

LEGISLATIVE BRANCH APPROPRIATIONS
FOR 2019

HEARINGS
BEFORE THE
COMMITTEE ON APPROPRIATIONS
HOUSE OF REPRESENTATIVES
ONE HUNDRED FIFTEENTH CONGRESS
SECOND SESSION

SUBCOMMITTEE ON LEGISLATIVE BRANCH

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PART 1

JUSTIFICATION OF THE BUDGET ESTIMATES



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CONTENTS

	Page
Comparative statement of new budget (obligational) authority for 2018 and the budget estimates for 2019	1
TITLE I—LEGISLATIVE BRANCH APPROPRIATIONS	
HOUSE OF REPRESENTATIVES	
Summary	14
Payments to Widows and Heirs of Deceased Members of Congress	25
Salaries and Expenses	27
House Leadership Offices	29
Members' Representational Allowances	59
Committee Employees	63
Salaries, Officers and Employees:	
Office of the Clerk	77
Office of the Sergeant at Arms	84
Office of the Chief Administrative Officer	90
Allowances and Expenses	135
JOINT ITEMS	
Joint Committee on Taxation	165
Office of the Attending Physician	174
Joint Economic Committee	215
CAPITOL POLICE	
Salaries and Expenses	221
OFFICE OF COMPLIANCE	
Salaries and Expenses	273
CONGRESSIONAL BUDGET OFFICE	
Salaries and Expenses	307
ARCHITECT OF THE CAPITOL	
Summary	344
Capital Construction and Operations	358
Capitol Building	370
Capitol Grounds	381
Senate Office Buildings	391
House Office Buildings	402
Capitol Power Plant	412
Library Buildings and Grounds	428
Capitol Police Buildings and Grounds	444
Botanic Garden	461
Capitol Visitor Center	470

IV

LIBRARY OF CONGRESS

	Page
Summary	487
Salaries and Expenses	495
Copyright Office, Salaries and Expenses	575
Congressional Research Office	596
Books for the Blind and Physically Handicapped, Salaries and Expenses	602
Reimbursable Funds	607
Revolving Funds	609
Library Buildings and Grounds (Architect of the Capitol)	648

GOVERNMENT PUBLISHING OFFICE

Summary	651
Congressional Publishing	683
Public Information Programs of the Superintendent of Documents	696
Business Operations Revolving Fund	701

GOVERNMENT ACCOUNTABILITY OFFICE

Salaries and Expenses	707
-----------------------------	-----

OPEN WORLD LEADERSHIP CENTER

Trust Fund	729
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JOHN C. STENNIS CENTER FOR PUBLIC SERVICE TRAINING AND DEVELOPMENT

Trust Fund	917
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COMPARATIVE STATEMENT OF NEW BUDGET (OBLIGATIONAL) AUTHORITY FOR 2018 AND
 THE BUDGET REQUEST FOR 2019
 (Amounts in Thousands of Dollars)

	FY 2018 Enacted	FY 2019 Request	Request vs. Enacted

TITLE I LEGISLATIVE BRANCH			
HOUSE OF REPRESENTATIVES			
Payment to Widows and Heirs of Deceased Members of Congress (FY17 PL 114-223, Sec.142)1/.....	174	---	-174 M
Salaries and Expenses			
House Leadership Offices			
Office of the Speaker.....	6,645	6,645	---
Office of the Majority Floor Leader.....	2,180	2,180	---
Office of the Minority Floor Leader.....	7,114	7,114	---
Office of the Majority Whip.....	1,887	1,887	---
Office of the Minority Whip.....	1,460	1,460	---
Republican Conference.....	1,505	1,505	---
Democratic Caucus.....	1,487	1,487	---
Subtotal, House Leadership Offices.....	22,278	22,278	---
Members' Representational Allowances Including Members' Clerk Hire, Official Expenses of Members, and Official Mail			
Expenses.....	562,632	573,630	+10,998

COMPARATIVE STATEMENT OF NEW BUDGET (OBLIGATIONAL) AUTHORITY FOR 2018 AND
 THE BUDGET REQUEST FOR 2019
 (Amounts in Thousands of Dollars)

	FY 2018 Enacted	FY 2019 Request	Request vs. Enacted

Committee Employees			
Standing Committees, Special and Select.....	127,053	126,903	-150
Committee on Appropriations (including studies and investigations).....	23,226	23,113	-113
	-----	-----	-----
Subtotal, Committee employees.....	150,279	150,016	-263
Salaries, Officers and Employees			
Office of the Clerk.....	27,945	28,305	+360
Office of the Sergeant at Arms.....	20,505	18,773	-1,732
Office of the Chief Administrative Officer.....	132,865	152,558	+19,693
Office of the Inspector General.....	4,968	5,019	+51
Office of General Counsel.....	1,492	1,502	+10
Office of the Parliamentarian.....	2,037	2,026	-11
Office of the Law Revision Counsel of the House.....	3,209	3,327	+118
Office of the Legislative Counsel of the House.....	9,937	9,925	-12
Office of Interparliamentary Affairs.....	814	814	---
Other authorized employees.....	584	584	---
	-----	-----	-----
Subtotal, Salaries, officers and employees.....	204,356	222,833	+18,477

COMPARATIVE STATEMENT OF NEW BUDGET (OBLIGATIONAL) AUTHORITY FOR 2018 AND
 THE BUDGET REQUEST FOR 2019
 (Amounts in Thousands of Dollars)

	FY 2018 Enacted	FY 2019 Request	Request vs. Enacted

Allowances and Expenses			
Supplies, materials, administrative costs and Federal tort claims.....	3,625	3,625	---
Official mail for committees, leadership offices, and administrative offices of the House.....	190	190	---
Government contributions.....	233,040	260,000	+26,960
Business Continuity and Disaster Recovery.....	16,186	16,186	---
Transition activities.....	2,273	3,000	+727
Wounded Warrior program.....	2,750	2,750	---
Office of Congressional Ethics	1,670	1,741	+71
Miscellaneous items.....	720	722	+2

Subtotal, Allowances and expenses.....	260,454	288,214	+27,760
=====			
Total, House of Representatives (discretionary).....	1,199,999	1,256,971	+56,972
Total, House of Representatives (mandatory).....	174	---	-174

JOINT ITEMS			
Joint Economic Committee.....	4,203	4,203	---
Joint Committee on Taxation.....	11,169	11,169	---

COMPARATIVE STATEMENT OF NEW BUDGET (OBLIGATIONAL) AUTHORITY FOR 2018 AND
 THE BUDGET REQUEST FOR 2019
 (Amounts in Thousands of Dollars)

	FY 2018 Enacted	FY 2019 Request	Request vs. Enacted

Office of the Attending Physician			
Medical supplies, equipment, expenses, and allowances.	3,838	3,798	-40
Office of Congressional Accessibility Services			
Salaries and expenses.....	1,444	1,486	+42
Total, Joint items.....	20,654	20,656	+2
CAPITOL POLICE			
Salaries.....	351,700	374,804	+23,104
General expenses.....	74,800	81,554	+6,754
Total, Capitol Police.....	426,500	456,358	+29,858
OFFICE OF COMPLIANCE			
Salaries and expenses.....	4,959	4,553	-406
CONGRESSIONAL BUDGET OFFICE			
Salaries and expenses.....	49,945	50,737	+792

COMPARATIVE STATEMENT OF NEW BUDGET (OBLIGATIONAL) AUTHORITY FOR 2018 AND
 THE BUDGET REQUEST FOR 2019
 (Amounts in Thousands of Dollars)

	FY 2018 Enacted	FY 2019 Request	Request vs. Enacted
<hr style="border-top: 1px dashed black;"/>			
ARCHITECT OF THE CAPITOL (AOC)			
Capital Construction and Operations.....	93,478	103,962	+10,484
Capitol building.....	45,300	46,154	+854
Capitol grounds.....	13,333	17,978	+4,645
House of Representatives buildings:			
House office buildings.....	197,294	180,098	-17,196
House Historic Buildings Revitalization Trust Fund	10,000	10,000	---
Capitol Power Plant.....	115,694	127,980	+12,286
Offsetting collections.....	-9,000	-9,000	---
	-----	-----	-----
Subtotal, Capitol Power Plant.....	106,694	118,980	+12,286
Library buildings and grounds.....	74,873	113,427	+38,554
Capitol police buildings, grounds and security.....	34,249	59,309	+25,060
Botanic Garden.....	13,800	14,659	+859
Capitol Visitor Center.....	21,470	23,322	+1,852
	=====	=====	=====
Total, Architect of the Capitol.....	610,491	687,889	+77,398

COMPARATIVE STATEMENT OF NEW BUDGET (OBLIGATIONAL) AUTHORITY FOR 2018 AND
 THE BUDGET REQUEST FOR 2019
 (Amounts in Thousands of Dollars)

	FY 2018 Enacted	FY 2019 Request	Request vs. Enacted
LIBRARY OF CONGRESS			
Salaries and expenses.....	477,017	475,196	-1,821
Authority to spend receipts.....	-6,350	-6,000	+350
Subtotal, Salaries and expenses.....	470,667	469,196	-1,471
Copyright Office, Salaries and expenses.....	72,011	86,438	+14,427
Authority to spend receipts.....	-41,305	-43,464	-2,159
Prior year unobligated balances.....	-2,260	-4,328	-2,068
Subtotal, Copyright Office.....	28,446	38,646	+10,200
Congressional Research Service, Salaries and expenses. Books for the blind and physically handicapped, Salaries and expenses.....	119,279	113,621	-5,658
Total, Library of Congress.....	669,890	672,655	+2,765

COMPARATIVE STATEMENT OF NEW BUDGET (OBLIGATIONAL) AUTHORITY FOR 2018 AND
 THE BUDGET REQUEST FOR 2019
 (Amounts in Thousands of Dollars)

FY 2018 Request vs.
 Enacted Request Enacted

GOVERNMENT PUBLISHING OFFICE

Congressional publishing	79,528	79,000	-528
Public Information Programs of the Superintendent of Documents, Salaries and expenses.....	29,000	32,000	+3,000
Government Publishing Office Business Operations Revolving Fund	8,540	6,000	-2,540
	=====	=====	=====
Total, Government Publishing Office	117,068	117,000	-68

GOVERNMENT ACCOUNTABILITY OFFICE

Salaries and expenses.....	602,717	640,301	+37,584
Offsetting collections.....	-23,800	-24,200	-400
	=====	=====	=====
Total, Government Accountability Office.....	578,917	616,101	+37,184

OPEN WORLD LEADERSHIP CENTER TRUST FUND

Payment to the Open World Leadership Center (OWLC) Trust Fund.....	5,600	5,800	+200
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COMPARATIVE STATEMENT OF NEW BUDGET (OBLIGATIONAL) AUTHORITY FOR 2018 AND
 THE BUDGET REQUEST FOR 2019
 (Amounts in Thousands of Dollars)

	FY 2018 Enacted	FY 2019 Request	Request vs. Enacted

JOHN C. STENNIS CENTER FOR PUBLIC SERVICE TRAINING AND DEVELOPMENT	430	430	---
Stennis Center for Public Service.....	430	430	---
ADMINISTRATIVE PROVISIONS			
Scorekeeping adjustment (CBO estimate) 1/.....	-2,000	---	+2,000 CH
OTHER APPROPRIATIONS			
FURTHER ADDITIONAL SUPPLEMENTAL APPROPRIATIONS FOR DISASTER RELIEF REQUIREMENTS ACT, 2018			
Government Accountability Office, Salaries and expenses (FY2018 PL115-123, Title IX) (emergency)...	14,000	---	-14,000
Total, Other Appropriations.....	14,000	---	-14,000
OTHER SCOREKEEPING ADJUSTMENTS			
QOC House Office Buildings Fund (PL114-254)(CBO estimate).....	-4,000	---	+4,000
-ess emergency appropriations.....	-14,000	---	+14,000
Grand total (including scorekeeping adjustments)	3,678,627	3,889,150	+210,523
Discretionary.....	(3,678,453)	(3,889,150)	(+210,697)
Mandatory 1/.....	(174)	---	(-174)
=====			

1/ FY2018 is Div D, Sec.101(a)(9) of Continuing
 Appropriations Act, 2018 (Public Law 115-56)

COMPARATIVE STATEMENT OF NEW BUDGET (OBLIGATIONAL) AUTHORITY FOR 2018 AND
 THE BUDGET REQUEST FOR 2019
 (Amounts in Thousands of Dollars)

	FY 2018 Enacted	FY 2019 Request	Request vs. Enacted
RECAPITULATION			
House of Representatives (discretionary).....	1,199,999	1,256,971	+56,972
House of Representatives (mandatory) 1/.....	174	---	-174
Joint Items.....	20,654	20,656	+2
Capitol Police.....	426,500	456,358	+29,858
Office of Compliance.....	4,959	4,553	-406
Congressional Budget Office.....	49,945	50,737	+792
Architect of the Capitol.....	610,491	687,889	+77,398
Library of Congress.....	669,890	672,655	+2,765
Government Publishing Office.....	117,068	117,000	-68
Government Accountability Office.....	578,917	616,101	+37,184
Open World Leadership Center.....	5,600	5,800	+200
Stennis Center for Public Service.....	430	---	---
Administrative Provisions 2/.....	-2,000	---	+2,000
Other Scorekeeping adjustments.....	-4,000	---	+4,000
Grand total.....	3,678,627	3,889,150	+210,523
Discretionary.....	(3,678,453)	(3,889,150)	(+210,697)
Mandatory 1/.....	(174)	---	(-174)
Other Appropriations (emergency).....	14,000	---	-14,000

1/ FY2018 is Div D, Sec101(a)(9) of Continuing Appropriations Act, 2018 (Public Law 115-56)

FY 2019



Budget Justification

Table of Contents

House Budget Justification

MASTER HOUSE SCHEDULES.....	1
House Budget Justification Summary.....	1
House Three Year Comparative Table.....	3
House Summary.....	4
Joint Items Summary.....	7
House and Joint Items Summary.....	9
PAYMENT TO WIDOWS AND HEIRS OF DECEASED MEMBERS OF CONGRESS.....	12
SALARIES AND EXPENSES.....	14
LEADERSHIP.....	16
Office of the Speaker.....	16
Office of the Majority Floor Leader.....	20
Office of the Minority Floor Leader.....	24
Office of Majority Whip.....	28
Office of Minority Whip.....	32
Republican Conference.....	36
Democratic Caucus.....	40
TOTAL - HOUSE LEADERSHIP OFFICES.....	44
MEMBERS' REPRESENTATIONAL ALLOWANCES.....	46
STANDING COMMITTEES, SPECIAL AND SELECT.....	50
Standing Committees, Special and Select.....	50
Hearing Room Renovations.....	54
TOTAL - STANDING COMMITTEES, SPECIAL AND SELECT.....	58
COMMITTEE ON APPROPRIATIONS.....	60
SALARIES, OFFICERS AND EMPLOYEES.....	64
Office of the Clerk.....	64
Office of the Sergeant at Arms.....	71
Office of the Chief Administrative Officer.....	77
Office of Inspector General.....	85
Office of General Counsel.....	90
Office of the Parliamentarian.....	94
Office of the Law Revision Counsel.....	98
Office of the Legislative Counsel.....	102
Office of Interparliamentary Affairs.....	106
Technical Assistants, Office of Attending Physician.....	110
Former Speaker's Staff.....	114
Total - Other Authorized Employees.....	118
TOTAL - SALARIES, OFFICERS AND EMPLOYEES.....	120
ALLOWANCES AND EXPENSES.....	122
Supplies, Materials, Administrative Costs and Federal Tort Claims.....	122
Official Mail for Committees, Leadership and Administrative Offices.....	126
Government Contributions.....	130
Business Continuity and Disaster Recovery.....	135
Transition Activities.....	139
Wounded Warrior Program.....	143

Office of Congressional Ethics.....	147
Miscellaneous Items.....	151
TOTAL - ALLOWANCES AND EXPENSES.....	155
JOINT ITEMS.....	157
Joint Committee on Taxation.....	157
Office of Attending Physician.....	161



FISCAL YEAR 2019 BUDGET JUSTIFICATION SUMMARY

For salaries and expenses of the House of Representatives, \$1.257 billion (excluding Mandatory and Joint Items) which is \$75.995 million or 6.43% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

Mandatory (Personnel & Benefits) Changes: Increase of \$26.207 million

The FY19 Personnel increase for U.S. House of Representatives Salaries and Expenses (excluding Joint Items) are attributed to variances in following categories:

- Personnel Compensation Base - (\$12.705) million
- Base Adjustment - \$4.523 million
- Personnel Benefits - \$16.332 million
- Cost of Living Adjustments (COLAs) - \$15.763 million
 - COLAs were applied to positions that are included within the House Employees Schedule or at the discretion of the approving House Officers and other House Officials for the respective accounts. COLAs were not applied to positions cited within the Speaker's Pay Order.
- Longevity Increases - \$0.897 million
 - Longevity Increases were applied to positions that are included within the House Employees Schedule or at the discretion of the approving House Officers and other House Officials for the respective accounts. Longevities were not applied to positions cited within the Speaker's Pay Order.
- Meritorious Increases - \$0.070 million
- Overtime Pay - \$1.326 million
- Reclassifications - \$0.000 million

House Positions Summary

US House of Representatives Accounts (excluding Joint Items)	FY18	FY19	Variance
	Funded Positions	Requested Positions	
Total - House Leadership Offices	245	245	0
Total - Members' Representational Allowances	9,702	9,702	0
Total - Standing Committees, Special and Select	1,424	1,424	0
Total - Committee on Appropriations	220	220	0
Total - Salaries, Officers and Employees	1,182	1,215	33
Total - Allowances and Expenses	64	64	0
Total - Positions	12,837	12,870	33



FISCAL YEAR 2019 BUDGET JUSTIFICATION SUMMARY

Price Level Increases: Increase of \$1.827 million

This non-personnel 2.10 percent increase was applied to various House Accounts throughout this request. This increase is the projected inflation factor per the Congressional Budget Office (CBO) for FY19.

Price Program Changes: Increase of \$47,962 million

Program changes show non-personnel variances as well as current staffing level changes. The following table summarizes the total program variance across House accounts:

US House of Representatives Accounts (excluding Joint Items)	FY18	FY19	Variance (S000)
	Annualized CR (S000)	Estimate (S000)	
Total - House Leadership Offices	\$1,298	\$1,439	\$141
Total - Members' Representational Allowances	\$133,211	\$146,366	\$13,155
Total - Standing Committees, Special and Select	\$12,042	\$11,416	(\$626)
Total - Committee on Appropriations	\$1,786	\$1,245	(\$541)
Total - Salaries, Officers and Employees	\$59,439	\$94,164	\$34,725
Total - Allowances and Expenses	\$23,386	\$24,494	\$1,108
Total - Program Changes	\$231,162	\$279,124	\$47,962

House Three Year Comparative Summary Table

House Accounts	FY17	FY18	FY19	FY18 Annualized CR vs. FY19 Request	FY18 Annualized CR vs. FY19 Request % Change
	Actuals	Annualized CR	Estimate	Net Change	% Change
Office of the Speaker	\$4,464,408	\$6,600,417	\$6,645,417	\$45,000	0.68%
Office of the Majority Floor Leader	\$1,452,886	\$2,165,048	\$2,180,048	\$15,000	0.69%
Office of the Minority Floor Leader	\$4,338,029	\$7,066,471	\$7,114,471	\$48,000	0.68%
Office of the Majority Whip	\$1,280,888	\$1,873,632	\$1,886,632	\$13,000	0.69%
Office of the Minority Whip	\$1,621,657	\$1,449,639	\$1,459,639	\$10,000	0.69%
Republican Conference	\$1,061,960	\$1,495,426	\$1,505,426	\$10,000	0.67%
Democratic Caucus	\$868,699	\$1,477,258	\$1,487,258	\$10,000	0.68%
Total - House Leadership Offices	\$15,088,528	\$22,127,891	\$22,278,891	\$151,000	0.68%
Total - Members' Representational Allowances	\$526,954,659	\$558,811,498	\$573,630,000	\$14,818,502	2.65%
Standing Committees, Special and Select	\$113,381,827	\$123,062,000	\$123,903,173	\$841,173	0.68%
Hearing Room Renovations	\$2,197,432	\$3,129,200	\$3,000,000	(\$129,200)	(4.13%)
Total - Standing Committees, Special and Select	\$115,579,259	\$126,191,200	\$126,903,173	\$711,973	0.56%
Total - Committee on Appropriations	\$19,707,462	\$23,112,971	\$23,112,971	\$0	0.00%
Office of the Clerk	\$22,872,918	\$26,090,000	\$28,305,000	\$2,215,000	8.49%
Office of the Sergeant at Arms	\$11,137,982	\$15,401,000	\$18,773,000	\$3,372,000	21.89%
Office of the Chief Administrative Officer	\$97,132,469	\$116,369,000	\$152,558,000	\$36,189,000	31.10%
Office of Inspector General	\$3,596,800	\$4,929,000	\$5,019,000	\$90,000	1.83%
Office of General Counsel	\$1,216,564	\$1,434,000	\$1,502,000	\$68,000	4.74%
Office of the Parliamentarian	\$1,769,976	\$1,985,000	\$2,026,000	\$41,000	2.07%
Office of the Law Revision Counsel	\$2,369,586	\$3,145,000	\$3,327,000	\$182,000	5.79%
Office of the Legislative Counsel	\$8,527,981	\$8,918,000	\$9,925,000	\$1,007,000	11.29%
Office of Interparliamentary Affairs	\$362,928	\$808,000	\$814,000	\$6,000	0.74%
Total - Other Authorized Employees	\$491,751	\$1,175,000	\$584,000	(\$591,000)	(50.30%)
Total - Salaries, Officers and Employees	\$149,478,955	\$180,254,000	\$222,833,000	\$42,579,000	23.62%
Supplies, Materials, Administrative Costs and Federal Tort Claims	\$2,471,876	\$3,600,000	\$3,625,000	\$25,000	0.69%
Official Mail for Committees, Leadership and Administrative Offices	\$80,921	\$189,000	\$190,000	\$1,000	0.53%
Government Contributions	\$202,890,139	\$243,668,000	\$260,000,000	\$16,332,000	6.70%
Business Continuity and Disaster Recovery	\$1,331,261	\$16,107,000	\$16,186,000	\$79,000	0.49%
Transition Activities	\$5,020,494	\$2,070,000	\$3,000,000	\$930,000	44.93%
Wounded Warrior Program	\$2,330,805	\$2,483,000	\$2,750,000	\$267,000	10.75%
Office of Congressional Ethics	\$1,141,776	\$1,647,000	\$1,741,000	\$94,000	5.71%
Miscellaneous Items	\$482,640	\$715,000	\$722,000	\$7,000	0.98%
Total - Allowances and Expenses	\$225,749,913	\$270,479,000	\$288,214,000	\$17,735,000	6.56%
Total - U.S. House of Representatives	\$1,052,558,777	\$1,180,976,560	\$1,256,972,035	\$75,995,475	6.43%

JOINT ITEMS

Joint Committee on Taxation	\$9,651,801	\$10,026,000	\$11,169,000	\$1,143,000	11.40%
Office of Attending Physician	\$2,538,993	\$3,812,000	\$3,798,000	(\$14,000)	(0.37%)
Total - Joint Items	\$12,190,794	\$13,838,000	\$14,967,000	\$1,129,000	8.16%

Total - U.S. House of Reps and Joint Items	\$1,064,749,571	\$1,194,814,560	\$1,271,939,035	\$77,124,475	6.45%
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Schedule A - House Summary
Pg 1 of 3

House of Representatives
House Summary - Mandatory Fund

	FY17	FY18	FY19	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)
Payment to Widows and Heirs of Deceased Members of Congress	174	-	-	-

House Summary - Mandatory Fund by Object Class

	FY17	FY18	FY19	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)
1100 Personnel Compensation				
1200 Personnel Benefits				
1300 Benefits to Former Personnel	174			
2100 Travel				
2200 Transportation of Things				
2300 Rent, Communications, Utilities				
2400 Printing and Reproduction				
2500 Other Services				
2600 Supplies and Materials				
3100 Equipment				
4200 Insurance Claims/Indemnities				
Payment to Widows and Heirs of Deceased Members of Congress	174			

Schedule A - House Summary
Pg 2 of 3

House of Representatives
House Summary - Discretionary Funds

	FY17	FY18	FY19	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)
Total - House Leadership Offices	15,089	22,128	22,279	151
Total - Members' Representational Allowances	526,955	558,811	573,630	14,819
Total - Standing Committees, Special and Select	115,579	126,191	126,903	712
Total - Committee on Appropriations	19,707	23,113	23,113	-
Total - Salaries, Officers and Employees	149,479	180,254	222,833	42,579
Total - Allowances and Expenses	225,750	270,479	288,214	17,735
Total House of Representatives	1,052,559	1,180,977	1,256,972	75,995

House Summary - Discretionary Funds by Object Class

	FY17	FY18	FY19	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)
1100 Personnel Compensation	662,186	706,146	718,054	11,908
1200 Personnel Benefits	202,589	243,723	260,055	16,332
1300 Benefits to Former Personnel	258	400	400	-
2100 Travel	21,774	25,157	25,690	533
2200 Transportation of Things	48	84	71	(13)
2300 Rent, Communications, Utilities	56,868	66,578	66,778	200
2400 Printing and Reproduction	7,431	14,535	15,316	781
2500 Other Services	46,590	51,626	93,367	41,741
2600 Supplies and Materials	23,377	20,930	21,195	265
3100 Equipment	31,437	51,789	56,037	4,249
4200 Insurance Claims/Indemnities	1	8	8	-
Total House of Representatives	1,052,559	1,180,977	1,256,972	75,995

Schedule A - House Summary

Pg 3 of 3

House of Representatives
House Summary (Positions)

	FY17	FY18	FY19	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change
Payment to Widows and Heirs of Deceased Members of Congress				-
Total - House Leadership Offices	205	245	245	-
Total - Members' Representational Allowances	7,317	9,702	9,702	-
Total - Standing Committees, Special and Select	1,148	1,424	1,424	-
Total - Committee on Appropriations	147	220	220	-
Total - Salaries, Officers and Employees	1,069	1,182	1,215	33
Total - Allowances and Expenses	60	64	64	-
Total House of Representatives	9,946	12,837	12,870	33

Schedule A - Joint Items Summary
Pg 1 of 2

House of Representatives
Joint Items Summary

	FY17	FY18	FY19	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)
Joint Committee on Taxation	9,652	10,026	11,169	1,143
Office of Attending Physician	2,539	3,812	3,798	(14)
Total - Joint Items	12,191	13,838	14,967	1,129

Joint Items Summary by Object Class

	FY17	FY18	FY19	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)
1100 Personnel Compensation	8,403	8,766	9,488	723
1200 Personnel Benefits	161	162	162	-
1300 Benefits to Former Personnel				-
2100 Travel	10	67	70	3
2200 Transportation of Things		8	8	-
2300 Rent, Communications, Utilities	154	330	340	10
2400 Printing and Reproduction	6	9	9	-
2500 Other Services	2,386	3,165	3,125	(40)
2600 Supplies and Materials	653	914	1,100	186
3100 Equipment	418	418	665	248
4200 Insurance Claims/Indemnities	-	-	-	-
Total - Joint Items	12,191	13,838	14,967	1,129

Schedule A - Joint Items Summary
Pg 2 of 2

House of Representatives
Joint Items Summary (Positions)

	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change
Joint Committee on Taxation	63	70	70	-
Office of Attending Physician	[18]	[18]	[18]	-
Total - Joint Items	63	70	70	-

Schedule A - House and Joint Items Summary

Pg 1 of 3

House of Representatives
House and Joint Items Summary

	FY17	FY18	FY19	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)
Payment to Widows and Heirs of Deceased Members of Congress	174			-
Total - House Leadership Offices	15,089	22,128	22,279	151
Total - Members' Representational Allowances	526,955	558,811	573,630	14,819
Total - Standing Committees, Special and Select	115,579	126,191	126,903	712
Total - Committee on Appropriations	19,707	23,113	23,113	-
Total - Salaries, Officers and Employees	149,479	180,254	222,833	42,579
Total - Allowances and Expenses	225,750	270,479	288,214	17,735
Total House of Representatives	1,052,733	1,180,977	1,256,972	75,995
Joint Items-House				
Joint Committee on Taxation	9,652	10,026	11,169	1,143
Office of Attending Physician	2,539	3,812	3,798	(14)
Total - Joint Items	12,191	13,838	14,967	1,129
Total House and Joint	1,064,924	1,194,815	1,271,939	77,124

Schedule A - House and Joint Items Summary
Pg. 2 of 3

House of Representatives
House and Joint Items Summary

	FY17	FY18	FY19	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)
1100 Personnel Compensation	670,589	714,912	727,542	12,630
1200 Personnel Benefits	202,750	243,885	260,217	16,332
1300 Benefits to Former Personnel	432	400	400	-
2100 Travel	21,784	25,224	25,760	536
2200 Transportation of Things	48	92	79	(13)
2300 Rent, Communications, Utilities	57,022	66,908	67,118	210
2400 Printing and Reproduction	7,437	14,544	15,325	781
2500 Other Services	48,976	54,791	96,492	41,701
2600 Supplies and Materials	24,030	21,845	22,295	451
3100 Equipment	31,855	52,206	56,702	4,496
4200 Insurance Claims/Indemnities	1	8	8	-
Total House and Joint	1,064,924	1,194,815	1,271,939	77,124

Schedule A - House and Joint Items Summary
Pg 3 of 3

House of Representatives
House and Joint Items Summary (Positions)

	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change
Payment to Widows and Heirs of Deceased Members of Congress				-
Total - House Leadership Offices	205	245	245	-
Total - Members' Representational Allowances	7,317	9,702	9,702	-
Total - Standing Committees, Special and Select	1,148	1,424	1,424	-
Total - Committee on Appropriations	147	220	220	-
Total - Salaries, Officers and Employees	1,069	1,182	1,215	33
Total - Allowances and Expenses	60	64	64	-
Total - House of Representatives	9,946	12,837	12,870	33
Joint Items-House				
Joint Committee on Taxation	63	70	70	-
Office of Attending Physician	[18]	[18]	[18]	-
Total - Joint Items	63	70	70	-
Total House and Joint Items	10,009	12,907	12,940	33

Schedule A - Payment to Widows and Heirs of Deceased Members of Congress

House of Representatives
 Payment to Widows and Heirs of Deceased Members of Congress
 By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	-	-	-	-	-
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	174	-	-	-	-
2100 Travel	-	-	-	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	-	-	-	-	-
2400 Printing and Reproduction	-	-	-	-	-
2500 Other Services	-	-	-	-	-
2600 Supplies and Materials	-	-	-	-	-
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	174	-	-	-	-

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	-	-	-	-	-

A gratuity of \$174,000 was authorized to Sami A. Takai, widow of Kyle Mark Takai, late Representative from the State of Hawaii, in P.L. 114-223, The Continuing Appropriations and Military Construction, Veterans Affairs, and Related Agencies Appropriations Act, 2017, and Zika Response and Preparedness Act.

