

**Annual Report of the
Congressional Research Service
of the Library of Congress
for Fiscal Year 1996**

**to the
Joint Committee on the Library
United States Congress**

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CONTENTS

I. SERVICE TO THE CONGRESS	1
Improvements in Service and Responsiveness	1
Indicators of CRS Performance and Productivity	2
II. FY 1996 HIGHLIGHTS	4
Social and Economic Policy	4
Law and Government	5
Foreign and International Security Policy	6
Science, Technology, and Natural Resources	7
Interdisciplinary Team Efforts	9
Improvements in Technology	11
Reference Support	12
Additional Reference and Information Activities	12
III. RESPONSE TO STATUTORY MANDATES AND CONGRESSIONAL DIRECTIVES	13
Legislative Information System (LIS) Development	13
Oversight Hearing	13
Parliamentary Support	14
Constitution Annotated	14
IV. RESOURCE MANAGEMENT	15
Strategic Goals	15
Succession Initiative	17
APPENDIXES	18
A. Fiscal 1996 Budget, Resources, and Other Funding	18
B. Human Resources and Staff Development	19
C. Types of CRS Support to The Congress: Research Services and Products	21
D. CRS Organizational Structure	27
E. CRS Organization Chart	31
F. Listing of All Senior Level Positions	32
G. Listing of All Specialist and Senior Specialist Personnel Actions in FY 96	43
H. Listing of All Senior Level Position Changes in FY 1996	45
I. CRS Products Prepared in FY 1996	46

I. SERVICE TO THE CONGRESS

The Congressional Research Service has provided the Congress with comprehensive and reliable research, analysis, and information service for more than eight decades. This support is, by tradition and congressional directive, timely, accurate, objective, non-partisan, and confidential. The Service produces a large variety of specialized products and services, ranging from in-depth analyses of selected public policy issues to specific data requested on the many issues before the Congress. To accomplish its mission of contributing to an informed national legislature, CRS maintains an in-house staff of experts -- attorneys, analysts, and information specialists -- a pooled resource of expertise that enables the Service to assist the Congress in a cost-effective manner.

CRS supported the Congress during fiscal year 1996 at every step of the legislative process -- the development of proposals, the preparation and conduct of hearings, markup and assistance with writing reports, consultation during floor consideration and conference deliberations. CRS staff helped evaluate proposals, define problems, explore alternatives, assess impacts, and provide resident expertise and institutional memory in response to congressional requests. The Service examined implications of current and proposed policies and assisted Members with their oversight responsibilities by preparing confidential policy, legal, and historical analyses. Information and assistance given to Members and congressional staff took a variety of forms and formats -- written reports, in-person briefings, private consultations, telephone responses, and online services. By providing analysis of both issues likely to accompany specific legislative proposals and likely consequences, CRS assisted Members by keeping them abreast of situations that might require congressional attention. CRS also served as a reference and information resource for Members, conducted workshops and seminar programs on a range of issues before the Congress, and offered institutes on congressional procedures and the legislative process.

IMPROVEMENTS IN SERVICE AND RESPONSIVENESS

FY 1996 held many challenges for CRS -- responding to the numerous complex issues facing the Congress while continuing to streamline operations under the pressures of budgetary constraints. Improving the Service's ability to respond to the changing needs of congressional clients continued to be a primary focus, as were efforts to make CRS products and services more timely, accurate, and complete while maintaining the highest professional standards.

To ensure the timeliness of its products and services, CRS enhanced its technology and production processes. The CRS Home Page had a critical role in making more products and services available for electronic delivery. For example, all Issue Briefs and selected Reports became available online. Many more products

were delivered by fax-on-demand to congressional offices. CRS staff made improvements in the Legislative Alert, a weekly list of CRS products on issues scheduled for consideration the same week on the floor of either House. Toward the end of the year planning was under way to send the Legislative Alert to congressional offices by fax.

Among other enhancements to services, CRS obtained access to additional on-line reference databases, began analyzing and preparing overviews of issues arising from each of the 13 appropriations bills, and undertook a series of initiatives to ensure objectivity, including the preparation of a briefing book that provides CRS staff with guidance on how best to maintain and practice objectivity in all of their work.

INDICATORS OF CRS PERFORMANCE AND PRODUCTIVITY

CRS provided analysis and information to the Congress in FY 1996 on 487,000 occasions. (See Table 1 below.) These included nearly 142,000 requests for research, analysis, and information; approximately 2,800 custom, confidential memoranda; almost 94,000 requests for copies of specific CRS or other material; 174,000 visits to CRS Reference Centers; 12,000 participants in CRS seminars and training events; and 65,000 uses of CRS electronic and telephone automated services.

CRS staff prepared 1,071 new products for general congressional use. These included 996 new Reports, 41 new Issue Briefs, 5 new Info Packs, and 29 new Audio Briefs and video programs. In response to specific needs of Members and committees of Congress, CRS also provided 47,000 responses by telephone, and gave 2,600 in-person briefings, and consultations. A total of nearly 690,000 copies of CRS prepared products were distributed throughout the year.

Most of these services were provided immediately upon request. Such services included assistance at CRS reference centers and the Product Distribution Center, and information provided through the CRS Home Page and other automated services, as well as the Fax-on-Demand service, through which all CRS Issue Briefs and selected CRS Reports can be obtained 24 hours a day.

Table 1. CRS Products and Services for Congress, FY 1996

Products and Services	Total
Total Completed Requests and Services Provided^a	487,000
Analysis, information, and research requests	141,654
Cited material and CRS product requests	93,663
Reference Center direct requests and self-service	174,446
Seminar, institute, and training participants	12,356
Client use of CRS automated services ^a	65,000
Analysis, Information, and Research Requests^b	
Custom products and services provided	
Custom writings prepared	2,770
In-person briefings and consultations completed	
(number of participations by CRS staff)	2,607
Responses primarily by telephone	47,321
Selected materials, database searches, and translations	88,673
Response time for custom requests (percentage)	
Same day response	50%
Within one week	86%
Within one month	97%
General Distribution Products and Services^c	
Products prepared	1,071
Titles available (year end)	6,124
Copies distributed ^d	689,224
New entries placed in CRS information systems	134,322
Seminars, institutes, training (number of events)	393
Congressional Offices Served by CRS (Percentage of Total)	
Members	100%
Committees	100%

Source: ISIS and other CRS data.

^a Client use of automated services does not include some electronic access by House offices and committees; these data include only Senate and House access of SCORPIO database via modem, adjusted network access data, calls to the CRS StatsLine, and initial access to the CRS Home Page on the World Wide Web (www).

^b Data include some requests that are not identified in custom products and services provided.

^c Total data on CRS general distribution products include CRS Reports, Issue Briefs, Info Packs, video programs, and Audio Briefs.

^d Data include 311,418 CRS Reports and Issue Briefs within the 89,054 Info Packs distributed.

II. FY 1996 HIGHLIGHTS

CRS support to the Congress in FY 1996 is organized in this Report in four major categories of subject expertise: social and economic policy; law and government; foreign and international security policy; and science, technology, and natural resources. In a number of cases, CRS formed interdivisional and interdisciplinary teams to deal with multi-faceted or cross-cutting issues. Improvements in technology as well as reference and information activities are also included. Major highlights of the year follow.

SOCIAL AND ECONOMIC POLICY

Social science experts as well as economists responded to requests from Member offices and committees regarding a range of social and economic policy including the following.

Education: CRS analysts examined a variety of issues related to the federal role in education and training programs. Analyses were conducted of provisions to provide federal support to school choice, constrain the costs of student loan programs, and provide retraining for adult workers.

Health Insurance Reform: CRS studied the consequences of the Health Care Affordability Act (P.L. 104-91) for insurance coverage and costs, the role of supplemental insurance, and federal tax subsidies and credits.

Minimum Wage: CRS looked at the relationship between changes in the minimum wage and employment and the effects of tax credit on job creation and provided the Congress with overviews of these proposals and other changes to the Federal Labor Standards Act.

Retirement: The Service prepared an overview of legislation to simplify and expand pension coverage for employees of small businesses, modify federal retiree programs to shore up the District of Columbia pension systems, and ameliorate the loss of "retirement benefits" that result from military closings.

Social Security: CRS specialists analyzed legislation to raise the amount that Social Security recipients could earn without losing benefits and reviewed proposals to increase administrative funding for reviews of disability benefits.

Taxation: The Service provided support to the Congress on general tax reform. CRS assisted the House Committee on Ways and Means in planning and conducting a retreat on tax reform. CRS economists provided the Congress with assessments on a wide variety of proposed tax code revisions: the proposed phase-out of the

alternative minimum tax, the home office deduction, use of independent contractors, capital gains provisions, the adoption tax credit, tax credits for hiring hard-to-employ workers, and repeal of the deduction for corporate-owned life insurance. Analysts also reviewed provisions to restrict the campaign activities of tax-exempt organizations and examined potential constitutional issues raised by granting preferred tax treatment to D.C. residents.

Other Issues: Other social and economic issues included illegal immigration reform, Medicare restructuring, international trade and finance, electronic banking, housing, the balancing of the budget, labor and industry, crime, gas price increases, and federalism.

LAW AND GOVERNMENT

CRS attorneys, legal experts, and policy analysts answered congressional queries about governmental, legal, and constitutional issues, including the following.

Administrative Law: Service attorneys conducted a series of analyses of the impact of proposed regulatory changes on the Federal Food, Drug and Cosmetic Act, and the implications of Federal Drug Administration regulations concerning tobacco.

