercom system is a means of intra-office communication that allows two- or three-digit dialing between calls in the same office. Only telephones within a single office may be connected to the office's intercom. The only exception is that telephones within a single Member's personal office and his or her Leadership office (Leader, Whip/Assistant Leader, and Conference Secretary) may be configured on one intercom system.

### Long Distance

- Senators' long distance service is provided for official business and paid by the Sergeant at Arms. Should it be necessary to place a personal long distance call, it should be charged to a home telephone number or personal calling card.
- Outgoing domestic long distance calls from Senate telephones may be placed by dialing 3 + 1 + area code + 7-digit number.

- Official long distance calls that require operator assistance should be placed through the telephone company's long distance operators by dialing 9 + 00 + area code + 7-digit number. Such calls will be billed to the office account.
- Calls originating away from the Senator's office can be charged to the office's account by using an official calling card. Official calling cards are issued by the Sergeant at Arms upon request.

### **Group Alert System**

- No more than four telephone sets in each suite may be connected to the appropriate (Democratic or Republican) Cloakroom alert line, and no more than four to the appropriate Legislative alert line.
- A Senator's Capitol office may be connected to the appropriate Cloakroom line.

### **"Blue Button" Telephone System**

A separate telephone system (Blue Button) is available to Senators which gives direct access to the Capitol Operator by lifting the telephone handset. The Capitol Operator will provide local, long distance, and international calling assistance, as well as locator service, information, conference calls, and paging.

One "Blue Button" telephone set is provided for the Senator's office and one for the Capitol office.

This system is independent of the Senate's primary telephone system and will continue to function should a problem develop with the primary system.

### **Telephone Equipment**

- One basic telephone instrument providing a private number, an outgoing line, intercom, feature buttons and a display, may be installed for each full-time staff member or temporary position that is occupied on a full-time basis, in one conference room, and in the area containing the office's computer equipment.
- As a substitute for a like number of basic telephone instruments described above, no more than twenty enhanced telephone instruments that additionally provide speakerphone capacity and other features may be installed.
- A single-line courtesy telephone may be installed in the reception area.
- Two enhanced telephone instruments are authorized for the office's main reception area, two for the Senator's personal office in the Senate Office Buildings, and two for the Senator's Capitol office.
- A Senator representing a state with a population of seven million residents or greater may request eight 36-button add-on units or sixteen 22-button add-on units, or a combination thereof. A Senator representing a state with a population of fewer than seven million residents may request seven 36-button add-on units or fourteen 22-button add-on units, or a combination thereof. In determining the allocation, two 22-button units are equivalent to one 36-button add-on unit. Add-on units may be attached only to instruments that support them.
- Each Senator may also request one TTY device for communicating with the deaf or hard of hearing, no more than eight headsets, and one secure voice telephone.
- The Sergeant at Arms is authorized to provide a TTY device in lieu of a basic telephone instrument for any member of the Senator's staff who is hearing impaired.

### **Music on Hold**

Music on hold is available to Senators as an alternative to silence when callers to their offices are placed on hold. A Senator may select one program source from four available options. The selected program will provide music on hold to all lines within that office. The available music options are Light Classical, Environmental, Patriotic and Country. You may listen to samples of the four selections by calling 8-2057 and following the prompts.

### **Watson Messaging System**

Each Senator may request a Watson messaging mailbox for each full-time Senate paid staff member, and one for a night answering service.

The Watson messaging also provides other capabilities such as menu systems and announcement-only mailboxes that Members may find useful. These capabilities can be configured upon request and upon payment of the appropriate fees. For more information, see Webster.

## **Information Technology Equipment/Services**

See the material on the Economic Allocation Program under Overview and General Information, above. Member offices acquire the majority of their IT, Mobile Communications and general office equipment using the Economic Allocation Fund (EAF), which is the implementation of the Economic Allocation Program for Member offices. For information about using this fund, see “**Economic Allocation Fund Allocations.**” The complete catalog of products available from and supported by the Sergeant at Arms is in the *Technology Catalog* on Webster.

### **Data Networking**

- The Sergeant at Arms provides each Senator with a local area network (LAN) in the office, which is supported by the Senate Switch Network to provide access to Internet services, shared Senate services, and the Senator’s state offices. The LAN interconnects the workstations, printers, servers and other network resources.
- Secure remote access to a Senator’s office LAN is provided through the use of a SecurID token and a Virtual Private Network (VPN) client or through other approved methods of authentication. SecurID tokens may be requested through the Sergeant at Arms.
- One local area network connection will be provided for each full-time staff member and temporary position occupied on a full-time basis, and for each printer, server or other authorized network device.
- If a Senate office is allocated space in a building outside of their main office, the SAA may elect to provide a separate LAN environment to support this space and will utilize the Senate backbone network as a transport mechanism for communication to the main office LAN.

### **Data Network Support**

To support the core business functions of the Senate, the Senate switched network (SSN) has been implemented. This network supports a wide variety of wired and wireless services to users in Senate offices, from connectivity to office servers (file & print as well as application servers) and printers to access to Senate-applications and information services both wired or wirelessly. The implementation of reliable and secure networks is critical to supporting this fundamental backbone to the Senate’s information infrastructure.

The Committee on Rules and Administration therefore officially recognizes the SSN as the network used by Senate entities for the execution of their official business. The network shall be operated

and maintained by the Senate Sergeant at Arms, under the policies and procedures prescribed by the Sergeant at Arms, thus granting the SAA authority in setting and distributing operational standards (encompassing data transport, security, management, and components), with advice and consent of the Committee on Rules and Administration.

These standards will assure the operation of a network of the highest quality, with best practices to provide the necessary security mandated by the Senate's business requirements. The Sergeant at Arms and its agents are the only authorized party that may install equipment required to support both the wired and wireless networks. All unauthorized network equipment installed on the Senate's wired or wireless networks is expressly prohibited. The SAA reserves the right to disconnect any unauthorized network equipment without advance notification to the corresponding Senate office.

### **Video Teleconferencing**

The Sergeant at Arms is authorized to provide one local area network-based video teleconferencing unit for the Member's Washington, D.C. office. The Member is responsible for providing an appropriate television monitor to accompany the video teleconferencing unit.

## **Specific Allocations - Member State Offices**

### **Telecommunications Equipment and Services**

For approved telecommunications equipment, see the *Products and Services List* on Webster. Following are the telecommunications equipment and services allocations for Members' state offices, and regulations governing use of telecommunications equipment and services.

Sergeant at Arms staff will design and install an appropriate telephone system for each state office, taking into account the number of staff in the office, the offerings of the local telephone company or the General Services Administration, the in-office telephone systems supported by the Sergeant at Arms, and the cost of the various options. Members may request additional features or equipment, and will be responsible for the costs of their installation and support.

Authorized lines and equipment may be used only for the purpose originally designated without prior approval of the Committee on Rules and Administration.

### **Lines**

- State office telephone systems normally include an incoming rotary service, lines for local and long distance calling, and an intercom system.
- One line will be provided for:
  - Each full-time staff member or temporary position occupied on a full-time basis,
  - A computer equipment room,
  - A conference room,
  - A facsimile machine,
  - The Senator's private office if one is designated, and
  - A TTY device in one state office of the Senator's choosing.

## Long Distance

- Long distance service will be provided for official business only and is paid by the Sergeant at Arms.
- Should it be necessary to place a personal long distance call, it should be charged to a home telephone number or personal calling card.

## Telephone Equipment

Each state office is authorized:

- Two attendant consoles, or up to four consoles in a joint office.
- One telephone instrument with caller ID display (if available) per full-time staff member or temporary position occupied on a full-time basis.
- One instrument with speakerphone capability for a conference room.
- One instrument for the computer equipment room
- One instrument in a Senator's designated office in a State Office
- One instrument for line testing and emergency use

Each Senator may also request for each state office:

- One telephone answering device if voice mail service is not available.
- Two headsets, or up to four per joint office.
- Conference calling equipment that is a basic function of the telephone system.
- One Telecommunications Device for the Deaf (TTY) is authorized for installation in one state office of the Senator's choosing, and in lieu of a regular telephone instrument for any member of the staff who is hearing impaired.

## Voice Mail

- If voice mail is available as a service from the local telephone company serving a Member's state office, the Sergeant at Arms will provide one voice mailbox for the state office main number and one voice mailbox for each full time staff member.
- The Sergeant at Arms may choose to provide voice mail services to a state office by means other than through the local telephone company, if the alternative means is more cost-effective for the Senate.

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**Important!** Report **GSA Centrex line troubles** to the local GSA Trouble Center.

Report **long distance access line troubles** to the MCI National Service Center at 1-800-388-8638.

Report **commercial line troubles** to the local telephone company.

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## Information Technology Equipment/Services

See the material on Economic Allocation Program under General Information, above. Member offices acquire the majority of their IT, Mobile Communications and general office equipment using the Economic Allocation Fund (EAF), which is the implementation of the Economic Allocation Program for Member offices. The complete catalog of products available from and supported by the Sergeant at Arms is on Webster.

### Data Networking

- The Sergeant at Arms will install a T-1 connection to the Senate Wide Area Network to support a Senator's state office location. The SAA Network Operations Center monitors the traffic levels of all state office locations and recommends additional service levels as appropriate to meeting business needs.
- Secure remote access to a Senator's office LAN is provided through the use of a SecurID token and a Virtual Private Network (VPN) client or through other approved methods of authentication. SecurID token may be requested through the Sergeant at Arms.
- One local area network connection will be provided for each full-time staff member and temporary position occupied on a full-time basis, and for each printer, server or other authorized network device.
- Where a permanent connection to the Senate Wide Area Network is not justified, one dial-access line and a SecurID token for user authentication will be provided.
- If a Senate office is allocated space in a building outside of their main office, the SAA may elect to provide a separate LAN environment to support this space and will utilize the Senate backbone network as a transport mechanism for communication to the main office LAN.