FY 2017 actuals reflect data as of September 30, 2017.

Schedule C - Payment to Widows and Heirs of Deceased Members of Congress

House of Representatives
Detailed Analysis of Change by Organization
Payment to Widows and Heirs of Deceased Members of Congress

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	-	-	-	-
Benefits to Former Personnel	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	-	-	-	-
TOTAL	-	-	-	-
POSITIONS	-	-	-	-

Schedule A - Salaries and Expenses

House of Representatives
Salaries and Expenses
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	662,186	706,146	718,054	11,908	1.69%
1200 Personnel Benefits	202,589	243,723	260,055	16,332	6.70%
1300 Benefits to Former Personnel	258	400	400	-	-
2100 Travel	21,774	25,157	25,690	533	2.12%
2200 Transportation of Things	48	84	71	(13)	(15.43%)
2300 Rent, Communications, Utilities	56,868	66,578	66,778	200	0.30%
2400 Printing and Reproduction	7,431	14,535	15,316	781	5.38%
2500 Other Services	46,590	51,626	93,367	41,741	80.85%
2600 Supplies and Materials	23,377	20,930	21,195	265	1.26%
3100 Equipment	31,437	51,789	56,037	4,249	8.20%
4200 Insurance Claims/Indemnities	1	8	8	-	-
TOTAL	1,052,559	1,180,977	1,256,972	75,995	6.43%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
POSITIONS	9,946	12,837	12,870	33	0.26%

Schedule C - Salaries and Expenses

House of Representatives
Detailed Analysis of Change by Organization
Salaries and Expenses

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	949,814	976,021	26,207	2.76%
Personnel Base	706,146	693,441	(12,705)	(1.80%)
Base Adjustment	-	4,523	4,523	-
Cost of Living Adjustment Annualized	-	3,549	3,549	-
Cost of Living Adjustment	-	12,215	12,215	-
Overtime Pay	-	1,326	1,326	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	897	897	-
Meritorious Increase	-	70	70	-
Accrued Leave	-	-	-	-
Personnel Benefits	243,668	260,000	16,332	6.70%
B. PRICE LEVEL INCREASES	-	1,827	1,827	0.79%
C. PROGRAM CHANGES	231,162	279,124	47,962	20.75%
Total - House Leadership Offices	1,298	1,439	141	11.35%
Total - Members' Representational Allowances	133,211	146,366	13,155	9.87%
Total - Standing Committees, Special and Select	12,042	11,416	(626)	(5.19%)
Total - Committee on Appropriations	1,786	1,245	(541)	(30.28%)
Total - Salaries, Officers and Employees	59,439	94,164	34,725	58.42%
Total - Allowances and Expenses	23,386	24,494	1,108	4.74%
TOTAL	1,180,977	1,256,972	75,995	6.43%
POSITIONS	12,837	12,870	33	0.26%

Schedule A - Office of the Speaker

House of Representatives
Office of the Speaker
By Object Class

	FY17 Actuals Dollars (\$000)	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
1100 Personnel Compensation	4,316	6,275	6,275	-	-
1200 Personnel Benefits	-	25	25	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	13	18	18	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	1	1	1	-	-
2400 Printing and Reproduction	1	21	21	-	-
2500 Other Services	-	5	5	-	-
2600 Supplies and Materials	134	255	300	45	17.65%
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	4,464	6,600	6,645	45	0.68%
	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change	FY19 vs. FY18 Net Change %
Positions	55	66	66	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending. Leadership FY17 funding period of availability was January 3, 2017 to January 2, 2018.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of the Speaker

House of Representatives
Detailed Analysis of Change by Organization
Office of the Speaker

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	6,275	6,275	-	-
Personnel Base	6,275	6,275	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	325	370	45	13.85%
Non-Personnel Official Expenses	300	345	45	15.00%
Leadership Official Expenses	25	25	-	-
TOTAL	6,600	6,645	45	0.68%
POSITIONS	66	66	-	-

Explanation of Changes Shown on Schedule C

House Leadership Offices
Office of the Speaker

For salaries and expenses of the Office of the Speaker, \$6,645,417. The fiscal year (FY) 2019 budget request is \$45,000 or 0.68% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$6,275,417 for mandatory items, no price level increases, \$325,000 for program current services and a \$45,000 increase in program changes.

I. Personnel Details: FY19 Request - \$6,275,417A. Base: \$6,275,417

- i. The estimated FY18 personnel compensation will be \$6,275,417.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - \$0
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - \$0
- iii. FY19 Overtime (Non-Statutory Positions) - \$0
- iv. FY19 Reclassifications (Non-Statutory Positions) - \$0
- v. FY19 Temporary Positions (Non-Statutory Positions) - \$0
- vi. FY19 Longevity (Non-Statutory Positions) - \$0
- vii. FY19 Meritorious Increase (Non-Statutory Positions) - \$0
- viii. FY19 Accrued Leave (Non-Statutory Positions) - \$0
- ix. FY19 Personnel Benefits (Non-Statutory Positions) - \$0
- x. FY19 Base Adjustment (Non-Statutory Positions) - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$370,000A. Current Services:i. Non-Personnel Official Expenses - \$300,000

This account provides the necessary funding for the Office of the Speaker's non-personnel expenses.

ii. Leadership Official Expenses - \$25,000

This funds the Speaker's allowance used for official expenses.

B. Proposed Changes:i. Non-Personnel Official Expenses - \$45,000

This increase restores funds decreased as a result of the FY18 CR but necessary to sufficiently fund this account at operational levels. This increase will allow this account to be flat with FY17 enacted totals and the FY18 requested amounts.

ii. Leadership Official Expenses - \$0

Schedule A - Office of the Majority Floor Leader

House of Representatives
Office of the Majority Floor Leader
By Object Class

	FY17 Actuals Dollars (\$000)	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
1100 Personnel Compensation	1,412	2,087	2,087	-	-
1200 Personnel Benefits	-	10	10	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	-	3	3	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	-	5	5	-	-
2400 Printing and Reproduction	-	3	3	-	-
2500 Other Services	4	1	1	-	-
2600 Supplies and Materials	36	56	71	15	26.79%
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	1,453	2,165	2,180	15	0.69%
	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change	FY19 vs. FY18 Net Change %
Positions	21	32	32	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending. Leadership FY17 funding period of availability was January 3, 2017 to January 2, 2018.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of the Majority Floor Leader

House of Representatives
Detailed Analysis of Change by Organization
Office of the Majority Floor Leader

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	2,087	2,087	-	-
Personnel Base	2,087	2,087	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	78	93	15	19.23%
Non-Personnel Official Expenses	68	83	15	22.06%
Leadership Official Expenses	10	10	-	-
TOTAL	2,165	2,180	15	0.69%
POSITIONS	32	32	-	-

Explanation of Changes Shown on Schedule C

House Leadership Offices Office of the Majority Floor Leader

For salaries and expenses of the Office of the Majority Floor Leader, \$2,180,048. The fiscal year (FY) 2019 budget request is \$15,000 or 0.69% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$2,087,048 for mandatory items, no price level increases, \$78,000 for program current services and a \$15,000 increase in program changes.

I. Personnel Details: FY19 Request - \$2,087,048

A. Base: \$2,087,048

- i. The estimated FY18 personnel compensation will be \$2,087,048.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - \$0
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - \$0
- iii. FY19 Overtime (Non-Statutory Positions) - \$0
- iv. FY19 Reclassifications (Non-Statutory Positions) - \$0
- v. FY19 Temporary Positions (Non-Statutory Positions) - \$0
- vi. FY19 Longevity (Non-Statutory Positions) - \$0
- vii. FY19 Meritorious Increase (Non-Statutory Positions) - \$0
- viii. FY19 Accrued Leave (Non-Statutory Positions) - \$0
- ix. FY19 Personnel Benefits (Non-Statutory Positions) - \$0
- x. FY19 Base Adjustment (Non-Statutory Positions) - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$93,000**A. Current Services:****i. Non-Personnel Official Expenses - \$68,000**

This account provides the necessary funding for the Office of the Majority Leader's non-personnel expenses.

ii. Leadership Official Expenses - \$10,000

This funds the Majority Leader's allowance used for official expenses.

B. Proposed Changes:**i. Non-Personnel Official Expenses - \$15,000**

This increase restores funds decreased as a result of the FY18 CR but necessary to sufficiently fund this account at operational levels. This increase will allow this account to be flat with FY17 enacted totals and the FY18 requested amounts.

ii. Leadership Official Expenses - \$0

Schedule A - Office of the Minority Floor Leader

House of Representatives
Office of the Minority Floor Leader
By Object Class

	FY17 Actuals Dollars (\$000)	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
1100 Personnel Compensation	4,104	6,666	6,666	-	-
1200 Personnel Benefits	-	10	10	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	58	110	110	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	1	3	3	-	-
2400 Printing and Reproduction	20	10	10	-	-
2500 Other Services	67	90	90	-	-
2600 Supplies and Materials	88	177	225	48	27.12%
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	4,338	7,066	7,114	48	0.68%
	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change	FY19 vs. FY18 Net Change %
Positions	50	55	55	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending. Leadership FY17 funding period of availability was January 3, 2017 to January 2, 2018.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of the Minority Floor Leader

House of Representatives
Detailed Analysis of Change by Organization
Office of the Minority Floor Leader

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	6,666	6,666	-	-
Personnel Base	6,666	6,666	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	400	448	48	12.00%
Non-Personnel Official Expenses	390	438	48	12.31%
Leadership Official Expenses	10	10	-	-
TOTAL	7,066	7,114	48	0.68%
POSITIONS	55	55	-	-

Explanation of Changes Shown on Schedule C

House Leadership Offices Office of the Minority Floor Leader

For salaries and expenses of the Office of the Minority Floor Leader, \$7,114,471. The fiscal year (FY) 2019 budget request is \$48,000 or 0.68% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$6,666,471 for mandatory items, no price level increases, \$400,000 for program current services and a \$48,000 increase in program changes.

I. Personnel Details: FY19 Request - \$6,666,471

A. Base: \$6,666,471

- i. The estimated FY18 personnel compensation will be \$6,666,471.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - \$0
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - \$0
- iii. FY19 Overtime (Non-Statutory Positions) - \$0
- iv. FY19 Reclassifications (Non-Statutory Positions) - \$0
- v. FY19 Temporary Positions (Non-Statutory Positions) - \$0
- vi. FY19 Longevity (Non-Statutory Positions) - \$0
- vii. FY19 Meritorious Increase (Non-Statutory Positions) - \$0
- viii. FY19 Accrued Leave (Non-Statutory Positions) - \$0
- ix. FY19 Personnel Benefits (Non-Statutory Positions) - \$0
- x. FY19 Base Adjustment (Non-Statutory Positions) - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$448,000A. Current Services:

- i. Non-Personnel Official Expenses - \$390,000
This account provides the necessary funding for the Office of the Minority Floor Leader's non-personnel expenses.
- ii. Leadership Official Expenses - \$10,000
This funds the Minority Leader's allowance used for official expenses.

B. Proposed Changes:

- i. Non-Personnel Official Expenses - \$48,000
This increase restores funds decreased as a result of the FY18 CR but necessary to sufficiently fund this account at operational levels. This increase will allow this account to be flat with FY17 enacted totals and the FY18 requested amounts.
- ii. Leadership Official Expenses - \$0

Schedule A - Office of the Majority Whip

House of Representatives
Office of the Majority Whip
By Object Class

	FY17 Actuals Dollars (\$000)	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
1100 Personnel Compensation	1,255	1,775	1,775	-	-
1200 Personnel Benefits	-	5	5	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	14	15	15	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	-	1	1	-	-
2400 Printing and Reproduction	3	5	5	-	-
2500 Other Services	1	1	1	-	-
2600 Supplies and Materials	9	72	85	13	18.06%
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	1,281	1,874	1,887	13	0.69%
	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change	FY19 vs. FY18 Net Change %
Positions	20	23	23	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending. Leadership FY17 funding period of availability was January 3, 2017 to January 2, 2018.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of the Majority Whip

House of Representatives
Detailed Analysis of Change by Organization
Office of the Majority Whip

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	1,775	1,775	-	-
Personnel Base	1,775	1,775	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	99	112	13	13.13%
Non-Personnel Official Expenses	94	107	13	13.83%
Leadership Official Expenses	5	5	-	-
TOTAL	1,874	1,887	13	0.69%
POSITIONS	23	23	-	-

Explanation of Changes Shown on Schedule C

House Leadership Offices
Office of the Majority Whip

For salaries and expenses of the Office of the Majority Whip, \$1,886,632. The fiscal year (FY) 2019 budget request is \$13,000 or 0.69% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$1,774,632 for mandatory items, no price level increases, \$99,000 for program current services and a \$13,000 increase in program changes.

I. Personnel Details: FY19 Request - \$1,774,632A. Base: \$1,774,632

- i. The estimated FY18 personnel compensation will be \$1,774,632.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - \$0
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - \$0
- iii. FY19 Overtime (Non-Statutory Positions) - \$0
- iv. FY19 Reclassifications (Non-Statutory Positions) - \$0
- v. FY19 Temporary Positions (Non-Statutory Positions) - \$0
- vi. FY19 Longevity (Non-Statutory Positions) - \$0
- vii. FY19 Meritorious Increase (Non-Statutory Positions) - \$0
- viii. FY19 Accrued Leave (Non-Statutory Positions) - \$0
- ix. FY19 Personnel Benefits (Non-Statutory Positions) - \$0
- x. FY19 Base Adjustment (Non-Statutory Positions) - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$112,000**A. Current Services:****i. Non-Personnel Official Expenses - \$94,000**

This account provides the necessary funding for the Office of the Majority Whip's non-personnel expenses.

ii. Leadership Official Expenses - \$5,000

This funds the Majority Whip's allowance used for official expenses.

B. Proposed Changes:**i. Non-Personnel Official Expenses - \$13,000**

This increase restores funds decreased as a result of the FY18 CR but necessary to sufficiently fund this account at operational levels. This increase will allow this account to be flat with FY17 enacted totals and the FY18 requested amounts.

ii. Leadership Official Expenses - \$0

Schedule A - Office of the Minority Whip

House of Representatives
Office of the Minority Whip
By Object Class

	FY17 Actuals Dollars (\$000)	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
1100 Personnel Compensation	1,615	1,435	1,445	10	0.70%
1200 Personnel Benefits	-	5	5	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	-	3	3	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	-	1	1	-	-
2400 Printing and Reproduction	5	1	1	-	-
2500 Other Services	1	1	1	-	-
2600 Supplies and Materials	1	5	5	-	-
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	1,622	1,450	1,460	10	0.69%
	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change	FY19 vs. FY18 Net Change %
Positions	24	27	27	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending. Leadership FY17 funding period of availability was January 3, 2017 to January 2, 2018.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of the Minority Whip

House of Representatives
Detailed Analysis of Change by Organization
Office of the Minority Whip

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	1,435	1,445	10	0.70%
Personnel Base	1,435	1,445	10	0.70%
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	15	15	-	-
Non-Personnel Official Expenses	10	10	-	-
Leadership Official Expenses	5	5	-	-
TOTAL	1,450	1,460	10	0.69%
POSITIONS	27	27	-	-

Explanation of Changes Shown on Schedule C

House Leadership Offices
Office of the Minority Whip

For salaries and expenses of the Office of the Minority Whip, \$1,459,639. The fiscal year (FY) 2019 budget request is \$10,000 or 0.69% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$1,445,139 for mandatory items, no price level increases, \$14,500 for program current services and no program changes.

I. Personnel Details: FY19 Request - \$1,445,139A. Base: \$1,445,139

- i. The estimated FY18 personnel compensation will be \$1,445,139.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - \$0
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - \$0
- iii. FY19 Overtime (Non-Statutory Positions) - \$0
- iv. FY19 Reclassifications (Non-Statutory Positions) - \$0
- v. FY19 Temporary Positions (Non-Statutory Positions) - \$0
- vi. FY19 Longevity (Non-Statutory Positions) - \$0
- vii. FY19 Meritorious Increase (Non-Statutory Positions) - \$0
- viii. FY19 Accrued Leave (Non-Statutory Positions) - \$0
- ix. FY19 Personnel Benefits (Non-Statutory Positions) - \$0
- x. FY19 Base Adjustment (Non-Statutory Positions) - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$14,500

A. Current Services:

i. Non-Personnel Official Expenses - \$9,500

This account provides the necessary funding for the Office of the Minority Whip's non-personnel expenses.

ii. Leadership Official Expenses - \$5,000

This funds the Minority Whip's allowance used for official expenses.

B. Proposed Changes:

i. Non-Personnel Official Expenses - \$0

This increase restores funds decreased as a result of the FY18 CR but necessary to sufficiently fund this account at operational levels. This increase will allow this account to be flat with FY17 enacted totals and the FY18 requested amounts.

ii. Leadership Official Expenses - \$0

Schedule A - Republican Conference

House of Representatives
Republican Conference
By Object Class

	FY17 Actuals Dollars (\$000)	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
1100 Personnel Compensation		906	1,289	1,289	-
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	3	25	25	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	1	4	4	-	-
2400 Printing and Reproduction	27	12	12	-	-
2500 Other Services	27	60	60	-	-
2600 Supplies and Materials	98	105	115	10	9.52%
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	1,062	1,495	1,505	10	0.67%
	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change	FY19 vs. FY18 Net Change %
Positions	18	20	20	-	

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending. Leadership FY17 funding period of availability was January 3, 2017 to January 2, 2018.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Republican Conference

House of Representatives
Detailed Analysis of Change by Organization
Republican Conference

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	1,289	1,289	-	-
Personnel Base	1,289	1,289	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	206	216	10	4.85%
Non-Personnel Official Expenses	206	216	10	4.85%
Leadership Official Expenses	-	-	-	-
TOTAL	1,495	1,505	10	0.67%
POSITIONS	20	20	-	-

Explanation of Changes Shown on Schedule C

House Leadership Offices
Republican Conference

For salaries and expenses of the Republican Conference, \$1,505,426. The fiscal year (FY) 2019 budget request is \$10,000 or 0.67% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$1,289,426 for mandatory items, no price level increases, \$206,000 for program current services and a \$10,000 increase in program changes.

I. Personnel Details: FY19 Request - \$1,289,426A. Base: \$1,289,426

- i. The estimated FY18 personnel compensation will be \$1,289,426.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - \$0
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - \$0
- iii. FY19 Overtime (Non-Statutory Positions) - \$0
- iv. FY19 Reclassifications (Non-Statutory Positions) - \$0
- v. FY19 Temporary Positions (Non-Statutory Positions) - \$0
- vi. FY19 Longevity (Non-Statutory Positions) - \$0
- vii. FY19 Meritorious Increase (Non-Statutory Positions) - \$0
- viii. FY19 Accrued Leave (Non-Statutory Positions) - \$0
- ix. FY19 Personnel Benefits (Non-Statutory Positions) - \$0
- x. FY19 Base Adjustment (Non-Statutory Positions) - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$216,000A. Current Services:i. Non-Personnel Official Expenses - \$206,000

This account provides the necessary funding for the Office of the Republican Conference non-personnel expenses.

ii. Leadership Official Expenses - \$0B. Proposed Changes:i. Non-Personnel Official Expenses - \$10,000

This increase restores funds decreased as a result of the FY18 CR but necessary to sufficiently fund this account at operational levels. This increase will allow this account to be flat with FY17 enacted totals and the FY18 requested amounts.

ii. Leadership Official Expenses - \$0

Schedule A - Democratic Caucus

House of Representatives
Democratic Caucus
By Object Class

	FY17 Actuals Dollars (\$000)	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
1100 Personnel Compensation	771	1,302	1,302	-	-
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	5	8	8	-	-
2200 Transportation of Things	-	1	1	-	-
2300 Rent, Communications, Utilities	1	3	3	-	-
2400 Printing and Reproduction	1	-	-	-	-
2500 Other Services	1	1	1	-	-
2600 Supplies and Materials	89	163	173	10	6.15%
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	869	1,477	1,487	10	0.68%
	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change	FY19 vs. FY18 Net Change %
Positions	17	22	22	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending. Leadership FY17 funding period of availability was January 3, 2017 to January 2, 2018.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Democratic Caucus

House of Representatives
Detailed Analysis of Change by Organization
Democratic Caucus

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	1,302	1,302	-	-
Personnel Base	1,302	1,302	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	175	185	10	5.71%
Non-Personnel Official Expenses	175	185	10	5.71%
Leadership Official Expenses	-	-	-	-
TOTAL	1,477	1,487	10	0.68%
POSITIONS	22	22	-	-

Explanation of Changes Shown on Schedule C

House Leadership Offices
Democratic Caucus

For salaries and expenses of the Democratic Caucus, \$1,487,258. The fiscal year (FY) 2019 budget request is \$10,000 or 0.68% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$1,302,258 for mandatory items, no price level increases, \$175,000 for program current services and a \$10,000 increase in program changes.

I. Personnel Details: FY19 Request - \$1,302,258A. Base: \$1,302,258

- i. The estimated FY18 personnel compensation will be \$1,302,258.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized (Non-Statutory Positions) - \$0
- ii. FY19 Cost of Living Prorated (Non-Statutory Positions) - \$0
- iii. FY19 Overtime (Non-Statutory Positions) - \$0
- iv. FY19 Reclassifications (Non-Statutory Positions) - \$0
- v. FY19 Temporary Positions (Non-Statutory Positions) - \$0
- vi. FY19 Longevity (Non-Statutory Positions) - \$0
- vii. FY19 Meritorious Increase (Non-Statutory Positions) - \$0
- viii. FY19 Accrued Leave (Non-Statutory Positions) - \$0
- ix. FY19 Personnel Benefits (Non-Statutory Positions) - \$0
- x. FY19 Base Adjustment (Non-Statutory Positions) - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$185,000A. Current Services:i. Non-Personnel Official Expenses - \$175,000

This account provides the necessary funding for the Office of the Democratic Caucus non-personnel expenses.

ii. Leadership Official Expenses - \$0B. Proposed Changes:i. Non-Personnel Official Expenses - \$10,000

This increase restores funds decreased as a result of the FY18 CR but necessary to sufficiently fund this account at operational levels. This increase will allow this account to be flat with FY17 enacted totals and the FY18 requested amounts.

ii. Leadership Official Expenses - \$0

Schedule A - Total - House Leadership Offices

House of Representatives
Total - House Leadership Offices
By Object Class

	FY17 Actuals Dollars (\$000)	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
1100 Personnel Compensation	14,379	20,830	20,840	10	0.05%
1200 Personnel Benefits	-	55	55	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	92	182	182	-	-
2200 Transportation of Things	-	1	1	-	-
2300 Rent, Communications, Utilities	4	18	18	-	-
2400 Printing and Reproduction	58	52	52	-	-
2500 Other Services	100	159	159	-	-
2600 Supplies and Materials	456	833	974	141	16.94%
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	15,089	22,128	22,279	151	0.68%
	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change	FY19 vs. FY18 Net Change %
Positions	265	245	245	-	-

Schedule C - Total - House Leadership Offices

House of Representatives
Detailed Analysis of Change by Organization
Total - House Leadership Offices

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	20,830	20,840	10	0.05%
Personnel Base	20,830	20,840	10	0.05%
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	1,298	1,439	141	10.87%
Office of the Speaker	325	370	45	15.00%
Office of the Majority Floor Leader	78	93	15	22.06%
Office of the Minority Floor Leader	400	448	48	12.31%
Office of the Majority Whip	99	112	13	13.83%
Office of the Minority Whip	15	15	-	-
Republican Conference	206	216	10	4.85%
Democratic Caucus	175	185	10	5.71%
TOTAL	22,128	22,279	151	0.68%
POSITIONS	245	245	-	-

Schedule A - Members' Representational Allowances

House of Representatives
Members' Representational Allowances
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	413,133	425,600	425,600	-	-
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	19,802	23,000	23,000	-	-
2200 Transportation of Things	6	5	5	-	-
2300 Rent, Communications, Utilities	47,349	53,027	55,000	1,973	3.72%
2400 Printing and Reproduction	7,156	14,179	15,000	821	5.79%
2500 Other Services	18,757	21,000	33,025	12,025	57.26%
2600 Supplies and Materials	14,211	12,000	12,000	-	-
3100 Equipment	6,541	10,000	10,000	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	526,955	558,811	573,630	14,819	2.65%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	7,317	9,702	9,702	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Members' Representational Allowances

House of Representatives
Detailed Analysis of Change by Organization
Members' Representational Allowances

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	425,600	425,600	-	-
Personnel Base	425,600	414,000	(11,600)	(2.73%)
Base Adjustment	-	1,855	1,855	-
Cost of Living Adjustment Annualized	-	2,195	2,195	-
Cost of Living Adjustment	-	7,550	7,550	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	1,664	1,664	-
C. PROGRAM CHANGES	133,211	146,366	13,155	9.87%
Official Expenses	124,211	136,366	12,155	9.79%
Official Mail	9,000	10,000	1,000	11.11%
TOTAL	558,811	573,630	14,819	2.65%
POSITIONS	9,702	9,702	-	-

Explanation of Changes Shown on Schedule C

Members' Representational Allowances

For salaries and expenses of the Members' Representational Allowances, \$573,630,000. The fiscal year (FY) 2019 budget request is \$14,818,502 or 2.65% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$425,600,000 for mandatory items, \$1,664,000 in price level increases, \$133,211,498 for program current services and a \$13,154,502 increase in program changes.

I. Personnel Details: FY19 Request - \$425,600,000

A. Base: \$414,000,000

- i. The estimated FY18 personnel compensation will be \$414,000,000.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.53%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.81%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$2,194,500
- ii. FY19 Cost of Living Prorated - \$7,550,293
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$1,855,207

II. Price Level Details: FY19 Request - \$1,664,000

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$146,366,000**A. Current Services:**

- i. **Official Expenses - \$124,211,498**
Official Expenses of the MRA are comprised of non-personnel items such as equipment, federal and private rent, telecommunications, printing and contract services.
- ii. **Official Mail - \$9,000,000**
The Official Mail program covers all MRA mailing expenses from both the District and DC offices of all Members.

B. Proposed Changes

- i. **Official Expenses - \$12,154,502**
The additional funding requested will be used to support increases in MRA authorizations (\$25,000 per Member) for security improvements.
- ii. **Official Mail - \$1,000,000**
This increase restores funds decreased as a result of the FY18 CR but necessary to sufficiently fund this account at operational levels.

Schedule A - Standing Committees, Special and Select

House of Representatives
Standing Committees, Special and Select
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	104,555	114,149	115,435	1,286	1.13%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	502	483	552	69	14.40%
2200 Transportation of Things	-	1	1	-	-
2300 Rent, Communications, Utilities	1,518	1,623	1,614	(9)	(0.56%)
2400 Printing and Reproduction	87	110	53	(57)	(51.82%)
2500 Other Services	1,380	2,008	1,500	(508)	(25.30%)
2600 Supplies and Materials	3,162	2,010	2,448	438	21.80%
3100 Equipment	2,179	2,679	2,301	(378)	(14.10%)
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	113,382	123,062	123,903	841	0.68%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	1,148	1,424	1,424	-	-

NOTE: FY17 actuals reflect data as of September 30, 2017. The period of availability ends on December 31, 2018 and post fiscal year activity, October 1, 2017 to December 31, 2018, is not reflected in these figures. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Standing Committees, Special and Select

House of Representatives
Detailed Analysis of Change by Organization
Standing Committees, Special and Select

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	114,149	115,435	1,286	1.13%
Personnel Base	114,149	112,390	(1,759)	(1.54%)
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	641	641	-
Cost of Living Adjustment	-	2,204	2,204	-
Overtime Pay	-	200	200	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES		52	52	-
C. PROGRAM CHANGES	8,913	8,416	(496)	(5.57%)
Official Expenses	8,913	8,416	(496)	(5.57%)
TOTAL	123,062	123,903	841	0.68%
POSITIONS	1,424	1,424	-	-

Explanation of Changes Shown on Schedule C

Standing Committees, Special and Select

For salaries and expenses of the Standing Committees, Special and Select, \$123,903,173. The fiscal year (FY) 2019 budget request is \$841,173 or 0.68% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$115,434,720 for mandatory items, \$52,000 in price level increases, \$8,912,827 for program current services and a (\$496,374) decrease in program changes.