Affirmative Action: At the request of the Congress, CRS investigated the effects of affirmative action in terms of court, executive and legislative actions in advancing women and members of minority groups as well as proposals to change affirmative action policy.

Church and State: The Service identified federal statutes and regulations that discriminate against, or deny funding to, religious institutions; examined the involvement of religious institutions in the delivery of payments and social services; and addressed related constitutional issues at both the state and federal levels.

Civil Rights Law: The Service addressed affirmative action questions relating to gay marriages, gays in the military, and other gay rights issues in the wake of the Supreme Court's decision in *Romer v. Evans*.

Continuing Resolutions: Service analysts prepared overviews of the fiscal 1997 Omnibus Appropriations Act, examined funding, and analyzed the impact on programs of funding decisions.

Election Law: CRS looked at the constitutionality of specific election law reform provisions, including those involving the political activity of labor unions.

International Law: CRS examined the issue of whether a theater missile defense demarcation agreement between the United States and successor states to the Soviet Union must be submitted to the Senate. Analysts also addressed the compatibility of the EUROTOM Nuclear Cooperation Agreement with the Nuclear Nonproliferation Act.

Juvenile Crime: To assist congressional reauthorization of the Juvenile Justice Act, CRS prepared material on the causes and prevention of juvenile crime, reviewed policy alternatives, and developed a computer program to examine the effects of proposed changes to grant formulas under the Act.

Restructuring or Eliminating Federal Agencies: The 104th Congress had a continuing interest in restructuring agencies. One of these efforts involved the management of U.S. foreign policy. CRS revised an assessment of proposals to abolish three foreign policy agencies and reorganize the State Department. The issue remained under consideration until the President's mid-year veto of the legislation.

Other issues: Other issues requiring CRS law and government expertise were the line-item veto, labor law, lobby disclosure, the Freedom of Information Act, the Defense of Marriage Act, the Professional Boxing Act, congressional term limits, civil liability, disability law, Postal Service issues pertaining to campaign finance reform, securities law, the federal relationship with the District of Columbia, parliamentary procedure, and product liability reform.

FOREIGN AND INTERNATIONAL SECURITY POLICY

Foreign policy experts and international security analysts responded to congressional requests for assistance on a wide range of topics. Examples of the types of assistance CRS provided include:

Foreign Relations: The Service prepared a 700-page side-by-side comparison of House and Senate versions of the Omnibus Foreign Relations Authorization Act that became the working document for the conference committee considering this legislation.

Japan: Experts provided background and analysis of U.S.-Japan trade differences in a variety of areas including semiconductors, photographic film and aviation equipment, and Japan's banking crisis. CRS staff also tracked political changes in Japan.

Middle East: CRS explored the altered political landscape in the Middle East following the Israeli election and the assassination of the Israeli prime minister, and monitored the impact of that election on regional stability and the peace process.

NATO: CRS organized a major legislative-executive branch dialogue on NATO's future, featuring the new NATO Secretary General on his first visit to Washington, where many wide-ranging security issues were addressed by U.S. and European officials.

Peacekeeping Operations: CRS looked at the nature of peacekeeping operations, the issue of the command of U.S. forces serving in U.N. operations, and the capability of the U.N. to lead such operations.

Russia: In the context of foreign assistance to the former Soviet Union, the Service assisted with in-depth coverage of the legislative and presidential elections in Russia.

U.S. Defense Capabilities: The Service provided analyses on a variety of weapons systems such as fighter and attack aircraft, bombers, stand-off attack missiles, smart weapons, unmanned aerial vehicles, and ballistic missile defense. Analysts also examined the future of the nation's military industrial base, particularly U.S. shipbuilding capabilities.

Other issues: Other foreign affairs issues on which support was given were defense spending, the U.S.-North Korea nuclear accord, the status of U.S. bases in Okinawa, the "Asian values" debate -- policy implications of U.S.-Asian values conflicts, terrorism, the conflict in Kashmir, Mexico-U.S. interparliamentary meetings, national security issues such as the attempted ratification of the Chemical Weapons Convention, Army Reserve reforms, and procurement changes.

SCIENCE, TECHNOLOGY, AND NATURAL RESOURCES

Scientific, technological, and environmental concerns were the source of still other congressional requests for information and research. Among the topics raised in FY 1996 were the following.

Biomedical Research: Analysts gave an overview of the National Institutes of Health (NIH) and regular updates of the NIH budget and examined ongoing research efforts focusing on AIDS, cancer, and human embryos.

Consumer Protection: Researchers assisted congressional efforts to reauthorize, reform, and evaluate food quality and drinking water programs.

Defense Research and Technology: CRS assisted with hearings on the Department of Defense's (DOD) federally funded R&D centers. The Service helped with DOD technology issues and maintained products on DOD Dual Use Strategy designed to favor programs that have both military and civilian applications.

Endangered Species: CRS provided a historical analysis of the Endangered Species Act and its implementation. Also examined was the impact of proposals on private landowner issues related to habitat conservation planning.

Environment and Public Health: Analysts organized a seminar on Federal Drug Administration reform and assisted with studies on Alzheimer's disease, women's health, health complaints of Persian gulf veterans, and toxic waste sites.

Federal Land Use: The Service prepared a series of analyses on federal lands issues including park, monuments, trail, and wilderness area designations; grazing fees; recreation; and concessionaires. Analyses were also prepared on forest health, salvage, wildfire, and harvesting issues.

Geosciences and Global Climate Change: CRS analyzed proposals to dismantle the National Oceanic and Atmospheric Administration and to abolish the U.S. Geological Survey and the Federal Helium Program. The Service also examined stratospheric ozone depletion and global warming.

Research and Development: CRS presented its annual briefing on the federal R&D budget to the Congress, an overview of federal funding priorities and ongoing efforts. The Service also analyzed the impact of proposals to eliminate the Department of Commerce's science programs.

Space: The Service reviewed progress in the space station program and identified future challenges. CRS experts summarized research indicating that life once existed on Mars and provided an overview of this work and information on NASA's Mars exploration program.

Technology Policy: To support debate on the appropriate federal role in fostering technological development, CRS prepared a historical analysis of government involvement in the development of various technologies in the twentieth century. The Service also investigated the future of high-performance computing and communications.

Transportation Safety: CRS experts assessed the safety of U.S. airways and highways. They examined the crash of Valujet Flight 592 and issues involving the transport of hazardous materials, the crash of TWA Flight 800, and questions of terrorism and safety technologies. Work was also performed on highway safety, including a national speed limit, motor cycle helmets, and drunk driving.

Water Resources: CRS scrutinized existing programs and proposed legislation related to water, wetlands management, and flood control. Work was also completed on specific reclamation, restoration, and protection programs, including projects to protect dolphins and reclaim the Everglades.

Other issues: Other scientific issues included the year 2000 challenge involving the ability of computers to correctly function when "99" becomes "00", and privatization of federal facilities.

INTERDISCIPLINARY TEAM EFFORTS

For a number of legislative issues, CRS drew on its pool of experts to form teams that could explore multifaceted issues. Some examples illustrate the breadth of support the Service brought to bear on complex issues before the Congress.

Agriculture: Natural resource experts examined various provisions of an omnibus farm bill and its impact on commodity support programs including dairy, sugar, and peanuts, and the effects of the bill on international food aid. Attorneys and economists reviewed agricultural trade agreements.

Banking and Finance: The Service responded to requests for economic and legal assistance in examining the effects of proposed reforms of securities law and securities litigation. Attorneys and economists examined regulation of financial institutions, including provisions of proposed legislation allowing these institutions to expand into less protected, less regulated securities and investigated the implications of "regulating relief" for savings associations and credit unions.

Bosnia: CRS foreign policy, legal, and defense analysts analyzed various aspects of the President's deployment of U.S. forces to Bosnia. Attorneys reviewed constitutional issues. Foreign policy experts developed a chronology of the Bosnian conflict, prepared a study of the provisions of the Dayton Accords and their implementation, and examined issues related to war crimes and Iranian arms supply to Bosnia. Defense specialists reviewed the military provisions of the accords.

Campaign Finance Reform: CRS experts compared provisions of bills and amendments on campaign finance reform and prepared studies on the cost of television and radio broadcasts during election campaigns. Legal specialists analyzed the constitutionality of these provisions, congressional redistricting, and the legal implications of political activity by labor unions.

China: Economists and attorneys addressed a wide variety of bilateral issues including protection of intellectual property rights, arms sales, China's membership in the World Trade Organization, U.S. trade relations with China in the context of most-favored nation (MFN) status, and accession of China to the World Trade Organization. Foreign affairs specialists addressed U.S. sanctions on the People's Republic of China, human rights, and China's posture on proliferations.

Debt Ceiling: CRS economic and legal experts responded to requests to analyze the authority of the Secretary of the Treasury to use various funds to avoid default.

Immigration: CRS attorneys worked on legal issues stemming from alien smuggling, document fraud, the transportation of illegal aliens, and the enforcement of immigration law, and joined social policy analysts in analyzing the overlapping alien benefit provisions in immigration and welfare bills.

Nuclear non-proliferation: Analysts examined nuclear testing by India and Pakistan. Energy scientists and foreign affairs experts provided support on domestic nuclear weapons production and on nuclear export controls.

Public Lands and Property Rights: Natural resource analysts looked at changes in grazing regulations for federal lands. Attorneys examined legal issues related to the Endangered Species Act and recent developments in the "takings" law.