### Video Teleconferencing

The Sergeant at Arms is authorized to provide one local area network-based video teleconferencing unit for use in one of the Member's home state offices. The Member is responsible for providing an appropriate television monitor to accompany the video teleconferencing unit.

## Specific Allocations - Committees

### Office Equipment

#### Copiers

Committees may use Economic Allocation or Official Office funds to obtain equipment offered through the *Technology Catalog*. Copiers fall into three classes based upon copier size and speed, as indicated in the following table:



**Table II-3: Committees: Copier Class and Description**

Class	Copier Description
Class I (Low-Volume Convenience)	Small table top or console copiers with automatic document feeders mainly used for one or two copies at a time. Produce 15 to 25 copies per minute.
Class II (Office Convenience)	Floor model copiers with automatic document feeders and sorting capabilities. Produce 33 to 40 copies per minute.
Class III (Committee Convenience)	Large high-volume copiers with finishers.

Committee offices shall reimburse the Sergeant at Arms for extra copy costs on supported copiers at the rate of \$.02 per black and white copy and \$.05 per color copy in excess of the amounts listed below.

**Table II-4: Number of Free Copies per Quarter for Committees**

Copier Class	Committee Quarterly Allowance
Class I	6,000
Class II	33,000
Class III	60,000

### Facsimile Machines

The Sergeant at Arms is authorized to issue two facsimile machines per committee, one for the Majority and one for the Minority, upon approval of the Committee on Rules and Administration. Either one or both of these facsimile machines, and associated telephone line(s) may be replaced by the committee's use of the Senate Fax System.

## Other Equipment and Services

### Cellular Telephones and BlackBerry Devices

Sergeant at Arms staff will assist Committee offices in acquiring, with their official office account funds, items that the Sergeant at Arms is not authorized to provide. The Order Services Section will assist in the selection of the appropriate items and the preparation of purchase orders using the offices' official office account. Common items purchased in this manner are cellular telephones, BlackBerry devices, and additional office equipment.

### Government Emergency Telecommunications Service (GETS) and Wireless Priority Service (WPS)

The Government Emergency Telecommunications Service and Wireless Priority Service are programs sponsored by the National Communications Service in the Department of Homeland Security. GETS provides access to priority call-completion services on the wired telephone network, and WPS provides similar access for cellular telephones.

- The following committees may request a GETS access card for their majority and minority staff directors: Appropriations, Armed Services, Foreign Relations, Homeland Security and Governmental Affairs, Intelligence, and Rules and Administration. If the access card is lost, a replacement may be requested.
  - GETS should be used only in the event of a national emergency after attempts to place calls over the telephone network have failed.
  - There is no charge to the Senate for calls placed using GETS; however, the Department of Homeland Security monitors GETS usage and will suspend access if it is being abused.
  - The GETS access card should be safeguarded as you would a telephone calling card as its improper use results in expense to the taxpayer.
- Wireless Priority Service is provided by individual cellular telephone carriers under contract to the National Communications Service. The carriers charge fees for setting up the service, a monthly fee, as well as per-minute usage charges. As WPS is carrier-based, you should check the availability of the service and coverage on your particular carrier before requesting WPS.
  - The following committees may request WPS access for their majority and minority staff directors: Appropriations, Armed Services, Foreign Relations, Homeland Security and Governmental Affairs, Intelligence, and Rules and Administration.
  - Charges for WPS access and use will be billed on the monthly cellular telephone bill.

### Video Teleconferencing

The Senate Videoconferencing network provides offices a robust visual communications solution. Offices currently use the videoconferencing network to visually communicate with staff, constituents, military, and other government agencies or to share Power Point presentations. The Senate Videoconferencing network allows offices to hold large conferences with multiple sites, communicate with outside entities by IP or ISDN, or place a system in a Senator's home and all of these communications are protected by AES encryption. For more information on the desktop, conference rooms, or mobile videoconferencing solutions, systems or features contact your CSA.

### Telecommunications Equipment and Services

For approved telecommunications equipment, see the *Approved Equipment List* on Webster. Following are the telecommunications equipment and services allocations, and regulations governing use of telecommunications equipment and services. A committee office may obtain equipment and service in addition to that which the Sergeant at Arms is authorized to provide. In such cases, the committee is responsible for all costs of the equipment, any associated telephone lines, and long distance or other service-related charges.

Authorized lines and equipment may be used only for the purpose originally designated without prior approval of the Committee on Rules and Administration.

#### Lines

- A maximum of three lines in rotary for full committee offices, and two lines in rotary for subcommittees.
- One individual line for each full-time staff member or temporary position occupied on a full-time basis.

- One line, if necessary, for:
  - Each Sergeant at Arms-provided facsimile machine,
  - A conference room telephone,
  - A courtesy telephone,
  - A computer equipment room telephone, and
  - A secure voice telephone.
- One intercom line for each telephone instrument. The intercom system is a means of intra-office communication that allows two- or three-digit dialing between calls in the same office. Only telephones within the committee may be connected to the committee's intercom.

### Long Distance

- Long distance service is provided for official business and is charged to the committee. Should it be necessary to place a personal long distance call, it should be charged to a home telephone number or personal calling card.
- Outgoing calls from telephones may be placed by dialing 3 + 1 + area code + 7-digit number.
- Official long distance calls that require operator assistance should be placed through the telephone company's long distance operators by dialing 9 + 00 + area code + 7-digit number. Such calls will be billed to the committee's account.
- Calls originating away from the committee office can be charged to the committee's account by using an official calling card. Official calling cards are issued by the Sergeant at Arms upon request.

### Group Alert Systems

No more than four telephones in each committee's offices may be connected to the Democratic Cloakroom, Republican Cloakroom and Legislative Alert Systems.

### Telephone Equipment

- One basic telephone instrument providing a private number, an outgoing line, intercom, feature buttons and a display, may be installed for each full-time staff member or temporary position that is occupied on a full-time basis, in one conference room, and in the area containing the office's computer equipment.
- As a substitute for a like number of basic telephone instruments described above, no more than twelve plus two for each subcommittee, enhanced telephone instruments that additionally provide speakerphone capacity and other features may be installed.
- A single-line courtesy telephone may be installed in the reception area.
- A committee may request four plus two for each subcommittee 36-button add-on units or eight plus four for each subcommittee 22-button add-on units, or a combination thereof. In determining the allocation, two 22-button add-on units are equivalent to one 36-button add-on unit. Add-on units may be attached only to instruments that support them.
- Each full committee or subcommittee may request from the Sergeant at Arms four headsets per full committee, and two per subcommittee. Secure voice telephones may be provided upon approval by the Committee on Rules and Administration.

- The Sergeant at Arms is authorized to provide a TTY device in lieu of a basic telephone instrument for any member of the committee staff who is hearing impaired.

### **Watson Messaging System**

Each committee may request a Watson messaging mailbox for use by each full-time Senate-paid committee staff member, and one additional mailbox for night answering service per committee and subcommittee.

The Watson messaging also provides other capabilities such as menu systems and announcement-only mailboxes that committees may find useful. These capabilities can be configured upon request and upon payment of the appropriate fees. For more information, see *Voice Mail* on Webster.

### **Music On Hold**

Light classical music on hold is available to committees as an alternative to silence when callers to their office are placed on hold. The program will provide music on hold to all lines within the committee.

## **Information Technology Equipment/Services**

See the material on Economic Allocation Program under General Information, above. Committees acquire the majority of their IT, Mobile Communications and general office equipment using their Office Automation Allowance, which is the implementation of the Economic Allocation Program for committees. For information about using this allowance, see Senate Report 108-073, Authorized Expenditures by Committees of the Senate, issued by the Senate Rules Committee. The complete catalog of products available from and supported by the Sergeant at Arms is on Webster.

Committees may purchase anything in the *Technology Catalog* located on Webster. However, as is the case for other offices, a committee is allowed one workstation per full-time equivalent (FTE) staff member, plus the number and types of servers and gateways for the implementation of LAN services. To qualify as committee staff, a person must be on a committee's payroll, or be a certified Congressional Fellow and work in space assigned to the committee. Committees may purchase IT products using their Official Office Funds or their Office Automation Allowance. For information about an Office Automation Allowance and an Official Office Account, see **“Office Automation Allowance”** and **“Official Office Account.”**

### **Data Networking**

- The Sergeant at Arms provides each committee with a local area network (LAN) in the office, which is supported by the Senate Switch Network to provide access to Internet services and shared Senate services. The LAN interconnects the workstations, printers, servers and other network resources. Committees may request that two separate LANs be set up: one for the Majority and one for the Minority.
- Secure remote access to a committee's LAN is provided through the use of a SecurID token and a Virtual Private Network (VPN) client or through other approved methods of authentication. SecurID token may be requested through the Sergeant at Arms.
- One local area network connection will be provided for each full-time staff member and temporary position occupied on a full-time basis, and for each printer, server or other authorized network device.

- If a Senate office is allocated space in a building outside of their main office, the SAA may elect to provide a separate LAN environment to support this space and will utilize the Senate backbone network as a transport mechanism for communication to the main office LAN.

### **Data Network Support**

To support the core business functions of the Senate, the Senate switched network (SSN) has been implemented. This network supports a wide variety of wired and wireless services to users in Senate offices, from connectivity to office servers (file & print as well as application servers) and printers to access to Senate-applications and information services both wired or wirelessly. The implementation of reliable and secure networks is critical to supporting this fundamental backbone to the Senate's information infrastructure.