I. Personnel Details: FY19 Request - \$115,434,720

A. Base: \$112,390,000

- i. The estimated FY18 personnel compensation will be \$112,390,000.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$640,623
- ii. FY19 Cost of Living Prorated - \$2,204,097
- iii. FY19 Overtime - \$200,000
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$52,000

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$8,416,453

A. Current Services:

i. Official Expenses - \$8,912,827

Official Expenses of the Standing Committees, Special and Select are composed of non-personnel items such as equipment, telecommunications, printing, contract services, supplies and travel.

B. Proposed Changes

i. Official Expenses - (\$496,374)

The decrease in non-personnel funding is requested to offset anticipated increases in personnel expenses.

Schedule A - Hearing Room Renovations

House of Representatives
Hearing Room Renovations
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	-	-	-	-	-
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	-	-	-	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	-	-	-	-	-
2400 Printing and Reproduction	-	-	-	-	-
2500 Other Services	433	30	30	-	-
2600 Supplies and Materials	39	120	120	-	-
3100 Equipment	1,725	2,979	2,850	(129)	(4.34%)
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	2,197	3,129	3,000	(129)	(4.13%)
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	-	-	-	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Hearing Room Renovations

House of Representatives
Detailed Analysis of Change by Organization
Hearing Room Renovations

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	-	-	-	-
Personnel Base	-	-	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	3,129	3,000	(129)	(4.13%)
Hearing Room Renovations	3,129	3,000	(129)	(4.13%)
TOTAL	3,129	3,000	(129)	(4.13%)
POSITIONS	-	-	-	-

Explanation of Changes Shown on Schedule C

Standing Committees, Special and Select
Hearing Room Renovations

For salaries and expenses of the Hearing Room Renovations, \$3,000,000. The fiscal year (FY) 2019 budget request is (\$129,200) or (4.13%) below the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$0 for mandatory items, no price level increases, \$3,129,200 for program current services and a (\$129,200) decrease in program changes.

I. Personnel Details: FY19 Request - \$0A. Base: \$0

- i. The estimated FY18 personnel compensation will be \$0.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$3,000,000

A. Current Services:

i. Hearing Room Renovations - \$3,129,200

Hearing Room Renovations is an ongoing program authorized by CHA in accordance with House Resolution 84 in 2002. Hearing Room Renovations utilizes no year funding and began receiving a separate appropriation in FY09. In 2013, the program was placed on hold. In 2014, renovations began to occur again. This program provides the CAO portion of renovations, lifecycle, emergency replacement and repair, and auxiliary systems and components that support House Committee hearing rooms.

In early 2016, the renovation of the Committee on Education and Workforce's main hearing room (2175 RHOB) was completed and the audio system for the Natural Resources Committee room (1324 LHOB) was replaced. The Committee on House Administration (CHA) also scheduled two major Committee hearing rooms to undergo full renovation. These hearing rooms, Judiciary (2141 RHOB) and Energy and Commerce (2123 RHOB), were completed in early 2017 and are back in use. A few items are still being finalized in each room.

During Phase 1 of the Cannon Renewal project, two major hearing rooms will be renovated for completion in 2018: Homeland Security (311 CHOB) and the Budget Committee (210 CHOB). The Cannon Renewal Project does not fund the Audio Visual (AV) design, equipment purchase, installation and commissioning, therefore, additional appropriated funds will be required. As a result, in FY17, it is anticipated that four main hearing rooms will need funding for renovations. CHA has scheduled Ways and Means Sub-Committee (room 2020) to start later in 2017 but has not yet confirmed the additional Hearing rooms for 2017/2018.

In FY18, the Cannon Renewal Project will require appropriated funds for the AV design and build out for the Committee on Veterans Affairs to stay on track for the Cannon Renewal Phase 2 timeline. Funding for two additional Committee Hearing room renovations, to be determined later by CHA, is also included in the FY18 Budget Request.

B. Proposed Changes:

i. Hearing Room Renovations - (\$129,200)

This request is a decrease from the FY18 request, supporting the renovation of the Veterans Hearing Room and two other major hearing rooms as part of the Cannon Renewal. This request also includes equipment, repair and maintenance support.

Schedule A - Total - Standing Committees, Special and Select

House of Representatives
Total - Standing Committees, Special and Select
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	104,555	114,149	115,435	1,286	1.13%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	502	483	552	69	14.40%
2200 Transportation of Things	-	1	1	-	-
2300 Rent, Communications, Utilities	1,518	1,623	1,614	(9)	(0.56%)
2400 Printing and Reproduction	87	110	53	(57)	(51.82%)
2500 Other Services	1,813	2,038	1,530	(508)	(24.93%)
2600 Supplies and Materials	3,201	2,130	2,568	438	20.57%
3100 Equipment	3,905	5,658	5,151	(507)	(8.96%)
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	115,579	126,191	126,903	712	0.56%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	1,148	1,424	1,424	-	-

Schedule C - Total - Standing Committees, Special and Select

House of Representatives
Detailed Analysis of Change by Organization
Total - Standing Committees, Special and Select

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	114,149	115,435	1,286	1.13%
Personnel Base	114,149	112,390	(1,759)	(1.54%)
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	641	641	-
Cost of Living Adjustment	-	2,204	2,204	-
Overtime Pay	-	200	200	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	52	52	0.43%
C. PROGRAM CHANGES	12,042	11,416	(626)	(5.19%)
Standing Committees, Special and Select	8,913	8,416	(496)	(5.57%)
Hearing Room Renovations	3,129	3,000	(129)	(4.13%)
TOTAL	126,191	126,903	712	0.56%
POSITIONS	1,424	1,424	-	-

Schedule A - Committee on Appropriations

House of Representatives
Committee on Appropriations
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	18,309	21,327	21,862	535	2.51%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	28	150	150	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	286	350	350	-	-
2400 Printing and Reproduction	6	10	10	-	-
2500 Other Services	875	826	328	(498)	(60.27%)
2600 Supplies and Materials	104	150	85	(65)	(43.33%)
3100 Equipment	99	300	328	28	9.33%
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	19,707	23,113	23,113	-	-
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	147	220	220	-	-

NOTE: FY17 actuals reflect data as of September 30, 2017. The period of availability ends on December 31, 2018 and post fiscal year activity, October 1, 2017 to December 31, 2018, is not reflected in these figures. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Committee on Appropriations

House of Representatives
Detailed Analysis of Change by Organization
Committee on Appropriations

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	21,327	21,862	535	2.51%
Personnel Base	21,327	21,127	(200)	(0.94%)
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	120	120	-
Cost of Living Adjustment	-	414	414	-
Overtime Pay	-	200	200	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	6	6	-
C. PROGRAM CHANGES	1,786	1,245	(541)	(30.28%)
Administration	1,786	1,245	(541)	(30.28%)
TOTAL	23,113	23,113	0	-
POSITIONS	220	220	-	-

Explanation of Changes Shown on Schedule C

Committee on Appropriations

For salaries and expenses of the Committee on Appropriations, \$23,112,971. The fiscal year (FY) 2019 budget request is flat with the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$21,861,749 for mandatory items, \$6,000 in price level increases, \$1,786,089 for program current services and a (\$540,867) decrease in program changes.

I. Personnel Details: FY19 Request - \$21,861,749

A. Base: \$21,127,000

- i. The estimated FY18 personnel compensation will be \$21,127,000.
- ii. The estimated FY18 overtime will be \$0.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$120,424
- ii. FY19 Cost of Living Prorated - \$414,325
- iii. FY19 Overtime - \$200,000
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$6,000

The non-personnel inflation factor is 2.10%.

III. Program Details: FY19 Request - \$1,245,222

A. Current Services:

i. Administration - \$1,786,089

The Administration program of the Committee on Appropriations is composed of non-personnel items such as equipment, travel, telecommunications, printing and contract services.

B. Proposed Changes

i. Administration - (\$540,867)

This decrease in non-personnel spending offsets an anticipated increase in personnel expenses due to cost of living adjustments. In addition, the Committee did not request additional funding for anticipated increases to non personnel expenses due to inflation. The Committee plans to absorb this future cost.

Schedule A - Office of the Clerk

House of Representatives
Office of the Clerk
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	19,629	21,114	22,491	1,377	6.52%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	38	66	103	37	55.59%
2200 Transportation of Things	17	14	1	(13)	(92.86%)
2300 Rent, Communications, Utilities	164	206	272	66	32.26%
2400 Printing and Reproduction	23	43	35	(8)	(18.60%)
2500 Other Services	1,641	2,300	2,957	657	28.58%
2600 Supplies and Materials	477	672	659	(13)	(1.96%)
3100 Equipment	884	1,676	1,787	111	6.65%
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	22,873	26,090	28,305	2,215	8.49%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	191	212	212	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of the Clerk

House of Representatives
Detailed Analysis of Change by Organization
Office of the Clerk

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	21,114	22,011	897	4.25%
Personnel Base	21,114	20,668	(446)	(2.11%)
Base Adjustment	-	614	614	-
Cost of Living Adjustment Annualized	-	109	109	-
Cost of Living Adjustment	-	380	380	-
Overtime Pay	-	100	100	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	140	140	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	19	19	-
C. PROGRAM CHANGES	4,976	6,275	1,299	26.10%
Capitol Service Groups	29	25	(4)	(13.19%)
Clerk of the House	23	23	-	-
Closed Captioning	493	474	(19)	(3.78%)
Immediate Office of the Clerk	378	382	4	1.04%
Legislative Computer Systems	1,551	2,219	668	43.08%
Legislative Resource Center	502	392	(110)	(21.98%)
Newspaper Subscriptions	179	180	1	0.56%
Office of Art & Archives	303	250	(53)	(17.52%)
Office of Chaplain	2	2	-	-
Office of Communications	56	48	(8)	(13.75%)
Office of House Employment Counsel	218	310	92	42.17%
Office of Legislative Operations	55	205	150	272.73%
Office of the Historian	2	10	8	400.00%
Office of the Historian's Staff	234	202	(32)	(13.68%)
Official Reporters	213	323	110	51.81%
Stenographic Reporting	739	750	11	1.49%
Staff Level Increase	-	480	480	-
TOTAL	26,090	28,305	2,215	8.49%
POSITIONS	212	212	-	-

Explanation of Changes Shown on Schedule C

Salaries, Officers and Employees Office of the Clerk

For salaries and expenses of the Office of the Clerk, \$28,305,000. The fiscal year (FY) 2019 budget request is \$2,215,000 or 8.49% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$22,011,000 for mandatory items, \$19,000 in price level increases, \$4,976,344 for program current services and a \$1,298,656 increase in program changes.

I. Personnel Details: FY19 Request - \$22,011,000

A. Base: \$20,668,000

- i. The estimated FY18 personnel compensation will be \$20,668,000.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.51%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.78%) 2.60%
- iii. FY19 Longevity - 0.64%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$109,000
- ii. FY19 Cost of Living Prorated - \$380,000
- iii. FY19 Overtime - \$100,000
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$140,000
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$614,000
Additional authority for the FY18 COLA, longevity increases, filled open positions, and SPO change in FY17.

II. Price Level Details: FY19 Request - \$19,000

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$6,275,000

A. Current Services:

i. Capitol Service Groups - \$28,800

The Capitol Service Groups maintain the Lindy Claiborne Boggs Congressional Women's Reading Room, the Members and Family Committee Room, and the Congressional Prayer Room, which are near the House Chamber and provide Members and their families with spaces for rest and reflection. The Capitol Services Groups also includes the Floor clerks.

ii. Clerk of the House - \$23,000

The Office of the Clerk supports the Members' and Family Room for the convenience of Members and their family members; and sponsors authorized events and/or receptions.

iii. Closed Captioning - \$492,600

The Closed Captioning (CC) contract provides closed captioning services for the House Floor proceedings.

iv. Immediate Office of the Clerk - \$378,085

The Immediate Office of the Clerk (IO) supports all other Clerk organizations with respect to Human Resources, Budget and Contract Administration, and interaction with other House entities such as Financial Counseling and Payroll. The IO also supervises vacant Member offices, receives messages for the House from the President and the U.S. Senate, and prepares and delivers enrolled bills to the White House; manages the official vehicle leases; processes certificates of election; and provides Member voting cards.

v. Legislative Computer Systems - \$1,550,854

Legislative Computer Systems (LCS) develops and maintains mission-critical systems that support the legislative process and public disclosure filings. LCS maintains the Office of the Clerk's website, develops applications for Clerk and House-wide initiatives, and provides technical support to House Committees and the legislative branch in the coordination of legislative data exchange. LCS also supports the Senate with the Bioguide and lobby disclosure filings and the website docs.house.gov.

vi. Legislative Resource Center - \$502,437

The Legislative Resource Center (LRC) responds to congressional and public inquiries regarding the legislative activities of the current Congress. LRC serves as the repository and disseminator of official House legislative documents and supplies House Members with copies of bills to be considered on the Floor. LRC also manages the filings and retention of public disclosure documents; maintains the official rolls and lists of the House, including nominee and election statistics; and operates the House Library space in the Cannon House Office Building. LRC produces several informational publications and serves as the House liaison to the Government Publishing Office.

- vii. Newspaper Subscriptions - \$179,000
Newspaper Subscriptions program provides subscriptions of periodicals for House Leadership Offices.
- viii. Office of Art & Archives - \$303,100
The Office of Art and Archives (OAA) curates the House Collection of fine art and artifacts, processes House records and oversees their eventual safe transfer to the National Archives and Records Administration, aids House Committees and Officers in identifying records to retain permanently, and provides management advice to Member offices on their congressional papers. OAA also offers informational and other services concerning House records and the House Collection.
- ix. Office of Chaplain - \$2,000
The Office of the Chaplain opens House proceedings with prayer, provides pastoral counseling to the House community, coordinates the scheduling of guest chaplains, and arranges memorial services for the House and its staff.
- x. Office of Communications - \$55,650
The Office of Communications provides integrated strategic communications support to all divisions of the Office of the Clerk. Services include message positioning and branding, web and print content development, graphic design and document production, event support, user interface design, and development of video and multimedia presentations.
- xi. Office of House Employment Counsel - \$218,050
The Office of House Employment Counsel provides House employing offices with legal advice, training, and representation in matters arising under the Congressional Accountability Act.
- xii. Office of Legislative Operations - \$55,000
The Office of Legislative Operations supports legislative activities on the Floor, such as overseeing the recording of votes and operating the Electronic Voting System; preparing messages that inform the Senate of House-passed legislation; and reading and processing bills, resolutions, motions, and presidential messages that come before the House. Legislative Operations also compiles and publishes the minutes of daily House proceedings and prepares summaries of Floor and House Committee activities, which are published in the Daily Digest of the Congressional Record.
- xiii. Office of the Historian - \$2,000
The Office of the Historian studies and documents the rich history of the United States House of Representatives as a resource for Members, staff, scholars, the media, and the public. It serves as both the House's institutional memory and strives to inspire greater understanding about that body's central role in U.S. history.
- xiv. Office of the Historian's Staff - \$234,000
Rule II, Clause 7, of the Rules of the House of Representatives, provides for the Office of the Historian. The mission of the Historian's Office is to research,

interpret, and promote the institution's distinctive history and heritage. Historian programs include providing historical reference services to Members, staff, committees and the general public; researching, writing and updating the House's ongoing print and web historical publications; conducting oral histories; and engaging in educational outreach.

- xv. Official Reporters - \$212,768
The Office of Official Reporters is responsible for reporting and transcribing House Floor proceedings for publication in the Congressional Record, as well as transcript production for all Committee hearings and markups.
- xvi. Stenographic Reporting - \$739,000
Stenographic Reporting provides funding for any supplemental costs associated with stenographic reporting for House committees.

B. Proposed Changes:

- i. Capitol Service Groups - (\$3,800)
This decrease reflects a reduction in communication costs.
- ii. Clerk of the House - \$0
- iii. Closed Captioning - (\$18,600)
This decrease reflects the new contract for CC services.
- iv. Immediate Office of the Clerk - \$3,915
This increase is in advertising for open positions throughout the organization, which will now be centrally managed by the Immediate Office.
- v. Legislative Computer Systems - \$668,146
This increase is for the next Phase of the Comparative Print Project as required by House Rules.
- vi. Legislative Resource Center - (\$110,437)
This decrease reflects a reduction in equipment purchases that were non-recurring items.
- vii. Newspaper Subscriptions - \$1,000
This increase restores full funding.
- viii. Office of Art & Archives - (\$53,100)
This reflects a decrease in transportation of art, etc. and cost sharing of subscriptions and reference material with the Office of Historian's Staff.
- ix. Office of Chaplain - \$0
- x. Office of Communications - (\$7,650)
This reflects a decrease in anticipated technology purchases, software, etc.

- xi. Office of House Employment Counsel - \$91,950
This increase reflects an anticipated increase in investigative case loads.
- xii. Office of Legislative Operations - \$150,000
This reflects an increase due to the replacement of the modular furniture in Leg Ops office.
- xiii. Office of the Historian - \$8,000
This increase restores full funding for Non-Personnel items that were reduced in FY 2017 to allow for an increase of \$8,000 in Historian's salary.
- xiv. Office of the Historian's Staff - (\$32,000)
This decrease reflects an anticipated reduction in Bioguide spending level.
- xv. Official Reporters - \$110,232
This increase is due to the proposed replacement of the modular furniture in the Reporters office.
- xvi. Stenographic Reporting - \$11,000
This increase restores full funding.
- xvii. Staff Level Increase - \$480,000
This increase provides for 4 new positions in the office of Legislative Computer Systems to respond to the increased project load.

Schedule A - Office of the Sergeant at Arms

House of Representatives
Office of the Sergeant at Arms
By Object Class

	FY17 Actuals Dollars (\$000)	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
1100 Personnel Compensation	9,531	11,077	13,246	2,169	19.58%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	186	283	422	139	49.12%
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	96	157	222	65	41.40%
2400 Printing and Reproduction	2	9	16	7	77.78%
2500 Other Services	1,029	2,216	3,520	1,304	58.84%
2600 Supplies and Materials	131	220	198	(22)	(10.00%)
3100 Equipment	164	1,439	1,149	(290)	(20.15%)
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	11,138	15,401	18,773	3,372	21.89%
	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change	FY19 vs. FY18 Net Change %
Positions	126	139	155	16	11.51%

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of the Sergeant at Arms

House of Representatives
Detailed Analysis of Change by Organization
Office of the Sergeant at Arms

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	11,077	12,185	1,108	10.00%
Personnel Base	11,077	11,699	622	5.62%
Base Adjustment		155	155	-
Cost of Living Adjustment Annualized	-	54	54	-
Cost of Living Adjustment	-	189	189	-
Overtime Pay	-	10	10	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	78	78	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	32	32	-
C. PROGRAM CHANGES	4,324	6,556	2,232	51.62%
House Garages/Parking Security	55	22	(33)	(60.00%)
Immediate Office	414	394	(20)	(4.83%)
Information Services	487	594	107	21.97%
Office of Emergency Management	2,462	1,919	(543)	(22.06%)
Police Services	854	2,428	1,574	184.31%
Protocol and Chamber Operations	52	138	86	165.38%
Staff Level Increase	-	1,061	1,061	-
TOTAL	15,401	18,773	3,372	21.89%
POSITIONS	139	155	16	11.51%

Explanation of Changes Shown on Schedule C

Salaries, Officers and Employees Office of the Sergeant at Arms

For salaries and expenses of the Office of the Sergeant at Arms, \$18,773,000. The fiscal year (FY) 2019 budget request is \$3,372,000 or 21.89% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$12,185,000 for mandatory items, \$32,000 in price level increases, \$4,324,000 for program current services and a \$2,232,000 increase in program changes.

I. Personnel Details: FY19 Request - \$12,185,000

A. Base: \$11,699,000

- i. The estimated FY18 personnel compensation will be \$11,699,000.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.51%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.77%) 2.60%
- iii. FY19 Longevity - 0.64%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$54,000
- ii. FY19 Cost of Living Prorated - \$189,000
- iii. FY19 Overtime - \$10,000
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$78,000
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$155,000

II. Price Level Details: FY19 Request - \$32,000

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$6,556,000

A. Current Services:

- i. House Garages/Parking Security - \$55,000
The division of House Garages and Parking Security is responsible for the safety and security of all vehicles and pedestrians in the House garages and parking areas. The division enforces the parking policies and allocations set forth by the Committee on House Administration.
- ii. House Security Office - \$0
The division of House Security serves as a central location to oversee the issuance, administration, and verification of all House of Representatives security clearances. House Security serves as the central repository for classified materials and is responsible for the receiving, controlling, transmitting, storing, and destroying of classified information and provides training for Members of Congress and House staff on the protocols and responsibilities in handling and storage of classified materials, foreign travel, counterintelligence, and operations security.
- iii. Immediate Office - \$414,000
The Sergeant at Arms Immediate Office oversees and administers all divisions within the organization and provides support in the areas of Member Services, personnel, budgeting and finance.
- iv. Information Services - \$487,000
The division of Information Services is comprised of the following two sections: Information Technology and Identification Services. The Information Technology section provides technical support for the entire Office of the Sergeant at Arms relating to information technology infrastructure, telecommunications, and end user support. The Identification Services section assists with the security of the Capitol complex by issuing ID badges to all authorized personnel within the House and the Architect of the Capitol.
- v. Office of Emergency Management - \$2,462,000
The division of Emergency Management serves as the focal point for the House of Representatives emergency planning and continuity programs. The division manages life safety support programs, specialized emergency Member support programs, the House Operations Center, and internal continuity activities for the Office of the Sergeant at Arms.
- vi. Police Services - \$854,000
The division of Police Services/Law Enforcement provides logistical and security support at on and off campus events involving Members of Congress and administers several programs to enhance the safety and security of all Members, staff, and visitors.
- vii. Protocol and Chamber Operations - \$52,000
The division of Protocol and Chamber Operations is comprised of Chamber Security, Chamber Support Services, and the House Appointments Desks. Staff in

this division facilitates and controls access to the House Chamber when the House is in or out of session, maintains decorum in the House Chamber, and assists visitors on official business with access to the Capitol Building.

B. Proposed Changes:

i. House Garages/Parking Security - (\$33,000)

The decrease is due to non-recurring costs associated with supplies and materials needed for the 116th Congress that were purchased in FY18.

ii. House Security Office - \$0

iii. Immediate Office - (\$20,000)

The decrease is due to non-recurring costs associated with supplies and materials needed for the 116th Congress that were purchased in FY18. This decrease is offset by an increase in requested funding for the training of staff in all Sergeant at Arms divisions.

iv. Information Services - \$107,000

The increase is due to non-recurring costs associated with equipment purchases and the lifecycle replacement of desktop telephones.

v. Office of Emergency Management - (\$543,000)

The decrease is due to non-recurring costs associated with the lifecycle replacement of equipment (annunciators).

vi. Police Services - \$1,574,000

The increase is due costs associated with USCP travel to provide security overseas for House Leadership, in addition to costs for the purchase, installation, and monitoring of District Office security systems.

vii. Protocol and Chamber Operations - \$86,000

The increase is due to temporary staff support services needed to assist with identifying and verifying official business visitors to the Capitol, in addition to the purchase of supplies needed for security enhancements to the official business visitor badges.

viii. Staff Level Increase - \$1,061,000

Due to the CR, we are resubmitting our request from FY18 for 2 new FTE in the division of House Garages and Parking Security. These new FTE will provide a consistent presence on all lots and garages and will provide House staff with parking availability during the renovation of the Rayburn garage. Due to the CR, we are resubmitting our request from FY18 for 1 new FTE in the division of House Security. This new FTE will staff the SCIF located in the Rayburn building and will control access to the SCIF, perform administrative tasks necessary to ensure the integrity of the SCIF, monitor the classified briefings and serve as the recipient of classified information from various intelligence agencies. Due to the CR, we are resubmitting our request from FY18 for 1 new FTE in the Immediate Office. In addition, we are requesting 1 additional FTE of which both new FTE

will provide administrative support and assistance to the Immediate Office and all divisions within the organization. Due to the CR, we are resubmitting our request from FY18 for 1 new FTE in the division of Information Services. This new FTE will provide database expertise and will ensure the various systems that the Sergeant at Arms uses that rely on Microsoft Server SQL remain operational and efficient. In addition this FTE will provide desktop and technical support to all Sergeant at Arms staff. 2 new FTE in the division of Emergency Management will provide support to the emergency preparedness, operations, and planning efforts of the office and will focus on emergency preparedness training for Member and Committee offices. Due to the expansion of duties within the division of Police Services/Law Enforcement, we are requesting 5 new FTE. 1 new FTE will assist with law enforcement, dignitary protection, intelligence/counterintelligence and physical security. 4 new FTE will staff the recently established administrative section of the division which is primarily responsible for managing security programs such as the District Office Security Program. Due to the expansion of duties within the division of Protocol and Chamber Operations, 3 new FTE will provide assistance by cross-training and staffing all sections (Chamber Security, Chamber Support, Appointments Desks) as needed.

Schedule A - Office of the Chief Administrative Officer

House of Representatives
Office of the Chief Administrative Officer
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	62,495	69,589	74,849	5,260	7.56%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	268	366	528	162	44.26%
2200 Transportation of Things	8	18	18	-	-
2300 Rent, Communications, Utilities	3,829	5,064	5,130	66	1.30%
2400 Printing and Reproduction	44	46	64	18	39.13%
2500 Other Services	14,579	15,945	40,414	24,469	153.46%
2600 Supplies and Materials	2,552	3,144	3,342	198	6.30%
3100 Equipment	13,357	22,197	28,213	6,016	27.10%
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	97,132	116,369	152,558	36,189	31.10%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	618	680	691	11	1.62%

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of the Chief Administrative Officer

House of Representatives
Detailed Analysis of Change by Organization
Office of the Chief Administrative Officer

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	69,589	74,849	5,260	7.56%
Personnel Base	69,589	69,895	306	0.44%
Base Adjustment	-	1,649	1,649	-
Cost of Living Adjustment Annualized	-	408	408	-
Cost of Living Adjustment	-	1,402	1,402	-
Overtime Pay	-	816	816	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	679	679	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	46,780	77,709	30,929	66.12%
Acquisitions	3,801	8,561	4,760	125.23%
CAO Immediate Office & Galleries	1,967	2,227	260	13.22%
Customer Experience Center	1,821	3,882	2,061	113.18%
Finance	885	1,092	207	23.39%
House Information Resources	29,605	52,319	22,714	76.72%
House Recording Studio	1,224	1,594	370	30.23%
Human Resources	605	1,112	507	83.80%
Logistics & Support	4,752	5,852	1,100	23.15%
Strategic Initiatives/CAO-Wide	2,120	1,070	(1,050)	(49.53%)
TOTAL	116,369	152,558	36,189	31.10%
POSITIONS	680	691	11	1.62%

Explanation of Changes Shown on Schedule C

Salaries, Officers and Employees
Office of the Chief Administrative Officer

For salaries and expenses of the Office of the Chief Administrative Officer, \$152,558,000. The fiscal year (FY) 2019 budget request is \$36,189,000 or 31.10% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$74,849,000 for mandatory items, no price level increases, \$46,780,000 for program current services and a \$30,929,000 increase in program changes.

I. Personnel Details: FY19 Request - \$74,849,000A. Base: \$69,895,000

- i. The estimated FY18 personnel compensation will be \$69,895,000.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.93%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$408,000
- ii. FY19 Cost of Living Prorated - \$1,402,000
- iii. FY19 Overtime - \$816,000
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$679,000
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$1,649,000
The CAO is requesting funding for additional staff to support the Customer Experience Center (CEC) and House Information Resources (HIR). The additional CEC staff include 15 Customer Advocates, 1 Production Assistant and 1

Communications Specialist. The additional HIR staff include 1 SharePoint Developer and 1 Identity Governance & Administration Program Analyst.