Telecommunications Reform: CRS economic, scientific, and legal analysts reviewed proposed changes to the telecommunications law. They projected the impact of provisions that sought to ensure universal service and provide technical assistance for schools, hospitals, and libraries. Experts also analyzed key provisions of a bill for electromagnetic spectrum auctions and management, the role of the Federal Communications Commission, the status of international telecommunication markets, and numerous aspects of telecommunications regulatory policy. Attorneys provided legal analysis of issues such as First Amendment problems associated with telecommunications reform, problems concerning ensuring universal coverage, and potential antitrust issues.

Trade Policy: Analysts examined key trade-related issues including the protection of intellectual property rights, labor rights, trade barriers, and the implications of allowing duty-free imports from developing countries. Other CRS experts studied economic growth strategies as a foreign aid priority. They also analyzed the effects of the North American Free Trade Agreement (NAFTA) on the U.S. economy and the impact of extending NAFTA-type trade benefits to additional countries.

Welfare Reform: CRS legal, economic, and welfare experts reviewed provisions in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-195). This interdisciplinary team developed a quantitative model to analyze allocation provisions of welfare reform proposals. The team examined the various provisions for their impact on individual states and recipients and presented a seminar about the new law after its enactment.

IMPROVEMENTS IN TECHNOLOGY

Work neared completion for replacing the current Inquiry Statistical Information System (ISIS) with a new, networked request tracking system featuring improved capabilities for assigning and tracking the large number of congressional requests CRS receives each day.

CRS now makes all Issue Briefs and selected Reports available exclusively to the Congress using the Capitol Hill Internet network. Congressional staff can access these products directly, 24 hours a day, via the CRS Home Page on the World Wide Web. CRS Issue Briefs on the Internet have been cross referenced and hyperlinked to CRS bill summaries as well as congressional reports and relevant public laws. Reference centers and the Jefferson Congressional Reading Room were equipped with work stations allowing congressional staff to obtain these CRS products more quickly and easily.

Plans were made to enhance CRS staff work stations. The Service began a study of work-processing software that can support "Windows" applications and CRS product lines and examined the implications that new operating systems would have for current CRS hardware capacity. Efforts to upgrade CRS individuals' work stations to accommodate new system demands should be completed during the next fiscal year.

An expedited document notification, acquisition, and distribution process was established by making budget documents and related material accessible to all CRS staff, and an accompanying index was prepared to all congressional budget documents. Pertinent congressional committee reports were scanned and made available on the optical disk system. This effort included budget documents from congressional document rooms, individual House and Senate offices, the Congressional Budget Office, and the Office of Management and Budget. These documents were generally added to the collection within two working hours of their availability. The result of these efforts is a much improved Service-wide mechanism that enables CRS analysts to obtain budget and other relevant information more expeditiously from disparate sources.

CRS created an online congressional staff reference desk on the CRS Home Page for easy access by congressional staff. This service provides reliable and ready sources of online information according to the function of a congressional office, such as a legislative assistant, press secretary, or case worker. Science and technology, congressional elections and campaigns, and budget and revenue pages were also added to the CRS Home Page. CRS began to plan for the move of its public policy literature (PPLT) data base to the Web environment.

REFERENCE SUPPORT

A Service-wide study team examined both the Main Files of the Service -- a news article collection -- and alternative electronic data sources to determine cost-effective ways to provide the best research information to CRS staff. The team recommended that exploration of alternative electronic resources continue and that file clippings be limited to subject areas where analysts determine they are needed.

The Service initiated a plan to evaluate CRS continued participation in the Depository Library Program. While the program delivers some needed government documents to CRS research staff, it also involves considerable handling and maintenance costs for many items CRS does not use. In FY 1997, the Service will keep detailed records on receipt and retention and evaluate continued participation.

Given the realities of the information age, CRS has begun to address the vulnerabilities of the Service's information infrastructure. In a two-pronged effort, it is seeking to prevent damage caused by any unforeseen and unauthorized penetration of its computers. In the fall of 1995 CRS began examining ways to improve information security. An awareness campaign was begun and CRS held staff meetings to discuss procedures for distributing and updating computer anti-virus software so that the Service could protect itself against new viruses. CRS improved procedures and updated equipment to ensure that stored data are backed up reliably.

In FY 1996 CRS contacted the Library's Information Technology Services (ITS) staff to discuss plans for improving computer security within CRS and the Library and for conducting a computer security audit. To deal with the external threat, CRS worked with ITS to ensure that its World Wide Web pages and restricted online databases are adequately protected against unauthorized access.

ADDITIONAL REFERENCE AND INFORMATION ACTIVITIES

The Jefferson Congressional Reading Room was reopened in November 1995 to serve Members of the Congress. This had been the original mission of staff for this room, which was originally opened in 1897. A CRS information hotline service is also provided from this reading room.

The Service created five new Info Packs during the fiscal year covering the consumer price index, the FY 1997 budget, Asian-Pacific Heritage Month, spectrum auctions and electromagnetic spectrum management, and juvenile crime. The Product Distribution Center increased the speed of response to telephone and fax requests from congressional offices and continued to provide centralized and immediate access to current paper versions of all CRS products. The Service also prepared subject checklists of CRS products available on many topics, among them the federal budget, juvenile crime, and welfare reform.

III. RESPONSE TO STATUTORY MANDATES AND CONGRESSIONAL DIRECTIVES

LEGISLATIVE INFORMATION SYSTEM (LIS) DEVELOPMENT

The Service began to address specific congressional directives outlined in the reports that accompanied the FY 1997 legislative branch appropriation. In those reports, the Congress asked CRS to undertake two specific activities: (1) assist with the development of a retrieval capability for an electronic Legislative Information System for the Congress, and (2) participate in discussions to ensure the technological compatibility of congressional information exchange and resources across legislative branch offices and agencies.

CRS worked closely with the Committee on House Oversight and the Senate Committee on Rules and Administration to develop a plan for the creation of a single integrated legislative information retrieval system (LIS) to serve the Congress. The plan for this system, which would reduce duplication of effort within the legislative branch and would improve the quality and timeliness of information available to Members and staff, was completed in February 1996. The Senate directed CRS and Library to begin work on the retrieval portion of this plan, with CRS given responsibilities for coordinating the overall effort with other organizations within the legislative branch. To avoid duplication of effort, the Chairman of the Committee on House Oversight directed CRS to ensure that this new retrieval system would meet the needs of the House as well. Accordingly, the Service consulted with committee staff and appropriate House officers to ensure that their needs were taken into consideration in the design of the new system. Besides ongoing consultations with the Clerk of the House and the Secretary of the Senate, CRS and the Library then began discussions with various components of the legislative branch operations, including the House Chief Computer Center, GPO, GAO, and CBO. By the end of FY 1996 development was under way with a first release of the retrieval system planned for the start of the 105th Congress.

OVERSIGHT HEARING

On March 20, 1996, the CRS Director testified before the Senate Committee on Rules and Administration. He explained the Service's mission, the nature of staff expertise, and some of the ways the Service is using its skills to address the changing needs of the Congress. Following his presentation, two panels of CRS experts described how analysts assisted Members and committees on two important areas of legislation, Medicare and the Farm Bill. The director also addressed the beginning of a plan to replenish resident expertise as CRS analysts retire, so that CRS can continue to fulfill its congressional mandate in the future.

PARLIAMENTARY SUPPORT

Starting in 1990 the Congress undertook a program of assistance to emerging democratic legislatures in Central and Eastern Europe. The objective of the program was to enable the Congress to promote democratic legislatures in strategic areas of the world by serving as a catalyst for modernizing legislative infrastructures. Virtually all costs were funded by the Agency for International Development through interagency agreements. In FY 1996 the program continued to fulfill commitments made by the House Special Task Force on the Development of Parliamentary Institutions in Eastern Europe, as approved by the Joint Committee on the Library, and was scheduled by law to be concluded in December 1996.

CONSTITUTION ANNOTATED

Pursuant to legislation enacted in 1970, the Library was authorized to update the main volume of the Constitution Annotated every ten years, and add the cumulative supplement every two years. CRS attorneys currently prepare this material, which is then distributed to the Congress. In FY 1996 legal experts completed the 1992 supplementary edition of the Constitution Annotated; the 1996 cumulative supplement is expected to be completed in the spring of 1997.

IV. RESOURCE MANAGEMENT

CRS mobilized its efforts to achieve improvements in effectiveness, efficiency, and responsiveness. The Service allocated more staff and resources to functions that directly support the Congress or are essential to that support. CRS also worked to increase the electronic delivery of its products to the Congress.

The Service undertook a series of initiatives designed to improve services. CRS formed interdivisional and interdisciplinary teams to bring a wider breadth of expertise to bear on the complex issues before the Congress, focused attention on improving response times for requested assistance, and initiated strategies to build staff capability.

STRATEGIC GOALS

CRS established specific goals to meet congressional needs with current resources. The goals address the changing needs of the Congress and reflect the resource management planning the Service has initiated to meet those needs. The goals are:

- Enhance CRS capacity to assist the Congress as it considers issues increasingly through the budget and appropriation process.
- Monitor and evaluate new technology and apply it to improving services to the Congress and to CRS internal work processes.
- Develop a framework for allocating resources, with the highest priority given to meeting the legislative needs of the Congress.
- Improve the ability to provide nonpartisan, balanced, and objective services and products to a Congress that has become increasingly polarized along political and ideological lines.
- Meet growing congressional needs for information on state and local developments as a result of broad shifts of program responsibilities from the federal to the state level.
- Identify ways to meet congressional needs at a time of high turnover among Members and congressional staff.

To achieve these goals, CRS formed teams made up of more than 150 volunteers from throughout the Service.