The Committee on Rules and Administration therefore officially recognizes the SSN as the network used by Senate entities for the execution of their official business. The network shall be operated and maintained by the Senate Sergeant at Arms, under the policies and procedures prescribed by the Sergeant at Arms, thus granting the SAA authority in setting and distributing operational standards (encompassing data transport, security, management, and components), with advice and consent of the Committee on Rules and Administration.

These standards will assure the operation of a network of the highest quality, with best practices to provide the necessary security mandated by the Senate's business requirements. The Sergeant at Arms and its agents are the only authorized party that may install equipment required to support both the wired and wireless networks. All unauthorized network equipment installed on the Senate's wired or wireless networks is expressly prohibited. The SAA reserves the right to disconnect any unauthorized network equipment without advance notification to the corresponding Senate office

## **Specific Allocations – Officers, Leadership and Support Offices**

The offices included in the Leadership are the offices of the Majority and Minority:

- Leader
- Whip/Assistant Leader
- Conference Committee
- Policy Committee
- Conference Secretary

Also included, for the purposes of the Leadership Office Automation Allowance, are the offices of the Secretary for the Majority and the Secretary for the Minority.

The Officers of the Senate are the:

- |                                       |                              |
|---------------------------------------|------------------------------|
| ▪ President of the Senate             | ▪ Chaplain                   |
| ▪ President pro tempore of the Senate | ▪ Secretary for the Majority |
| ▪ Secretary of the Senate             | ▪ Secretary for the Minority |

- Sergeant at Arms and Doorkeeper

Support offices include:

- Senate Legislative Counsel
- Senate Legal Counsel
- Other offices to which the Committee on Rules and Administration has granted office space

## Office Equipment

Officers, Leadership and Support Offices may use Economic Allocation or Official Office funds to obtain copy equipment offered through the *Technology Catalogue*. Copiers fall into three classes based upon copier size and speed, as indicated in the following table:

**Table II-5: Officers, Leadership and Support Offices: Copier Class and Description**

Class	Copier Description
Class I (Low-Volume Convenience)	Small table top or console copiers with automatic document feeders mainly used for one or two copies at a time. Produce 15 to 25 copies per minute.
Class II (Office Convenience)	Floor model copiers with automatic document feeders and sorting capabilities. Produce 33 to 40 copies per minute.
Class III (Committee Convenience)	Large high-volume copiers with finishers.

Officer and Leadership offices shall reimburse the Sergeant at Arms for extra copy costs on supported copiers at the rate of \$.02 per black and white copy and \$.05 per color copy in excess of the amounts listed below.

**Table II-6: Number of Free Copies per Quarter for Officers, Leadership and Support Offices**

Copier Class	Officers, Leadership and Support Offices Allowance
Class I	6,000
Class II	33,000
Class III	60,000

## Other Equipment and Services

### Cellular Telephones and BlackBerry Devices

Sergeant at Arms staff will assist offices in acquiring, with their official office account funds, items that the Sergeant at Arms is not authorized to provide. The Order Services Section will assist in the selection of the appropriate items and the preparation of purchase orders using the offices' official office account. Common items purchased in this manner are cellular telephones, BlackBerry devices, and additional office equipment.

### Government Emergency Telecommunications Service (GETS) and Wireless Priority Service (WPS)

The Government Emergency Telecommunications Service and Wireless Priority Service are programs sponsored by the National Communications Service in the Department of Homeland Security. GETS provides access to priority call-completion services on the wired telephone network, and WPS provides similar access for cellular telephones.

- The Majority and Minority Leaders and Whips may request a GETS access card for one staff member in their office. If the access card is lost, a replacement may be requested.
  - GETS should be used only in the event of a national emergency after attempts to place calls over the telephone network have failed.
  - There is no charge to the Senate for calls placed using GETS; however, the Department of Homeland Security monitors GETS usage and will suspend access if it is being abused.
  - The GETS access card should be safeguarded as you would a telephone calling card as its improper use results in expense to the taxpayer.
- Wireless Priority Service is provided by individual cellular telephone carriers under contract to the National Communications Service. The carriers charge fees for setting up the service, a monthly fee, as well as per-minute usage charges. As WPS is carrier-based, you should check the availability of the service and coverage on your particular carrier before requesting WPS.
  - The Majority and Minority Leaders and Whips may request WPS access for one staff member in their office.
  - Charges for WPS access and use will be billed on the monthly cellular telephone bill.

### Video Teleconferencing

The Senate Videoconferencing network provides offices a robust visual communications solution. Offices currently use the videoconferencing network to visually communicate with staff, constituents, military, and other government agencies or to share Power Point presentations. The Senate Videoconferencing network allows offices to hold large conferences with multiple sites, communicate with outside entities by IP or ISDN, or place a system in a Senator's home and all of these communications are protected by AES encryption. For more information on the desktop, conference rooms, or mobile videoconferencing solutions, systems or features contact your CSA.

## Telecommunications Equipment and Services

For approved telecommunications equipment, see the *Product and Services List* on Webster. Following are the telecommunications equipment and services allocations, and regulations governing use of telecommunications equipment and services. Officers, Leadership and Support Offices may obtain equipment and service in addition to that which the Sergeant at Arms is authorized to provide. In such cases, the office is responsible for all costs of the equipment, any associated telephone lines, and long distance or other service-related charges.

Authorized lines and equipment may be used only for the purpose originally designated without prior approval of the Committee on Rules and Administration.

### Lines

- A maximum of four lines in rotary for each Officers, Leadership and Support Offices office.
- Two individual lines in the private office of the Senator occupying the Officers, Leadership and Support Offices position.
- One individual line for each full-time staff member or temporary position occupied on a full-time basis.
- One line, if necessary, for:
  - Each facsimile machine provided by the Sergeant at Arms
  - A conference room telephone
  - A courtesy telephone
  - A computer equipment room telephone
  - A secure voice telephone
- One intercom line for each telephone instrument. The intercom system is a means of intra-office communication that allows two- or three-digit dialing between calls in the same office. Only telephones within a single office may be connected to the office's intercom. The only exception is that telephones within a single Member's personal office and his or her Leadership office (Leader, Whip/Assistant Leader, and Conference Secretary) may be configured on one intercom system.

### Long Distance

- Long distance service is provided for official business. Should it be necessary to place a personal long distance call, it should be charged to a home telephone number or personal calling card.
- Outgoing calls from telephones may be placed by dialing 3 + 1 + area code + 7-digit number.
- Official long distance calls that require operator assistance should be placed through the telephone company's long distance operators by dialing 9 + 00 + area code + 7-digit number. Such calls will be charged to the office.
- Calls originating away from the office can be charged to the office's account by using an official calling card. Official calling cards are issued by the Sergeant at Arms upon request.

### Group Alert Systems:



No more than four telephones in each Leadership office may be connected to the Democratic Cloakroom, Republican Cloakroom, and Legislative Alert Systems.

### Telephone Equipment

- One basic telephone instrument providing a private number, an outgoing line, intercom, feature buttons and a display, may be installed for each full-time staff member or temporary position that is occupied on a full-time basis, in one conference room, and in the area containing the office's computer equipment.
- As a substitute for a like number of basic telephone instruments described above, no more than twenty enhanced telephone instruments that additionally provide speakerphone capacity and other features may be installed.
- A single-line courtesy telephone may be installed in the reception area.
- Two enhanced telephone instruments for the private office of the Senator occupying the Officers, Leadership and Support Offices position.
- An office may request sixteen 22-button add-on units. Add-on units may be attached only to instruments that support them.
- Secure voice telephones may be provided upon approval by the Committee on Rules and Administration.
- The Sergeant at Arms is authorized to provide a TTY device in lieu of a basic telephone instrument for any member of the Leadership staff who is hearing impaired.

### Watson Messaging System

Each office may request a Watson messaging mailbox for use by each full-time Senate-paid staff member, and one additional mailbox for night answering service.

The Watson messaging also provides other capabilities such as menu systems and announcement-only mailboxes that offices may find useful. These capabilities can be configured upon request and upon payment of the appropriate fees. For more information, see *Voice Mail* on Webster.

### Music On Hold

Music on hold is available to Leadership offices as an alternative to silence when callers to their offices are placed on hold. The Leaders, Whips/Assistant Leaders, and Conference Secretaries may select one program source from four available options. The selected program will provide music on hold to all lines within that office. The available music options are Light Classical, Environmental, Patriotic and Country. You may listen to samples of the four selections by calling 8-2057 and following the prompts.

Light classical music on hold is available to the Policy and Conference committees as an alternative to silence when callers to their office are placed on hold. The program will provide music on hold to all lines within that office.

### Information Technology Equipment/Services

See the material on Information Technology/Economic Allocation Program under General Information, above. The Leadership offices acquire the majority of their IT, Mobile Communications and general office equipment using the Officers, Leadership and Support Offices Office Automation Allowance, which is the implementation of the Economic Allocation Program for Officers, Leadership and Support Offices offices. For information about using this allowance,

see **“Office Automation Allowance.”** The complete catalog of products available from and supported by the Sergeant at Arms is on Webster.

### **Data Networking**

- The Sergeant at Arms will connect the offices of the Leaders, Whips/Assistant Leaders, and Conference Secretaries to their respective personal office local area network. The services of the personal office local area network will then be available to the personnel in the Leadership office.
- The Sergeant at Arms will provide the Policy and Conference committees with a local area network (LAN) in the office, which is supported by the Senate Switch Network to provide access to Internet services and shared Senate services. The LAN interconnects the workstations, printers, servers and other network resources.
- Secure remote access to the office LAN is provided through the use of a SecurID token and a Virtual Private Network (VPN) client or through other approved methods of authentication. SecurID token may be requested through the Sergeant at Arms.
- One local area network connection will be provided for each full-time staff member and temporary position occupied on a full-time basis, and for each printer, server or other authorized network device.
- If a Senate office is allocated space in a building outside of their main office, the SAA may elect to provide a separate LAN environment to support this space and will utilize the Senate backbone network as a transport mechanism for communication to the main office LAN.