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$77,709,000

A. Current Services:

i. Acquisitions - \$3,801,000

The Office of Acquisitions Management is responsible for House-wide purchasing, contract planning and the execution of contracts, and the contract administration for mail operations, food services, fitness centers, barber shop, shoe shine, and dry cleaners. Acquisitions also oversees the Office Supply & Gift Shop.

ii. CAO Immediate Office & Galleries - \$1,967,000

The CAO Immediate Office (IO) provides legal counsel, communications, administrative support, and manages the Internal Controls program for the CAO. It also oversees the Child Care Center. This division includes the three House Galleries – Radio TV Gallery, Periodical Press Gallery, and House Press Gallery

iii. Customer Experience Center - \$1,821,000

The Customer Experience Center (CEC) launched on October 1, 2017 with the mission to ensure exceptional customer experiences for all CAO services delivered to the House community. The CEC supports the CAO Strategic Plan's Customer Goal and serves an important role in connecting CAO technical, administrative and operational experts with their customers. In addition, it directly provides services through its five component departments: Communications & Marketing, the Customer Advocates, First Call, Digital Media Services, and the Congressional Staff Academy.

iv. Finance - \$885,000

The Office of Finance provides financial management services to Leadership, Members, Committees, Officers and Offices of the U.S. House of Representatives. This office includes six divisions: Accounting; Budget, Policy & Planning; Financial Counseling; Members' Services; Payroll & Benefits (P&B); and an Immediate Office which supports its administrative and financial operations.

v. House Information Resources - \$29,605,000

House Information Resources (HIR) provides Information Technology (IT) services for the legislative, oversight and communication needs of the House. This includes building and maintaining enterprise financial and communication systems for Members, Committees and Leadership.

HIR has five main service areas: Customer Support (TSRs and Telecom Administrators); Enterprise Systems and Web Applications (core financial and payroll systems, websites, HouseNet); Infrastructure and Operations (servers, file storage, Internet access, networking, mobility/Wi-Fi, voice and data connectivity); Cybersecurity/Data Integrity; and IT to Business Management Services.

- vi. House Recording Studio - \$1,224,000
The House Recording Studio (HRS) provides audio and video services to Members, Committees, Leadership and House Officers which allows information to be disseminated to constituents and other entities. This includes the official audio and video record of floor proceedings (copies of which go to the National Archives and Library of Congress) as well as handling audio visual room setups in the CVC and most special event rooms. HRS also is tasked with operating and maintaining equipment in House Committee Hearing Rooms and provides broadcasting, webcasting and archiving of hearings as requested by Committees.

 - vii. Human Resources - \$605,000
The Office of Human Resources (HR) is comprised of both internal and external HR services. The HR Immediate Office (which encompasses CAO Human Resources, Diversity and Organizational Change Management, Privacy Assurance, and Personnel Security and Safety) provides the internal full lifecycle HR services to the CAO organization. The Office of Employee Assistance, and House Wounded Warrior Program, within HR, provides external House-wide HR services.

 - viii. Logistics & Support - \$4,752,000
Logistics & Support (L&S) provides furniture delivery, removal and set up services, furniture and furnishings services that include carpeting, drapery, engraving, furniture procurement, finishing, locksmith, upholstery and picture framing services. Furniture is manufactured by the House, provided from House inventory, or obtained through third party vendors. This includes traditional furniture and furnishings, modular furniture, refurbishment and warehousing. Additionally, L&S administers Asset Management for the House by maintaining an accurate accounting for thousands of office equipment items.

 - ix. Strategic Initiatives/CAO-Wide - \$2,120,000
Strategic Initiatives/CAO-Wide provides funding for key initiatives in support of the CAO's Mission to serve the House community by providing administrative, technical, and operational solutions so Members can perform their Constitutional duties. These funds are used to support cybersecurity efforts; technologies that facilitate governance, user identity, provisioning and access; automation of routine business services which strengthens security, improves visibility, and simplifies compliance for organizations; and upgrading the PeopleSoft financial system.
- B. Proposed Changes:
- i. Acquisitions - \$4,760,000
This request will restore amounts needed to support the House mail contract for the next option period from September 1, 2019 through August 31, 2021. The mail contract is essential to ensure that constituent communications are delivered to Member offices in a timely manner while at the same time ensuring that all mail is properly screened for potential threats. In FY17, the mail contract was funded into

FY18 and savings from this were realized to support other House initiatives such as the Cybersecurity program. The actual contract cost for the mail program is \$8.6M. The cost for this contract has decreased as a result of negotiations for the last option period of this contract.

ii. CAO Immediate Office & Galleries - \$260,000

This request will support cost increases in telephone operator services that ensure constituent calls are routed to the correct Member of Congress. These call volumes have increased significantly during the 115th Congress. The cost for this service is shared with the Senate.

In addition, the Internal Control Enterprise Risk Management (ERM) Initiative requires contractor support for program development and implementation including testing, remediation, documentation, and training. These increased costs directly address an existing deficiency identified during the FY16 financial statement audit.

Lastly, this request includes a placeholder for the new Office of Employee Advocacy as contemplated by H.R. 4822, the Congressional Accountability Act of 1995 Reform Act currently being considered by the Committee on House Administration.

iii. Customer Experience Center - \$2,061,000

The CEC will use additional funding to implement workplace rights training for every Member and employee as required by H.Res. 630 and subsequent Committee on House Administration regulations. New funding will also be used to implement a comprehensive Wellness Program for the House community, a program of interest to several Members of the Legislative Branch Appropriations Subcommittee. This program expands the wellness offerings to Members and staff, including stress management, nutrition, fitness and general health. The proposed costs for this program include online and in-person training, lifeline services, office infrastructure and other program expenses.

Lastly, this request funds increases needed to support the new Congressional Staff Academy which focuses on professional development for Member staff. The funding will be used to develop a new curriculum, a new online learning center, and technology upgrades and replacements for Longworth classrooms.

iv. Finance - \$207,000

The requested increase will allow the Finance office to fund contractor support to implement the Finance Organizational Assessment recommendations and CAO Strategic Plan related projects. These initiatives directly relate to improving the performance of the Finance office, especially the accuracy and processing time of Member, Committee, and Leadership expense vouchers. The requested increase is offset by a savings due to the phasing out of the Retirement Benefit Counselor contract.

v. House Information Resources - \$22,714,000

The increased funding will be used for a variety of initiatives supporting the House and its Members.

The Cybersecurity program will be realigned from a strategic initiative to a program within HIR. This request also supports additional technology and contractor support to address identified cyber gaps to improve the House's overall cybersecurity posture. Many of these initiatives will directly improve the protection of Member IT systems and data. This program is an ongoing activity. If funded sufficiently, these initiatives will continue to be developed and implemented in partnership with House Leadership.

HIR requires funding to support increased costs for maintenance and software licenses used by the House community. The Microsoft Enterprise agreement currently covers 12,000 users. After a thorough review of the program, the House requires an additional 4,000 licenses for utility and service accounts that are required for the full integration and capability of the Microsoft suite of services such as Microsoft OneDrive and voicemail to email enhancements currently being deployed to Member offices.

Funding is required to migrate all public House websites, including Member websites and emergency communications websites, to an external cloud infrastructure.

Funding is required for data backup and storage equipment that needs to be replaced as the current maintenance agreements expire in September 2018.

This request includes funding to provide more comprehensive technology services to Member offices, including system administration and maintenance services. More comprehensive services will (1) address several IG recommendations related to redundant and confusing service offerings, (2) provide more consistent and reliable security pathing of Member IT systems, and (3) potentially negate the need for Member offices to hire a technology vendor to provide these services.

Additional funding is requested for contractor support for a variety of initiatives, including Remote Desktop Support, Mobility Engineer, telecommunication and service desk support for Member offices, and a developer to support the Human Resources Performance Management project in support of the CAO Strategic Plan.

vi. House Recording Studio - \$370,000

This increase funds the lifecycle replacement of video teleconferencing equipment in the studios. This increase also funds the purchase of a new file based Archiving system for House floor coverage which replaces the obsolete technology of VTR's (Video Tape Recorders) for the capture, recovery and archiving of House Floor Coverage.

vii. Human Resources - \$507,000

This request funds key projects supporting the Employee Goal of the CAO Strategic Plan to ensure a professional and engaged CAO workforce. Projects

include contractor support for performance management, enhancing the CAO's talent framework, and workforce optimization.

viii. Logistics & Support - \$1,100,000

This funding will restore amounts needed to provide the necessary contractor support and resources for normal L&S services and delivery times for all areas. In addition, funding is required for: a replacement truck for the movement of furniture and equipment between the campus and the warehouse to ensure timely response to Member requests, a new line of drapery products for the Cannon House Office Building in response to Member request, and costs related to furniture warehousing and storage related to support of the O'Neill House Office Building.

ix. Strategic Initiatives/CAO-Wide - (\$1,050,000)

Funding in strategic initiatives will be used to support Peoplesoft upgrades. The decrease in funding from the FY18 request is a result of the Cybersecurity project transitioning to an operational activity funded with annual funding.

Schedule A - Office of Inspector General

House of Representatives
Office of Inspector General
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	3,306	3,682	3,769	87	2.37%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	14	12	12	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	36	47	39	(8)	(17.18%)
2400 Printing and Reproduction	-	4	2	(2)	(50.00%)
2500 Other Services	125	1,014	1,032	18	1.78%
2600 Supplies and Materials	16	98	96	(3)	(2.64%)
3100 Equipment	100	72	69	(3)	(3.77%)
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	3,597	4,929	5,019	90	1.83%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	24	25	25	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of Inspector General

House of Representatives
Detailed Analysis of Change by Organization
Office of Inspector General

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	3,682	3,769	87	2.37%
Personnel Base	3,682	3,702	20	0.55%
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	15	15	-
Cost of Living Adjustment	-	52	52	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	18	18	-
C. PROGRAM CHANGES	1,247	1,232	(15)	(1.24%)
General Operations Program	199	188	(11)	(5.64%)
Audit, Advisory, and Investigative Services Program	963	959	(4)	(0.44%)
Training Program	85	85	-	-
TOTAL	4,929	5,019	90	1.83%
POSITIONS	25	25	-	-

Explanation of Changes Shown on Schedule C

Salaries, Officers and Employees Office of Inspector General

For salaries and expenses of the Office of Inspector General, \$5,019,000. The fiscal year (FY) 2019 budget request is \$90,000 or 1.83% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$3,769,254 for mandatory items, \$18,000 in price level increases, \$1,247,179 for program current services and a (\$15,433) decrease in program changes.

I. Personnel Details: FY19 Request - \$3,769,254

A. Base: \$3,702,254

- i. The estimated FY18 personnel compensation will be \$3,702,254.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.41%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.40%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$15,000
- ii. FY19 Cost of Living Prorated - \$52,000
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$18,000

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$1,231,746

A. Current Services:

i. Audit, Advisory, and Investigative Services Program - \$963,433

The Audit, Advisory, and Investigative Services (AAIS) Program includes salaries for the Inspector General, two (2) Deputy IGs, and nineteen (19) audit, advisory, investigative, and quality assurance staff members. Based upon specific audit or advisory needs, the Office of Inspector General (OIG) may augment its staff with contractors having specialized technical skills or subject matter expertise. The OIG prepares a Work Plan which is reviewed and approved by both the Majority and Minority of the Committee on House Administration (Committee). This plan consists of requested projects from the House Officers and the Committee, as well as additionally recommended audits and advisories based on the OIG's assessment of potential risks to the House. The scope, depth, and number of audits and advisories vary from year to year because of changes in House operations, emerging trends, the continual reassessment of risk, and the availability of funds for obligation. Investigative services are performed on an as needed basis; therefore, the number, scope, and level of effort for investigative projects is not easily predicted. Support for the AAIS Program includes contracting qualified subject matter experts to provide support on certain management advisory and audit services. Additionally, included in this program is the purchase of audit-specific supplies (e.g. computer hardware, software, and forensic tools for audits and investigations), and audit- or advisory-specific training. Finally, included in this program funding is audit- or advisory-related subscriptions, publications, and research services used as guides, references, and resources in the planning and performance of audits, advisories, and investigations.

ii. General Operations Program - \$198,999

The Admin and General Operations (ADMIN-OPS) Program includes salaries for three (3) Support Services Division staff members who provide human resources management, contracting and procurement services, IT support, budget formulation and execution, process improvements and automation services, administer the OIG's Quality Assurance Program, handle file maintenance and disposition, and provide other administrative support activities to ensure audit, advisory, and investigative staff and executive management have the necessary resources, services, and support to effectively and efficiently accomplish mission activities. This program includes the purchase of general office supplies, equipment (including maintenance agreements), office furnishings, enterprise computer software, hardware, and/or licensing agreements, relevant publications, communications equipment and service plans, consultant and technical service support, as well as payment for shipment and installation of purchased items.

iii. Training Program - \$84,747

Rule II states that the OIG will conduct its audit, investigative, and advisory work in a manner consistent with government-wide auditing standards. These standards require all auditors, and specialists supporting auditors, to have a minimum of 80 hours of specialized training every two years. To meet these training requirements and to ensure we develop overall staff expertise to meet our important mission, the OIG relies upon various government training programs and non-government vendors,

(technical training institutions and national and local chapters of professional associations) for training. Specialized training for Information Systems Auditors is also needed to stay current with rapidly changing and emerging technologies. When possible, training is obtained locally, but in some instances, travel and travel expenses are necessary if the training cannot be obtained in a timely fashion or is not available locally. Purchases of computer software, training aids, accessories, or publications associated with OIG training are also funded in this program's budget.

B. Proposed Changes:

- i. Audit, Advisory, and Investigative Services Program - (\$4,212)
The AAIS Program budget reduction in BOC 2400 is due to our estimate of decreased printing and reproduction costs, and the reduction in the BOC 2600 budget line is due to a non-recurring cost for research resources.
- ii. General Operations Program - (\$11,221)
The ADMIN-OPS Program budget was decreased in the BOC 2300 budget line due to a non-recurring cost for technology upgrades, and in the BOC 3100 budget line due to negotiated reduced pricing on equipment maintenance plans, and leveraging several House-wide licenses.
- iii. Training Program - \$0

Schedule A - Office of General Counsel

House of Representatives
Office of General Counsel
By Object Class

	FY17 Actuals Dollars (\$000)	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
1100 Personnel Compensation	1,073	1,304	1,326	22	1.69%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	2	12	12	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	10	11	11	-	-
2400 Printing and Reproduction	3	5	6	1	20.00%
2500 Other Services	67	12	37	25	208.33%
2600 Supplies and Materials	52	58	68	10	17.24%
3100 Equipment	9	32	42	10	31.25%
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	1,217	1,434	1,502	68	4.74%
	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change	FY19 vs. FY18 Net Change %
Positions	9	11	11	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of General Counsel

House of Representatives
Detailed Analysis of Change by Organization
Office of General Counsel

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	1,304	1,326	22	1.69%
Personnel Base	1,304	1,326	22	1.69%
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	130	176	46	35.38%
Legal Representation and Advice	130	176	46	35.38%
TOTAL	1,434	1,502	68	4.74%
POSITIONS	11	11	-	-

Explanation of Changes Shown on Schedule C

Salaries, Officers and Employees
Office of General Counsel

For salaries and expenses of the Office of General Counsel, \$1,502,000. The fiscal year (FY) 2019 budget request is \$68,000 or 4.74% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$1,326,000 for mandatory items, no price level increases, \$130,000 for program current services and a \$46,000 increase in program changes.

I. Personnel Details: FY19 Request - \$1,326,000A. Base: \$1,326,000

- i. The estimated FY18 personnel compensation will be \$1,326,000.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$176,000**A. Current Services:****i. Legal Representation and Advice - \$130,000**

Pursuant to Rule II.8(a) of the Rules of the House of Representatives for the 115th Congress and 2 U.S.C. § 5571 the Office of General Counsel (OGC) provides legal advice and assistance to Members, Committees, Officers, and employees of the House, without regard to political affiliation, on matters related to their official duties. OGC represents Members, Committees, Officers, and employees, both as parties and witnesses, in litigation arising from or relating to the performance of their official duties and responsibilities. OGC also represents the House itself in litigation, both as a party and as amicus curie, in cases in which the House has an institutional interest.

B. Proposed Changes:**i. Legal Representation and Advice - \$46,000**

The increase reflects additional costs for subscription and printing increases, equipment purchases, outside IT support to assist the office with ongoing operations, including enhanced software and hardware capabilities intended to provide improved efficiencies and capabilities for addressing the increased burden of document review and production activities engaged in by the office.

Schedule A - Office of the Parliamentarian

House of Representatives
Office of the Parliamentarian
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	1,719	1,840	1,881	41	2.23%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	-	-	-	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	25	24	24	-	-
2400 Printing and Reproduction	-	-	-	-	-
2500 Other Services	-	45	45	-	-
2600 Supplies and Materials	8	16	16	-	-
3100 Equipment	18	60	60	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	1,770	1,985	2,026	41	2.07%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	12	13	13		-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of the Parliamentarian

House of Representatives
Detailed Analysis of Change by Organization
Office of the Parliamentarian

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	1,840	1,881	41	2.23%
Personnel Base	1,840	1,881	41	2.23%
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	145	145	-	-
Daily Procedural Services	145	145	-	-
TOTAL	1,985	2,026	41	2.07%
POSITIONS	13	13	-	-

Explanation of Changes Shown on Schedule C

Salaries, Officers and Employees
Office of the Parliamentarian

For salaries and expenses of the Office of the Parliamentarian, \$2,026,000. The fiscal year (FY) 2019 budget request is \$41,000 or 2.07% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$1,881,000 for mandatory items, no price level increases, \$145,000 for program current services and no program changes.

I. Personnel Details: FY19 Request - \$1,881,000A. Base: \$1,881,000

- i. The estimated FY18 personnel compensation will be \$1,881,000.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$145,000

A. Current Services:

i. Daily Procedural Services - \$145,000

The Parliamentarian and his staff are available at all times to the Speaker, the Members of the House, and its committees for consultation on legislative and parliamentary procedure. The Parliamentarian also compiles and publishes various sources of the parliamentary law of the House (see sections 28, 28a, and 29 of Title 2, United States Code).

B. Proposed Changes:

i. Daily Procedural Services - \$0

Schedule A - Office of the Law Revision Counsel

House of Representatives
Office of the Law Revision Counsel
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	2,086	2,364	2,477	113	4.78%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	-	-	-	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	6	10	9	(1)	(10.00%)
2400 Printing and Reproduction	-	1	1	-	-
2500 Other Services	157	600	650	50	8.33%
2600 Supplies and Materials	47	60	60	-	-
3100 Equipment	74	110	130	20	18.18%
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	2,370	3,145	3,327	182	5.79%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	18	21	21		-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of the Law Revision Counsel

House of Representatives
Detailed Analysis of Change by Organization
Office of the Law Revision Counsel

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	2,364	2,477	113	4.78%
Personnel Base	2,364	2,407	43	1.82%
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	70	70	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES		15	15	-
C. PROGRAM CHANGES	781	835	54	6.91%
General Operations Program	781	835	54	6.91%
TOTAL	3,145	3,327	182	5.79%
POSITIONS	21	21	-	-

Explanation of Changes Shown on Schedule C

Salaries, Officers and Employees Office of the Law Revision Counsel

For salaries and expenses of the Office of the Law Revision Counsel, \$3,327,000. The fiscal year (FY) 2019 budget request is \$182,000 or 5.79% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$2,477,000 for mandatory items, \$15,000 in price level increases, \$781,000 for program current services and a \$54,000 increase in program changes.

I. Personnel Details: FY19 Request - \$2,477,000

A. Base: \$2,407,000

- i. The estimated FY18 personnel compensation will be \$2,407,000.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 2.91%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$70,000
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$15,000

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$835,000

A. Current Services:

i. General Operations Program - \$781,000

This program includes administrative/operational costs which cover administrative functions of the Office of the Law Revision Counsel (OLRC). These expenses include the budget object categories of Rent, Communications, and Utilities, Printing and Reproduction, Other Services, Supplies and Materials, and Equipment.

ii. Modernization - \$0

The House Modernization Initiative is a collaborative effort by the OLRC and the House Legislative Counsel (HOLC) begun at the behest of House leadership in 2012. The OLRC's part of the initiative proceeds in three stages: (1) convert the United States Code into XML and develop conversion tools to facilitate its use by other Hill offices; (2) develop a Codification drafting tool to draft bills in XML compatible with current efforts of the HOLC and Senate Legislative Counsel; and (3) develop a Code editing tool which allows the OLRC to edit and maintain the Code in XML. OLRC's part of the initiative was initially funded in FY12 with \$1,084,832 of reprogrammed funds with an additional \$1,000,000 in No Year funds approved in FY15. In FY13 through FY17, the OLRC obligated significant amounts of its own funds to continue the initiative without interruption. The OLRC hopes that this funding will allow the OLRC to complete the House Modernization Initiative as originally envisioned. However, there are necessary follow-on projects that must be undertaken in the near future which will require additional funding. Foremost among these is developing the capability of printing the United States Code directly from XML in the USLM schema. This would circumvent the multiple conversions necessary to continue printing the United States Code using the outdated Microcomp system.

B. Proposed Changes:

i. General Operations Program - \$54,000

The decrease in the Rent, Communications, and Utilities line (2300) reflects that actual costs in this area has been less than anticipated. The increase in the Other Services line (2500) is due to the need for consultation with former OLRC staff in planning and reviewing anticipated editorial projects. The increase in the equipment line (3100) is due to anticipated purchases for the OLRC's Alternate Computing Facility and for necessary purchases for Stages 2 and 3 of the House Modernization Initiative.

ii. Modernization - \$0

The OLRC has sufficient funds to complete the Modernization Initiative as initially approved. However, there are necessary follow-on projects that must be undertaken in the near future which will require additional funding in future fiscal years.

Schedule A - Office of the Legislative Counsel

House of Representatives
Office of the Legislative Counsel
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	8,326	8,529	9,567	1,038	12.16%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	-	4	4	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	34	39	42	3	8.73%
2400 Printing and Reproduction	1	1	1	-	88.68%
2500 Other Services	52	143	130	(13)	(8.89%)
2600 Supplies and Materials	27	38	46	8	21.18%
3100 Equipment	89	165	135	(30)	(18.04%)
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	8,528	8,918	9,925	1,007	11.29%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	64	72	77	5	6.94%

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of the Legislative Counsel

House of Representatives
Detailed Analysis of Change by Organization
Office of the Legislative Counsel

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	8,529	9,180	651	7.63%
Personnel Base	8,529	9,180	651	7.63%
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	389	745	356	91.75%
General Operations Program	389	358	(31)	(7.86%)
Staff Level Increase	-	387	387	-
TOTAL	8,918	9,925	1,007	11.29%
POSITIONS	72	77	5	6.94%

Explanation of Changes Shown on Schedule C

Salaries, Officers and Employees Office of the Legislative Counsel

For salaries and expenses of the Office of the Legislative Counsel, \$9,925,000. The fiscal year (FY) 2019 budget request is \$1,007,000 or 11.29% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$9,180,000 for mandatory items, no price level increases, \$388,521 for program current services and a \$356,479 increase in program changes.

I. Personnel Details: FY19 Request - \$9,180,000

A. Base: \$9,180,000

- i. The estimated FY18 personnel compensation will be \$9,180,000.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$745,000

A. Current Services:

i. General Operations Program - \$388,521

This program includes expenditures for travel, rent, communications, printing, furniture, computer equipment (hardware and software), office supplies, maintenance fees, contract services, staff training, and publications/subscriptions.

B. Proposed Changes:

i. General Operations Program - (\$30,521)

There is a reduction in equipment expenditures because of a one-time upgrade during fiscal year 2017.

ii. Staff Level Increase - \$387,000

The Office plans to hire 5 new attorneys, which would bring the total full-time staff to 77, after accounting for expected staff changes in FY18.

Schedule A - Office of Interparliamentary Affairs

House of Representatives
Office of Interparliamentary Affairs
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	290	422	422	-	-
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	-	10	10	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	5	25	25	-	-
2400 Printing and Reproduction	-	10	10	-	-
2500 Other Services	-	25	25	-	-
2600 Supplies and Materials	65	276	282	6	2.17%
3100 Equipment	2	40	40	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	363	808	814	6	0.74%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	4	5	5	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of Interparliamentary Affairs

House of Representatives
Detailed Analysis of Change by Organization
Office of Interparliamentary Affairs

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	422	422	-	-
Personnel Base	422	422	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	6	6	-
C. PROGRAM CHANGES	386	386	-	-
Office of Interparliamentary Affairs	386	386	-	-
TOTAL	808	814	6	0.74%
POSITIONS	5	5	-	-

Explanation of Changes Shown on Schedule C

Salaries, Officers and Employees
Office of Interparliamentary Affairs

For salaries and expenses of the Office of Interparliamentary Affairs, \$814,000. The fiscal year (FY) 2019 budget request is \$6,000 or 0.74% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$421,699 for mandatory items, \$6,000 in price level increases, \$386,301 for program current services and no program changes.

I. Personnel Details: FY19 Request - \$421,699A. Base: \$421,699

- i. The estimated FY18 personnel compensation will be \$421,699.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$6,000

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$386,301A. Current Services:i. Office of Interparliamentary Affairs - \$386,301

The Office of Interparliamentary Affairs is responsible for providing direct support for the Speaker's Washington meetings with foreign dignitaries; for coordinating official visits to the House of Representatives by parliamentarians, officers or employees of foreign legislative bodies; for providing direct support for the Speaker's overseas travel; and for providing interparliamentary and overseas travel services to Members of Congress and to foreign governments as well as support for established parliamentary exchanges.

B. Proposed Changes:i. Office of Interparliamentary Affairs - \$0

Schedule A - Technical Assistants, Office of Attending Physician

House of Representatives
 Technical Assistants, Office of Attending Physician
 By Object Class

	FY17 Actuals Dollars (\$000)	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
1100 Personnel Compensation	464	476	584	108	22.69%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	-	-	-	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	-	-	-	-	-
2400 Printing and Reproduction	-	-	-	-	-
2500 Other Services	-	-	-	-	-
2600 Supplies and Materials	-	-	-	-	-
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	464	476	584	108	22.69%

	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change	FY19 vs. FY18 Net Change %
Positions	3	4	5	1	25.00%

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Technical Assistants, Office of Attending Physician

House of Representatives
 Detailed Analysis of Change by Organization
 Technical Assistants, Office of Attending Physician

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	476	479	3	0.63%
Personnel Base	476	479	3	0.63%
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	-	105	105	-
Staff Level Increase	-	105	105	-
TOTAL	476	584	108	22.69%
POSITIONS	4	5	1	25.00%

Explanation of Changes Shown on Schedule C

Salaries, Officers and Employees Technical Assistants, Office of Attending Physician

For salaries and expenses of the Technical Assistants, Office of Attending Physician, \$584,000. The fiscal year (FY) 2019 budget request is \$108,000 or 22.69% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$479,000 for mandatory items, no price level increases, \$0 for program current services and a \$105,000 increase in program changes.

I. Personnel Details: FY19 Request - \$479,000

A. Base: \$479,000

- i. The estimated FY18 personnel compensation will be \$479,000.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$105,000A. Current Services:i. Technical Assistants, Office of Attending Physician - \$0

Referred to as Technical Assistants in the Office of the Attending Physician, this House account was established in 1947 per P.L. 79-479 59 Stat. 633, the FY1947 Legislative Branch Appropriations Act. The Technical Assistants are appointed by the Attending Physician and are subject to the approval of the Speaker.

B. Proposed Changes:i. Technical Assistants, Office of Attending Physician - \$0ii. Staff Level Increase - \$105,000

Due to the CR, we are resubmitting our request from FY18 for an increase in staff support for emergency preparedness programs, formulation and implementation continuity of government planning, personnel management and training, coordinate and implement Information Technology initiatives and upgrades, Liaison with federal agencies to provide support for NSSEs and other special events, oversee budget expenditures and supply chain management, implement and monitor specialty care for Members of Congress, provide operational support of two Medical Relocation Vehicles to include maintenance and staff training.

Schedule A - Former Speaker's Staff

House of Representatives
Former Speaker's Staff
By Object Class

	FY17 Actuals Dollars (\$000)	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
1100 Personnel Compensation	26	418	-	(418)	(100.00%)
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	-	-	-	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	1	143	-	(143)	(100.00%)
2400 Printing and Reproduction	-	-	-	-	-
2500 Other Services	-	-	-	-	-
2600 Supplies and Materials	-	138	-	(138)	(100.00%)
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	28	699	-	(699)	(100.00%)
	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change	FY19 vs. FY18 Net Change %
Positions	-	-	-	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Former Speaker's Staff

House of Representatives
Detailed Analysis of Change by Organization
Former Speaker's Staff

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	418	-	(418)	(100.00%)
Personnel Base	418	-	(418)	(100.00%)
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	281	-	(281)	(100.00%)
Former Speaker Boehner	281	-	(281)	(100.00%)
TOTAL	699	-	(699)	(100.00%)
POSITIONS	-	-	-	-

Explanation of Changes Shown on Schedule C

Salaries, Officers and Employees
Former Speaker's Staff

For salaries and expenses of the Former Speaker's Staff, \$0. The fiscal year (FY) 2019 budget request is (\$699,000) or (100.00%) below the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$0 for mandatory items, no price level increases, \$280,867 for program current services and a (\$280,867) decrease in program changes.

I. Personnel Details: FY19 Request - \$0A. Base: \$0

- i. The estimated FY18 personnel compensation will be \$0.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$0**A. Current Services:****i. Former Speaker Boehner - \$280,867**

Per 2 U.S.C. 5125-5129, "Each former Speaker of the House of Representatives is entitled to retain, commencing at the expiration of his term of office as a Representative in Congress, the complete and exclusive use of one office selected by him in order to facilitate the administration, settlement, and conclusion of matters pertaining to or arising out of his incumbency in office as a Representative in Congress and as Speaker of the House of Representatives. Former Speaker Boehner's Office was established on November 1, 2015.

B. Proposed Changes:**i. Former Speaker Boehner - (\$280,867)**

The Office of Former Speaker Boehner closed in November 2016. Due to this closure, these funds are no longer needed.