The team focusing on budget issues worked to improve CRS capacity to assist Congress with public policy issues involving the budget and appropriation process generally. An already existing team assigned to appropriations continued to enhance the scope and quality of the Service's analysis of appropriations measures and their implications for federal programs and policies. The team identified high priority

areas for the thirteen appropriations bills, and prepared analyses of these bills. These team efforts also led to the design of specialized training for CRS staff on current appropriations practices, procedures, and processes and a review of other congressional support agency functions with regard to the budget and appropriations process. CRS made plans to begin using the CRS Home Page as a dissemination mechanism for these CRS Reports.

Other CRS staff formed a technology team to explore the use of new technologies and systems to improve CRS service to Congress and enhance internal CRS work processes. The team first assessed the current CRS information technology infrastructure and then elicited staff input on how technology might be used to improve CRS processes and services. This team also helped to design focus group sessions with congressional staff to explore congressional experience with CRS electronic services and identify technology-related needs.

Still other staff formed a team to generate maximum use of CRS resources. They developed methods to ensure high-priority allocations of resources including new personnel as well as non-personal items, such as databases and publications. The team identified work and processes for elimination and restructuring and began drafting a policy on the uniform application of performance evaluation standards.

Another team worked to improve the Service's ability to provide nonpartisan, objective service and products for the Congress. This team reviewed and refined CRS procedures, guidelines, and practices related to achieving objectivity and nonpartisanship in all CRS products and services. To increase awareness and understanding in this important area, CRS guidelines, Library of Congress regulations, and other related documentation were compiled for distribution to all CRS staff early in FY 1997. The team also reviewed the CRS Home Page and criteria for inclusion of linked sources to ensure balance and nonpartisanship. An effort was begun to review and assess the ideological balance of public policy literature, including the CRS Public Policy Literature File, and to develop recommendations for changes in coverage necessary to improve the balance.

In recognition of a growing trend to devolve responsibility from the federal to state and local governments, CRS formed a team to study federal-state shifts. This team surveyed CRS analysts, librarians, and staff who work on federal-state areas to ascertain their need for information and to recommend needed data and sources. They also identified problems related to the availability and collection of this information and began to assess commercial online systems for capturing these data. This team also began working on ways to improve internal CRS communications and share information; one of these efforts was the design of a Home Page that would list CRS Reports and other data pertaining to federal-state issues.

The team that reviewed congressional turnover worked with staff from new Member offices to determine their needs. They endeavored to identify the value placed on various CRS characteristics by the Congress and collected suggestions on how CRS services to Congress could be enhanced. They began preparing for the 105th Congress by reviewing and revising orientation materials and support. With the needs of new Members and staff in mind, the team produced a videotape about CRS services and designed new staff orientation materials. CRS was chosen to provide the public policy portion of the official orientation program for new Senators and House Members.

SUCCESSION INITIATIVE

By the year 2006, more than 50 percent of CRS staff will be eligible to retire. These staff members, many of whom have been at CRS for more than two decades, provide expertise, highly valued skills, institutional memory, and other attributes that will be difficult to replace.

The Service began a major effort in FY 1996 to assess the scope and potential impact of such a large-scale loss of expertise and maintain CRS capacity to meet the legislative needs of the Congress. Initial planning has begun to identify, through staff surveys and other data, the probable retirement dates of CRS staff through 2004; develop and evaluate data on additional information needs, and recommend ways to use this information to make decisions concerning resource allocations; and create a framework for obtaining and analyzing information on congressional needs. CRS will consult with its appropriations and oversight committee as planning continues.

CRS will continue to use all of the tools available to ensure that the potential impact of such a large number of staff losses, due to retirement, does not adversely affect the quality of service provided to the Congress.

APPENDIXES**A. FISCAL 1996 BUDGET, RESOURCES, AND OTHER FUNDING**

In FY 1996 CRS had an authorized staffing level of 747 FTEs and an appropriation of \$60,084,000. Approximately 90 percent of expenditures during the fiscal year was for salaries and benefits.

During FY 1996 CRS received three foundation grants, totalling \$64,551. The Center for Entrepreneurial Leadership Inc. of the Ewing Marion Kauffman Foundation partially supported a full House Committee retreat with a \$15,000 grant. CRS also received \$10,000 from the Center for Strategic and International Studies (CSIS) and \$39,551 from the North Atlantic Treaty Organization (NATO) in partial support of a seminar for Members and congressional staff. That seminar focused on issues relating to NATO's future and U.S. interests in Europe.

B. HUMAN RESOURCES AND STAFF DEVELOPMENT

Throughout FY 1996 CRS worked to increase the diversity of its staff, fill key senior level management positions, and provide training and staff development opportunities.

RECRUITMENT

CRS filled the positions of Deputy Director and Associate Director for Research following the reorganization of its front office. In the research divisions, CRS continued the hiring process for two vacant division chief positions, one for the Education and Public Welfare Division and the other for the Science Policy Research Division. By the end of the fiscal year, these positions were very close to being filled.

In accordance with its affirmative action recruitment plan goal of providing upward mobility and improving representation of minorities and women in professional positions, CRS posted two vacancy announcements for entry/mid-level positions (research assistant/information analyst) that were limited to CRS applicants; five selections were made. CRS also filled three entry-level research positions under the Career Opportunity Program, which is a program designed to offer on-the-job training and upward mobility. The Service also filled one permanent Legislative Attorney position under the American Law Division's Law Recruit Program, a program aimed at recruiting third year law students (particularly minorities and women) interested in working in the field of public law. In addition, CRS filled a total of 25 other permanent positions using the Library's merit selection process and hired 116 temporary staff.

Under the leadership of a manager detailed to coordinate gratuitous services programs, the Service brought in 112 individuals. These gratuitous services programs provided students and others with the opportunity to assist CRS in fulfilling its mission of providing research and information to the Congress. CRS was aggressive and successful in seeking diversity among these gratuitous services participants: 68 (61%) were female and 31 (28%) were minorities.

TRAINING

Training was given to 371 CRS employees, who received, on average, two training opportunities during the year, with enrollment at CRS sponsored or arranged courses totaling 996 for the year. The vast majority of this training involved automation and other technical-related skills (833 enrollees); research skills (42 enrollees); and supervisory skills, communications, and other subjects (121 enrollees).

STAFF RECOGNITION

In FY 1996, CRS completed a study of staff recognition for the previous fiscal year. In accordance with its policy of providing recognition commensurate with accomplishments, CRS presented its staff with 8 honorary awards, 263 special achievement awards, 75 outstanding performance ratings, and 70 quality within-grade increases.

C. TYPES OF CRS SUPPORT TO THE CONGRESS: RESEARCH SERVICES AND PRODUCTS

CRS offers a variety of services and products to the Congress ranging from expert technical analysis on key issues to background information for general distribution.

CRS services span a broad spectrum: in-depth analytical Reports, memoranda written in response to specific questions, Issue Briefs which track legislative action or rapidly moving issues or events, policy research and legal analysis, assistance to committees, personal briefings for Members by CRS staff, and seminars and workshops on selected topics.

Many CRS analysts have sufficient experience to offer a valuable institutional memory for the Congress on particular issues and statutes. This function is carried out in various ways -- through committee consultations, personal briefings, telephone conversations, and during meetings with committee members or staff working on legislative amendments; these congressional staff can draw upon CRS analysts' knowledge of issues and the Service's nonpartisan account of a previous Congress' work as they address similar issues and reauthorization questions.

CRS has a long tradition of offering objective, timely, and confidential responses to requests for assistance during all stages of the legislative process. Several of the ways in which CRS supports the Congress with analytical research and products are described below.

FACILITATING LEGISLATIVE ACTION

CRS works closely with Members and staff at all stages of the legislative process, from the development of proposals, to the preparation of hearings and suggestions for witnesses, to markup and the writing of committee reports, to final floor consideration. Even after a law has been passed, CRS can provide advice regarding implementation and oversight. CRS can define a complex issue in a clear and understandable way and can identify the basic cause of the problems under consideration to highlight available policy choices. Drawing on the resources of the Library of Congress, the academic community, executive branch agencies, the private sector, and other information sources, CRS can present alternatives for congressional action -- and trace the potential effects of action. Throughout this process, the Service draws from the best sources possible and structures analysis for effective use in the legislative process.

The Service is organized to be readily accessible and responsive. When appropriate, CRS addresses legislative issues in an interdisciplinary and integrative manner, applying the expertise of its divisions -- economics, science, government, education and public welfare, foreign affairs and national defense, environment, law,

and reference and information -- to answer congressional requests. CRS experts are ready to brief Members and discuss subjects of legislative concern, provide policy options, and be an institutional memory resource, whether in person or by telephone.

WRITTEN PRODUCTS PROVIDING RESEARCH AND ANALYSIS ON LEGISLATIVE ISSUES

Reports for Congress: Reports for Congress, analyses or studies on specific legislative issues of interest, are usually prepared in response to congressional inquiries. Reports on specific issues of concern or interest may take many forms: policy analysis, economic studies, statistical reviews, legal analyses, historical studies, chronologies, bibliographies, and two-page fact sheets. The basic requirements of these and other CRS written products are accuracy, balance, and timeliness. CRS analysts define and explain technical terms and concepts, frame the issues in understandable and relevant context, and provide appropriate, accurate, and valid quantitative data. A summary appears on the first page. While some work is performed on a confidential basis, the majority of completed studies are produced as CRS Reports, and are distributed upon request throughout the congressional community; some are published by committees to ensure broader distribution. Reports are updated as subsequent events occur for topics which are of ongoing interest to Congress. In FY 1996 CRS produced 996 new titles of its Reports. At the end of the fiscal year 5,701 active Reports were available.