### **Data Network Support**

To support the core business functions of the Senate, the Senate switched network (SSN) has been implemented. This network supports a wide variety of wired and wireless services to users in Senate offices, from connectivity to office servers (file & print as well as application servers) and printers to access to Senate-applications and information services both wired or wirelessly. The implementation of reliable and secure networks is critical to supporting this fundamental backbone to the Senate’s information infrastructure.

The Committee on Rules and Administration therefore officially recognizes the SSN as the network used by Senate entities for the execution of their official business. The network shall be operated and maintained by the Senate Sergeant at Arms, under the policies and procedures prescribed by the Sergeant at Arms, thus granting the SAA authority in setting and distributing operational standards (encompassing data transport, security, management, and components), with advice and consent of the Committee on Rules and Administration.

These standards will assure the operation of a network of the highest quality, with best practices to provide the necessary security mandated by the Senate’s business requirements. The Sergeant at Arms and its agents are the only authorized party that may install equipment required to support both the wired and wireless networks. All unauthorized network equipment installed on the Senate’s wired or wireless networks is expressly prohibited. The SAA reserves the right to disconnect any unauthorized network equipment without advance notification to the corresponding Senate office

## In the Home

### Rules About Senate-Provided Products/Services in the Home

Office equipment is the property of the Senate and may not be removed from the premises except in accordance with the following regulations issued by the Committee on Rules and Administration:

- **Use of Senate IT equipment in a Member's home:** A Member may use a Senate computer and related equipment (printers and modems) and facsimile machines in the Member's Washington, D.C. area home and state residence.
- **Use of Senate IT Equipment in staff homes:** To allow flexibility to offices in implementing their continuity of operations plans, computers and related equipment may be used in the Washington area homes of *no more than four* staff members of a Senator's or a committee's office, designated by the Senator or chairman; or as a temporary arrangement in response to medical requirements.
- **Purchase, installation, and maintenance of IT equipment:** Computers and related equipment to be located in a residence must be purchased through the appropriate office fund or account. Installation and maintenance are the responsibility of the Member or committee office. Sergeant at Arms personnel will not visit a home to perform installation or maintenance services. One upgrade or replacement of the equipment is permitted during a Member's term of office. When no longer needed, equipment is to be returned to the Sergeant at Arms.
- **Use of IT equipment for official business only:** As property of the U.S. Senate, the equipment may be used for official business *only*. Transmission of any information by electronic means or facsimile machine must meet franking guidelines; if the information is not frankable, it cannot be transmitted by Senate-provided electronic means, including by facsimile machine.

For regulations governing assignment, accountability, and inventory control of equipment, see **"Appendix II-A: Regulations Governing Allocation and Acquisition of Equipment for Senators, Committees, Officers, and Employees of the United States Senate."**



## Acquisition Procedures

The following table lists how an office can acquire equipment.

**Table II-7: How an Office Acquires Equipment**

Equipment	Fund(s)
Office Equipment	Economic Allocation and Official Office Account
Telecom Equipment/Services	Numeric Allocation and Official Office Account
IT Equipment/Services	Economic Allocation and Official Office Account
Mobile Communications Equipment/Services	Economic Allocation and Official Office Account
Constituent Service System	CSS Fund and Official Office Account

## Economic Allocation Fund – Members Economic Allocation

At the start of a term, a Member receives a specified dollar amount in an Economic Allocation Fund (EAF) based on the population of the Member's home state. A Member can use EAF allocations to purchase IT, Mobile Communications and General Office equipment and services for the Washington, D.C. and state offices.

Members receive two EAF allocations per term, one on the day their term begins and another allocation exactly three years later. Members can carry over balances from the first half of their term to the second half of their term. They may also borrow up to one-third of the second allocation for a term during the third year of the term. No borrowing or carry-over of balances is permitted between terms.

Members who assume office in the middle of the term to which another Senator was elected take over all of the equipment in the previous Senator's office, as well as the existing balance of that Senator's EAF allocation.

## Economic Allocation Fund Allocations

The table below provides the configurations based on home state population, as defined by the Committee on Rules and Administration that determine the EAF amount a Member receives.

**Table II-8: State Population Configurations for EAF Allocations**

Configuration	State Population Range	EAF Allocation (per half term)
1	Up to 2,999,999	\$210,500
2	3,000,000 to 7,999,999	\$227,500
3	8,000,000 to 11,999,999	\$245,000
4	12,000,000 to 15,999,999	\$261,500

Configuration	State Population Range	EAF Allocation (per half term)
5	16,000,000 to 19,999,999	\$278,000
6	20,000,000 to 23,999,999	\$300,000
7	24,000,000 and above	\$321,000

Configurations are established at the beginning of a Member's term, based on state population and in accordance with the Committee on Rules and Administration. See "**Appendix I-I: State Populations.**"

For the process for purchasing equipment and services using the EAF, see Webster.

## General Rules Governing Use of the Economic Allocation Funds

Following are rules governing use of Economic Allocation Funds:

- **EAF may not be used to:**
  - Pay for wireless services.
  - Purchase consulting services.
  - Purchase and maintain Constituent Services System (CSS).
  - Pay for access to commercially-marketed online information services.
  - Acquire products in excess of authorized limits.
  - Pay for electronic media such as CD-ROM titles, subscription services, books (other than vendor software manuals for standard products), etc.
  - Fund training for non-standard products, unless otherwise approved.
  - Consumables and supplies.
- **EAF may not be used to request non-supported hardware and software:**

Offices requesting non-supported hardware and software totaling more than \$500 in aggregate, not otherwise prohibited by a policy or guideline, must submit a letter to the Committee on Rules and Administration. *If approved, the requesting office is responsible for the installation, maintenance, and ongoing support of the product.*

For example, an office may purchase 25 copies of a software product that costs \$20 per copy, or one copy of a product that costs \$495 per copy, but not 10 copies of a software product that costs \$80 per copy.

Senate offices should ensure that any equipment so acquired is delivered to the Sergeant at Arms so that it can be marked as Senate property and properly recorded in the Senate's equipment inventory. The Sergeant at Arms will then deliver the equipment to the Senate office or return it to the vendor for delivery and installation as appropriate.

If a Senate office implements a non-supported product which results in damage to other software or systems, the Senate office may be liable for the damage caused and be required to reimburse the Sergeant at Arms for any costs incurred to return the office to a standard state of

operation. These costs could also include the costs of any warranties rendered void due to such action.

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**Important!** Supported Senate products are products which address common office needs and are a result of a Sergeant at Arms technical review and certification process. Supported products can be acquired using EAF funds or official office expense accounts for each office. For information about office expense accounts, see **“Official Office Account .”** For lists of IT supported hardware and software, see Webster.

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■ **Purchasing standard equipment or contracts over \$100,000:**

Senate offices must submit a letter to the Committee on Rules and Administration if they wish to purchase standard equipment or enter into contracts over \$100,000.

If the purchase is through a General Services Administration (GSA) Federal Supply Schedule, Committee approval is required over \$1,000,000. Some exceptions may apply to Members, Committees, and the Secretary of the Senate.

## Office Automation Allowance – Non-Members Economic Allocation

Committees, leadership, officers, and Senate officials are authorized to order IT, Mobile Communications and general office equipment using this fund. The Committee on Rules and Administration specifies the amount the office can spend on office automation. In general, the amount of funding available to these offices is equivalent, on a per capita basis, to the funding available to Member offices.

At the beginning of each Congress, each Committee has the option of receiving an EAF allocation 1) based on the authorized staffing level of the office and the number of Rules Committee authorized Detailees or 2) based on the submission of an office automation plan for the length of the congress. The Committee on Rules and Administration reviews the OA plans adjusts them as necessary and includes them in the biennial Committee Funding Resolution. The funds are made available to the committees in on increment for the length of the congress (March 1 of the first year through February 28 of the final year).

Other offices are allocated a specific amount of funding, based on the authorized staffing level of the offices. The Committee on Rules and Administration sets the level of the funding each Congress. The funding is available to these offices from the beginning of the Congress on January 3 through September 30 of the second year of the Congress. No funds are available for the use of these offices between September 30 of the second year of a Congress and the beginning of the next Congress.

The Committee on Rules and Administration prefers that offices use their office automation allowance to purchase standard supported items, but will work with offices to obtain the items offices need. The Committee on Rules and Administration also permits an office to make small modifications to its request without prior approval, as long as those changes are within the “spirit” of the original request.

## Official Office Account

The Official Office Account can be used to acquire additional equipment to meet office needs; for example:

- Maintenance on unsupported equipment.
- Member Washington, D.C. and state offices may purchase additional printers using these funds, and subsequently, all costs associated with maintenance, support, and installation of these printers must be paid from these funds.
- Committees may use their Official Office Account to purchase IT equipment.

## The Constituent Service System Fund

The Sergeant at Arms allocates a certain amount of funds to each Member's office, according to the Member's state population, to pay costs for acquiring, installing, training, and maintaining hardware and software required to support an approved system for Constituent Services System (CSS).

The table below provides the configurations based on home state population, as defined by the Committee on Rules and Administration that determine the Constituent Service System (CSS) fund amount a Member receives.