Schedule A - Total - Other Authorized Employees

House of Representatives
Total - Other Authorized Employees
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	491	894	584	(310)	(34.69%)
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	-	-	-	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	1	143	-	(143)	(100.00%)
2400 Printing and Reproduction	-	-	-	-	-
2500 Other Services	-	-	-	-	-
2600 Supplies and Materials	-	138	-	(138)	(100.00%)
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	492	1,175	584	(591)	(50.30%)
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	3	4	5	1	25.00%

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Total - Other Authorized Employees

House of Representatives
 Detailed Analysis of Change by Organization
 Total - Other Authorized Employees

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	894	479	(415)	(46.43%)
Personnel Base	894	479	(415)	(46.43%)
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES				
C. PROGRAM CHANGES	281	105	(176)	(62.62%)
Former Speaker's Staff	281	-	(281)	(100.00%)
Staff Level Increase	-	105	105	-
TOTAL	1,175	584	(591)	(50.30%)
POSITIONS	4	5	1	25.00%

Schedule A - Total - Salaries, Officers and Employees

House of Representatives
Total - Salaries, Officers and Employees
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	108,944	120,815	130,612	9,797	8.11%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	508	753	1,091	338	44.87%
2200 Transportation of Things	25	32	19	(13)	(40.63%)
2300 Rent, Communications, Utilities	4,207	5,726	5,774	49	0.85%
2400 Printing and Reproduction	74	119	135	16	13.90%
2500 Other Services	17,650	22,299	48,810	26,511	118.88%
2600 Supplies and Materials	3,374	4,720	4,767	47	0.99%
3100 Equipment	14,698	25,790	31,625	5,835	22.62%
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	149,479	180,254	222,833	42,579	23.62%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	1,069	1,182	1,215	33	2.79%

Schedule C - Total - Salaries, Officers and Employees

House of Representatives
Detailed Analysis of Change by Organization
Total - Salaries, Officers and Employees

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	120,815	128,579	7,764	6.43%
Personnel Base	120,815	121,659	844	0.70%
Base Adjustment	-	2,418	2,418	-
Cost of Living Adjustment Annualized	-	586	586	-
Cost of Living Adjustment	-	2,023	2,023	-
Overtime Pay	-	926	926	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	897	897	-
Meritorious Increase	-	70	70	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	90	90	-
C. PROGRAM CHANGES	59,439	94,164	34,725	58.42%
Office of the Clerk	4,976	6,275	1,299	26.10%
Office of the Sergeant at Arms	4,324	6,556	2,232	51.62%
Office of the Chief Administrative Officer	46,780	77,709	30,929	66.12%
Office of Inspector General	1,247	1,232	(15)	(1.24%)
Office of General Counsel	130	176	46	35.38%
Office of the Parliamentarian	145	145	-	-
Office of the Law Revision Counsel	781	835	54	6.91%
Office of the Legislative Counsel	389	745	356	91.75%
Office of Interparliamentary Affairs	386	386	-	-
Total - Other Authorized Employees	281	105	(176)	(62.62%)
TOTAL	180,254	222,833	42,579	23.62%
POSITIONS	1,182	1,215	33	2.79%

Schedule A - Supplies, Materials, Administrative Costs and Federal Tort Claims

House of Representatives
 Supplies, Materials, Administrative Costs and Federal Tort Claims
 By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	-	-	-	-	-
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	-	-	-	-	-
2200 Transportation of Things	15	46	46	-	-
2300 Rent, Communications, Utilities	404	658	658	-	-
2400 Printing and Reproduction	36	54	54	-	-
2500 Other Services	1,482	2,144	2,169	25	1.17%
2600 Supplies and Materials	175	328	328	-	-
3100 Equipment	358	362	362	-	-
4200 Insurance Claims/Indemnities	1	8	8	-	-
TOTAL	2,472	3,600	3,625	25	0.69%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	-	-	-	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Supplies, Materials, Administrative Costs and Federal Tort Claims

House of Representatives
Detailed Analysis of Change by Organization
Supplies, Materials, Administrative Costs and Federal Tort Claims

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	-	-	-	-
Personnel Base	-	-	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	3,600	3,625	25	0.69%
Administrative Costs	436	436	-	-
Technology	3,164	3,189	25	0.79%
TOTAL	3,600	3,625	25	0.69%
POSITIONS	-	-	-	-

Explanation of Changes Shown on Schedule C

Allowances and Expenses Supplies, Materials, Administrative Costs and Federal Tort Claims

For salaries and expenses of the Supplies, Materials, Administrative Costs and Federal Tort Claims, \$3,625,000. The fiscal year (FY) 2019 budget request is \$25,000 or 0.69% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$0 for mandatory items, \$0 in price level increases, \$3,600,000 for program current services and a \$25,000 increase in program changes.

I. Personnel Details: FY19 Request - \$0

A. Base: \$0

- i. The estimated FY18 personnel compensation will be \$0.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.28%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$3,625,000

A. Current Services:**i. Administrative Costs - \$436,089**

Provides non-personnel funding for supplies, insurance, and printing and graphics for certain Leadership offices.

ii. Technology - \$3,163,911

Provides non-personnel funding for hardware, software, certain telecommunications and contract support for implementation of automated solutions for certain Leadership offices.

B. Proposed Changes**i. Administrative Costs - \$0****ii. Technology - \$25,000**

This increase restores funds decreased as a result of the FY18 CR but necessary to sufficiently fund this account at operational levels. This increase will allow this account to be flat with FY17 enacted totals and the FY18 requested amounts.

Schedule A - Official Mail for Committees, Leadership and Administrative Offices

House of Representatives
 Official Mail for Committees, Leadership and Administrative Offices
 By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	-	-	-	-	-
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	-	-	-	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	81	189	190	1	0.53%
2400 Printing and Reproduction	-	-	-	-	-
2500 Other Services	-	-	-	-	-
2600 Supplies and Materials	-	-	-	-	-
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	81	189	190	1	0.53%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	-	-	-	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Official Mail for Committees, Leadership and Administrative Offices

House of Representatives
Detailed Analysis of Change by Organization
Official Mail for Committees, Leadership and Administrative Offices

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	-	-	-	-
Personnel Base	-	-	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	189	190	1	0.53%
Non-member Other House Offices	99	100	1	0.55%
Non-member Standing Committees, Special and Select	90	90	-	0.51%
TOTAL	189	190	1	0.53%
POSITIONS	-	-	-	-

Explanation of Changes Shown on Schedule C

Allowances and Expenses
 Official Mail for Committees, Leadership and Administrative Offices

For salaries and expenses of the Official Mail for Committees, Leadership and Administrative Offices, \$190,000. The fiscal year (FY) 2019 budget request is \$1,000 or 0.53% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$0 for mandatory items, no price level increases, \$189,000 for program current services and a \$1,000 increase in program changes.

I. Personnel Details: FY19 Request - \$0

A. Base: \$0

- i. The estimated FY18 personnel compensation will be \$0.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$190,000

A. Current Services:

- i. Official Mail for Committees, Leadership and Administrative Offices - \$189,000
This account pays for the official frank for non-Member offices. Examples of items that are charged to this account include the monthly earning statements and open season information mailed to employees. This account was established at the same time the three component parts of the MRA were consolidated into one allowance. Previously, there was one Official Mail account for the House; however, it became necessary to break out the Member mail account from the non-Member mail account for better tracking purposes.

B. Proposed Changes:

- i. Official Mail for Committees, Leadership and Administrative Offices - \$1,000
This increase restores funds decreased as a result of the FY18 CR but necessary to sufficiently fund this account at operational levels. This increase will allow this account to be flat with FY17 enacted totals and the FY18 requested amounts.

Schedule A - Government Contributions

House of Representatives
Government Contributions
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	17	-	-	-	-
1200 Personnel Benefits	202,589	243,668	260,000	16,332	6.70%
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	-	-	-	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	-	-	-	-	-
2400 Printing and Reproduction	-	-	-	-	-
2500 Other Services	285	-	-	-	-
2600 Supplies and Materials	-	-	-	-	-
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	202,890	243,668	260,000	16,332	6.70%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	-	-	-	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

Schedule C - Government Contributions

House of Representatives
Detailed Analysis of Change by Organization
Government Contributions

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	243,668	260,000	16,332	6.70%
Personnel Base	-	-	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	243,668	260,000	16,332	6.70%
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	-	-	-	-
TOTAL	243,668	260,000	16,332	6.70%
POSITIONS	-	-	-	-

Explanation of Changes Shown on Schedule C

Allowances and Expenses Government Contributions

For salaries and expenses of the Government Contributions, \$260,000,000. The fiscal year (FY) 2019 budget request is \$16,332,000 or 6.70% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$260,000,000 for mandatory items, \$0 for program current services and no program changes.

I. Personnel Details: FY19 Request - \$260,000,000

A. Base: \$260,000,000

- i. The estimated FY19 personnel benefits will be \$260,000,000.

B. Budget Calculations:

- i. Benefit cost estimates are based on 0.36 cents for every personnel dollar estimated to be earned in FY19, which is \$718,053,813.

C. Requested Changes:

- i. FY19 Personnel Benefits - \$0

II. Price Level Details: FY19 Request - \$0

III. Program Details: FY19 Request - \$0

A. Current Services:

- i. **Federal Employee's Retirement System (FERS):**
FERS contributions were deemed mandatory coverage for employees hired after January 1, 1984 and applies to employees hired from January 1, 1984 through December 31, 2012. Effective October 1, 2015, the government contribution rate increased from 18.4% to 19.1%.
- ii. **Federal Employees' Retirement System - Revised Annuity Employee (FERS-RAE):**
The retirement plan is effective for staff with appointments from January 1, 2013 to December 31, 2013. Exceptions apply for staff previously employed by the federal government who may be eligible for FERS. The government contribution to the FERS-RAE plan is 11.9% versus 19.1% for FERS employees.
- iii. **Federal Employees' Retirement System - Further Revised Annuity Employee (FERS-FRAE):**
The retirement plan is effective for staff with appointments from January 1, 2014 and later. Exceptions apply for staff previously employed by the federal government who may be eligible for FERS or FERS-RAE. The government contribution to the FERS-FRAE plan is 11.9% versus 19.1% for FERS employees.
- iv. **Civil Service Retirement System (CSRS)/Civil Service Retirement Offset (CSRO):**
Due to mandatory FERS coverage for new employees, the number of CSRS and

CSRO employees continues to decrease each year. Some returning employees with a break in federal service of less than 365 days are eligible to return under CSRS. If an employee's break in service is greater than 365 days, they have five (5) years of federal service and have not taken a refund of their deposit then they are eligible for the CSRO system.

v. Thrift Savings Plan (TSP):

The percentage of government contributions to the Thrift Savings Plan continues to grow as employees shift to the FERS, FERS-RAE, and FERS-FRAE retirement programs. Per P.L. 111-31, passed on June 22, 2009, all employees will be automatically enrolled in the Thrift Savings Plan at a 3% contribution of their gross pay. Employees have the option to increase or cancel their contributions. Per P.L. 113-255, passed on December 18, 2014, the default investment fund for TSP participants will be changed from the G Fund to an age-appropriate asset allocation fund (L Fund) as recommended by the Federal Retirement Thrift Investment Board (FRTIB). Participants will continue to have the ability to change the investment allocation at any time.

vi. Federal Insurance Contributions Act (FICA):

Like FERS, FICA was also deemed mandatory for employees hired after January 1, 1984. The current contribution rate is 6.2% on a wage base limit of \$127,200. The wage base limit is the maximum wage that contributions are paid on.

vii. Medicare:

The House has withheld the employer's portion of Medicare since January 1, 1983, which is currently 1.45%. There is no wage base limit for Medicare contributions. All covered wages are subject to the Medicare tax.

viii. Federal Employees Health Benefit Program (FEHB):

This program provides health care benefits to employees who enroll in the program. The House has adopted the FEHB program, the same as the Executive branch. Members and certain designated staff are not eligible for this program effective January 1, 2014.

ix. Affordable Care Act (ACA) Health Exchange:

Section 1312 (d)(3)(D) of the Patient Protection and Affordable Care Act (ACA) requires that, effective January 1, 2014, Members and designated staff may only obtain healthcare benefits from plans offered through a healthcare exchange created under the ACA.

x. Life Insurance:

This program covers the cost of Basic Life insurance for active employees and is based on the Basic Life insurance amount. The employee pays two-thirds of the total cost and the government pays one-third. The employee pays the total cost of additional optional insurance.

xi. Unemployment Compensation:

This covers the House's share of unemployment costs for employees who are terminated or because their Member is not re-elected to Congress.

xii. Flexible Spending Accounts:

Provides funding for a third party administration fee for managing the Flexible Spending Accounts (FSAFEDS) program. Effective April 1, 2005, the House adopted the Office of Personnel Management's FSAFEDS program. The program includes two types of accounts. The first can be used to pay for eligible health care expenses not covered under an employee's insurance plan. The second is for dependent care expenses for childcare and for adult dependents.

xiii. Student Loan Repayment Program (SLRP):

The House authorized the SLRP in P.L. 108-7. The Committee on House Administration, in conjunction with the Chief Administrative Officer, implemented the SLRP in May 2003. Under this program, an employing office of the House of Representatives may agree to repay any federally insured student loan previously taken out by the employee.

xiv. Centralized Transit Benefits:

To encourage Members, Officers and employees of the U.S. House of Representatives to use public transportation systems to commute to and from work, House offices are required to offer qualified employees a transit pass transportation benefit (transit benefit). This is provided as a tax-free benefit. The value of a qualified transit pass may not exceed an amount equal to the employee's actual commuting costs or the maximum level allowed by Title 26, U.S.C. 132(f)(2), *whichever is less*.

xv. U.S. Capitol Telephone Exchange:

A Memorandum of Understanding provides that the House shall reimburse the Senate for expenses incurred by the Senate with respect to employees of the U.S. Capitol telephone exchange (2 USC 2168(e)).

B. Proposed Changes:

- i. None.

Schedule A - Business Continuity and Disaster Recovery

House of Representatives
Business Continuity and Disaster Recovery
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	-	-	-	-	-
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	90	57	177	120	210.53%
2200 Transportation of Things	1	-	-	-	-
2300 Rent, Communications, Utilities	2,756	4,959	3,140	(1,819)	(36.68%)
2400 Printing and Reproduction	1	-	-	-	-
2500 Other Services	3,051	2,202	4,050	1,848	83.92%
2600 Supplies and Materials	945	151	252	101	66.89%
3100 Equipment	4,487	8,738	8,567	(171)	(1.96%)
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	11,331	16,107	16,186	79	0.49%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	-	-	-	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Business Continuity and Disaster Recovery

House of Representatives
 Detailed Analysis of Change by Organization
 Business Continuity and Disaster Recovery

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	-	-	-	-
Personnel Base	-	-	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	3	3	0.02%
C. PROGRAM CHANGES	16,107	16,183	76	0.47%
Business Continuity and Disaster Recovery	16,107	16,183	76	0.47%
TOTAL	16,107	16,186	79	0.49%
POSITIONS	-	-	-	-

Explanation of Changes Shown on Schedule C

Allowances and Expenses Business Continuity and Disaster Recovery

For salaries and expenses of the Business Continuity and Disaster Recovery, \$16,186,000. The fiscal year (FY) 2019 budget request is \$79,000 or 0.49% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$0 for mandatory items, \$3,000 in price level increases, \$16,107,000 for program current services and a \$76,000 increase in program changes.

I. Personnel Details: FY19 Request - \$0

A. Base: \$0

- i. The estimated FY18 personnel compensation will be \$0.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$3,000

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$16,183,000

A. Current Services:

i. Business Continuity and Disaster Recovery - \$16,107,000

The Business Continuity/Disaster Recovery (BC/DR) program provides contingency planning and operations support, as well as improvements and enhancements to technical infrastructure, systems, information security, emergency communications, and business continuity capabilities of the U.S. House of Representatives. This program covers the sustainment costs for capabilities implemented post 9/11, as well as the development and implementation of new capabilities. The CAO Continuity Policy was updated after a comprehensive evaluation by the CAO and the CAO Chiefs. This policy is the driver for ensuring that the CAO is ready and equipped to provide support to the House during disruptive events.

More than half of the BC/DR request supports two major capabilities: backup data center and lifecycle replacement of all CAO Continuity Capabilities. The backup data center provides redundant data system services to the House including data center operations in support of electronic message (email and mobile device communications), database and financial systems; general continuity services for First Call, Technology Service Desk, Network Operations, and CAO Support Services; and general office space for House Officers. The lifecycle replacement portion of the BC/DR request supports the crucial replacement of continuity hardware and services enabling the CAO to properly maintain and upgrade BC/DR infrastructure and hardware, including hardware and infrastructure that are used on a daily basis (such as a robust voice and data capability on the Capitol Campus and in the District Offices). Providing funding for lifecycle replacement ensures that CAO essential support services can continue during and following a disruptive event.

B. Proposed Changes:

i. Business Continuity and Disaster Recovery - \$76,000

This increase restores funds decreased as a result of the FY18 CR but necessary to sufficiently fund this account at operational levels. This increase will allow this account to be flat with FY17 enacted totals and the FY18 requested amounts.

Schedule A - Transition Activities

House of Representatives
Transition Activities
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	-	-	-	-	-
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	365	-	-	-	-
2200 Transportation of Things	1	-	-	-	-
2300 Rent, Communications, Utilities	233	-	-	-	-
2400 Printing and Reproduction	1	-	-	-	-
2500 Other Services	2,295	673	2,945	2,272	337.59%
2600 Supplies and Materials	777	460	55	(405)	(88.04%)
3100 Equipment	1,348	937	-	(937)	(100.00%)
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	5,020	2,070	3,000	930	44.93%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	-	-	-	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Transition Activities

House of Representatives
Detailed Analysis of Change by Organization
Transition Activities

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	-	-	-	-
Personnel Base	-	-	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	4	4	0.19%
C. PROGRAM CHANGES	2,070	2,996	926	44.73%
Transition Activities	2,070	2,996	926	44.73%
TOTAL	2,070	3,000	930	44.93%
POSITIONS	-	-	-	-

Explanation of Changes Shown on Schedule C

Allowances and Expenses
Transition Activities

For salaries and expenses of the Transition Activities, \$3,000,000. The fiscal year (FY) 2019 budget request is \$930,000 or 44.93% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$0 for mandatory items, \$4,000 in price level increases, \$2,070,000 for program current services and a \$926,000 increase in program changes.

I. Personnel Details: FY19 Request - \$0A. Base: \$0

- i. The estimated FY18 personnel compensation will be \$0.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$4,000

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$2,996,000

A. Current Services:

i. Transition Activities - \$2,070,000

The Transition Activities program provides funding for transition operations activities. Although Transition occurs biennially (odd years), there are ongoing Transition related activities that occur each year. Transition operations include New Member Orientation costs; furniture purchases; replacement of drapes and carpeting; rental of warehouse space for furniture storage; transition related contractor support in logistics, telecommunications and financial services; and office supplies.

Expenses for this account are ongoing; however, prior year appropriated funds have not been fully utilized. Therefore, funds are requested based on the current spending levels for Transition Activities.

B. Proposed Changes:

i. Transition Activities - \$926,000

This increase provides the necessary funding to support the transition of the 115th Congress to the 116th Congress. This requested increase will ensure a transition that is sufficiently funded along with prior year appropriated amounts.

Schedule A - Wounded Warrior Program

House of Representatives
Wounded Warrior Program
By Object Class

	FY17 Actuals Dollars (\$000)	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
1100 Personnel Compensation	2,133	2,250	2,500	250	11.11%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	182	203	200	(3)	(1.48%)
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	4	4	4	-	-
2400 Printing and Reproduction	11	9	10	1	11.11%
2500 Other Services	-	15	32	17	113.33%
2600 Supplies and Materials	1	1	2	1	100.00%
3100 Equipment	-	1	2	1	100.00%
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	2,331	2,483	2,750	267	10.75%
	FY17 Actuals	FY18 Annualized CR	FY19 Estimate	FY19 vs. FY18 Net Change	FY19 vs. FY18 Net Change %
Positions	54	54	54	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Wounded Warrior Program

House of Representatives
 Detailed Analysis of Change by Organization
 Wounded Warrior Program

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	2,250	2,500	250	11.11%
Personnel Base	2,250	2,250	-	-
Base Adjustment	-	250	250	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	233	250	17	7.30%
Wounded Warrior Program	233	250	17	7.30%
TOTAL	2,483	2,750	267	10.75%
POSITIONS	54	54	-	-

Explanation of Changes Shown on Schedule C

Allowances and Expenses
Wounded Warrior Program

For salaries and expenses of the Wounded Warrior Program, \$2,750,000. The fiscal year (FY) 2019 budget request is \$267,000 or 10.75% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$2,500,000 for mandatory items, no price level increases, \$233,000 for program current services and a \$17,000 increase in program changes.

I. Personnel Details: FY19 Request - \$2,500,000A. Base: \$2,250,000

- i. The estimated FY18 personnel compensation will be \$2,250,000.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$250,000
This base adjustment is in direct response to the amendment by Congressman Kildee during the FY18 budget process and supports the expansion of fellowships in the program.

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$250,000**A. Current Services:****i. Wounded Warrior Program - \$233,000**

The Wounded Warrior Program was established to create fellowships that provide employment opportunities for wounded or disabled veterans within the U.S. House of Representatives. Positions may become available in Member, Committee and Leadership offices in Washington, D.C. and in district offices nationwide. Those selected for the program will be given the opportunity to rotate into various positions and, if a fit is found, transition into full-time employment. The positions are filled by veterans who have served on active duty since September 11, 2001, had less than 20 years of service, and have a minimum 30 percent service-connected disability rating from either a military Physical Evaluation Board or the Department of Veterans Affairs. The 30 percent threshold was established to target those injured veterans who are more likely to need this kind of employment opportunity. If a fellowship is located within a Member's district, the appointment is contingent on the Representative's continuous representation of that district. Wounded Warrior Fellows are hired to fill specific vacancies in the offices of participating Members. Their salaries are paid for by the Chief Administrative Officer (CAO), and the fellows do not count against the personnel ceilings of the participating Member offices. Although full time employment is not guaranteed at the conclusion of the two year fellowship, Members or Officers who are assigned a fellow are reminded that the purpose of the program is to facilitate long-term employment with the House of Representatives. Consideration should be given to reaching that goal sometime before the expiration of the two year fellowship. The performance and progress of each fellow is tracked closely by the Director of the Wounded Warrior Program. Workspace modifications may be accommodated, when possible, to provide maximum opportunities to those veterans who meet the job qualifications and have the desired skill sets to fill a position, notwithstanding their physical limitations. All wounded warriors hired into the fellowship program are CAO employees and are entitled to the same benefits as other House employees.

B. Proposed Changes:**i. Wounded Warrior Program - \$17,000**

Per amendment 215 to HR3219 (Kildee Amendment), this increase will bring the Wounded Warrior program to the FY18 level as amended and approved. This increase will support the expansion of fellowships and will provide additional opportunities for veterans to continue to serve their country here in the House of Representatives as legislative fellows in the program.

Schedule A - Office of Congressional Ethics

House of Representatives
Office of Congressional Ethics
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	717	1,175	1,205	30	2.55%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	55	109	118	9	8.26%
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	27	25	31	6	24.00%
2400 Printing and Reproduction	-	2	2	-	-
2500 Other Services	237	224	273	49	21.88%
2600 Supplies and Materials	105	110	110	-	-
3100 Equipment	-	2	2	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	1,142	1,647	1,741	94	5.71%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	6	10	10	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of Congressional Ethics

House of Representatives
Detailed Analysis of Change by Organization
Office of Congressional Ethics

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	1,175	1,205	30	2.55%
Personnel Base	1,175	1,175	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	7	7	-
Cost of Living Adjustment	-	23	23	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	8	8	-
C. PROGRAM CHANGES	472	528	56	11.86%
Office Administration	472	528	56	11.86%
TOTAL	1,647	1,741	94	5.71%
POSITIONS	10	10	-	-

Explanation of Changes Shown on Schedule C

Allowances and Expenses Office of Congressional Ethics

For salaries and expenses of the Office of Congressional Ethics, \$1,741,000. The fiscal year (FY) 2019 budget request is \$94,000 or 5.71% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$1,205,000 for mandatory items, \$8,000 in price level increases, \$472,000 for program current services and a \$56,000 increase in program changes.

I. Personnel Details: FY19 Request - \$1,205,000

A. Base: \$1,175,000

- i. The estimated FY18 personnel compensation will be \$1,175,000.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.60%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$7,000
- ii. FY19 Cost of Living Prorated - \$23,000
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$8,000

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$528,000

A. Current Services:

i. Office Administration - \$472,000

According to Section 1(a) of H. Res. 895, the Office of Congressional Ethics (OCE) has been established "for the purpose of assisting the House in carrying out its responsibilities under article I, section 5, clause 2 of the Constitution (commonly referred to as the 'Discipline Clause'),..." This program funds all non-personnel expenses associated with daily operations, research and investigations such as travel, transportation of things, contractor support, supplies, equipment, subscriptions and annual maintenance contracts, etc.

B. Proposed Changes:

i. Office Administration - \$56,000

This increase will support the anticipated costs for travel and travel associated costs for Board and staff investigative activity, mandatory legal training, supplies and software licenses.

Schedule A - Miscellaneous Items

House of Representatives
Miscellaneous Items
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	-	-	-	-	-
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	258	400	400	-	-
2100 Travel	151	221	221	-	-
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	-	-	-	-	-
2400 Printing and Reproduction	-	-	-	-	-
2500 Other Services	44	46	46	-	-
2600 Supplies and Materials	29	48	55	7	14.58%
3100 Equipment	-	-	-	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	483	715	722	7	0.98%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	-	-	-	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Miscellaneous Items

House of Representatives
Detailed Analysis of Change by Organization
Miscellaneous Items

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	-	-	-	-
Personnel Base	-	-	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	-	-	-
C. PROGRAM CHANGES	715	722	7	0.98%
Gratuities to Beneficiaries of Deceased Staff	400	400	-	-
House Automobiles	282	282	-	-
Interparliamentary Receptions	33	40	7	21.21%
TOTAL	715	722	7	0.98%
POSITIONS	-	-	-	-

Explanation of Changes Shown on Schedule C

Allowances and Expenses
Miscellaneous Items

For salaries and expenses of the Miscellaneous Items, \$722,000. The fiscal year (FY) 2019 budget request is \$7,000 or 0.98% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$0 for mandatory items, no price level increases, \$715,000 for program current services and a \$7,000 increase in program changes.

I. Personnel Details: FY19 Request - \$0A. Base: \$0

- i. The estimated FY18 personnel compensation will be \$0.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$0

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$722,000

A. Current Services:

- i. Gratuities to Beneficiaries of Deceased Staff - \$400,000
This program funds and pays gratuities to heirs of deceased House employees.
- ii. House Automobiles - \$282,000
This program funds the purchase, exchange, maintenance, repair and operation of House motor vehicles.
- iii. Interparliamentary Receptions - \$33,000
The purpose of this program is "to enable the House of Representatives to more properly discharge and coordinate its activities and responsibilities in connection with participation in various interparliamentary institutions and to facilitate the interchange and reception in the United States of members of foreign legislative bodies and permanent officials of foreign government", pursuant to House Resolution 348 (June 29, 1961).

B. Proposed Changes:

- i. Gratuities to Beneficiaries of Deceased Staff - \$0
- ii. House Automobiles - \$0
- iii. Interparliamentary Receptions - \$7,000
This increase restores funds decreased as a result of the FY18 CR but necessary to sufficiently fund this account at operational levels. This increase will allow this account to be flat with the FY18 requested amounts.