All short Reports -- those of six pages or less -- can be obtained speedily by fax, through the CRS fax-on-demand system. A sampling of the most popular short and long Reports can also be obtained electronically through the CRS Home Page or CAPNET. (See the next section on electronically accessible products.) Additional Reports, long and short, are added to the CRS Home Page periodically, especially those covering issues on the Congress' legislative agenda.

Issue Briefs: Issue Briefs, a unique CRS product, are concise briefing papers (15 pages maximum) on issues considered to be of major importance to the Congress. Briefs are available both in printed form, and in the Library of Congress SCORPIO data base in the ISSU (Issue Brief) file. All Issue Briefs became available in FY 1996 on the World Wide Web Internet site. They are updated as events unfold; the date on the cover of each Issue Brief is the CRS confirmation that the information contained therein is current as of the posted date. Briefs provide background information, contain the most recent developments, and analyze options for legislative issues. They frequently describe introduced bills and show the status of current legislation. In many Issue Briefs a chronology of key events is provided and a short bibliography of further reference listed. Briefs also contain a one-page summary of the issue. Emphasis is on timeliness and brevity in the production of Issue Briefs. While analytical conclusions on an issue may be drawn, Issue Briefs,

like other CRS products, do not make legislative policy recommendations. There were 41 new Issue Briefs initiated in FY 1996; 224 active Issue Briefs were available at the end of the fiscal year.

Congressional Distribution Memoranda: These memoranda are prepared when the interest of a relatively small number of congressional readers (generally fewer than 50) is anticipated and when the transiency of the issue and the product makes its inclusion as an advertised CRS product inappropriate. If an issue becomes more important, the product may be recast as an Issue Brief or a CRS Report, as appropriate.

Other CRS Products: Guide to CRS products, Update, and CRS Weekly Update present listings of available CRS products, seminars and workshops and are sent to all Members and committees on a regular basis (respectively, quarterly, monthly, and weekly).

ELECTRONICALLY ACCESSIBLE PRODUCTS AND SERVICES

CRS Home Page (<http://www.loc.gov/crs>): The CRS Home Page on the Capitol Hill Internet offers information designed and organized for the exclusive use of congressional offices through the Internet system known as the World Wide Web (www). The Web is an Internet-based online information delivery tool that can link to Internet resources, such as text, images, and other databases. CRS Internet services are available only to the Congress.

Legislative Alert: Legislative Alert, a weekly compendium of CRS products relevant to prospective floor action, became part of the Weekly Update in the 104th Congress.

Optical Disk: Congressional staff can use special optical disk work stations located in CRS Reading Rooms and Reference Centers to identify, view, and print the full text of CRS products and articles from the Public Policy Literature file (PPLT).

Fax-on-Demand: The CRS fax-on-demand system enables congressional and committee offices on Capitol Hill to have selected CRS products faxed directly to them. The system contains all active short CRS Reports (those with six or fewer pages) written since January 1993, full text of those Reports, the Weekly Update, and invitations to seminars.

SCORPIO: CRS and the Library of Congress maintain a computer-based information retrieval system called SCORPIO. It can be searched by congressional staff from terminals located in CRS Reading Rooms and Reference Centers, in the Library of Congress, and in most congressional offices. The system is comprised of data bases containing information on legislation, public policy literature, CRS

products, bill digests, public opinion polls, books, serials, maps, and other materials available in the Library. Staff can search SCORPIO data bases through an easy-to-use touchscreen interface, known as ACCESS, in Reading Rooms and Reference Centers.

TAILORED RESPONSES TO QUESTIONS

CRS responds to individual questions with custom-tailored service. Frequently this is done by CRS analysts in the form of confidential policy and legal analyses, consultations in person or by phone, individualized memoranda, and briefings on virtually all legislative and policy issues, each tailored to address specific questions directed to CRS by requesting Members and committees.

Confidential Memoranda: Confidential memoranda, which are prepared to meet a specific congressional request, constitute a major format for CRS written communication. These documents are often designed to meet the needs of the congressional reader with a high level of expertise in a given topic. Most custom memoranda are solely for the use of the congressional requester and are not distributed further unless permission has been given. If the requestor agrees, the memorandum can be made available to a broader, but limited, audience. Memoranda are often used by CRS attorneys, for instance, to respond to focused inquiries about the legal implications of statutory provisions, proposed legislation, or executive actions. CRS will also prepare "directed writing" that makes a case or incorporates the viewpoints or assumptions of the congressional requester for use in his or her own name. Such directed writing may not be cited as CRS analysis.

Individual Staff Briefings: Individual staff briefings constitute another form of tailored response to congressional inquiries. CRS provides in-person briefings to Members and committees on specific policy issues. These briefings can also focus on international concerns, the legislative process, congressional office operations, committee matters, or general orientation to CRS and the Library of Congress.

Telephone Responses: Telephone responses to inquiries are an important method of CRS information exchange with the Congress. CRS specialists and analysts are directly accessible by phone; on a given day analysts may respond to from 1 to 25 calls and provide information that may range from a statistic or a name to a short situation briefing or an interactive discussion analyzing alternatives for response to an issue. CRS goals in these instances are to provide expertise, ease of access, and personalized immediate response.

Info Packs: Info Packs are packages of background information and analysis composed of CRS Reports and Issue Briefs, selected articles, and bibliographies that become resources for congressional staff to answer constituent requests or provide general background on an issue. Five new Info Packs were developed during FY 1996, and 117 Info Packs were available at the end of the fiscal year.

GENERAL SEMINARS AND BRIEFINGS

In January 1996 CRS sponsored its eighteenth Public Policy Issues Institute (PPI). With a corps of CRS analysts, this four-day program provided comprehensive reviews of major issues areas expected to be legislatively active during the upcoming session of Congress. The PPI seminars, held in January, had 644 participants. The semiannual series of briefings by CRS attorneys on current legal issues of interest to the Congress, the "Federal Law Update Series," was also presented in October 1995 and March 1996. Other highlights of the year were the well-attended one-day legislative institutes and advanced legislative institutes/series, and seminars on terrorism, exploring alternative models of federal support for R&D, China: recent developments and relations with the United States, NATO's future and U.S. interests, alternatives to the present federal tax system, major proposals to revise immigration policy, U.S. economic expansion at five years, and the new welfare law.

Throughout the year, CRS conducts seminars for Members and staff on active policy issues. These seminars feature a combination of CRS and outside experts to explore various facets of an issue. In FY 1996, CRS held 150 seminars on public policy and the budget process and 12 institutes on congressional processes. Member and staff attendance at these events was 6,961.

LEGISLATIVE SUMMARIES, DIGESTS, AND COMPILATIONS

Historically the Congress has asked CRS to maintain records of its legislative activities, including an accounting of selected legislative activity of the Congress during the session and the new programs, activities, or changes in existing laws that have been created by legislation. Currently, CRS produces an on-line, regularly updated legislative data base, the Legislative Information Files.

The Bill Digest on-line Legislative Information Files contain digests, abstracts, chronologies, legislative histories, and indexing terms for every public bill as introduced and amended for each Congress from the current session back to the 93rd Congress, 1973. The information is available daily through SCORPIO terminals, on House Information Systems (HIS) and through Senate Legis.

OTHER SERVICES

Audiovisual Products and Services: The audiovisual staff work on a broad range of projects in support of other CRS divisions. During FY 1996 the section produced 18 new video programs (total 34 titles available). Congressional requests for VHS copies of CRS programs totaled 207. There were 11 new Audio Briefs added to the inventory of Audio Briefs (total 48 titles available), and 1024 cassettes were distributed to congressional offices or requested at the Product Distribution Center.

CRS produces a variety of video and audio cassette programs on public policy issues as well as on legislative procedures. The programs, which range from 30 to 60 minutes and feature CRS analysts and other national experts, may be shown each weekday on congressional cable channel 5 in the Senate and channel 6 in the House at 12:00 noon and at 4:00 p.m.

Language Support: The Language Services staff in the Foreign Affairs Division provides language support to the Congress through translations of technical documents, newsletters, speeches, and other materials. In-house staff offers assistance with Dutch, French, German, Greek, Italian, Latin, Portuguese, and Spanish. For languages not covered in-house, special arrangements can be made for translations. Staff also assist with protocol in foreign languages, overseas telephone calls, research, and other linguistic services.

Economic Statistics -- StatsLine: The CRS StatsLine provides a recorded message, updated weekly, on selected economic indicators: the consumer price index, federal deficit, gross national product, housing starts, the prime rate, public debt, unemployment, and the U.S. merchandise trade balance.

SDI Service: Selective Dissemination of Information is a current awareness service for public policy literature. SDI subscribers receive a weekly annotated bibliography on recent materials in their selected subject areas and a form on which to order the full text of the items cited. The literature includes articles from scholarly, popular, and technical journals; research institute publications; government documents based on their relevance to the congressional agenda; and CRS products.

D. CRS ORGANIZATIONAL STRUCTURE

CRS has established an organizational structure that facilitates flexibility, responsiveness, and coordination. A high value is placed on direct interaction between CRS staff and congressional clients. The Director is assisted in the management of the Service by the Deputy Director, an Associate Director for Finance and Administration, an Associate Director for Policy Compliance, and an Associate Director for Research. These officials, together with the chiefs of the nine research and information divisions, comprise the Service's Research Policy Council.

RESEARCH DIVISIONS

Each research division has a small core of managers, most of whom also participate in the research process. The research divisions are staffed by senior specialists (a corps of nationally recognized experts in their fields) and other specialists and analysts, research assistants, and support personnel. The divisions within CRS are organized by policy fields and by function.