**Table II-9: State Population Configurations for CSS Fund Allocations**

Configuration	State Population Range	CSS Allocation (per term)
1	Up to 2,999,999	\$293,000
2	3,000,000 to 7,999,999	\$293,000
3	8,000,000 to 11, 999, 999	\$327,000
4	12,000,000 to 15,999,999	\$327,000
5	16,000,000 to 19,999,999	\$327,000
6	20,000,000 to 23,999,999	\$359,000
7	24,000,000 and above	\$359,000

## General Rules Governing Use of CSS Funds

- The Sergeant at Arms will allocate the amount shown to each Member office, according to its state population, to pay the costs of acquiring, installing, training, and maintaining the hardware and software required to support an approved system for the management of constituent services.
- The amounts allocated are available throughout the Member's term.
- Costs of Constituent Services Systems may not be paid from the Economic Allocation Fund, except for CSS servers, which may be paid from either fund.
- If a Member spends less on a CSS than the amount allocated for the term, the Member may convert all or a portion of the remaining allocation into his or her Economic Allocation Fund on a 2:1 basis (i.e., for every \$2 converted from the CSS allocation, \$1 will be deposited in the EAF),



not to exceed \$50,000 deposited into the EAF per term. The Member may reverse the conversion at any time as long as there is sufficient funding in the Member's Economic Allocation Fund to accomplish the reversal of the conversion.

- The configuration for each Senator is established at the beginning of the term, based on the latest published Census Bureau estimates of state population, and will not change during a term.

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## **Appendix II-A: Regulations Governing Allocation and Acquisition of Equipment for Senators, Committees, Officers, and Employees of the United States Senate**

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### **Sec. 1. General Provisions**

(Effective March 27, 2009.)

The Economic Allocation Fund shall be established and maintained by the Senate Sergeant at Arms with the approval of the Committee on Rules and Administration.

The Sergeant at Arms of the Senate is authorized and directed to furnish to Senators, committees, and officials of the Senate equipment in quantities not to exceed the allowance in their economic allocation fund.

Equipment shall be furnished upon written request of the Senator, Chairman of a committee, or Senate official. Equipment accountability and inventory control will be governed by the Regulations on Equipment Accountability issued by the Committee on Rules and Administration. Equipment provided will be charged, in the case of a Senator, to either his/her economic allocation fund or those funds within the official office expense accounts for other official expenses (10 percent discretionary funds). In the case of a committee or official, charges will be made to economic allocation funds of the committee or official.

The Sergeant at Arms is authorized to evaluate and test equipment which he deems to be best suited to the needs of the Senate and shall notify the Rules Committee of any changes in the authorized office equipment list. To the extent possible, the Sergeant at Arms shall standardize or limit variety of office equipment to provide for greater utilization and interchange between offices, and ease of maintenance of equipment. Specialized equipment not included in these regulations shall be furnished only upon the recommendation of the Sergeant at Arms and with the prior approval of the Committee on Rules and Administration.

Acquisition of equipment is to be conducted according to the Procurement Regulations of the United States Senate. The Sergeant at Arms shall have the authority to either purchase or lease equipment in the best interests of economical procurement.

Equipment presently assigned to offices which is deemed in excess of their needs shall revert to the control of the Sergeant at Arms for reassignment.

The Committee chairman shall ensure that each full-time employee and full-time, authorized detailee on the committee is provided with a workstation and have appropriate access to related office equipment.

### **Sec. 2. General Office Equipment**

(Effective March 27, 2009.)



**Sec.2 (a)** All general office equipment used in Senate offices shall be issued and maintained by the Sergeant at Arms of the Senate. The Sergeant at Arms shall maintain a schedule in which available equipment is identified according to the classes set forth below:

**Table II-1: Class of Equipment and Minimum Life**

Class	Description	Minimum Life
I	Letter Folder	10 Years
	Letter Inserter	
	Letter Sealer	
	Paper Cutter w/stand	
	Signature Signing Machine	
II	Typewriters - Electric or Manual	10 Years
III	Calculators -Desk or Hand-held	6 Years
	Copy Holders	
	Noise Suppressors	
	Pencil Sharpeners (Electric)	
	Recorders and Transcribers - Desk	
	Combination or Portable	
	Staplers (Electric)	
	Tape Recorders	
	Time Recorders	

## Allocations

**Sec. 2. (b)** The Sergeant at Arms is authorized to issue general office equipment upon receipt of requests from Senators, committee chairmen, and heads of Senate offices, up to the limits set forth by the availability of their economic allocation funds.

**Sec. 2. (c)(1)** The Sergeant at Arms may sell to a Senator who is leaving office or otherwise ceasing to be a Senator (except by expulsion) any item of office equipment located in such Senator's Washington, D.C. or state offices, subject to the restrictions set forth in paragraph (2).

**Sec. 2. (c)(2)** Paragraph (1) of this subsection shall apply to equipment which has reached its expected useful life and has been declared surplus to the needs of the Senate. Such sales may be made only when such Senator submits a written request to the Sergeant at Arms, at least thirty days prior to leaving office, setting forth the item or items he or she desires to purchase. Whenever compliance with a provision of this paragraph would create an undue hardship or would not be in the public interest, such provision may be waived by the Sergeant at Arms.

## Sec. 3. Photocopiers and Duplicating Equipment

(Effective March 27, 2009)

Section 3(a) amended January 12, 1983, to increase collating capacity on Class IIB copiers from 15 to 20 bins. Sections 3(c)(2)(B) and (C) deleted March 18, 1983, to eliminate plate making charges for

printed work and the per copy costs for photocopy work in the central reproduction facility. Section 3(c)(2) amended September 26, 1984, to be effective October 1, 1984, to provide a graduated "extra copy" charge for Senators' offices based on population.)

**Sec. 3. (a)** All copying equipment used in Senate offices shall be issued and maintained by the Sergeant at Arms of the Senate. All copier locations must meet manufacturers' space and electrical requirements. The Sergeant at Arms shall maintain a schedule in which available copy machines are classified according to the classes set forth below:

**Table II-2: Classes of Copy Machines and Descriptions**

Class	Class Description	Copier Description
I	Low volume convenience w/document feeders	Personal convenience copiers are table top machines with low operating speeds.
II	Office convenience	Office convenience copiers are floor model or table top.
III	Committee convenience	Committee convenience copiers are higher volume machines and have faster operating speeds than Class II copiers and have finishing capabilities.

## Allocations

**Sec. 3. (b)** The Sergeant at Arms is authorized to issue copy equipment upon receipt of requests from Senators, committee chairmen, and heads of Senate offices, up to the limits set forth by the availability of their economic allocation funds.

### Washington Offices

(1) The *recommended* levels for copy machines in Senators' offices in Washington, D.C. are:

(A) For those Senators whose state population is 7 million or more (based on the most recent census figures), one Class IIA and two Class I, or one Class IIB and one Class I copier in the principal suite assigned to the Senator, or;

for those Senators whose state population is less than 7 million (based on 1980 census figures, revised to 1987), one Class IIA and one Class I, or one Class IIB copier in the principal suite assigned to the Senator.

(B) One class I copier in one additional location assigned to the Senator provided:

(i) the location is in another building, or is in the same building but not adjacent to another location containing a copier assigned to the Senator; and

(ii) the location is not in an annex building.

### State Offices

(2) The *recommended* levels for copy machines in Senators' offices in their home states are one class II copier in each of two principal state offices and one class I copier in each of five other state offices, except that a class II copier may be provided in lieu of a class I copier to a third office located in a state with a population greater than 21 million.

### Committee Offices

(3) The *recommended* levels for copy machines in committee offices are:

(A) One class II or class III copier in the principal suite assigned to the committee, as determined by the Sergeant at Arms based on a requirements analysis. The requirements analysis shall consider (but shall not be limited to) the nature of the work of the office, the size of the office, and the proximity of alternate copy facilities.

(B) One class I or class IIA copier in each additional location assigned to the committee provided:

(i) the location is in another building, or is in the same building but not adjacent to another location containing a copier assigned to the committee; and

(ii) the location is not in an annex building.

### Leadership Offices, Policy Committees, and Administrative Offices

(4) The recommended levels for copy machines in leadership offices, policy committees, and administrative offices are one or more class I, II, or III copiers, as determined by the Sergeant at Arms based on a requirements analysis. The requirements analysis shall consider (but shall not be limited to) the nature of the work of the office, the size of the office, and the proximity of alternate copy facilities.

### Cost Distribution

**Sec. 3. (c)(1)** The Sergeant at Arms shall pay the monthly maintenance fee for owned equipment and the rental for rented equipment. Offices shall pay for the supplies (paper, toner, developer, etc.) used with assigned copiers.

(2) Offices shall reimburse the Sergeant at Arms for extra copy costs on convenience copiers, whether owned by the Senate or rented, at the rate of 2 cents per copy for copies in excess of the amounts set forth in the following table, except that Senators will not be charged a copy cost on Senate owned Class IIA machines that were installed in such Senators' Washington offices on May 1, 1981:

**Table II-3: Free Copies per Month (In thousands)**

Senators representing States in the following population ranges (in millions)

Class	Under 4	4 to 7	7 to 12	12 to 21	Over 21	Other Offices
I	2	2	3	4	5	2
II	11	12	14	15	16	11
III	n/a	n/a	n/a	n/a	n/a	20

## Copy Centers

**Sec. 3. (d)** The Sergeant at Arms is authorized to establish, maintain, and operate copy centers when demand for the establishment of a center is justifiable on a cost basis.

The Sergeant at Arms is authorized, if he deems appropriate, to install devices on copy machines in copy centers and in the central reproduction center which automatically record the number of copies made for each user at the time copies are prepared, and the activation of which are necessary for the operation of copy machines.

## Sec. 4. Micrographic Equipment

(Effective March 27, 2009)

**Sec. 4. (a)** All micrographic equipment used in Senate offices shall be issued and maintained by the Sergeant at Arms of the Senate. All micrographic equipment locations must meet manufacturers' space and electrical requirements.