Schedule A - Total - Allowances and Expenses

House of Representatives
Total - Allowances and Expenses
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	2,867	3,425	3,705	280	8.18%
1200 Personnel Benefits	202,589	243,668	260,000	16,332	6.70%
1300 Benefits to Former Personnel	258	400	400	-	-
2100 Travel	842	590	716	126	21.36%
2200 Transportation of Things	18	46	46	-	-
2300 Rent, Communications, Utilities	3,505	5,835	4,023	(1,812)	(31.06%)
2400 Printing and Reproduction	50	65	66	1	1.53%
2500 Other Services	7,395	5,304	9,515	4,211	79.39%
2600 Supplies and Materials	2,032	1,098	802	(296)	(26.97%)
3100 Equipment	6,194	10,040	8,933	(1,107)	(11.03%)
4200 Insurance Claims/Indemnities	1	8	8	-	-
TOTAL	225,750	270,479	288,214	17,735	6.56%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	60	64	64	-	-

Schedule C - Total - Allowances and Expenses

House of Representatives
Detailed Analysis of Change by Organization
Total - Allowances and Expenses

	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
A. MANDATORY CHANGE	247,093	263,705	16,612	6.72%
Personnel Base	3,425	3,425	-	-
Base Adjustment	-	250	250	-
Cost of Living Adjustment Annualized	-	7	7	-
Cost of Living Adjustment	-	23	23	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	243,668	260,000	16,332	6.70%
B. PRICE LEVEL INCREASES	-	15	15	0.06%
C. PROGRAM CHANGES	23,386	24,494	1,108	4.74%
Supplies, Materials, Administrative Costs and Federal Tort Claims	3,600	3,625	25	0.69%
Official Mail for Committees, Leadership and Administrative Offices	189	190	1	0.53%
Business Continuity and Disaster Recovery	16,107	16,183	76	0.47%
Transition Activities	2,070	2,996	926	44.73%
Wounded Warrior Program	233	250	17	7.30%
Office of Congressional Ethics	472	528	56	11.86%
Miscellaneous Items	715	722	7	0.98%
TOTAL	270,479	288,214	17,735	6.56%
POSITIONS	64	64	-	-

Schedule A - Joint Committee on Taxation

House of Representatives
Joint Committee on Taxation
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	8,403	8,766	9,488	723	8.24%
1200 Personnel Benefits	-	-	-	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	4	17	20	3	17.65%
2200 Transportation of Things	-	-	-	-	-
2300 Rent, Communications, Utilities	105	110	120	10	9.09%
2400 Printing and Reproduction	1	6	6	-	-
2500 Other Services	388	385	385	-	-
2600 Supplies and Materials	337	340	500	160	47.06%
3100 Equipment	414	403	650	248	61.49%
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	9,652	10,026	11,169	1,143	11.40%
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	63	70	70	-	

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Joint Committee on Taxation

House of Representatives
Detailed Analysis of Change by Organization
Joint Committee on Taxation

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	8,766	9,488	723	8.24%
Personnel Base	8,766	8,766	1	0.01%
Base Adjustment	-	488	488	-
Cost of Living Adjustment Annualized	-	53	53	-
Cost of Living Adjustment	-	181	181	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	-	-	-	-
B. PRICE LEVEL INCREASES	-	17	17	-
C. PROGRAM CHANGES	1,261	1,664	404	32.01%
Miscellaneous	1,261	1,664	404	32.01%
TOTAL	10,026	11,169	1,143	11.40%
POSITIONS	70	70	-	-

Explanation of Changes Shown on Schedule C

Joint Committee on Taxation

For salaries and expenses of the Joint Committee on Taxation, \$11,169,000. The fiscal year (FY) 2019 budget request is \$1,143,000 or 11.40% above the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$9,488,000 for mandatory items, \$17,000 in price level increases, \$1,260,500 for program current services and a \$403,500 increase in program changes.

I. Personnel Details: FY19 Request - \$9,488,000

A. Base: \$8,766,000

- i. The estimated FY18 personnel compensation will be \$8,766,000.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
 ii. FY19 Cost of Living Prorated - (1.94%) 2.60%
 iii. FY19 Longevity - 0.00%
 iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$53,000
 ii. FY19 Cost of Living Prorated - \$181,000
 iii. FY19 Overtime - \$0
 iv. FY19 Reclassifications - \$0
 v. FY19 Temporary Positions - \$0
 vi. FY19 Longevity - \$0
 vii. FY19 Meritorious Increase - \$0
 viii. FY19 Accrued Leave - \$0
 ix. FY19 Personnel Benefits - \$0
 x. FY19 Base Adjustment - \$488,000
 To retain a qualified and experienced professional staff, this adjustment to Personnel will meet the demand from Member offices for assistance in policy development, drafting legislative proposals, and estimating budgetary effects. The staff needs to add two tax attorneys with experience in business taxation and one

critical quantitative economist. These resources will help Members work through policy design proposals related to the individual income tax, pension and benefit issues, and business income taxation.

II. Price Level Details: FY19 Request - \$17,000

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$1,664,000

A. Current Services:

i. Miscellaneous - \$1,260,500

The Joint Committee on Taxation provides support to the House and Senate with respect to revenue legislation. The staff prepares background materials for committee hearings, markup documents, committee reports, statements of managers, revenue estimates, and other economic analysis for all tax legislation considered by Congress. The Joint Committee prepares special reports as may be requested by the Chairman and Vice Chairman, and reviews income tax treaties for the Senate Foreign Relations Committee. The Joint Committee staff also reviews all tentative large income tax refunds prior to their payments by the Internal Revenue Service.

B. Proposed Changes:

i. Miscellaneous - \$403,500

This increase is requested due to rising non-personnel costs associated with Cybersecurity. The Members of Congress have demanded that increased attention be paid to Cybersecurity to protect the legal mandate of limited access to taxpayer return information protected under the Internal Revenue Code section 6103, and thus necessitates increased expenditures for Other Services, Supplies and Materials, and Equipment. This has long been an important issue for the Joint Committee due to the reliance on tax returns protected under Code section 6103. While the Joint Committee has been at the forefront of security for years, the increased quantity and sophistication of threats have forced the Committee to allocate more funding to Cybersecurity. To promote sound information technology (IT) security, the Joint Committee will engage outside experts to undertake ongoing security audits. In addition, under Supplies and Materials, the Committee will need to acquire additional computer software and associated licenses for such software to scan internal system malware, and under Equipment, additional computer hardware will be required.

Schedule A - Office of Attending Physician

House of Representatives
Office of Attending Physician
By Object Class

	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change
	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Dollars (\$000)	Percent %
1100 Personnel Compensation	-	-	-	-	-
1200 Personnel Benefits	161	162	162	-	-
1300 Benefits to Former Personnel	-	-	-	-	-
2100 Travel	6	50	50	-	-
2200 Transportation of Things	-	8	8	-	-
2300 Rent, Communications, Utilities	49	220	220	-	-
2400 Printing and Reproduction	5	3	3	-	-
2500 Other Services	1,998	2,780	2,740	(40)	(1.44%)
2600 Supplies and Materials	316	574	600	26	4.53%
3100 Equipment	4	15	15	-	-
4200 Insurance Claims/Indemnities	-	-	-	-	-
TOTAL	2,539	3,812	3,798	(14)	(0.37%)
	FY17	FY18	FY19	FY19 vs. FY18	FY19 vs. FY18
	Actuals	Annualized CR	Estimate	Net Change	Net Change %
Positions	-	-	-	-	-

FY17 actuals reflect data as of September 30, 2017. These are expenditures only and do not reflect open obligations or post FY spending.

The Position totals in the FY18 Annualized CR column reflect the funded position level for this office and the associated cost is provided within the personnel compensation portion of the FY18 Annualized CR allocation.

The Position totals in the FY19 Estimate column reflect the requested positions for the estimate year and the anticipated associated cost is provided within the personnel compensation portion of the FY19 estimate.

Schedule C - Office of Attending Physician

House of Representatives
Detailed Analysis of Change by Organization
Office of Attending Physician

	FY18 Annualized CR Dollars (\$000)	FY19 Estimate Dollars (\$000)	FY19 vs. FY18 Net Change Dollars (\$000)	FY19 vs. FY18 Net Change Percent %
A. MANDATORY CHANGE	162	162	-	-
Personnel Base	-	-	-	-
Base Adjustment	-	-	-	-
Cost of Living Adjustment Annualized	-	-	-	-
Cost of Living Adjustment	-	-	-	-
Overtime Pay	-	-	-	-
Reclassifications	-	-	-	-
Temporary Positions	-	-	-	-
Longevity Increase	-	-	-	-
Meritorious Increase	-	-	-	-
Accrued Leave	-	-	-	-
Personnel Benefits	162	162	-	-
B. PRICE LEVEL INCREASES	-	12	12	
C. PROGRAM CHANGES	3,650	3,624	(26)	(0.71%)
Reimbursement to the Navy	2,780	2,740	(40)	(1.44%)
Miscellaneous	870	884	14	1.61%
TOTAL	3,812	3,798	(14)	(0.37%)
POSITIONS	-	-	-	-

Explanation of Changes Shown on Schedule C

Office of Attending Physician

For salaries and expenses of the Office of Attending Physician, \$3,798,000. The fiscal year (FY) 2019 budget request is (\$14,000) or (0.37%) below the *Division A—Further Additional Continuing Appropriations Act, 2018 (Annualized)* per P.L. 115-96.

This amount includes \$161,760 for mandatory items, \$12,000 in price level increases, \$3,650,240 for program current services and a (\$26,000) decrease in program changes.

I. Personnel Details: FY19 Request - \$161,760A. Base: \$161,760

- i. The estimated FY18 personnel benefits will be \$161,760.

B. Budget Calculations:

- i. FY18 Cost of Living Annualized - (0.57%) 2.29%
- ii. FY19 Cost of Living Prorated - (1.95%) 2.60%
- iii. FY19 Longevity - 0.00%
- iv. FY19 Meritorious Increase - 0.00%

C. Requested Changes:

- i. FY18 Cost of Living Annualized - \$0
- ii. FY19 Cost of Living Prorated - \$0
- iii. FY19 Overtime - \$0
- iv. FY19 Reclassifications - \$0
- v. FY19 Temporary Positions - \$0
- vi. FY19 Longevity - \$0
- vii. FY19 Meritorious Increase - \$0
- viii. FY19 Accrued Leave - \$0
- ix. FY19 Personnel Benefits - \$0
- x. FY19 Base Adjustment - \$0

II. Price Level Details: FY19 Request - \$12,000

The non-personnel estimated inflation factor is 2.10%.

III. Program Details: FY19 Request - \$3,624,240**A. Current Services:****i. Miscellaneous - \$870,240**

The Office of Attending Physician provides medical services to House and Senate staff. Services and supplies provided include the following: consumable supplies of medicines (injection and oral) for chemical/biological warfare, continuing education and associated travel costs, required supplies for House and Senate staff/OEC, CPR/AED and First Aid training, cost of maintenance of MeRV and cost of drivers' training, equipment to directly support continuity of operations; prophylactic medications, immunizations, physical exams, dietary information, therapy supplies, consumable supplies for all health units on Capitol Hill, laboratory chemicals and reagents, equipment purchases, contracts for equipment maintenance and service, and administrative supplies; on-going training to maintain licensure and certifications, and to increase knowledge of clinical issues. Additional expenses include costs incurred with communication devices, X-ray, laboratory, maintenance of electronic medical records, computers, contracts for maintenance and user fees, and mobile capability upkeep, telephone charges, wireless communications capabilities, and other costs incurred with training.

ii. Reimbursement to the Navy - \$2,780,000

The Office of Attending Physician (OAP) has an ongoing contract with the U.S. Navy for services including medical staff and equipment.

B. Proposed Changes:**i. Miscellaneous - \$14,000**

This increase reflects the additional cost needed for supplies and materials in FY19.

ii. Reimbursement to the Navy - (\$40,000)

This decrease reflects the FY19 reimbursement estimate for Active Duty Personnel as provided by the United States Navy.

Appendices to the U.S. House of Representatives Zero Based Budgeting for FY2019 Request

During the formulation of FY2019, several offices throughout the U.S. House of Representatives utilized principles of Zero Based Budgeting (ZBB) to develop their request in a more efficient and transparent manner. The Appendix provides additional information regarding how each of the offices derived their requests utilizing principles of ZBB. The Appendices for each House Office are in the following order:

- Office of the Clerk
- Office of the Sergeant At Arms
- Office of the Chief Administrative Officer
- Office of Inspector General
- Office of General Counsel
- Office of the Parliamentarian
- Office of the Law Revision Counsel
- Office of the Legislative Counsel
- Office of Interparliamentary Affairs
- Office of Congressional Ethics

**Office of the Clerk
FY 2019 Zero Based Budgeting
Appendix to the Narrative of Schedule C**

Legislative History

The Office of the Clerk of the House of Representatives was established constitutionally in 1789. The duties of the Office are mandated by law, House Rules (II and VII), policies and traditions of the House.

Mission Statement

The mission of the Office of the Clerk is to provide procedural assistance and support necessary for the orderly conduct and dissemination of the official business of the House.

**FY'19 Budget Request
\$28,305,000**

Strategic Plan

The Office of the Clerk aims to be an organization of highly professional staff that leads in providing innovative legislative services and support to the House, while protecting the integrity and traditions of the institution.

Functional Components

The functional components of the Office of the Clerk are as follows:

Immediate Office - Supplies support to all other office components. It also manages the office and supervises the staff of any deceased, resigned, or expelled Member until a successor is elected.

Legislative Operations - Coordinates the services of the Bill and Enrolling Clerks, the Journal Clerks, the Tally Clerks, the Daily Digest, and the Floor Action Reporting. This office also provides support pertaining to the Clerk's legislative duties. Among the duties of this office are receiving and processing official papers; compiling and publishing the daily minutes of House proceedings; operating the electronic voting system and overseeing the recording of votes; preparing messages to the Senate regarding passed legislation; and reading the bills, resolutions, amendments, motions, and Presidential messages that come before the House. The Office of Legislative Operations also prepares the summaries and schedules of House activities published in the Daily Digest section of the *Congressional Record*.

Legislative Computer Systems (LCS) - LCS provides technical support for offices under the Clerk and maintains the electronic voting system on the House Floor.

Official Reporters The Official Reporters transcribes House proceedings verbatim for publication in the *Congressional Record* and provides stenographic support to Committees for all hearings, meetings, and mark-up sessions.

Legislative Resource Center (LRC) LRC ensures that House legislative and membership information is accessible to all. LRC supplies House Members with the documents under consideration on the House Floor. LRC also gathers and verifies information on actions by House Committees and the President of the United States regarding legislation. The data are stored in the Legislative Information Management System (LIMS), an in-house system that tracks all legislation from its introduction on the House Floor to its signing by the President. LRC manages lobbying disclosure filings as well as public disclosure forms from all House Officers, Members and staff and makes disclosure registrations and reports accessible to the public. LRC compiles and publishes official lists and informational publications about the House-including Member Committee, and House office information as well as nominee and election statistics-and serve as the repository and a disseminator of official House legislative documents and publications. LRC also supports congressional offices with orders for official stationery and envelopes and other print services and responds to congressional and public inquiries regarding legislative information about Congress.

Capitol Service Groups - The Capitol Service Groups provide support services to the maintenance of the Republican and Democratic Cloakrooms, the Lindy Claiborne Boggs Congressional Women's Reading Room, the Members and Family Committee Room, and the Capitol Prayer Room.

Office of House Employment Counsel (OHEC) OHEC provides advice about employment practices and acts as legal representation for all employing authorities in the House.

Office of Communications The Office of Communications provides comprehensive creative services to all divisions of the Office of the Clerk. Offerings include message positioning and branding, Web and print content development and management, graphic and interactive Web design, event and architectural photography, event support, email marketing, and social media consulting.

Office of Arts & Archives and Office of the Historian - These Offices research and collect more than 200 years of House history in the form of documents, artifacts, biographical information, historical information, historical analysis, and artwork, providing a variety of services concerning historical publications, the House Collection, and the records of the House. The Offices maintain the House entries of the *Biographical Directory of the United States Congress* and present original research in publications such as *Women in Congress, 1917-2006* and *Black Americans in Congress, 1870-2007*. The Offices curate the House Collection of fine art and historical artifacts, collecting and caring for the more than 2,000 objects, resulting in exhibitions, publications, and

commissions. The Offices also process the records of the House and oversees their eventual safe transfer to the National Archives, help House committees and officers identify records for permanent retention, and provide management advice to Members for their congressional papers.

Zero Based Budgeting Applied

At the beginning of the FY 2019 budget cycle we asked the head of each organization to prepare their request by first determining the level of service which is currently essential to support required House activities. Also at this time we asked them to add any new service requirements that were 'in the pipeline' for FY 2019; as well as eliminating any service requirements that were being discontinued for the budget year. After the level of service was determined the managers then recreated their organization and developed the budget needed to deliver those services critical to House operations. Both personnel and non-personnel costs were developed from the ground up. The result was a budget request that was \$2.22m more than the FY 2018 annualized CR.

**Office of the Sergeant at Arms
FY 2019 Zero Based Budgeting
Appendix to the Narrative of Schedule C**

Legislative History

The Sergeant at Arms is an Officer of the House of Representatives whose duties are mandated in law, House rules, customs, and policies. Under the authority of House Rule II, the Sergeant at Arms serves as the House's chief law enforcement and chief protocol officer. The Sergeant at Arms is responsible for administering the security of Members of Congress, Congressional staff, visitors, and property within the Capitol complex while maintaining open access to the People's House. The Sergeant at Arms is also charged with maintaining order and decorum in the House Chamber.

Mission Statement

The Office of the Sergeant at Arms is focused on providing the maximum degree of support to Members of Congress and their staff. This is accomplished by coordinating police, protocol, and administrative services as a highly integrated, flexible, and professional organization.

FY'19 Budget Request

\$18,773,000

Functional Components

The employees of the Office of the Sergeant at Arms are our most valued assets and have a shared responsibility in fulfilling our mission of service towards the House community. The Office is comprised of seven divisions with 139 authorized positions. Staff within each division (functional component) of the Office of the Sergeant at Arms are tasked with providing essential services in support of the Constitutional roles and responsibilities of the House of Representatives.

I am requesting an increase in the Sergeant at Arms' authorized strength by 16 FTE. Due to the Continuing Resolution, we are resubmitting the FY18 request for 5 FTE in addition to 11 new FTE. These additional FTE will allow the Sergeant at Arms to increase its service to the House community through the oversight and management of the recently established District Office Security Program, enhanced emergency preparedness responsibilities, assistance with House floor responsibilities and additional administrative support. The FTE will be in each of the following divisions.

Immediate Office - The Sergeant at Arms Immediate Office oversees and administers all divisions within the organization. The Immediate Office is made up of administrative, operational, legal and advisory staff. Administrative staff provide general administrative support for all divisions within the organization. Operational staff provide operational guidance and coordination among all divisions in preparation of and

response to emergency events. Legal and advisory staff provide support and guidance to the Sergeant at Arms on a variety of issues pertaining to the safety and security of the Capitol complex and its occupants. To support these activities a total of \$1,979,000 is requested for personnel and non-personnel items and services. The \$1,581,000 for personnel will fund the 10 authorized positions plus 2 new FTE. These 2 FTE are requested to provide additional administrative support and assistance to all divisions within the organization. Funding for non-personnel items and services is \$398,000. This is a decrease from FY18 and is due to non-recurring costs associated with supplies and materials needed for the 116th Congress that will be purchased in FY18.

Protocol and Chamber Operations – The division of Protocol and Chamber Operations is comprised of the following sections: Chamber Security, Chamber Support Services, Protocol and the House Appointments Desks. Chamber Security and Chamber Support Services staff facilitate access to and maintain decorum in the House Chamber. Protocol staff assist with the ceremonial duties of the Sergeant at Arms. Appointments Desk staff facilitate access to the Capitol Building for visitors on official business. To support these activities a total of \$3,242,000 is requested for personnel and non-personnel items and services. The \$3,103,000 for personnel will fund the 46 authorized positions plus 3 new FTE. These 3 FTE will assist in enforcement of policies and procedures related to floor access. Funding for non-personnel items and services is \$139,000. This is an increase from FY18 and is due to additional temporary staff support services and supplies needed for security enhanced Official Business Visitor badges.

House Garages and Parking Security – The division of House Garages and Parking Security is responsible for the safety and security of all vehicles and pedestrians in the House garages and parking areas. Staff in this division enforce the parking policies and allocations set forth by the Committee on House Administration. To support these activities a total of \$2,547,000 is requested for personnel and non-personnel items and services. The \$2,525,000 for personnel will fund the 37 authorized positions plus 2 new FTE. These 2 FTE will provide a consistent presence on all lots and garages and will assist House staff with parking availability during the Rayburn garage renovation. The Rayburn garage renovation will result in a temporary loss of approximately 800-900 spaces per phase. These FTE will assist staff in identifying available spaces and will actively enforce parking restrictions so that space is available for those permitted to park in designated areas. Funding for non-personnel items and services is \$22,000. This is a decrease from FY18 and is due to non-recurring costs associated with parking permits needed for the 116th Congress that will be purchased in FY18.

House Security – The House Security division serves as a central location to oversee the issuance, administration, and verification of all House of Representatives security clearances. This division also serves as a central repository for classified materials and is responsible for receiving, controlling, transmitting, storing, and destroying classified information. Staff in this division provide training for Members of Congress and House staff on the protocols and responsibilities in the handling and storing of classified materials, foreign travel, counterintelligence, and operations security. To support these activities a total of \$653,000 is requested for personnel. The \$653,000 for personnel will fund the 5 authorized positions plus 1 new FTE. This 1 FTE will staff the SCIF located in the Rayburn House Office Building. This FTE will control access to the SCIF, perform administrative tasks to ensure the integrity of

the SCIF, monitor the classified briefings, and serve as the recipient of classified information from various intelligence agencies. This is an increase from FY18 and is due to personnel costs.

Information Services –The division of Information Services consists of Information Technology and Identification Services. The Information Technology section provides technical support for the entire organization. The Identification Services section assists with the security of the Capitol complex by issuing identification badges to all authorized personnel employed by the House of Representatives and the Architect of the Capitol. To support these activities a total of \$1,884,000 is requested for personnel and non-personnel items and services. The \$1,281,000 for personnel will fund the 12 authorized positions plus 1 new FTE. This 1 FTE will provide my office with database expertise and will ensure the various systems we use remain operational and efficient. Additionally, this FTE will provide desktop and technical support to all SAA staff. Funding for non-personnel items and services is \$603,000. This is an increase from FY18 and is due to non-recurring costs associated with the lifecycle replacement of equipment.

Police Services/Law Enforcement –The division of Police Services/Law Enforcement provides logistical and security support for on and off campus events involving Members of Congress and administers several programs to enhance the safety and security of all Members, staff and visitors. To support these activities at total of \$4,438,000 is requested for personnel and non-personnel items and services. The \$1,993,000 for personnel will fund the 13 authorized positions plus 5 new FTE. These new FTE will assist with law enforcement, dignitary protection, intelligence/counterintelligence, physical protection and provide increased support to the various District Office Security Programs. Additional support to be provided by the District Office Security Program includes the coordination of all security systems installations, addressing any recurring security systems issues and providing assistance and guidance in resolving these issues, and providing security awareness briefings for staff in Members' districts. Funding for non-personnel items and services is \$2,445,000. This is an increase from FY18 and is due to non-recurring costs associated with overseas travel for USCP protecting House Leadership in addition to the purchase and installation of District Office security systems and the monitoring and maintenance of these systems.

Emergency Management – The division of Emergency Management serves as the focal point for the House of Representatives emergency planning and continuity programs. The division manages the House of Representatives life safety support programs, the House Operations Center, and internal continuity activities for the Office of the Sergeant at Arms. To support these activities a total of \$3,857,000 is requested for personnel and non-personnel items and services. The \$1,937,000 for personnel will fund the 15 authorized positions plus 2 new FTE. These FTE will assist with emergency preparedness, operations, and planning efforts of the office and will focus on emergency preparedness training for Member and Committee offices. Funding for non-personnel items and services is \$1,920,000. This is a decrease from FY18 and is due to consolidating funds for staff training into the Immediate Office in addition to non-recurring costs associated with the lifecycle replacement of equipment to be purchased in FY18.

Zero Based Budgeting Applied

In the spirit of zero based budgeting, I have reviewed the needs of each division and produced a budget that allows the Office of the Sergeant at Arms is to continue to provide exceptional services to the Congressional community while remaining fiscally responsible.

**Office of the Chief Administrative Officer
FY19 Zero Based Budgeting
Appendix to the Narrative of Schedule C**

Legislative History

The Chief Administrative Officer (CAO) is an Officer of the House and is elected by majority vote of Members at the start of each Congress. Pursuant to House Rule II, the CAO directs non-legislative, budgetary, financial and administrative functions of the House subject to the oversight of the Committee on House Administration.

Mission Statement

We serve the House community by providing administrative, technical, and operational solutions so Members can perform their Constitutional duties.

FY18 Budget Request

\$152,588,000

Strategic Plan

In 2017, the CAO adopted a five-year Strategic Plan and a vision to become an essential resource for every Member of the People's House through outstanding customer experiences delivered by exceptional employees. The initial focus of the plan were Customer and Employee goals. The CAO launched the new Customer Experience Center and adopted a comprehensive Human Capital Plan. In 2018, the Plan initiated projects related to Process and Stewardship goals, such as quality assurance, enterprise risk management, and investment planning that will continue into 2019 and beyond.

Organization - Functional Components

The CAO supports the House community by providing administrative, technical, and operational solutions to the House. The CAO staff is a team of dedicated professionals with extensive public and private sector work experience. The staff is divided among eight divisions: CAO Immediate Office, Acquisitions Management, Customer Experience Center, Finance, House Information Resources, House Recording Studio, Human Resources, and Logistics and Support. During the zero based budgeting process, personnel budgets were allocated to all divisions. Below is a summary of the request:

	FY18 Budget (annualized CR)	FY19 Budget Request	FY19 Request vs. FY18 Budget %	FY19 Request vs. FY18 Budget %
Chief Administrative Officer				
CAO Immediate Office and Galleries	\$ 6,917,000	\$ 8,468,000	\$ 1,551,000	22.4%
Acquisitions Management	\$ 6,209,000	\$ 11,184,000	\$ 4,975,000	80.1%
Customer Experience Center	\$ 4,145,000	\$ 8,277,000	\$ 4,132,000	99.7%
Finance	\$ 9,896,000	\$ 10,628,000	\$ 732,000	7.4%
House Information Resources	\$ 66,341,000	\$ 88,458,000	\$ 22,117,000	33.3%
House Recording Studio	\$ 5,656,000	\$ 6,329,000	\$ 673,000	11.9%
Human Resources	\$ 3,169,000	\$ 3,819,000	\$ 650,000	-20.5%
Logistics & Support	\$ 14,036,000	\$ 15,395,000	\$ 1,359,000	9.7%
Total CAO Budget	\$ 116,369,000	\$ 152,558,000	\$ 36,189,000	31.1%

NOTE: Business Unit budgets above include both personnel and non-personnel expenses.

CAO Immediate Office - The Immediate Office (IO) of the CAO provides legal counsel, communications, administrative support, manages audit and internal controls for the CAO, and oversees the Child Care Center. This division also includes the three Galleries: Radio TV Gallery, Press Gallery, and Periodical Press Gallery.

CAO IMMEDIATE OFFICE SUMMARY - FY19 BUDGET REQUEST TABLE

Description	Amount	Narrative
Tier 1: FY19 Budget		
11-Personnel Compensation	\$ 4,950,000	Flat with Annualized FY18 CR.
21-Travel	\$ 10,000	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ 84,000	
24-Printing	\$ 5,000	
25-Other Services	\$ 1,741,000	
26-Supplies and Materials	\$ 52,000	
31-Equipment	\$ 75,000	
Subtotal Tier 1	\$ 6,917,000	
Tier 2: Zero-based budgeting applied to FY19 Budget		
11-Personnel Compensation	\$ 1,291,000	The FY19 budget request for the CAO IO is \$1,551,000 or 22.4% above the FY18 budget (annualized CR). The IO requests funding to support personnel increases for the anticipated COLA and longevities. The IO requests funding to support cost increases in telephone operator services that ensure constituent calls are routed to the correct Member of Congress. These call volumes have increased significantly during the 115th Congress. The cost for this service is shared with the Senate. In addition, the Internal Control Enterprise Risk Management (ERM) Initiative requires contractor support for program development and implementation including testing, remediation, documentation, and training. These increased costs directly address an existing deficiency identified during the FY16 financial statement audit. Lastly, this request includes a placeholder for the new Office of Employee Advocacy as contemplated by H.R. 4822, the Congressional Accountability Act of 1995 Reform Act currently being considered by the Committee on House Administration.
21-Travel	\$ 16,000	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ 8,000	
24-Printing	\$ 1,000	
25-Other Services	\$ 216,000	
26-Supplies and Materials	\$ 12,000	
31-Equipment	\$ 7,000	
Subtotal Tiers 1&2	\$ 8,468,000	
Tier 3: Optimal funding above Tiers 1 & 2		
11-Personnel Compensation	\$ -	Not requested.
21-Travel	\$ -	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ -	
24-Printing	\$ -	
25-Other Services	\$ -	
26-Supplies and Materials	\$ -	
31-Equipment	\$ -	
Subtotal Tiers 1,2,&3	\$ 8,468,000	

Acquisitions Management - Acquisitions Management procures goods and services for the House, oversees the Office Supply & Gift Shop, and manages House service contracts including Food Services, Shoe Shine Services, Barber Shop and Salon Services, fitness center, dry cleaners, and traditional and digital mail operations.

ACQUISITIONS MANAGEMENT SUMMARY - FY19 BUDGET REQUEST TABLE

Description	Amount	Narrative
Tier 1: FY19 Budget		
11-Personnel Compensation	\$ 2,408,000	Flat with Annualized FY18 CR.
21-Travel	\$ -	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ 134,000	
24-Printing	\$ -	
25-Other Services	\$ 3,272,000	
26-Supplies and Materials	\$ -	
31-Equipment	\$ 395,000	
Subtotal Tier 1	\$ 6,209,000	
Tier 2: Zero-based budgeting applied to FY19 Budget		
11-Personnel Compensation	\$ 215,000	The FY19 budget request for Acquisitions is \$4,975,000 or 80.1% above the FY18 budget (annualized CR). This request will restore amounts needed to support the House mail contract for the next option period from September 1, 2019 through August 31, 2021. The mail contract is essential to ensure that constituent communications are delivered to Member offices in a timely manner while at the same time ensuring that all mail is properly screened for potential threats. In FY17, the mail contract was funded into FY18 and savings from this were realized to support other House initiatives such as the Cybersecurity program. The actual contract cost for the mail program is \$8.6M. The cost for this contract has decreased as a result of negotiations for the last option period of this contract. Additionally, Acquisitions requests funding to support personnel increases for the anticipated COLA, longevities and overtime.
21-Travel	\$ -	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ 5,000	
24-Printing	\$ -	
25-Other Services	\$ 4,755,000	
26-Supplies and Materials	\$ -	
31-Equipment	\$ -	
Subtotal Tiers 1&2	\$ 11,184,000	
Tier 3: Optimal funding above Tiers 1 & 2		
11-Personnel Compensation	\$ -	Not requested.
21-Travel	\$ -	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ -	
24-Printing	\$ -	
25-Other Services	\$ -	
26-Supplies and Materials	\$ -	
31-Equipment	\$ -	
Subtotal Tiers 1,2,&3	\$ 11,184,000	

Customer Experience Center - The Customer Experience Center (CEC) ensures exceptional customer experiences for all CAO services delivered to the House community by connecting CAO technical, administrative and operational experts with their customers. This division provides services through its five departments: Communication & Marketing, the Customer Advocates, First Call, Digital Media Services, and the Congressional Staff Academy.