American Law Division

The American Law Division provides legal analysis and information on questions that emerge in the context of the work of the Congress. Division attorneys and paralegals support the Congress in such areas as constitutional law; legal questions relating to tax; international law; congressional ethics; civil rights; environmental law; antitrust; criminal law; parliamentary law; administrative law; and the rights, privileges, and immunities of Members and communities. The division also prepares *The Constitution of the United States of America, Analysis and Interpretation* (also known as "Constitution Annotated"), reports on the work of the Supreme Court, and prepares twice yearly the Federal Law Update series of presentations on current legal issues of interest to Members and staff.

Economics Division

The Economics Division assists the Congress with national and international economic issues, problems, and legislation. Economic topics are addressed within the broad areas of business, labor and industries, international economic trade and finance, transportation, tax policy and taxation, income, government finance, housing and macroeconomics.

Education and Public Welfare Division

The Education and Public Welfare Division, responsible for most CRS social program research and analysis, works closely with committees and Members in the development of legislation and throughout the legislative process. The division's

work is focused on health care access and financing, welfare reform, social security, unemployment and workers' compensation, retirement income, education, job training, veterans programs, immigration, and special programs for the handicapped, the aged, and for children and youth.

Environment and Natural Resources Policy Division

The Environment and Natural Resources Policy Division provides support in four interrelated areas: environmental protection, oceans and natural resources management, agricultural policy, and energy policy. In each area division analysts provide expertise on specific programs, statutes, and legislative proposals and on their broader domestic and international implications. Support encompasses new issues, periodic reauthorizations of statutes such as the Farm Bill and pollution control laws, and responses to crises such as oil price shocks, drought, or toxic spills.

Foreign Affairs and National Defense Division

The Foreign Affairs and National Defense Division provides products and requested services on a broad range of U.S. foreign and defense policy concerns and their interrelationships; on specific subjects, such as weapon systems, defense spending, and U.S.-foreign country political, economic, and security relations; as well as on issues such as arms control, arms sales, and foreign economic and military assistance. Division responsibilities also include the foreign and defense policy aspects of drug control, the environment, terrorism, nuclear and conventional weapons proliferation, trade, and other global policy issues.

Government Division

The Government Division generally provides the Congress with expertise on how government works as opposed to expertise in specific federal programs or issues. This expertise covers the organization, operations, and procedures of the Congress and the executive branch; the appointment of federal judges; the federal-state-local relationship; and elections. However, a number of analysts in the division also serve the Congress with expertise in key national programs, including community and regional economic development, minority and Native American programs, civil rights, disaster response, crime, and criminal justice.

Science Policy Research Division

The Science Policy Research Division assists the Congress in a wide variety of policy areas for which science and technology play an important role. These areas include biomedical research policy, public and environmental health, civilian and defense advanced technologies, space, energy, transportation, global change, science policy, technology policy, information and telecommunications technology policy,

and international science and technology. Division responsibilities center on analyses of the implications of science and technology for these topics, as well as the role of science and technology in the consideration of legislation on major public policy issues generally.

REFERENCE AND INFORMATION DIVISIONS

Two CRS divisions provide reference and information services such as quick facts (rapid response by telephone), summaries of current legislative issues, lists of CRS products and articles on current topics, books and other materials borrowed from the Library's collections, copies of specific items (journal and newspaper articles, scientific and technical reports, legal and government documents), and bibliographic services, including searches for CRS products and other public policy literature.

Congressional Reference Division

The Congressional Reference Division responds to requests from the Congress that call for information research and reference assistance in support of oversight activities, hearings, legislation, and representational duties. Staff use written products, standard reference works, automated research tools, and a variety of collections both in the Library and elsewhere to locate information on issues, people, organizations, events, and public policy issues. Information is prepared in a variety of formats, including written reports, tailored packets of information, and electronic files easily accessible through the CRS Home Page on the World Wide Web. The staff in the reading rooms and reference centers provides telephone reference service and in-person consultation on resources available for research projects.

Library Services Division

The Library Services Division provides access to public policy literature through the preparation of catalogs of CRS products, on-line data bases, a legislative indexing vocabulary, and a weekly alerting service for public policy literature (the SDI service). Staff responds to congressional requests for reading lists and provides document delivery services for published literature and CRS Reports. They perform information support functions for CRS, including the acquisition of books, serials, and government documents; reference service; and collections management.

OTHER OFFICES

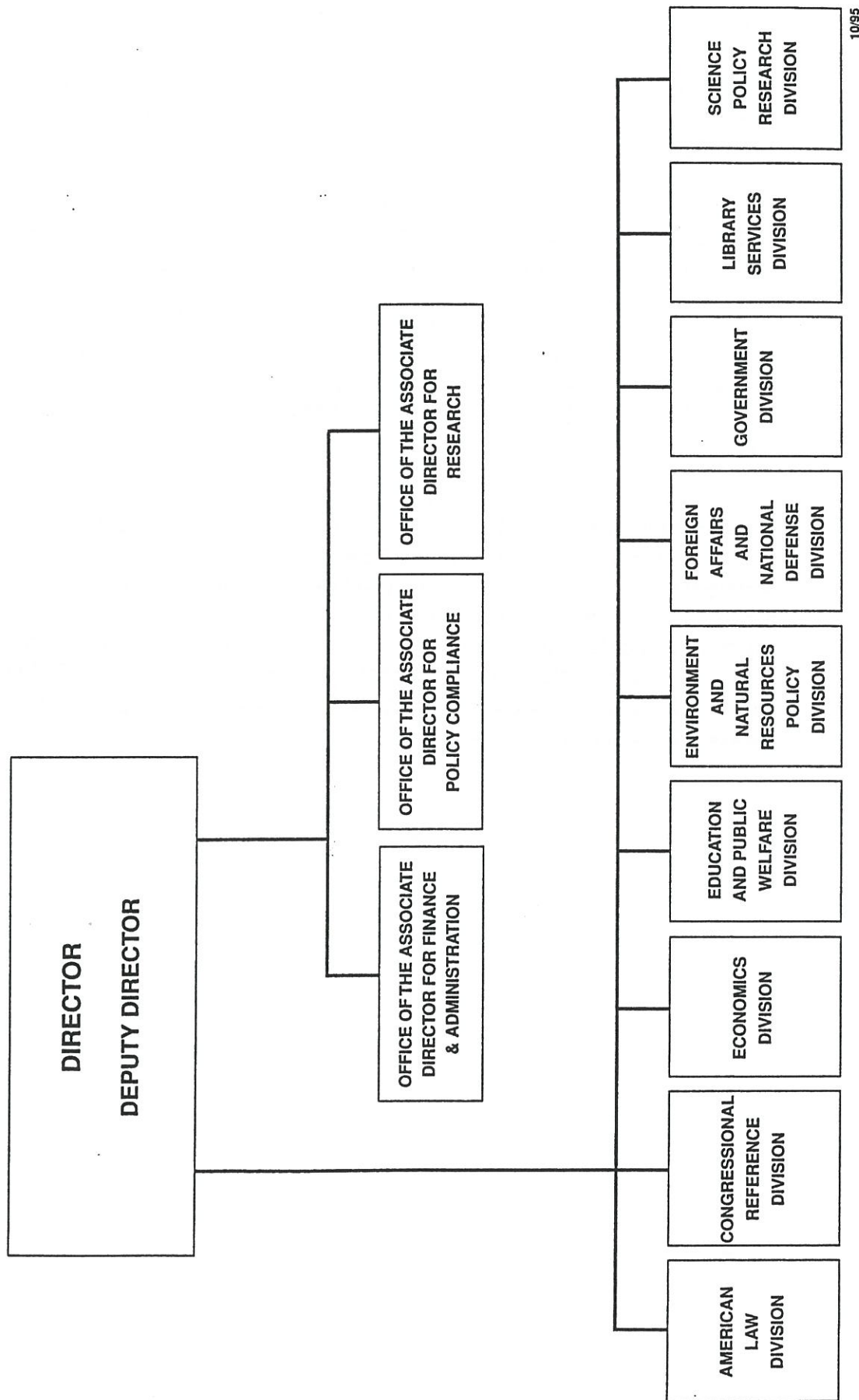
The Office of the Associate Director for Finance and Administration maintains oversight over the financial and administrative activities and programs of the Service provided through the Administrative Office; exercises full responsibility for planning and directing the fiscal operations of the Service, including the development of

budget estimates, the preparation of justifications of estimates, and the execution of fiscal plans; represents the Director in handling issues involving the Service's status, role, activities, and interrelationships with other Library departments in relevant areas of management; administers the external contracting function; and manages resources for the Service.

The Office of the Associate Director for Policy Compliance, through the Office of Review and the Office of Policy Implementation, plans, develops, and coordinates matters relating to internal CRS policies, particularly as they affect the Service's relationships with congressional clients and other legislative support agencies; provides final CRS review and clearance of all CRS products; ensures that the Service complies with applicable guidelines and directives contained in the Reorganization Act, both in statements by appropriations and oversight committees, and in Library regulations and CRS policy statements; and manages the senior level performance system within CRS.

The Office of the Associate Director for Research is responsible for evaluation of the research, analysis, and information programs of the Service, especially as they support the legislative activities of the Congress; coordination of research activities Service-wide to ensure integration of the full capacities of the various organizational entities in support of Congress; professional development to augment the knowledge and skills of the staff; introduction, application, and support of appropriate research technology; coordination and management of the external relations of the Service; liaison with other legislative branch support agencies; and oversight of the inquiry receipt and assignment process.