### Classes of Equipment

**Sec. 4. (b)** Micrographic equipment is classified in three groups:

- (1) Cartridge/Cassette Roll Film Viewers/Printers
- (2) Microfiche Viewers/Printers
- (3) Microfiche Viewers

The Sergeant at Arms shall maintain a schedule in which micrographic equipment that meets the performance requirements of the Senate is classified according to the classes set forth above and from which users may make specific selections.

### Allocations

**Sec. 4. (c)** The Sergeant at Arms is authorized to issue micrographic equipment upon receipt of requests from Senators, committee chairmen, and heads of Senate offices, up to the limits set forth by the availability of their economic allocation funds.

## Replacement

**Sec. 4. (d)** Microfilm equipment anticipated expectancies are:

**Table II-4: Microfilm Equipment Life Expectancy**

Class	Years
Cartridge/Cassette Viewers/Printers	8 years
Microfiche Viewers/Printers	8 years
Microfiche Viewers	10 years

## Sec. 5. Allocation of Telecopier and Facsimile Equipment to Senate Offices

(Effective March 27, 2009)

**Sec. 5 (a)** All facsimile equipment within the funding levels contained in these regulations used in Senate offices shall be issued and maintained by the Sergeant at Arms of the Senate. All equipment locations must meet manufacturers' space and electrical requirements. The Sergeant at Arms shall maintain a list of machines of equivalent capacity that meet Senate cost and performance standards from which users may select a specific machine.

**Sec. 5 (b)** The Sergeant at Arms is authorized to issue equipment upon receipt of requests from Senators, committee chairmen, and heads of Senate offices, up to the limits set forth by the availability of their economic allocation funds.

## Appendix II-B: Equipment Assignment, Accountability, and Inventory Control Regulations

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*Approved by the Committee on Rules and Administration, United States Senate, on January 25, 1983, effective March 1, 1983, to cover Senators, chairmen of committees and subcommittees, officers of the Senate, joint committees of the Congress, other officers and individuals of the legislative branch, and employees of the United States Senate and to supersede the regulations adopted June 28, 1978, which became effective on September 1, 1978.*

*Resolved by the Committee on Rules and Administration of the United States Senate, That equipment provided to Senators, committee chairmen, other officers and employees of the United States Senate, and other individuals shall be subject to the following regulations relating to assignment, accountability, and inventory control.*

### Sec. 1. Definitions

(a) As used in these regulations, the term:

- (1) "equipment" includes, but is not limited to, typewriters, dictation machines, calculators, facsimile transmission equipment, photocopiers, sound reproduction and recording equipment, video recording equipment, desk-top computers and peripheral equipment, portable computers, answering devices, headsets, Telecommunications Devices for the Deaf (TTYs), modems, intelligent wiring hubs, telephone instruments, cellular telephones, voice couplers, and pagers, whether owned, rented, or leased by the Senate;
- (2) "office head" means, with respect to each of the following offices and committees, the following designated officer:
  - (A) Office of the Vice President, the Vice President
  - (B) Office of the President Pro Tempore, the President Pro Tempore
  - (C) Office of the Deputy President Pro Tempore, the Deputy President Pro Tempore
  - (D) Office of the Majority Leader, the Majority Leader
  - (E) Office of the Minority Leader, the Minority Leader
  - (F) Office of the Assistant Majority Leader, the Assistant Majority Leader
  - (G) Office of the Assistant Minority Leader, the Assistant Minority Leader
  - (H) Office of a United States Senator, the Senator
  - (I) Committee of the Senate, the Chairman
  - (J) Democratic Policy Committee, the Chairman
  - (K) Democratic Conference, the Chairman
  - (L) Republican Policy Committee, the Chairman
  - (M) Republican Conference, the Chairman
  - (N) Office of the Sergeant at Arms, the Sergeant at Arms
  - (O) Office of the Secretary of the Senate, the Secretary of the Senate
  - (P) Office of the Secretary to the Majority, the Secretary to the Majority
  - (Q) Office of the Secretary to the Minority, the Secretary to the Minority

- (R) Office of the Legislative Counsel, the Legislative Counsel
- (S) Office of the Senate Legal Counsel, the Senate Legal Counsel
- (3) "Committee" means a standing committee of the Senate, a select committee of the Senate, or a special committee of the Senate
- (4) "current value" means the fair market value, less 20 percent, or, if the fair market value cannot be determined satisfactorily, the depreciated value
- (5) "fair market value" means the price at which such or similar equipment is freely sold, or in the absence of sales, offered for sale in the metropolitan area of Washington, D.C., in retail quantities and in the ordinary course of trade
- (6) "depreciated value" means the original purchase price of equipment depreciated
  - (A) in the case of typewriters and mailing equipment, by using a straight-line ten year useful life basis;
  - (B) in the case of word processing equipment, by using a straight-line eight year useful life basis; and
  - (C) in the case of all other equipment covered by these regulations, by using a straight-line six year useful life basis;
- (7) "salvage value" means the price at which such or similar equipment which is irreparably inoperable or beyond its normal useful life is freely sold, or in the absence of sales, offered for sale for recovery of scrap materials or spare parts in the metropolitan area of Washington, D.C.;
- (8) "earnings" means compensation paid or payable by the United States Senate for personal services, whether denominated as wages, salary, commission, bonus, or otherwise; and
- (9) "disposable earnings" means that part of the earnings of any individual remaining after the deduction from those earnings of:
  - (A) any amounts required by law or court order to be withheld; and
  - (B) amounts withheld for retirement, life insurance, health insurance, and charitable contributions;
- (b) In the case of any other office of the Senate not designated in subsection (a), the Senator, staff director, or other officer or staff member in charge of such office shall be an "office head" for purposes of these regulations.

## Sec. 2. Requests for Equipment

- (a) An office head shall have the sole authority to request equipment from the Sergeant at Arms for use in connection with the office or committee under his or her jurisdiction. No such equipment shall be made available except pursuant to a letter to the Sergeant at Arms signed by such office head.
- (b) In the case of any joint committee of the Congress which is authorized to receive equipment from the Sergeant at Arms, and any other office which, whether or not a part of the Senate, is authorized to receive such equipment, the Sergeant at Arms shall not make such equipment available to such committee or office unless the chairman or head thereof enters into an agreement with the Sergeant at Arms sufficient to assure the Sergeant at Arms that proper accountability, assignment, and inventory control procedures will be carried out with respect to such equipment.

- (c) The Sergeant at Arms shall not furnish equipment to replace equipment which has been lost, stolen, or damaged, unless the appropriate report required by section 5(b) has been submitted.

### **Sec. 3. Inventory and Inspection by Sergeant at Arms**

- (a) The Sergeant at Arms shall conduct an on-site physical inventory and inspection of all Senate equipment made available to each office head on an annual basis or as otherwise determined appropriate by the Sergeant at Arms in the interest of sound inventory control.
- (b) In addition to any such inventory or inspection conducted pursuant to subsection (a), the Sergeant at Arms shall conduct such special physical inventories and inspections as may be necessary to assure the proper accountability for Senate equipment.
- (c) Such inventories and inspections shall be carried out in accordance with such regulations as the Sergeant at Arms, with the approval of the Committee on Rules and Administration, shall adopt.

### **Sec. 4. Responsibility for Safeguarding Equipment**

- (a) Except to the extent otherwise provided in this section each office head shall have the responsibility for safeguarding equipment made available to his or her office or committee and for reporting promptly to the Sergeant at Arms any such equipment which is lost, stolen, damaged or for which such office head cannot account. Assignment of equipment to an office head shall be documented on Senate Form EQU 1, the format and content of which are set forth in section 10.
- (b) Notwithstanding any other provision of these regulations, each chairman of a committee may transfer to each chairman of a subcommittee of such committee all of the responsibilities and obligations which the chairman of the committee would otherwise have with respect to such equipment under these regulations. In any case involving such a delegation to a chairman of a subcommittee, such chairman shall be deemed an office head within the meaning of these regulations. Such transfers of responsibility are to be documented on Senate Form EQU 2, the format and content of which are set forth in section 10.
- (c) Each office head may delegate to any employee of the office under his or her jurisdiction responsibility for safeguarding equipment assigned to such employee and the responsibility for reporting promptly to the office head and the Sergeant at Arms any such equipment so assigned which is lost, stolen, damaged, or for which such employee cannot account. Such delegations are to be documented on Senate Form EQU 3, the form and content of which are set forth in section 10.
- (d) Each office head may adopt such procedures for the office under his or her jurisdiction as such office head may deem appropriate regarding the assignment to employees of such office head of equipment which may be used by any such employee in the conduct of official business at points other than his official post of duty. Such assignments are to be documented on Senate Form EQU 4, the form and content of which are set forth in section 10.
- (e) Each office head shall designate a member of his or her staff as the individual responsible for giving the notice required under paragraph (2) of subsection (f) in the absence of such office head.
- (f)
  - (1) An office head to whom equipment has been assigned under these regulations and who intends to retire, resign, or otherwise terminate his or her employment shall notify the



Secretary of the Senate of his impending retirement, resignation, or termination as soon as practical.

(2)

- (A) Whenever an office head, or individual designated by that office head pursuant to subsection (e) of this section, is notified to the effect (i) that an employee to whom such office head has assigned the responsibility for equipment under these regulations intends to retire, resign, or otherwise leave his or her employment, and (ii) that such employee has an unfulfilled financial obligation to the Senate arising out of such assignment, such office head or designated individual shall, not later than the next business day following the day on which such office head or individual learns of such intended retirement, resignation, or termination of employment, notify the Secretary of the Senate of such pending retirement, resignation, or termination of employment, and of such obligation.
- (B) For purposes of this paragraph (2), the term "business day" means any day other than a Saturday, Sunday, or holiday.