CUSTOMER EXPERIENCE CENTER SUMMARY: FY19 BUDGET REQUEST TABLE

Description	Amount	Narrative
Tier 1: FY19 Budget		
11-Personnel Compensation	\$ 2,324,000	Flat with Annualized FY18 CR.
21-Travel	\$ 8,000	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ 37,000	
24-Printing	\$ 10,000	
25-Other Services	\$ 407,000	
26-Supplies and Materials	\$ 953,000	
31-Equipment	\$ 406,000	
Subtotal Tier 1	\$ 4,145,000	
Tier 2: Zero-based budgeting; applied to FY19 Budget		
11-Personnel Compensation	\$ 2,071,000	The FY19 budget request for the Customer Experience Center is \$4,132,000 or 99.7% above the FY18 budget (annualized CR). The CEC requests funding to support personnel increases for additional staff, anticipated COLAs, longevities and overtime. The CEC will use additional funding to implement workplace rights training for every Member and employee as required by H.Res. 630 and subsequent Committee on House Administration regulations. New funding will also be used to implement a comprehensive Wellness Program for the House community, a program of interest to several Members of the Legislative Branch Appropriations Subcommittee. This program expands the wellness offerings to Members and staff, including stress management, nutrition, fitness and general health. The proposed costs for this program include online and in-person training, lifeline services, office infrastructure and other program expenses. Lastly, this request funds increases needed to support the new Congressional Staff Academy which focuses on professional development for Member staff. The funding will be used to develop a new curriculum, a new online learning center, and technology upgrades and replacements for Longworth classrooms.
21-Travel	\$ 89,000	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ 13,000	
24-Printing	\$ 8,000	
25-Other Services	\$ 1,604,000	
26-Supplies and Materials	\$ 30,000	
31-Equipment	\$ 317,000	
Subtotal Tiers 1&2	\$ 8,277,000	
Tier 3: Optimal funding above Tiers 1 & 2		
11-Personnel Compensation	\$ -	Not requested.
21-Travel	\$ -	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ -	
24-Printing	\$ -	
25-Other Services	\$ -	
26-Supplies and Materials	\$ -	
31-Equipment	\$ -	
Subtotal Tiers 1,2,&3	\$ 8,277,000	

Finance - The Office of Finance (Finance) provides financial management services to the House community including accounting, financial counseling for official expenses and voucher processing, payroll and benefits counseling and processing for Members of Congress and staff, and House budget management.

FINANCE SUMMARY - FY19 BUDGET REQUEST TABLE		
Description	Amount	Narrative
Tier 1: FY19 Budget		
11-Personnel Compensation	\$ 9,011,000	Flat with Annualized FY18 CR.
21-Travel	\$ 28,000	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ 80,000	
24-Printing	\$ 3,000	
25-Other Services	\$ 578,000	
26-Supplies and Materials	\$ 62,000	
31-Equipment	\$ 134,000	
Subtotal Tier 1	\$ 9,896,000	
Tier 2: Zero-based budgeting applied to FY19 Budget		
11-Personnel Compensation	\$ 525,000	The FY19 budget request for Finance is \$732,000 or 7.4% above the FY18 budget (annualized CR). Finance requests funding to support personnel increases for the anticipated COLA, longevities and overtime. Additionally, the requested increase will allow the Finance office to fund contractor support to implement the Finance Organizational Assessment recommendations and CAO Strategic Plan related projects. These initiatives directly relate to improving the performance of the Finance office, especially the accuracy and processing time of Member, Committee, and Leadership expense vouchers. The requested increase is offset by a savings due to the phasing out of the Retirement Benefit Counselor contract.
21-Travel	\$ 18,000	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ 23,000	
24-Printing	\$ 4,000	
25-Other Services	\$ 168,000	
26-Supplies and Materials	\$ 3,000	
31-Equipment	\$ (9,000)	
Subtotal Tiers 1&2	\$ 10,628,000	
Tier 3: Optimal funding above Tiers 1 & 2		
11-Personnel Compensation	\$ -	Not requested.
21-Travel	\$ -	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ -	
24-Printing	\$ -	
25-Other Services	\$ -	
26-Supplies and Materials	\$ -	
31-Equipment	\$ -	
Subtotal Tiers 1,2,&3	\$ 10,628,000	

House Information Resources - House Information Resources (HIR) manages the technology solutions for the House community. HIR provides cybersecurity products and services, campus voice and data services, active directory management, mobile communications support, website development, Multiprotocol Label Switching (MPLS) and Virtual Private Network (VPN) connection support, and video teleconferencing through the House's public wireless network. HIR is also responsible for managing large scale software/hardware implementations.

HOUSE INFORMATION RESOURCES SUMMARY - FY19 BUDGET REQUEST TABLE		
Description	Amount	Narrative
Tier 1: FY19 Budget		
11-Personnel Compensation	\$ 34,615,000	Flat with Annualized FY18 CR.
21-Travel	\$ 158,000	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ 4,422,000	
24-Printing	\$ 5,000	
25-Other Services	\$ 7,982,000	
26-Supplies and Materials	\$ 752,000	
31-Equipment	\$ 18,406,000	
Subtotal Tier 1	\$ 66,341,000	
Tier 2: Zero-based budgeting; applied to FY19 Budget		
11-Personnel Compensation	\$ 453,000	The FY19 budget request for House Information Resources is \$22,117,000 or 33.3% above the FY18 budget (annualized CR). The increased funding will be used for a variety of initiatives supporting the House and its Members. The Cybersecurity program will be realigned from a strategic initiative to a program within HIR. This request also supports additional technology and contractor support to address identified cyber gaps to improve the House's overall cybersecurity posture. Many of these initiatives will directly improve the protection of Member IT systems and data. This program is an ongoing activity. If funded sufficiently, these initiatives will continue to be developed and implemented in partnership with House Leadership. HIR requires funding to support increased costs for maintenance and software licenses used by the House community. The Microsoft Enterprise agreement currently covers 12,000 users. After a thorough review of the program, the House requires an additional 4,000 licenses for utility and service accounts that are required for the full integration and capability of the Microsoft suite of services such as Microsoft OneDrive and voicemail to email enhancements currently being deployed to Member offices. Funding is required to migrate all public House websites, including Member websites and emergency communications websites, to an external cloud infrastructure. Funding is required for data backup and storage equipment that needs to be replaced as the current maintenance agreements expire in September 2018. This request includes funding to provide more comprehensive technology services to Member offices, including system administration and maintenance services. More comprehensive services will (1) address several IG recommendations related to redundant and confusing service offerings, (2) provide more consistent and reliable security patching of Member IT systems, and (3) potentially negate the need for Member offices to hire a technology vendor to provide these services. Additional funding is requested for contractor support for a variety of initiatives, including Remote Desktop Support, Mobility Engineer, telecommunication and service desk support for Member offices, and a developer to support the Human Resources Performance Management project in support of the CAO Strategic Plan. Lastly, HIR requests funding to support personnel increases for the anticipated COLA, longevity, and overtime.
21-Travel	\$ 23,000	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ 16,000	
24-Printing	\$ 5,000	
25-Other Services	\$ 16,212,000	
26-Supplies and Materials	\$ 24,000	
31-Equipment	\$ 5,384,000	
Subtotal Tiers 1&2	\$ 88,458,000	
Tier 3: Optimal funding above Tiers 1 & 2		
11-Personnel Compensation	\$ -	Not requested.
21-Travel	\$ -	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ -	
24-Printing	\$ -	
25-Other Services	\$ -	
26-Supplies and Materials	\$ -	
31-Equipment	\$ -	
Subtotal Tiers 1,2,&3	\$ 88,458,000	

House Recording Studio - The House Recording Studio (HRS) provides House floor coverage, Committee broadcast and studio operations. HRS also manages Committee Hearing Room renovations and equipment replacement.

HOUSE RECORDING STUDIO SUMMARY - FY19 BUDGET REQUEST TABLE

Description	Amount	Narrative
Tier 1: FY19 Budget		
11-Personnel Compensation	\$ 4,432,000	Flat with Annualized FY18 CR.
21-Travel	\$ -	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ 180,000	
24-Printing	\$ -	
25-Other Services	\$ 455,000	
26-Supplies and Materials	\$ 70,000	
31-Equipment	\$ 519,000	
Subtotal Tier 1	\$ 5,656,000	
Tier 2: Zero-based budgeting applied to FY19 Budget		
11-Personnel Compensation	\$ 303,000	The FY19 budget request for the House Recording Studio is \$673,000 or 11.9% above the FY18 budget (annualized CR). HRS requests funding to support personnel increases for the anticipated COLA, longevities and overtime. Additionally, HRS requires funding to support the lifecycle replacement of video teleconferencing equipment in the studios. Lastly, this increase also funds the purchase of a new file based Archiving system for House floor coverage which replaces the obsolete technology of VTR's (Video Tape Recorders) for the capture, recovery and archiving of House Floor Coverage.
21-Travel	\$ 5,000	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ -	
24-Printing	\$ -	
25-Other Services	\$ 80,000	
26-Supplies and Materials	\$ -	
31-Equipment	\$ 285,000	
Subtotal Tiers 1&2	\$ 6,329,000	
Tier 3: Optimal funding above Tiers 1 & 2		
11-Personnel Compensation	\$ -	Not requested.
21-Travel	\$ -	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ -	
24-Printing	\$ -	
25-Other Services	\$ -	
26-Supplies and Materials	\$ -	
31-Equipment	\$ -	
Subtotal Tiers 1,2,&3	\$ 6,329,000	

Human Resources - The Office of Human Resources (HR) provides personnel services to the CAO and ADA assistance to Members. The HR Immediate Office (which encompasses CAO Human Resources, Diversity and Organizational Change Management, Privacy Assurance, and Safety and Personnel Security) provides internal full life-cycle HR services to the CAO organization. Within HR, the Office of Employee Assistance, and Wounded Warrior Program provide external House-wide HR services.

HUMAN RESOURCES SUMMARY - FY19 BUDGET REQUEST TABLE

Description	Amount	Narrative
Tier 1: FY19 Budget		
11-Personnel Compensation	\$ 2,564,000	Flat with Annualized FY18 CR.
21-Travel	\$ 89,000	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ 25,000	
24-Printing	\$ 23,000	
25-Other Services	\$ 384,000	
26-Supplies and Materials	\$ 40,000	
31-Equipment	\$ 44,000	
Subtotal Tier 1	\$ 3,169,000	
Tier 2: Zero-based budgeting applied to FY19 Budget		
11-Personnel Compensation	\$ 143,000	The FY19 budget request for Human Resources is \$650,000 or 20.5% above the FY18 budget (annualized CR). HR request funds for key projects supporting the Employee Goal of the CAO Strategic Plan to ensure a professional and engaged CAO workforce. Projects include contractor support for performance management, enhancing the CAO's talent framework, and workforce optimization. Lastly, HR requests funding to support personnel increases for the anticipated COLA and longevities.
21-Travel	\$ 11,000	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ 1,000	
24-Printing	\$ -	
25-Other Services	\$ 506,000	
26-Supplies and Materials	\$ 2,000	
31-Equipment	\$ (13,000)	
Subtotal Tiers 1&2	\$ 3,819,000	
Tier 3: Optimal funding above Tiers 1 & 2		
11-Personnel Compensation	\$ -	Not requested.
21-Travel	\$ -	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ -	
24-Printing	\$ -	
25-Other Services	\$ -	
26-Supplies and Materials	\$ -	
31-Equipment	\$ -	
Subtotal Tiers 1,2,&3	\$ 3,819,000	

Logistics & Support - Logistics & Support (L&S) provides furniture delivery, removal and set up services, furniture and furnishings services that include carpeting, drapery, engraving, furniture procurement, finishing, locksmith, upholstery and picture framing services. Furniture is manufactured by the House, provided from House inventory, or obtained through third party vendors. This includes traditional furniture and furnishings, modular furniture, refurbishment and warehousing. Additionally, L&S administers Asset Management for the House by maintaining an accurate accounting for thousands of office equipment items.

LOGISTICS & SUPPORT SUMMARY - FY19 BUDGET REQUEST TABLE

Description	Amount	Narrative
Tier 1: FY19 Budget		
11-Personnel Compensation	\$ 9,284,000	Flat with Annualized FY18 CR.
21-Travel	\$ 73,000	
22-Transportation of Things	\$ 18,000	
23-Rent, Communications, Utilities	\$ 102,000	
24-Printing	\$ -	
25-Other Services	\$ 1,126,000	
26-Supplies and Materials	\$ 1,215,000	
31-Equipment	\$ 2,218,000	
Subtotal Tier 1	\$ 14,036,000	
Tier 2: Zero-based budgeting applied to FY19 Budget		
11-Personnel Compensation	\$ 259,000	The FY19 budget request for Logistics and Support is \$1,359,000 or 9.7% above the FY18 budget (annualized CR). This funding will restore amounts needed to provide the necessary contractor support and resources for normal L&S services and delivery times for all areas. In addition, funding is required for: a replacement truck for the movement of furniture and equipment between the campus and the warehouse to ensure timely response to Member requests, a new line of drapery products for the Cannon House Office Building in response to Member request, and costs related to furniture warehousing and storage related to support of the O'Neill House Office Building.
21-Travel	\$ -	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ -	
24-Printing	\$ -	
25-Other Services	\$ 928,000	
26-Supplies and Materials	\$ 127,000	
31-Equipment	\$ 45,000	
Subtotal Tiers 1&2	\$ 15,395,000	
Tier 3: Optimal funding above Tiers 1 & 2		
11-Personnel Compensation	\$ -	Not requested.
21-Travel	\$ -	
22-Transportation of Things	\$ -	
23-Rent, Communications, Utilities	\$ -	
24-Printing	\$ -	
25-Other Services	\$ -	
26-Supplies and Materials	\$ -	
31-Equipment	\$ -	
Subtotal Tiers 1,2,&3	\$ 15,395,000	

Zero Based Budgeting Applied

The CAO continues to endeavor to maintain current services along with initiating new programs that will support the House community and legislative activities. During summer 2017, the CAO performed an intense internal needs requirements analysis in line with the principles of Zero-Based Budgeting (ZBB). This ZBB effort allowed the CAO to focus on its mission in relationship to its overall goals and take a strategic and critical look at services currently provided.

All FY19 programs, projects and activities (PPAs) were reviewed and revised as needed. Each PPA submitted as part of this review provided a brief overview of service, alignment to the CAO Strategic Plan, justification for service, and impact if the service is not funded as well as the five-year budget need (FY19 through FY23). Throughout this process, budget points of contact identified any unfunded operational or project requirements, and provided justifications for inclusion of these items in the annual budget request.

Several meetings were held to review all submissions and unfunded operational and/or project requirements. The goal was to discuss how to accommodate annual increases on key activities and services as well as hardware/software maintenance and licenses. As a result, the CAO concluded that it would need to request an increase of \$36,189,000 compared to the FY18 budget (annualized CR). The Cyber increase is \$16,196,000 to include both Cybersecurity Administration and Cybersecurity Activity. Funding for this program was realigned from CAO strategic initiatives to House Information Resources.

**Office of Inspector General
FY2019 Zero-based Budgeting
Appendix to the Narrative of Schedule C**

Legislative History

The Office of Inspector General (OIG) was established by the U.S. House of Representatives in the 103rd Congress, pursuant to the House Administrative Reform Resolution of 1992 (H. Res. 423, 102nd Congress) to conduct periodic audits of the financial and administrative functions of the House and of joint entities.

Mission Statement

The OIG's mission is to provide value-added recommendations for improving the performance, accountability, and integrity of House financial, administrative, and technology-based operations through performance of independent audit, advisory, and investigative services in a non-partisan manner. In collaboration with the Committee on House Administration (Committee), on a bi-partisan basis, the OIG continues to do its part to contribute to a more effective and efficient House support structure by identifying and helping mitigate significant risks to the House; highlighting opportunities for improving the efficiency of House operations; and serving as a constructive critic, risk advisor, and positive change agent.

FY2019 Budget Request

\$5,019,000

Strategic Goals

The OIG supports House governance activities by performing audits, advisory, and investigative services in coordination with the Committee on House Administration and House Leadership.

The OIG has three main Strategic Goals:

- Improve House financial and administrative operations
- Protect the integrity of House financial and administrative operations
- Ensure quality and excellence in our organization

Functional Components

The OIG has an authorized Full-time Equivalent (FTE) strength of twenty-five (25) staff. OIG staff are experienced and dedicated professionals who have extensive public and private sector work experience. The staff is divided among four divisions:

- Performance and Financial Audits, and Investigations
- Information Systems Audits
- Management Advisory Services
- Support Services

The OIG operates three distinct, recurring programs:

Audit, Advisory, and Investigative Services (AAIS)

The Office of Inspector General provides objective, value-added advice to House Leadership, the Committee on House Administration (Committee), the House Officers, and joint entities in the areas of financial management, administrative operations, business best practices, workplace issues (e.g. health, safety, and physical security), the integrity of information system networks and cyber security, the operations of application systems, and management of the data they contain.

The OIG prepares an annual Work Plan which is reviewed and approved by both the Majority and Minority of the Committee. This plan consists of requested projects from the House Officers and the Committee, as well as additionally recommended audits and advisories based on the OIG's assessment of potential risks to the House. The scope, depth, and number of audits and advisories vary from year to year because of changes in House operations, emerging trends, the continual reassessment of risk, and the availability of funds for obligation. Because investigative services are done on an "as needed" basis, the number, scope, and level of effort of investigative projects are not easily predicted.

The OIG executes its activities through deliberate and defined processes using highly-skilled, professional staff. All audit, advisory, investigative, and quality assurance staff hold advanced degrees or one or more professional certifications. The AAIS Program budget includes salaries for the Inspector General (IG), 2 Deputy IGs, and 19 audit, advisory, investigative, and quality assurance staff members. The AAIS Program budget also includes funding for audit-specific training, audit-specific supplies (e.g. computer hardware, software and licensing support, and forensic tools for audits and investigations), and audit-related subscriptions, publications, and research services used as guides, references, and resources in the planning and performance of audits, advisories, and investigations. Based upon specific job requirements, the OIG may augment its staff with contractors having specialized technical skills or subject matter expertise.

AAIS Program – (FY2019 Zero-based Budget)

Program Changes: (\$4,212). The AAIS Program budget was formulated starting with our current FTE salaries, then we adjusted the number of our COLA-eligible and COLA-ineligible staff salaries to account for positions that have reached the Speaker's Pay Order (SPO) level or will in FY2019, and calculated and added the appropriate COLA amount. The OIG formulates its personnel budget at the step 6 level of the highest grade for the position, unless the incumbent of a position is already above the step 6 level in the highest grade; in which case, the budget for that position would be at the actual rate. This methodology for formulating our personnel budget ensures we can hire highly-qualified applicants into a broad range of pay rates for each position's classification.

Next, the non-personnel items were formulated by reviewing amounts from our FY2018 budget and determining needs for FY2019. The OIG engages an independent CPA firm to perform the annual audit of the House financial statement. The amount for this audit by an independent contractor is the starting point to budget for Other Services for FY2019. Additionally, the Other Services budget line funds access to research services, reference guides, and other resources used in the planning and performance of audits, advisories, and investigations.

For the remainder of the AAIS Program budget, we based our estimates on spending trends and projected activities to determine the minimum amounts needed for current/continuing and planned services and support. The AAIS non-personnel budget was reduced in BOC 2400 because the trend has been one of decreased spending in this area as well as a projected decrease in the need for printing and reproduction services. The BOC 2600 budget line was also reduced due to a non-recurring cost for research resources.

In previous budget requests and testimony, the OIG has stated that the continued absorption of COLAs into flat budgets and other budget reductions would eventually impact the OIG's ability to contract for not only the annual financial statement audit, but also to contract for the performance of or assistance on audits and advisories. Therefore, the OIG is requesting to add, rather than absorb, the COLA for FY2019.

FY'19 Budget Request - AUDIT, ADVISORY, AND INVESTIGATIVE SERVICES	
Description	Amount
FY'18 Budget	Appropriations
11-Personnel Compensation	\$ 3,284,096
21-Travel	\$ -
23-Rent, Communications, Utilities	\$ -
24-Printing	\$ 3,000
25-Other Services	\$ 851,703
26-Supplies and Materials	\$ 75,275
31-Equipment	\$ 33,455
Subtotal FY'18	\$ 4,247,529
Zero-based budgeting applied for FY'19 Budget	
11-Personnel Compensation	\$ 81,433
21-Travel	\$ -
23-Rent, Communications, Utilities	\$ -
24-Printing	\$ (2,000)
25-Other Services	\$ 18,000
26-Supplies and Materials	\$ (2,591)
31-Equipment	\$ 379
Subtotal Changes	\$ 95,221
AAIS PROGRAM FY'19 Request	\$ 4,342,750

Admin and General Operations (ADMIN-OPS)

The Office of Inspector General's Admin and General Operations Program provides human resources management, contracting and procurement services, IT support, budget formulation and execution, process improvements and automation services, administers the OIG Quality Assurance Program, handles files maintenance and disposition, and provides other administrative support activities to ensure audit, advisory, and investigative staff and executive management has the necessary resources, services, and support to effectively and efficiently accomplish mission activities. The ADMIN-OPS Program budget includes salaries for three ADMIN-OPS Program staff members, as well as funding for the purchase of general office supplies, equipment (including maintenance agreements), office furnishings, enterprise computer software, hardware, and/or licensing agreements, relevant publications, communications

equipment and service plans, consultant and technical service support, and payment for shipment and installation of purchased items.

ADMIN-OPS Program – (FY2019 Zero-based Budget)

Program Changes: (\$11,221). The ADMIN-OPS Program budget was formulated by reviewing amounts from our FY2018 budget and determining needs for FY2019. We added the mandatory COLA increase to COLA-eligible personnel salaries. The OIG is requesting the increase due to the mandatory FY2019 COLA be added to the personnel budget. The OIG formulates its personnel budget at the step 6 level of the highest grade for the position, unless the incumbent of a position is already above the step 6 level in the highest grade; in which case, the budget for that position would be at the actual rate. This methodology for formulating our personnel budget ensures we can hire highly-qualified applicants into a broad range of pay rates for each position's classification.

Next, the non-personnel items were formulated based on necessary service contracts for maintenance of the OIG's current enterprise systems and office equipment, and for communications equipment and service plans. We analyzed prior years' spending trends for supplies and subscriptions, and also determined minimum estimates of the amount needed for planned technical and non-technical services. The non-personnel budget was reduced in the BOC 2300 budget line to account for a non-recurring cost of technology upgrades. Additionally, the BOC 3100 budget line was decreased due to negotiated reduced pricing on equipment maintenance plans, and leveraging several House-wide licenses.

FY'19 Budget Request - ADMIN & GENERAL OPERATIONS PROGRAM

Description	Amount
FY'18 Budget	Appropriations
11-Personnel Compensation	\$ 397,725
21-Travel	\$ -
23-Rent, Communications, Utilities	\$ 47,266
24-Printing	\$ 1,000
25-Other Services	\$ 89,102
26-Supplies and Materials	\$ 23,000
31-Equipment	\$ 38,631
Subtotal FY'18	\$ 596,724
Zero-based budgeting applied for FY'19 Budget	
11-Personnel Compensation	\$ 6,000
21-Travel	\$ -
23-Rent, Communications, Utilities	\$ (8,121)
24-Printing	\$ -
25-Other Services	\$ -
26-Supplies and Materials	\$ -
31-Equipment	\$ (3,100)
Subtotal Changes	\$ (5,221)
ADMIN-OPS PROGRAM FY'19 Request	\$ 591,503

Training (TPDEV)

Rule II states that the OIG will conduct its audit, investigative, and advisory work in a manner consistent with government-wide auditing standards. These standards require all auditors, and specialists supporting auditors, to have a minimum of 80 hours of specialized training every two years. Specialized training for Information Systems Auditors is also needed to stay current with rapidly changing and emerging technologies.

When possible, training is obtained locally, but in some instances, travel and travel expenses are necessary if the training cannot be obtained in a timely fashion or is not available locally. Purchases of computer software, training aids, accessories, or publications associated with OIG training are also funded in the Training (TPDEV) Program's budget.

TPDEV Program – (FY2019 Zero-based Budget)

Program Changes: \$0. The TPDEV Program budget was formulated by reviewing past years' spending trends and estimates to ensure funding for the minimum number of Continuing Professional Education credits which staff are required to earn, in accordance with government auditing standards. This is also in line with the OIG's strategic goal of ensuring quality and excellence in our organization.

FY'19 Budget Request - TRAINING PROGRAM

Description	Amount
FY'18 Budget	Appropriations
11-Personnel Compensation	\$ -
21-Travel	\$ 11,563
23-Rent, Communications, Utilities	\$ -
24-Printing	\$ -
25-Other Services	\$ 73,184
26-Supplies and Materials	\$ -
31-Equipment	\$ -
Subtotal FY'18	\$ 84,747
Zero-based budgeting applied for FY'19 Budget	
11-Personnel Compensation	\$ -
21-Travel	\$ -
23-Rent, Communications, Utilities	\$ -
24-Printing	\$ -
25-Other Services	\$ -
26-Supplies and Materials	\$ -
31-Equipment	\$ -
Subtotal Changes	\$ -
TPDEV PROGRAM FY'19 Request	\$ 84,747

Based on known requirements at this time, the OIG has no additional changes to make to the zero-based budget request above. The OIG reduces costs wherever possible and releases funds for reprogramming when our operational and mission funding requirements do not match our budget plan. While the OIG has absorbed mandatory COLAs and inflationary factors into a flat budget since FY2014, the OIG's FY2019 budget request adds funding for COLAs to help ensure there are no negative impacts to the OIG's ability to meet its continuing and future mission requirements.

**Office of General Counsel
FY 2019 Zero Based Budgeting
Appendix to the Narrative of Schedule C**

Legislative History

The Office of General Counsel (OGC) is established pursuant to Rule II.8(a) of the Rules of the House of Representatives for the 115th Congress. The office was first established by House Rule in 1993. See H. Res. 5, 103d Cong. (Jan. 5, 1993, p.49).

Mission Statement

The OGC provides legal representation and advice to the House and its Members, officers, employees, and entities (e.g., committees), without regard to political affiliation, on matters related to their official duties.

FY'19 Budget Request

\$1,502,000

Strategic Plan

The strategic plan of the office is to defend the prerogatives of the House and its Members by litigating cases effectively and providing sound legal advice and counsel. While it is impossible to provide an exhaustive list of the types of representation and advice that the OGC can and does provide, the office addresses with some frequency the following types of matters:

- committee subpoenas
- judicial/administrative/grand jury subpoenas
- judicial proceedings
- privileges, including Speech or Debate Clause issues
- tort claims
- request for information (both formal and informal)
- release of constituent information and confidentiality
- FOIA and the Privacy Act issues
- formal legal opinions
- tax exemption letters
- separation of powers issues

Office Functional Components

Legal Representation and Advice

Zero Based Budgeting Applied

To execute zero based budgeting, we reviewed and analyzed our historical spending patterns, and evaluated our anticipated needs for FY 2019.

The total amount requested for FY 2019 is less than a 1% increase over OGC's FY 2018 request.

The non-personnel expenditures request includes an increase of \$46,000. The increase reflects growth in historical costs for subscription and printing expenses, equipment purchases, and outside IT support to assist the office with ongoing operations, including enhanced software and hardware capabilities intended to provide improved efficiencies and capabilities for addressing the increased burden of document review and production activities engaged in by the office. This increase in non-personnel expenditures is expected to provide enhanced operational efficiencies, and accordingly it is largely offset by a projected reduction in personnel expenditures resulting from the office's plan to fill an assistant general counsel position with a legal assistant at a lower salary.

The FY 2019 budget request also includes funds for meritorious increases required to maintain salary levels sufficient to retain highly qualified senior attorneys (associate and assistant general counsels) who handle the bulk of the OGC's workload.

**Office of the Parliamentarian
FY 2019 Zero Based Budgeting
Appendix to the Narrative of Schedule C**

Legislative History

A Parliamentarian has been appointed by the Speaker in every Congress since 1927. In the 95th Congress the House formally established an Office of the Parliamentarian to be managed by a nonpartisan Parliamentarian appointed by the Speaker without regard to political affiliation and solely on the basis of fitness to perform the duties of the position. (H. Res. 502, Apr. 20, 1977, made permanent law by sec. 115 of P.L. 95-94; see 2 U.S.C. 287).