CONGRESSIONAL RESEARCH SERVICE



**F. LISTING OF ALL SENIOR LEVEL POSITIONS BY TITLE, GRADE LEVEL, BUDGET NUMBER AND INCUMBENT
AT THE BEGINNING AND END OF FY 96**

<u>Position</u>	<u>As of</u> <u>October 1, 1995</u>		<u>As of</u> <u>September 30, 1996</u>	
	<u>Grade</u>	<u>Incumbent</u>	<u>Position</u>	<u>Grade</u> <u>Incumbent</u>
Director, Congressional Research Service	Statutory Rate	Daniel P. Mulhollan	Same	Same Same
Associate Director and Senior Specialist in Public Policy	SL	William H. Robinson	Senior Specialist in Social Legislation ¹	Same Same
Senior Specialist in Post-Soviet Economics	SL	John P. Hardt	Same	Same Same
Associate Director for Research Planning and Coordination and Senior Specialist in Social Legislation	SL	P. Royal Shipp ²	Senior Specialist in Social Legislation ¹	Same Same
Associate Director for Policy and Senior Specialist in Social and Information Sciences	SL	Hugh L. Elsbree, Jr.	Associate Director for Policy Compliance and Senior Specialist in Social and Information Sciences ¹	Same Same
Associate Director for Resource Development and Senior Specialist in Arts and Humanities	SL	Ruth Ann Stewart	Senior Specialist in Social Legislation ¹	Same Same

¹Reassignment per reorganization 10/29/95.

²Detailed to Chief of the Education and Public Welfare Division 10/29/95 nte 10/22/96.

<u>Position</u>	<u>As of</u> <u>October 1, 1995</u>		<u>As of</u> <u>September 30, 1996</u>	
	<u>Grade</u>	<u>Incumbent</u>	<u>Position</u>	<u>Grade</u> <u>Incumbent</u>
Associate Director for Operations and Senior Specialist in Social and Information Sciences	SL	Susan C. Finsen	Associate Director for Finance and Administration and Senior Specialist in Social and Information Sciences ¹	Same Same
Associate Director for Special Programs and Senior Specialist in Social and Information Sciences	SL	Nancy A. Davenport	Senior Specialist in Library and Information Sciences ¹	Same Same
Chief, American Law Division and Senior Specialist in American Public Law	SL	Richard C. Ehlike	Same	Same Same
Chief, Congressional Reference Division and Senior Specialist in Social and Information Sciences	SL	Catherine Ann Jones ²	Same	Same Vacant ³
Chief, Economics Division and Senior Specialist in Economic Policy	SL	Donald W. Kiefer	Same	Same Same
Chief, Education and Public Welfare Division and Senior Specialist in Social Legislation	SL	Vacant	Same	Same Same

¹Reassignment per reorganization 10/29/95.

²Catherine Ann Jones died on 01/29/96.

³Lynne K. McCay was temporarily promoted to this position 02/18/96 to 06/16/96. Donna W. Scheeder was temporarily promoted to this position 06/23/96 nte 10/20/96.

<u>Position</u>	<u>As of</u> <u>October 1, 1995</u>		<u>As of</u> <u>September 30, 1996</u>		<u>Position</u>
	<u>Grade</u>	<u>Incumbent</u>	<u>Grade</u>	<u>Incumbent</u>	
Chief, Environment and Natural Resources Policy Division and Senior Specialist in Environmental Policy	SL	John L. Moore	Same	Same	Same
Chief, Foreign Affairs and National Defense Division and Senior Specialist in International Policy	SL	Charlotte P. Preece	Same	Same	Same
Chief, Government Division and Senior Specialist in American National Government	SL	Michael L. Koempel	Same	Same	Same
Chief, Library Services Division and Senior Specialist in Social and Information Sciences	SL	Stephanie Williams	Same	Same	Same
Chief, Science Policy Research Division and Senior Specialist in Science and Technology	SL	Vacant	Same	Same	Same
Senior Specialist in Taxation and Fiscal Policy	SL	Harry G. Gourevitch	Same	Same	Same
Senior Specialist in American National Government and Public Administration	SL	Stanley Ira Bach	Same	Same	Same
Senior Specialist in International Affairs - National Security	SL	Stanley R. Sloan	Same	Same	Same

<u>Position</u>	<u>As of</u> <u>October 1, 1995</u>		<u>As of</u> <u>September 30, 1996</u>	
	<u>Grade</u>	<u>Incumbent</u>	<u>Grade</u>	<u>Incumbent</u>
Senior Specialist in American National Government - Separation of Powers	SL	Louis Fisher	Same	Same
Senior Specialist in Economic Policy	SL	William A. Cox	Same	Same
Senior Specialist in American Public Law	SL	Charles Doyle	Same	Same
Senior Specialist in Science and Technology Policy	SL	Richard E. Rowberg	Same	Same
Senior Specialist in American National Government and Public Administration	SL	Walter J. Oleszek	Same	Same
Senior Specialist in American National Government and Public Administration	SL	William W. Ellis	Same	Same
Senior Specialist in US Foreign Policy	SL	Vacant	Same	Same
Senior Specialist in National Defense	SL	John M. Collins ¹	Same	Vacant
Senior Specialist in Agricultural Policy	SL	Charles E. Hanrahan, Jr	Same	Same
Senior Specialist in American Public Law	SL	Johnny H. Killian	Same	Same

<u>Position</u>	<u>As of</u> <u>October 1, 1995</u>			<u>As of</u> <u>September 30, 1996</u>		
	<u>Grade</u>	<u>Incumbent</u>	<u>Position</u>	<u>Grade</u>	<u>Incumbent</u>	
Deputy Director CRS	SL	Vacant	Same	Same	Angela Maria G. Evans ²	
Senior Specialist in Economic Policy	SL	Jane G. Gravelle	Same	Same	Same	
Senior Specialist in International Relations	SL	Robert G. Sutter	Same	Same	Same	
Senior Specialist in American Public Law	SL	Dorothy M. Schrader	Same	Same	Same	
Senior Specialist in Social Legislation	SL	Vacant	Same	Same	Same	
Senior Specialist in Environmental Policy	SL	Vacant	Same	Same	Same	
Senior Specialist in Housing and Urban Development	SL	Vacant	Associate Director for Research and Senior Specialist ²	Same	Kent M. Ronhovde ³	
Senior Specialist in Economic Policy (Transportation)	SL	Vacant	Same	Same	Same	
Senior Specialist in American Public Law (International)	SL	Vacant	Same	Same	Same	
Specialist in Information Technology	SL	Vacant	Same	Same	Same	

¹Reassigned to this position 03/03/96.

²Position converted 06/14/96.

³Reassigned to this position 08/04/96.

<u>Position</u>	<u>As of</u> <u>October 1, 1995</u>		<u>As of</u> <u>September 30, 1996</u>	
	<u>Grade</u>	<u>Incumbent</u>	<u>Position</u>	<u>Grade</u> <u>Incumbent</u>
Coordinator of Review and Specialist in Social and Information Sciences	SL	James W. Robinson	Same	Same
Coordinator for Policy Implementation and Specialist in American Public Law	SL	Douglas A. Warshof	Same	Same
Coordinator of Multidisciplinary Programs and Specialist in Public Policy	SL	Paul S. Wallace	Specialist in American Public Law ¹	Same
Assistant Chief, American Law Division and Specialist in American Public Law	SL	Kent M. Ronhovde ²	Same	Vacant
Assistant Chief, Congressional Reference Division and Specialist in Social and Information Sciences	SL	Vacant	Same	Same
Assistant Chief, Economics Division and Specialist in Economics	SL	Roger S. White	Same	Same
Assistant Chief, Environment and Natural Resources Policy Division and Specialist in Environmental Policy	SL	John E. Blodgett	Same	Same

¹Reassignment per reorganization 10/29/95.

²Reassigned to Associate Director for Research and Senior Specialist 08/04/96. Thomas Ripy was temporarily promoted to this position 09/15/96 nte 01/12/97.

<u>Position</u>	<u>As of</u> <u>October 1, 1995</u>		<u>As of</u> <u>September 30, 1996</u>	
	<u>Grade</u>	<u>Incumbent</u>	<u>Position</u>	<u>Grade</u> <u>Incumbent</u>
Assistant Chief, Foreign Affairs and National Defense Division and Specialist in International Policy	SL	Vacant	Same	Same
Assistant Chief, Government Division and Specialist in American National Government	SL	Vacant ¹	Same	Same
Assistant Chief, Library Services Division and Specialist in Social and Information Sciences	SL	Vacant ²	Same	Same
Assistant Chief, Science Policy Research Division and Specialist in Science and Technology	SL	Jane Bortnick Griffith ³	Same	Same
Specialist in American Public Law	SL	Morton Rosenberg	Same	Same
Specialist in American Public Law	SL	Vacant	Same	Same
Specialist in American Public Law	SL	Robert D. Poling	Same	Same

¹Sharon S. Gressle temporarily promoted to this position 04/14/96 nte 10/12/96.

²James S. Richardson temporarily promoted to this position 01/07/96 to 06/02/96 and detailed to this position 06/03/96 nte 10/01/96.

³Detailed to Acting Chief on 05/01/94 nte 10/04/96. Lennard G. Kruger temporarily promoted to this position 06/11/95 to 10/08/95. Irene E. Stith-Coleman detailed to this position 10/09/95 to 02/05/96. Michael E. Davey detailed to this position 02/06/96 to 06/04/96.