## Sec. 5. Reimbursement for Lost, Stolen, or Damaged Equipment

- (a) In the case of any equipment covered by these regulations which is stolen, lost, or otherwise unaccounted for, reimbursement shall be made in an amount equal to the current value of such equipment as determined in accordance with section 6. In the case of any such equipment which is damaged, reimbursement shall be made in an amount equal to the cost of repairs to such equipment, or its current value (reduced by its salvage value), whichever is less.
- (b)
- (1) Except to the extent otherwise provided in this section, an office head shall be responsible for promptly reimbursing the Senate, through the Sergeant at Arms, for any such equipment made available to him in accordance with these regulations which is lost, stolen, damaged (normal wear and tear excepted), or otherwise unaccounted for, except that no such reimbursement shall be required for such equipment which
- (A) is stolen, if such office head promptly reported such equipment as stolen to the appropriate law enforcement agency and promptly notified the Sergeant at Arms of that fact in writing; or
- (B) is damaged, if such office head reported such equipment as damaged, together with a statement as to how such damage occurred, to the Sergeant at Arms as soon as practicable after it had been determined damaged, and, on the basis of such statement and other information available to the Sergeant at Arms, the Sergeant at Arms determines that such office head exercised a standard of care with respect to the equipment entrusted to him which a reasonably prudent and careful person would be expected to exercise in the case of his or her own property of a like description under like circumstances and that, in spite of such care, such equipment was so damaged.
- (2) An employee to whom responsibility for equipment has been delegated in accordance with the provisions of Section 4 and any other individual who is not an officer or an employee of the Senate but who receives or is responsible for equipment received from the Senate shall be responsible for reimbursing the Senate, through the Sergeant at Arms, for any such equipment so assigned to such employee which is lost, stolen, damaged, or otherwise unaccounted for, except that no such reimbursement shall be required for such equipment which

- (A) is stolen, if such employee or other individual promptly reported such equipment as stolen to the appropriate law enforcement agency and promptly notified the Sergeant at Arms and, in the case of an employee, such employee's office head of that fact in writing; or
  - (B) is damaged, if such employee or other individual reported such equipment as damaged, together with a statement as to how such damage occurred, to the Sergeant at Arms and, in the case of an employee, the employee's office head as soon as practicable after it has been determined damaged, and, on the basis of such statement and other information available to the Sergeant at Arms, the Sergeant at Arms determines that such employee or other individual exercised a standard of care with respect to such equipment entrusted to such employee or other individual which a reasonably prudent and careful person would be expected to take of his own property of a like description under like circumstances and that, in spite of such care, such equipment was so damaged.
- (3) Notwithstanding any other provision of these regulations, in any case in which the Sergeant at Arms is unable to obtain reimbursement from any employee in connection with equipment assigned to that employee by an office head, such office head shall be liable for such reimbursement to the extent not recovered from such employee in the same manner as if such assignment had not occurred. The preceding sentence shall not apply in the case of an employee who fails to so reimburse the Senate and who resigns or retires or otherwise leaves his employment, if such office head is in compliance with subsections (e) and (f)(2) of section 4 of these regulations.
- (c) Whenever lost or stolen equipment for which reimbursement has been made is found or recovered, the individual from whom reimbursement was received shall notify the Sergeant at Arms immediately upon its recovery and shall tender the property to the appropriate office of the Senate for inspection by the Sergeant at Arms. The Sergeant at Arms shall:
- (1) Accept the equipment and refund to such individual the amount of reimbursement paid;
  - (2) Accept the equipment and refund to such individual an amount equal to the amount of reimbursement paid less the decrease in value of the equipment between the time of its loss and its recovery; or
  - (3) Refuse to accept return of the equipment and not refund any of the reimbursement.

## **Sec. 6. Determination of Value**

Whenever necessary for the determination of an amount of reimbursement under these regulations, the Sergeant at Arms shall determine the current value of equipment which has been lost, stolen, or is otherwise unaccounted for, and the current value, salvage value, and cost of repairs of equipment which has been damaged.

## **Sec. 7. Withholding of Compensation or Other Payments**

- (a) Promptly following receipt by him of official notification or reliable public information that an office head is resigning or retiring from, or has left or is otherwise leaving, his or her office, the Secretary of the Senate shall notify the Sergeant at Arms of that fact in writing. Upon receipt of such notice, the Sergeant at Arms shall promptly ascertain whether such office head had an unfulfilled financial obligation to the Senate in connection with any equipment covered by these regulations and shall promptly notify the Secretary of the Senate of his findings. In the case of an office head who has such an unfulfilled financial obligation, the Secretary of the Senate shall

withhold from any compensation or other payments due such office head such amount or amounts as may be necessary to satisfy such obligation.

- (b) In the case of any employee who is resigning or retiring from or who has left or is otherwise leaving, his or her employment, the Secretary of the Senate, upon receiving notification in accordance with subsections (e) and (f)(2) of section 4 of these regulations, shall withhold from any compensation or other payments due such employee such amount or amounts as may be necessary to satisfy such obligation.
- (c) In any other case in which the Sergeant at Arms is unable, after a diligent effort, to obtain from any office head or employee reimbursement of any obligation to the Senate pursuant to these regulations, the Sergeant at Arms shall notify the Secretary of the Senate to that effect and the Secretary shall withhold amounts from compensation or other payments otherwise due such office head or employee until such reimbursement obligation has been satisfied subject to the limitations set forth in subsection (d).
- (d) The maximum part of the compensation or other payments such office head, employee, or other individual derived from earnings for any work period which is subject to withholding under subsection (c) shall not exceed the lesser of
  - (1) twenty-five percent of his disposable earnings for that period, or
  - (2) if the work period is a workweek, the amount by which his disposable earnings for that workweek exceed 30 times the Federal minimum hourly wage prescribed by section 6(a)(1) of the Fair Labor Standards Act of 1938 in effect at the time the earnings are payable, or, if the work period is not a workweek, the amount by which his disposable earnings for that period exceed 30 times the equivalent multiple of the Federal minimum hourly wage prescribed by the Secretary of Labor for such period pursuant to section 303 of the Consumer Credit Protection Act.
- (e) In any case in which the Sergeant at Arms is unable, after a diligent effort, to obtain from any office head or employee or any individual who is not an officer or employee of the Senate (but who receives, or is responsible for equipment received from the Senate), reimbursement due from such office head or employee or individual pursuant to these regulations, the Sergeant at Arms shall take all lawful action to obtain such reimbursement.
- (f) To the extent permitted by law, moneys so withheld or recovered as reimbursement in connection with equipment lost, stolen, damaged, or otherwise unaccounted for pursuant to these regulations, or by any other lawful means, shall be deposited in the United States Treasury for credit to the appropriation for "Miscellaneous Items" under the heading "Contingent Expenses of the Senate."
- (g) Nothing in these regulations shall be construed as precluding the Sergeant at Arms from utilizing any other lawful means or remedies available to him in connection with the obtaining from any such office head or employee, or any such former office head, employee, or other individual any reimbursement due the Senate for equipment lost, stolen, damaged, or otherwise unaccounted for under these regulations.

## Sec. 8. Waiver and Petition

- (a) Notwithstanding any other provision of these regulations, in any case in which the Sergeant at Arms determines that the enforcement of the provisions of these regulations relating to reimbursement would create an undue hardship, or would not be in the public interest, the Sergeant at Arms is authorized to waive, in whole or in part, such reimbursement otherwise required under these regulations.

- (b) Any office head, employee, or other individual who is aggrieved by any final action of the Sergeant at Arms under these regulations involving the matter of reimbursement may petition the Committee on Rules and Administration for a review of such action. On the basis of such petition, the Committee is authorized to approve, disapprove, or modify the action taken by the Sergeant at Arms, and, in the case of any such disapproval or modification, to direct the Sergeant at Arms to take action in conformity therewith.

## **Sec. 9. Equipment Obtained Under Section 506(a)(9) of the Supplemental Appropriations Act, 1973 (2 U.S.C. 58(a)(9))**

The provisions of these regulations shall apply to equipment purchased, leased, or otherwise acquired by a Senator with funds available under section 506(a)(9) of the Supplemental Appropriations Act, 1973 (2 U.S.C. 58(a)(9)) and to equipment purchased by a committee or an officer of the Senate with appropriated funds. For purposes of these regulations, any equipment so acquired shall be treated as having been requested from the Sergeant at Arms, and as having been made available by him on the date on which it is delivered and installed in the office of the Senator.

## **Sec. 10. Forms for the Delegation and Transfer of Accountability**

In the case of equipment issued, reassigned, or otherwise made available on or after the effective date of these regulations, delegations and transfers of accountability for equipment covered by these regulations shall be documented on forms, the content and format of which are set forth below.

(Applicable forms are supplied by the Sergeant at Arms' Equipment Division when making equipment assignments or reassignments.)

## **Sec. 11. De Minimis Exception for Use of Senate Equipment**

It is the normal and standing policy of the Senate that official Senate resources may only be used in connection with official business. However, in recognition of the infrequent need for authorized users of official Senate resources or equipment to take care of occasional personal matters during normal business hours, pursuant to S. Res 238 (108th Congress, 1st Session), the de minimis use of official Senate resources (i.e. computers, Internet services, cellular telephones, copiers and facsimile machines and other such similar devices) is hereby permitted.

For purposes of this policy, "de minimis use" is defined as the incidental, unofficial use of Senate resources or equipment when such use is significantly negligible in nature and frequency and at nominal expense to the government. Such use must also not create the appearance of impropriety. The de minimis use of official resources as described herein is considered to be in the interest of the Senate. The de minimis uses permitted herein are only acceptable when such uses are performed without measurable interference to the performance of the official duties of the authorized user and are in compliance with the Senate Code of Official Conduct.