<u>Position</u>	<u>As of</u> <u>October 1, 1995</u>		<u>As of</u> <u>September 30, 1996</u>		<u>Position</u>	<u>As of</u> <u>September 30, 1996</u>	
	<u>Grade</u>	<u>Incumbent</u>	<u>Grade</u>	<u>Incumbent</u>		<u>Grade</u>	<u>Incumbent</u>
Specialist in Economic Policy	SL	Kevin F. Winch ¹	Same	Vacant	Same	Same	Vacant
Specialist in Economic Policy	SL	F. Jean Wells	Same	Same	Same	Same	Same
Specialist in Economic Policy	SL	Gail E. Makinen	Same	Same	Same	Same	Same
Coordinator of Division Research and Specialist in Economic Policy	SL	Walter Eubanks	Same	Same	Same	Same	Same
Specialist in Industry and Trade	SL	Dick K. Nanto	Same	Same	Same	Same	Same
Specialist in Economic Policy (Business)	SL	Vacant	Same	Same	Same	Same	Same
Specialist in Social Legislation	SL	Vacant	Specialist in Social Legislation and Assistant Chief ²	Same	Same	Same	Same
Coordinator of Division Research and Specialist in Social Legislation	SL	Sharon L. House ³	Same	Same	Same	Same	Same
Specialist in Health Policy	SL	Janet C. Kline ⁴	Same	Same	Same	Same	Same
Specialist in Social Legislation	SL	Karen Spar	Same	Same	Same	Same	Same

¹Retired 01/31/96.

²Position converted 12/22/95.

³Detailed to Acting Assistant Chief 01/07/96 nte 03/02/97.

⁴Detailed to Coordinator of Division Research and Specialist in Social Legislation 01/07/96 nte 03/02/97.

<u>Position</u>	<u>As of</u> <u>October 1, 1995</u>		<u>As of</u> <u>September 30, 1996</u>	
	<u>Grade</u>	<u>Incumbent</u>	<u>Position</u>	<u>Grade</u> <u>Incumbent</u>
Specialist in Income Maintenance	SL	Dennis William Snook	Same	Same
Specialist in Education Finance	SL	Angela Maria G. Evans ¹	Same	Vacant
Specialist in Immigration Policy	SL	Joyce C. Viallet	Same	Same
Specialist in Education Finance	SL	Wayne C. Riddle	Same	Same
Specialist in Social Legislation	SL	David S. Koitz	Same	Same
Specialist in Income Maintenance	SL	Velma W. Burke	Same	Same
Specialist in Environmental Policy	SL	Vacant	Same	Same
Specialist in Resources and Environmental Policy	SL	Claudia Copeland	Same	Same
Specialist in Environmental Policy	SL	James E. McCarthy	Same	Same
Specialist in US Foreign Policy	SL	Vacant	Same	Same
Specialist in Foreign Affairs and National Defense	SL	Richard P. Cronin	Same	Same
Specialist in National Defense	SL	Vacant	Same	Same

¹Detailed to Associate Director for Research 10/16/94 to 03/02/96. Reassigned to Deputy Director of CRS 03/03/96.

<u>Position</u>	<u>As of</u> <u>October 1, 1995</u>		<u>As of</u> <u>September 30, 1996</u>	
	<u>Grade</u>	<u>Incumbent</u>	<u>Position</u>	<u>Grade</u> <u>Incumbent</u>
Coordinator of Division Research and Specialist in National Security	SL	Leneice N. Wu ¹	Same	Same Same
Specialist in American National Government and Public Administration	SL	Ronald C. Moe	Same	Same Same
Specialist in American National Government	SL	Robert A. Keith	Same	Same Same
Specialist in American National Government	SL	Judith Schneider	Same	Same Same
Coordinator of Division Research and Specialist in American National Government	SL	Clay H. Wellborn ²	Same	Same Same
Specialist in Science and Technology Policy	SL	Genevieve J. Knezo	Same	Same Same
Specialist in Life Sciences	SL	Vacant	Same	Same Same
Specialist in Earth Sciences	SL	Joseph P. Riva, Jr. ³	Same	Same Vacant

¹Detailed to Acting Assistant Chief, Foreign Affairs and National Defense Division 03/20/94 nte 03/07/97.

²Detailed to Acting Assistant Chief Government Division 12/05/94 to 03/30/96. Sharon Gressle detailed to this position from 12/31/95 to 03/30/96.

³Retired 02/02/96.

<u>Position</u>	<u>As of</u> <u>October 1, 1995</u>		<u>As of</u> <u>September 30, 1996</u>	
	<u>Grade</u>	<u>Incumbent</u>	<u>Grade</u>	<u>Incumbent</u>
Specialist in Science and Technology Policy	SL	Marcia S. Smith	Same	Same
			Specialist in Aerospace and Telecommunications ⁴	

¹Position converted 11/26/95.

**G. LISTING OF ALL SPECIALIST AND SENIOR SPECIALIST
PERSONNEL ACTIONS IN FY 96**

John M. Collins retired on 01/03/96.

Nancy A. Davenport was reassigned to Senior Specialist in Library and Information Sciences per the reorganization effective 10/29/95.

Michael E. Davey was detailed to Assistant Chief Science Policy Research Division and Specialist in Science and Technology from 02/06/96 to 06/04/96.

Hugh L. Elsbree, Jr. was reassigned to Associate Director for Policy Compliance and Senior Specialist in Social and Information Sciences per the reorganization effective 10/29/95.

Angela Maria G. Evans was detailed to Associate Director for Research from 10/16/94 to 03/02/96. She was reassigned to Deputy Director CRS on 03/03/96.

Susan C. Finsen was reassigned to Associate Director for Finance and Administration and Senior Specialist in Social and Information Sciences per the reorganization effective 10/29/95.

Sharon S. Gressle was detailed to Coordinator of Division Research and Specialist in American National Government from 12/31/95 to 03/30/96. She was then temporarily promoted to Assistant Chief Government Division and Specialist in American National Government from 04/14/96 nte 10/12/96.

Jane Bortnick Griffith was detailed to Acting Chief Science Policy Research Division on 05/01/94 nte 10/04/96.

Sharon L. House was detailed to Assistant Chief Education and Public Welfare Division and Specialist in Social Legislation from 01/07/96 nte 03/02/97.

Catherine Ann Jones died on 01/29/96.

Janet C. Kline was detailed to Coordinator of Division Research and Specialist in Social Legislation from 01/07/96 nte 03/02/97.

Lennard G. Kruger was temporarily promoted to Assistant Chief Science Policy Research Division and Specialist in Science and Technology from 06/11/95 to 10/08/95.

James S. Richardson was temporarily promoted to Assistant Chief Library Services Division and Specialist in Social and Information Sciences from 01/07/96 to 06/02/96 and detailed to this position 06/03/96 nte 10/01/96.

Thomas Ripy was temporarily promoted to Assistant Chief, American Law Division and Specialist in American Public Law on 09/15/96 nte 01/12/97.

Joseph P. Riva, Jr. retired on 02/02/96.

William H. Robinson was reassigned to Senior Specialist in Social Legislation per the reorganization effective 10/29/95.

Kent M. Ronhovde was reassigned to Associate Director for Research and Senior Specialist on 08/04/96.

P. Royal Shipp was reassigned to Senior Specialist in Social Legislation per the reorganization effective 10/29/95 and detailed to Chief of the Education and Public Welfare Division 10/29/95 nte 10/22/96.

Ruth Ann Stewart was reassigned to Senior Specialist in Social Legislation per the reorganization effective 10/29/95.

Irene E. Stith-Coleman was detailed to Assistant Chief Science Policy Research Division and Specialist in Science and Technology from 10/09/95 to 02/05/96.

Paul S. Wallace was reassigned to Specialist in American Public Law per the reorganization effective 10/29/95.

Clay H. Wellborn was detailed to Assistant Chief Government Division and Specialist American National Government from 12/05/94 to 03/30/96.

Kevin F. Winch retired 01/31/96.

Leneice N. Wu was detailed to Assistant Chief Foreign Affairs and National Defense Division and Specialist in National Security from 03/20/94 nte 03/07/97.

H. LISTING OF ALL SENIOR LEVEL POSITION CHANGES IN FY 96

<u>As of October 1, 1995</u>	<u>Grade</u>	<u>As of September 30, 1996</u>	<u>Grade</u>
Associate Director and Senior Specialist in Public Policy	SL	Senior Specialist in Social Legislation	SL
Associate Director for Research Planning and Coordination and Senior Specialist in Social Legislation	SL	Senior Specialist in Social Legislation	SL
Associate Director for Policy and Senior Specialist in Social and Information Sciences	SL	Associate Director for Policy Compliance and Senior Specialist in Social and Information Sciences	SL
Associate Director for Resource Development and Senior Specialist in Arts and Humanities	SL	Senior Specialist in Social Legislation	SL
Associate Director for Operations and Senior Specialist in Social and Information Sciences	SL	Associate Director for Finance and Administration and Senior Specialist in Social and Information Sciences	SL
Associate Director for Special Programs and Senior Specialist in Social and Information Sciences	SL	Senior Specialist in Library and Information Sciences	SL
Senior Specialist in Housing and Urban Development	SL	Associate Director for Research and Senior Specialist	SL
Coordinator of Multidisciplinary Programs and Specialist in Public Policy	SL	Specialist in American Public Law	SL
Specialist in Social Legislation	SL	Specialist in Social Legislation and Assistant Chief Education and Public Welfare Division	SL
Specialist in Science and Technology Policy	SL	Specialist in Aerospace and Telecommunications	SL

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This is a list of CRS products available for general distribution to congressional offices. It does not include the many CRS products prepared at the specific request of individual Members of Congress, which are not disseminated further without the permission of the requesting office.

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