Nothing contained herein shall be construed to permit the use of Internet services or any other official resources for partisan, political or campaign purposes--such use is strictly prohibited under any circumstances. Nothing contained herein shall be construed to permit the use of official Senate resources for any commercial activity or any income-generating purpose or for any other illegal activity.

It is the responsibility of each Senator, Committee Chairman, Officer of the Senate, or administrative office head to oversee the use of official Senate resources by their office and to ensure that the use is

consistent with the requirements established by this policy as well as any other applicable laws and regulations. Nothing contained in the above policy shall prevent a Senator, Committee Chairman, Officer of the Senate or administrative office head from adopting a more restrictive de minimis use policy.

## Appendix II-C: Assignment and Location of Office Automation Equipment Regulations

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*Approved by the Committee on Rules and Administration, October 1, 1986.*

### Sec. 1. Relocation of a Senator's Office

- (a) Except as provided in subsection (b) of this section, whenever a Senator's office relocates from one suite to another, the office automation equipment used in the suite from which the Senator's office is moving shall be moved to the suite to which the Senator's office is moving. The Senator's office automation system processor shall be located in the new office in the same space occupied by the processor of the Senator to whom the suite was previously assigned. Workstations and printers shall be located in such a manner that existing cables do not have to be moved and new cables do not have to be installed, except that additional cables may be installed if the existing cable network does not provide enough connections for the Senator's workstations and printers.
- (b) When a Senator's office moves into temporary office space pending completion of a move to a new permanent suite,
- (1) the office automation equipment used in the suite from which the Senator is moving shall be moved to the temporary office space, and
  - (2) the office automation cable shall be surface-mounted in the temporary office space, rather than recessed in the walls or floor.

### Sec. 2. Newly Elected Senators

A newly-elected Senator shall be assigned the office automation equipment of his or her predecessor. A newly-elected Senator shall take possession of such office automation equipment at the time he or she is sworn in as a Senator, unless his or her predecessor agrees to an earlier transfer of possession.

### Sec. 3. Re-Arrangement of a Suite

Office automation cables shall not be removed or relocated as part of the rearrangement of a suite.



## Appendix II-D: Internet Services Usage Rules and Policies

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*Adopted by the Committee on Rules and Administration on July 22, 1996. (Revised September 19, 2008.)*

### Scope and Responsibility

1. Senate Internet Services ("World Wide Web and electronic mail, blogs, podcasting, streaming media, etc.") may only be used for official purposes. The use of Senate Internet Services for personal, promotional, commercial, or partisan political/campaign purposes is prohibited.
2. Members of the Senate, as well as Committee Chairmen and Officers of the Senate may post to the Internet Servers information files which contain matter relating to their official business, activities, and duties. All other offices must request approval from the Committee on Rules and Administration before posting material on the Internet Information Servers.
3. Websites covered by this policy must be located in the Senate.gov host-domain.

a. Exceptions: A Member, Committee or Officer of the Senate ("Office") may separately maintain websites or channels or otherwise post material on third-party websites that are available to the general public subject to Senate Rules, Regulations, Standing Orders and Statutes governing Senate operations, including the prohibition on using Senate internet resources for personal, promotional, commercial, or partisan political/campaign purposes.

To provide assistance and guidance to Offices, the Rules and Administration Committee may provide a non-exhaustive list of examples of third-party websites that, at the time they are reviewed by the Committee, agree:

- a. to provide naming protocols or other methods that will enable the public to know when a site or channel is maintained by an office;
  - b. not to add personal, promotional, commercial or partisan political/campaign-related content or links to an Office-maintained website or channel; and
  - c. not to use data gathering tools on an Office-maintained website or channel that allow for collecting personal information on users and distributing it to outside parties.
- b. If the use of a particular website is determined to pose a possible threat to the security of the Senate's computer network, the Committee on Rules and Administration reserves the right to direct offices to cease using these websites until the issue can be resolved.
- c. The Rules Committee shall require the removal of a website or channel maintained by the Member on such third-party website or channel at the end of a Member's term.
4. It is the responsibility of each Senator, Committee Chairman (on behalf of the committee), Officer of the Senate, or office head to oversee the use of the Internet Services by his or her office and to ensure that the use of the services is consistent with the requirements established by this policy and applicable laws and regulations.
  5. Official records may not be placed on the Internet Servers unless otherwise approved by the Secretary of the Senate and prepared in accordance with Section 501 of Title 44 of the United States Code. Such records include, but are not limited to: bills, public laws, committee reports, and other legislative materials.



## Posting or Linking to the Following Matter is Prohibited

1. Political Matter
  - a. Matter which specifically solicits political support for the sender or any other person or political party, or a vote or financial assistance for any candidate for any political office is prohibited.
  - b. Matter which mentions a Senator or an employee of a Senator as a candidate for political office, or which constitutes electioneering, or which advocates the election or defeat of any individuals, or a political party is prohibited.
2. Personal Matter
  - a. Matter which by its nature is purely personal and is unrelated to the official business activities and duties of the sender is prohibited.
  - b. Matter which constitutes or includes any article, account, sketch, narration, or other text laudatory and complimentary of any Senator on a purely personal or political basis rather than on the basis of performance of official duties as a Senator is prohibited.
  - c. Reports of how or when a Senator, the Senator's spouse, or any other member of the Senator's family spends time other than in the performance of, or in connection with, the legislative, representative, and other official functions of such Senator is prohibited.
  - d. Any transmission expressing holiday greetings from a Senator is prohibited. This prohibition does not preclude an expression of holiday greetings at the commencement or conclusion of an otherwise proper transmission.
3. Promotional Matter
  - a. The solicitation of funds for any purpose is prohibited.
  - b. The placement of logos or links used for personal, promotional, commercial, or partisan political/campaign purposes is prohibited.

## Restrictions on the Use of Internet Services

1. During the 60 day period immediately preceding the date of any primary or general election (whether regular, special, or runoff) for any national, state, or local office in which the Senator is a candidate, no Member may solicit constituent input or inquiries (such as online petitions or opinion polls or issue alerts) using a Senate Internet Server ("World Wide Web and Electronic mail, BLOGs, Podcasting, streaming media, etc."), unless the candidacy of the Senator in such election is uncontested.
2. Electronic mail may not be transmitted by a Member during the 60 day period before the date of the Member's primary or general election unless it is in response to a "direct inquiry". Exceptions to this moratorium include the following: press release distribution to press organizations and email to perform administrative communication. "Direct inquiries" do not include a request to be added to a mailing list, subscription list, or other request to receive future mailings. During the 60 day period, electronic news letters may not be sent out.
3. During the 60 day period immediately before the date of a biennial general Federal election, no Member may solicit constituent input or inquiries (such as online petitions or opinion polls, issue alerts or request to be added to newsletter mailing lists – electronic or otherwise, on behalf of another Senator who is a candidate for election, unless the candidacy of the Senator in such election is uncontested.

4. An uncontested candidacy is established when the Rules Committee receives written certification from the appropriate state official that the Senator's candidacy may not be contested under state law. Since the candidacy of a Senator who is running for re-election from a state which permits write-in votes on elections day without prior registration or other advance qualification by the candidate may be contested, such a Member is subject to the above restrictions.
5. If a Member is under the restrictions as defined in subtitle C, paragraph (1), above, the following statement must appear on the homepage: ("Pursuant to Senate policy, newsletters, petitions, opinion polls and issue alerts and other electronic communications cannot be initiated by this office for the 60 day period immediately before the date of a primary or general election."). The words "Senate Policy" must be hypertext linked to the Internet services policy on the Senate Home Page.
6. A Senator's homepage may not refer or be hypertext linked to another Member's site or electronic mail address without authorization from that Member.
7. Any Links to Information not located on a Senate Internet Server must be identified as a link to a non-Senate entity.

## Miscellaneous

### Domains and Names (URL)

Domains and Names (URL)--Senate entities must reside exclusively on Senate.gov domains, subject to the exceptions noted in (A)(3). The URL name for an official Senate Website located in the Senate.gov domain must:

- Member's sites -- contain the Senator's last name.
- Committee sites -- contain the name of the committee.
- Officer sites -- contain the name of the office.



## Appendix II-E: De Minimis Exception for Use of Senate Equipment

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Sec. 11. It is the normal and standing policy of the Senate that official Senate resources may only be used in connection with official business. However, in recognition of the infrequent need for authorized users of official Senate resources or equipment to take care of occasional personal matters during normal business hours, pursuant to S.Res 238 (108th Congress, 1st Session), the de minimis use of official Senate resources (i.e. computers, Internet services, cellular telephones, copiers and facsimile machines and other such similar devices) is hereby permitted.

For purposes of this policy, a de minimis use is defined as the incidental, unofficial use of Senate resources or equipment when such use is significantly negligible in nature and frequency and at nominal expense to the government. Such use must also not create the appearance of impropriety. The de minimis use of official resources as described herein is considered to be in the interest of the Senate. The de minimis uses permitted herein are only acceptable when such uses are performed without measurable interference to the performance of the official duties of the authorized user and are in compliance with the Senate Code of Official Conduct.

Nothing contained herein shall be construed to permit the use of Internet services or any other official resources for partisan, political or campaign purposes - such use is strictly prohibited under any circumstances. Nothing contained herein shall be construed to permit the use of official Senate resources for any commercial activity or any income-generating purpose or for any other illegal activity. It is the responsibility of each Senator, Committee Chairman, Officer of the Senate, or administrative office head to oversee the use of official Senate resources by their office and to ensure that the use is consistent with the requirements established by this policy as well as any other applicable laws and regulations. Nothing contained in the above policy shall prevent a Senator, Committee Chairman, Officer of the Senate or administrative office head from adopting a more restrictive de minimis use policy.