The compilation and preparation of the precedents of the House of Representatives were authorized in the 93rd Congress by the Committee Reform Amendments of 1974 (sec. 208, H. Res. 988, Oct. 8, 1974, made permanent law by P.L. 93-554, 2 U.S.C. 28a). The printing and distribution of the precedents were authorized by Public Law 94-551 (2 U.S.C. 28b-28e). See also 2 U.S.C. 28, 29.

Mission Statement

Parliamentary practice and procedure in the House of Representatives is grounded in the Constitution, in the standing rules adopted by the House, in Thomas Jefferson's Manual of Parliamentary Practice, and in provisions of law or concurrent resolution having the effect of rules of the House. On this foundation rests a body of precedent developed by decisions of the various Speakers and other presiding officers of the House and its Committees of the Whole on actual parliamentary questions as they have arisen over 229 years. The overarching role of the Parliamentarian is to strive for consistency in parliamentary analysis by attempting to apply pertinent precedent to each question confronted -- in recognition of the principle of stare decisis that fairness is best guaranteed by predictability, which, in turn, is best guaranteed by fidelity to precedent. The ongoing challenge of this role derives from the fact that determining the most pertinent line of precedent to be applied often depends on precise analysis of the factual circumstances at hand (e.g., under the germaneness rule, a thorough examination of the pending text and its relationship to the proffered amendment).

FY'19 Budget Request

\$2,026,000

Office Functional Components

During sittings of the House, the Parliamentarian sits to the right of the Chair and advises the presiding officer on procedural matters.

Acting for the Speaker, the Parliamentarian refers bills, resolutions, Presidential messages, executive communications, State memorials, and citizen petitions to the committees having jurisdiction over their subject matter.

The Parliamentarian advises committees on hearing and markup procedure and in the preparation of reports to the House.

The Parliamentarian assists members and staff of the committees in understanding their powers, responsibilities, and limitations under the rules.

The Parliamentarian assists the Leaderships in the procedural execution of a program of business, rendering technical advice as to methods to be used under the rules for the consideration of a given matter.

The Parliamentarian assists in the daily preparation of the Journal, which, under the Constitution, is the official record of the proceedings of the House.

To ensure a current digest of all decisions made in the House and in the Committee of the Whole during the preceding session, the Parliamentarian prepares the House Rules and Manual for biennial re-publication.

The Parliamentarian compiles the most salient precedents for formal, scholarly publication. These most important precedents presently fill 29 large printed volumes comprising thousands of decisions over the 229 years of parliamentary practice in the House. To bridge the span between a digest of decisions and formally published precedents, the Parliamentarian also has published *House Practice*, a condensed compilation of procedures of current application. The Parliamentarian also prepares the brochure entitled *How Our Laws Are Made* for public distribution.

Zero Based Budgeting Applied

After analyzing its budget from a zero base, the Office of the Parliamentarian evaluated its existing and anticipated needs and reallocated funds as necessary, especially within the personnel portion of its budget. The Parliamentarian filled one vacant FTE during the third quarter of calendar year 2017 by replacing a departing clerk with a less-tenured hire.

The Office of the Parliamentarian continues its efforts to operate at greater efficiency. In particular, the Digital Editor within its Office of Compilation of Precedents has established a social media presence for the Office of the Parliamentarian through Twitter in order to facilitate the electronic distribution of publications.

The Parliamentarian looks to streamline office operations by piloting a more flexible attorney schedule, taking into account long-term developments in the House floor schedule and a greater ability to communicate electronically. The Parliamentarian intends to foster increased operational efficiency through greater reliance on electronic devices and limited job sharing.

**Office of the Law Revision Counsel
FY 2019 Zero Based Budgeting
Appendix to the Narrative of Schedule C**

Legislative History

In 1974, the Office of the Law Revision Counsel (OLRC) was "established in the House of Representatives" by section 205 of House Resolution No. 988, Ninety-third Congress, which was enacted into permanent law by Public Law 93-554 (2 U.S.C. 285 et seq.).

Mission Statement

The OLRC serves the House of Representatives, Congress as a whole, the legal community, and the general public by producing and maintaining the United States Code, which is the official codification of the general and permanent statutory law of the United States. The mission of the OLRC is to make the United States Code "the free Code of choice" for the Hill community and the general public by ensuring that the official Code is the most accurate and accessible version available, whose currency rivals the versions produced by the private sector.

FY'19 Budget Request

\$3,327,000

Strategic Plan

To carry out its mission, the OLRC makes the United States Code available online and in print. For the online version, the goal is to make the Code as current and user-friendly as technologically possible. For the print version, in accordance with 1 U.S.C. 202, a complete new edition is published every six (6) years with annual cumulative supplements printed in each of the five (5) intervening years. For the OLRC, there are four (4) principle drivers:

Accuracy - This is a paramount concern. Every effort is made to ensure that the United States Code is as precise and error-free as humanly possible.

Timeliness - The United States Code online is updated to today's date. The size (approximately 50,000 pages) and complexity of the Code necessitate a day-to-day commitment from every member of the staff to make this level of timeliness an ongoing reality.

Accessibility - The Hill community and the general public need the United States Code to be readily accessible. For the online version, that means a quality website with downloadable data in multiple formats, including XML.

Positive Law Codification - Ongoing title-by-title positive law codification, as required by 2 U.S.C. 285b, is essential to the improvement of the organizational structure of the United States Code as a whole, and to resolving inconsistencies and errors in existing law.

Office Functional Components

The primary functions of the OLRC are to maintain an official version of the United States Code and to prepare legislation to enact individual titles of the Code into positive law. To carry out these functions, the OLRC is organized into two functional components: (1) Editorial maintenance of the Code; and (2) Positive law codification. The OLRC currently has 18 employees. There are 9 attorneys allocated for the editorial maintenance of the Code and 4 attorneys allocated for positive law codification. The remaining 5 employees provide editorial, technical, and clerical assistance to both functional components of the OLRC.

Editorial maintenance of the Code -- This function involves two primary tasks: (1) determining where new laws enacted by Congress should be placed in the Code; and (2) updating the actual text of the Code, which includes not only integrating new statutory provisions into existing text, but also preparing extensive editorial material to enable users to find, track, and understand the updates.

Positive Law Codification -- This function involves preparing legislation to enact individual titles of the United States Code into positive law. Positive law codification improves the organizational structure of the Code, creates a flexible framework to accommodate future legislation, and resolves inconsistencies and errors in existing law.

Zero Based Budgeting Applied

To execute zero-based budgeting, the OLRC has undertaken a detailed line-by-line review of expenses. The predominant concerns are the retention of staff and the completion of the Modernization Initiative relating to the OLRC. The OLRC needs to budget for salary increases and for the additional equipment necessary for the new drafting and editing tools.

The OLRC believes it has sufficient funds to complete the Modernization Initiative as initially envisioned. However, there are needed follow-on projects that must be undertaken in the near future which will require additional funding. Foremost among these is developing the capability of printing the United States Code directly from XML in the USLM schema. This would circumvent the multiple conversions necessary to continue printing the Code using the outdated Microcomp system.

**Office of the Legislative Counsel
FY 2019 Zero Based Budgeting
Appendix to the Narrative of Schedule C**

Legislative History

The Office of the Legislative Counsel (Office) was established as the Legislative Drafting Service under section 1303 of the Revenue Act of 1918. A formal statutory charter was established for the Office of the Legislative Counsel under title V of the Legislative Reorganization Act of 1970 (2 U.S.C. 281 et seq.).

Mission Statement

The mission of the Office is to provide legislative drafting services to the House of Representatives as stated in its charter (2 U.S.C. 281a): “The purpose of the Office shall be to advise and assist the House of Representatives, and its committees and Members, in the achievement of a clear, faithful, and coherent expression of legislative policies. The Office shall maintain impartiality as to issues of legislative policy to be determined by the House of Representatives, and shall not advocate the adoption or rejection of any legislation except when duly requested by the Speaker or a committee to comment on a proposal directly affecting the functions of the Office. The Office shall maintain the attorney-client relationship with respect to all communications between it and any Member or committee of the House.”

FY 2019 Budget Request

\$9,925,000

Strategic Plan (Our Vision)

To carry out our mission, the Office strives to achieve timeliness, accuracy, clarity, and transparency in the legislation that the Office drafts for the House, within a limited budget. These goals can best be met through a combination of retaining and recruiting a highly skilled professional staff and providing the staff with drafting tools that are appropriate for meeting the need for a high-quality work product in an ever-accelerating legislative environment. We believe that retention of our highly trained, skilled, and motivated staff is crucial to providing institutional knowledge and expertise, particularly in a time of high turnover of Members and staff. We have joined with the Office of the Clerk and the Office of the Law Revision Counsel to improve information technology for greater efficiency and accuracy in our work and for promoting better Member and public understanding of complex laws and the legislative process.

Office Functional Components

The Office is an internal law office within the House of Representatives, with a focus on the legislative functions of the House. It has 48 attorneys, who work in practice groups and teams to cover the myriad subject matters of Federal law and committee jurisdictional areas. They are assisted by support personnel who work in four branches: front-office and reception, paralegal and general support, information technology, and publications and compilations.

Zero Based Budgeting Applied

- To execute zero-based budgeting, the Office has completed a detailed line-by-line review of expenses, carefully analyzing our budget and evaluating funding levels across each of our activities. Four concerns predominate: (1) staffing and organizing the Office to adequately meet the needs of the House; (2) retention of highly trained personnel; (3) the need to have an overlap of senior personnel with new personnel in order to provide necessary training and transition in complex areas; and (4) partnering with the Office of the Clerk, the Office of the Law Revision Counsel, and other House offices on information technology initiatives that will enhance and modernize the internal operations of our Office as well as the transparency of the House's work for Members and the public.
- With respect to the first concern, we expect to increase the number of paralegal clerks in our Office and train them for a wider range of first level legal drafting support.
- With respect to the second and third concerns, we have 14 senior attorneys who have been with the Office for more than 20 years. This is a reduction of 6 attorneys from last year due to retirements and departures during calendar year 2017. Retention and then ultimate replacement of the senior attorneys (most of whom are eligible for retirement at this time) with new attorneys equally dedicated to public service is an increasingly serious concern. With regard to retention of highly trained and skilled attorneys, there is a need to maintain a competitive compensation plan. In addition, because of the long lead time required for training new attorneys and the need to maintain senior attorneys to do such training, there is a transitional need to retain senior personnel to overlap with new personnel who are learning their subject areas.
- With respect to the last concern, we partnered with the Clerk of the House to improve and develop tools to help Members better understand the impact of amendatory language on existing laws and bills. The tool to implement House Rule XXI, clause 12a by producing a document similar to a ramseyer was built on legacy software that was designed almost 2 decades ago. We expect to continue working with the Clerk of the House in phase II of this project to develop a more accurate tool that uses the USLM schema.
- At the time of preparation of this budget submission—
 1. We expect that we will have hired attorneys during FY18 (using FY18 approved levels of funding) to replace those who departed the Office in FY17, and to hire additional attorneys and support staff in FY19 to ensure adequate staffing during FY19 and beyond
 2. However, because of the uncertainty of the recruiting and hiring process, and the uncertainty of when retirement-eligible attorneys may retire, the personnel numbers and compensation amounts may not be accurate. It is possible that the Office will hire

fewer permanent staff than needed, and that more retirements than anticipated may occur, both of which would substantially or completely offset the projected increase for FY19 from the FY18 approved levels.

**Office of Interparliamentary Affairs
FY 2019 Zero Based Budgeting
Appendix to the Narrative of Schedule C**

Legislative History

On September 30, 2003 the Office of Interparliamentary Affairs was "established in the House of Representatives" by section 103 of House Resolution No. 2657 *Legislative Branch Appropriations Act, 2004*, 108th Congress, which was enacted into permanent law by Public Law 108-83 (2 U.S.C. 5582).

Mission Statement

The mission of the Office of Interparliamentary Affairs is to provide direct support to the Speaker for Washington meetings with foreign dignitaries and coordinating official visits to the House of Representatives by parliamentarians, officers or employees of foreign legislative bodies as well as providing direct support for overseas travel to the Speaker, Interparliamentary and overseas travel services to Members of the House and support for established parliamentary exchanges.

FY'19 Budget Request

\$814,000

Strategic Plan

To support the Speaker of the House and Members in coordinating and facilitating interparliamentary functions both in Washington and abroad.

Functional Components

- To provide direct support to the Speaker for Washington meetings with foreign dignitaries.
- To receive and respond to inquiries from foreign parliamentarians and legislative bodies regarding official visits to the House of Representatives.
- To coordinate official visits to the House by foreign dignitaries.
- To provide direct support to the Speaker for overseas travel.
- To coordinate with other House Officers in providing services for delegations of Members on official visits to foreign nations.
- Coordinate the activities and responsibilities of the House of Representatives in connection with participation in various interparliamentary exchanges and organizations.
- Enable the House to host meetings with senior government officials and dignitaries in order to discuss matters relevant to the United States relations with other nations.

Zero Based Budgeting Applied

The Office of Interparliamentary Affairs is a demand driven office, i.e. it is difficult to predict with certainty how many interparliamentary functions will be requested by the Speaker or Members but based on past history the FY'19 request should be sufficient to cover the needs of the House.

**Office of Congressional Ethics
FY 2019 Zero Based Budgeting
Appendix to the Narrative of Schedule C**

Legislative History

The Office of Congressional Ethics (OCE) was established by H.Res. 895 in the 110th Congress.

Mission Statement

The OCE is an independent, non-partisan entity charged with reviewing allegations of misconduct against Members, officers, and staff of the House and when appropriate, referring matters to the Committee on Ethics (COE).

FY'18 Budget Request

\$1,741,000

Strategic Plan

The OCE consists of a Board of Directors and Staff, including consultants, contractors, or other personnel retained by the Board. The Board reviews information related to allegations within the jurisdiction of the Board (allegations occurring on or after March 11, 2008).

Functional Components/Goals

- Determine Jurisdiction
- Prepare information for Board Consideration
- Solicit Testimony from Witnesses
- Conduct preliminary and second-phase reviews
- Board makes appropriate report to Committee on Ethics (COE)

Zero Based Budgeting Applied

The Office of Congressional Ethics (OCE) has applied zero based budgeting based on our mission and a line by line review of expenses. However, because the OCE is a demand-driven office, i.e., it is difficult to predict with certainty how much travel and resources will be needed to conduct business.

Congress of the United States

JOINT ECONOMIC COMMITTEE
(CREATED PURSUANT TO SEC. 9(a) OF PUBLIC LAW 304, 79TH CONGRESS)

Washington, DC 20510-6602

January 23, 2018

The Honorable Kevin Yoder
Chairman
Committee on Appropriations
Subcommittee on Legislative Branch
HT-2, The Capitol
Washington, DC 20515

Dear Mr. Chairman:

As Chairman of the Joint Economic Committee, I am pleased to submit to the Subcommittee on Legislative Branch the Committee's FY2019 budget request of \$4,203,000. During the 116th Congress, including nine months of FY2019, the Chairman of the Joint Economic Committee will be a member of the United States Senate.

This budget request of \$4,203,000 was submitted to the Financial Clerk of the Senate in December 2017 by my predecessor, Chairman Patrick J. Tiberi.

The Committee's budget request remains at \$4,203,000, the same level appropriated each year since FY2012. The Committee is not requesting the President's proposed cost of living adjustments and is not seeking an increase in personnel.

Should you have any questions, please contact Mr. Colin Brainard, Executive Director of the Joint Economic Committee. He can be reached on (202) 224-5171.

Thank you for your consideration.

Sincerely,



Representative Erik Paulsen
Chairman
Joint Economic Committee

Joint Economic Committee

	FY2017 Actuals	FY2018 Pending	FY2019 Estimate
Appropriation or estimate	\$ 4,203,000	\$ 4,203,000	\$ 4,203,000
Personnel compensation:			
Payroll	\$ 3,709,886	\$ 4,003,000	\$ 4,003,000
Sub-total compensation	\$ 3,709,886	\$ 4,003,000	\$ 4,003,000
Nonpersonnel expenses:			
Metro Subsidy	\$ 22,095	\$ 20,000	\$ 20,000
Travel and Transportation of Persons	\$ 9,876	5,000	10,000
Communications, Utilities & Misc. Charges	\$ 27,908	36,000	31,000
Printing and Reproduction	\$ 1,568	8,000	8,000
Advisory & Assistance & Other Services	\$ 3,569	13,000	13,000
Supplies & Materials	\$ 185,856	108,000	108,000
Equipment/software	\$ 22,694	10,000	10,000
Sub-total nonpersonnel expenses	\$ 273,566	\$ 200,000	\$ 200,000
Total	\$ 3,983,452	\$ 4,203,000	\$ 4,203,000

Personnel Summary

	FY2017 Actuals	FY2018 Pending	FY2019 Estimate
Number of Positions	48	48	48

115th Congress Joint Economic Committee Members

Representative Erik Paulsen (R-MN), Chairman

Senator Mike Lee (R-UT), Vice Chairman

Senator Martin Heinrich (D-NM), Ranking Member

United States House of Representatives	United States Senate
Erik Paulsen, Minnesota, Chairman	Mike Lee, Utah, Vice Chairman
David Schweikert, Arizona	Tom Cotton, Arkansas
Barbara Comstock, Virginia	Ben Sasse, Nebraska
Darin LaHood, Illinois	Rob Portman, Ohio
Francis Rooney, Florida	Ted Cruz, Texas
To be announced	Bill Cassidy, M.D., Louisiana
Carolyn B. Maloney, New York	Martin Heinrich, New Mexico, Ranking Member
John Delaney, Maryland	Amy Klobuchar, Minnesota
Alma S. Adams, Ph.D., North Carolina	Gary C. Peters, Michigan
Donald S. Beyer, Jr., Virginia	Margaret Wood Hassan, New Hampshire

Joint Economic Committee
Summary by Organization and By Object Class

Categories	FY2017 Actuals		FY2018 Pending		FY2019 Estimate		Net Change 2018/2019	
	Staff	Dollars	Staff	Dollars	Staff	Dollars	Staff	Dollars
1. Breakdown by Organization								
Joint Economic Committee	48	\$ 4,203,000			48	\$ 4,203,000		\$ -
2. Breakdown by Object Class								
Personnel Compensation	48	\$ 3,783,444	48	\$ 4,003,000	48	\$ 4,003,000		\$ -
Communications & Miscellaneous		\$ 24,476		\$ 36,000		\$ 31,000		
Other Services (Printing, Advisory and Supplies and Materials)		\$ 157,666		\$ 164,000		\$ 169,000		
Total	48	\$ 3,965,586	48	\$ 4,203,000	48	\$ 4,203,000	-	\$ -

Schedule B
Fiscal Year 2019

Joint Economic Committee
Analysis of Change to Budget Base by Organization and Object Class

Categories	Mandatory Pay		Price Level Changes		Workload		Total Changes	
	Staff	Dollars	Staff	Dollars	Staff	Dollars	Staff	Dollars
1. Breakdown by Organization								
Joint Economic Committee	48							
2. Breakdown by Object Class								
Annualization of COLA (FY18) 1.3% for 3 mos.								
Budget Year COLA Est. (FY19) (2.1% for 9 mos.)								
Budget Year COLA Locality Est. (FY19) (0.5% for 9 mos)								
Total	48	\$ -					-	\$ -

Schedule C
Fiscal Year 2019

Joint Economic Committee
Detailed Analysis of Change by Organization

	Calculation of Base	
	Staff	Amount
Appropriation, FY2018 Pending	48	\$ 4,203,000
	FY2019	Budget Request
	Staff	Amount
I Adjustments to Base		
A. Mandatory Pay		
1. Annualization of COLA (FY18)		
2. Budget Year COLA Est. (FY19)		
3. Budget Year COLA Locality Est. (FY19)		
B. Price Level Changes		
C. Program Type Changes		
II Net Increase	-	\$ -
III Total FY2019 Budget Request	48	\$ 4,203,000

Schedule D
Fiscal Year 2019

**Joint Economic Committee
Summary of Committee Request
FY2019 Budget Request**

	Calculation of Base	
	Staff	Amount
Appropriation, FY2018 Pending	48	\$ 4,203,000
	FY2019	
	Staff	
I Proposed Changes for FY2019		
A. Mandatory Pay		
1. Annualization of COLA (FY18)		
2. Budget Year COLA Est. (FY19)		
3. Budget Year COLA Locality Est. (FY19)		
B. Price Level Changes		
C. Program Type Changes		
II Net Increase	-	\$ -
III Total FY2019 Budget Request	48	\$ 4,203,000

United States Capitol Police



FY 2019 Congressional Budget Request

January 22, 2018

Table of Contents

I.	Executive Summary.....	1
	A. Overview.....	1
	B. Zero-Based Budget Approach.....	2
	C. Budget Request	4
II.	The USCP Planning Concept	7
	A. Strategic Planning	7
	B. The Force Development Business Process	8
	C. Tactical Planning	8
	D. Alternatives Analysis and Business Planning.....	9
	E. Established Policies and Procedures	10
	F. Standards and Assessment.....	10
III.	Organization Charts	11
	A. Capitol Police Major Organization Levels	11
	B. Capitol Police Functional Organization Chart.....	12
IV.	Budget Details.....	13
	A. Salaries.....	14
	B. General Expenses.....	16
	C. Additional Requirements	17
	D. FY 2019 General Expenses Request - Differences from FY 2018 CR Levels.....	19
V.	FY 2019 Budget Schedules.....	25
	1. Resource Summary.....	26
	2. Details by Object Category.....	26
	3. Analysis of Change.....	27
	4. Positions by Rank & Grade	28
	5. Proposed Appropriations Language	29
VI.	Index of Acronyms	30

I. Executive Summary

A. OVERVIEW

The United States Capitol Police (USCP) continues its efforts in ensuring the safety and security of the Capitol complex, the legislative process, and the personnel it is sworn to protect – a mission that has been well executed for nearly 190 years. Just as the previous investments in intelligence and law enforcement helped to secure and sustain the safety and security of the Capitol complex, continuous prioritization of operations enables us to meet the dynamic and ever-changing security challenges.

The USCP has been challenged over time to keep pace with a multitude of threats that emanate both from domestic and international sources and the Department works to deter those threats effectively before they impact the Capitol complex. This includes, but is not limited to, the need to maintain our security infrastructure and cutting edge training. Smart Policing is a comprehensive strategy that the USCP has taken to employ a results-oriented, data-driven approach that effectively meets current and future threats and challenges by efficiently focusing resources.

The recent event in Alexandria, Virginia, where an assassination attempt on Members of Congress with high caliber weapons, underscores the need for the USCP to be prepared for a swift response to an ever-changing and dynamic threat that can instantaneously change. Further, the threat from the Islamic State of Iraq and the Levant (ISIL) and their determination to incite violence specifically targeting law enforcement, military, and government agencies, continues to surpass previous threats of international terrorism due to the difficulty in discovering and mitigating the activities of lone-wolf operators inspired to carry out their plans. Today's threat environment dictates that we employ agile and flexible tactics to ensure the safety and security of the Legislative Branch against persistent dangers.

Countering these threats is similar to mitigating the threat of mass shootings, random acts of violence, and other difficult-to-detect threats. Addressing such potentially escalated risks through training and other means utilizing existing capabilities, the Department continues to execute its mission in the most cost effective manner particularly cognizant of the fiscal constraints facing the country. The fiscal year (FY) 2019 budget request reflects judicious stewardship of federal funding centered on this approach while maintaining the open nature of the "People's House."

Performing threat-based planning in order to align the operations with the existing and emerging priorities, USCP has relied on our internally developed Force Development (FD) Business Process. The fundamental rules of this standardized approach are the concepts of consistent planning based on risks and threats, budget formulation and execution, and performance evaluation. This approach has allowed the Department to maintain operational effectiveness without undue spending increases while remaining an effective law enforcement organization. The FY 2019 budget is formulated with full appreciation for the fiscal constraints facing the Federal government, and includes only the necessary funding for meeting the Department's core mission.

For FY 2019, the USCP is requesting \$456.358 Million to support 2,456 positions (2,015 Sworn and 441 Civilians), which is \$65.729 Million more than the FY 2018 continuing resolution level of \$390.629 Million. This increase from the FY 2018 continuing resolution levels includes several critical funding needs as follows:

- Maintaining the sworn and civilian staffing levels of 1,871 and 372 respectively.
- Meeting mandatory salary requirements and overtime for critical training.
- Full year funding of \$11.683 Million* for 72 sworn officers and 48 civilians that were to be hired in FY 2018.
- Funding of \$3.125 Million* in half-year funding for 72 sworn officers and \$1.165 Million* in half-year funding for 20 civilians to meet additional staffing needs based on enhanced mission requirements and one position for the Office of Inspector General.
- Lifecycle replacement for several critical infrastructure items.

Understanding the fiscal concerns related to the budget impacts, the USCP has worked closely with the Capitol Police Board and oversight Committees to review options to offset mission requirements where possible, such as closing lower priority doors, and the re-deployment of personnel and the reduction of off-post time for sworn personnel which will reduce overall personnel and overtime costs.

B. ZERO BASED BUDGET APPROACH

The Department continues to use its FD Business Process, a standardized management process which began with the budget request in 2007, in formulating the FY 2019 Budget Request. The FD Business Process implements consistent management and planning processes akin to zero-based budget development. It incorporates the principles of threat-based planning into our investment decisions and resource requests.

Using data and information gathered and assessed as part of the FD Business Process coupled with known and potentially continued fiscal restraints, the Department's FY 2019 resource requirements were developed based on these essential needs and are requested through two appropriations: Salaries (which funds both sworn and civilian personnel) and General Expenses. Each of the functional components within both of these appropriations is closely inter-connected in support of the overall mission.

It should be noted that due to the Department's evaluation of national fiscal challenges and reduced budgetary allocations, complete mitigation strategies for some identified risks were not requested as a part of the Department's FY 2019 budget justification. This includes, but is not limited to, full funding for the Department's civilian staffing strength. As always, the Department will deploy resources to help mitigate identified and emerging risks as practicable.

The sworn component is generally organized into components (Bureaus) most suited to carry out the functions in such a way as to match the expertise of staff with the requirements while retaining the flexibility to re-deploy resources as the requirements change. Functional components serve a variety of needs such as law enforcement, dignitary protection, threat analysis, vulnerabilities review, convention and inauguration support, etc. Staffing for these functional components is based on evolving security requirements resulting from threats and

* Includes benefits.

risks, and does change from year to year. Such changes on demands on any one functional component are met through realignment of resources with other components that have comparable capabilities.

The Department also utilizes overtime to offset operational requirements that exceed available sworn staffing. While the Department could reduce the amount of overtime needed by requesting additional staff, there are other cost factors, such as the dual-payment of overtime to existing officers and salary to new officers as they are trained; additional general expense costs to train, equip and outfit the additional officers; and the actual physical capacity of the Department's facilities, that preclude us from completely eliminating the overtime that results from our fixed mission exceeding our on-board personnel. Along with our salary projection, the Department has utilized a "zero-based" approach in its projection of the overtime requirements since the FY 2009 budget submission. This includes the Department submitting separate budget line items to identify and apply cost to requirements that are outside its normal base operational requirements; such as conventions, inaugurations and new initiatives. Similar to sworn staffing allocations, overtime requirements may have to be adjusted throughout the year, based on continuous risk and threat assessments (based on national and international events), unscheduled events and attrition and hiring of backfill USCP Officers.

The Department also conducts continuous monitoring of its overtime execution against projections and adjusts the distribution of resources and scalable response levels to meet these changes. This continuous analysis allows the Department to re-validate mission requirements, look for efficiencies and ensure assets are deployed effectively. Utilization of this process allows the Department to maintain a continuous level of security and protection of Congress.

This budget request contains a request for \$43.668¹ Million in overtime funding necessary to meet core mission requirements not covered by onboard sworn personnel availability, and to meet unanticipated requirements. This includes \$1.575 Million for the overtime needed to take staff offline for critical training requirements.

The civilian functional component is notably comprised of mission support (information technology, human resources, financial management, facilities and asset management, policy, legal, etc.), but also includes certain operational activities that can be staffed by civilians (hazardous materials technicians, physical and technological security, intelligence analysis, emergency management, etc.). Vacancies in the civilian ranks are reviewed bi-weekly to prioritize the positions that need to be filled from any one of the operational or mission support functions that are vacant based on available salaries funding. Through this process, the Department continually monitors and justifies the needs of every civilian position as it becomes available. Additionally, the Department reallocates vacant civilian positions to meet new needs rather than request authorization and funding for additional civilian positions from the Congress.

The General Expense request is also formulated using a zero-based approach. Each year, the bureaus and offices re-evaluate their budget request against fixed mission requirements and draw up requirements for the budget year starting from a zero-base evaluation of mission requirements, emerging threats and risks, and projecting for those requirements. These requirements go through multiple layers of scrutiny from within the Department, including a

¹ Overtime projections do not include benefits.

Training Review Board, an Investment Review Board (consisting of bureau commanders, office directors and other key high-level staff that focus on the needs of the Department at a “corporate” level), and the Executive Team (the Chief, the Assistant Chief and the Chief Administrative Officer) before finalization and presentation to the Capitol Police Board in their oversight role.

In FY 2019, the Department is respectfully requesting funding for a sworn staffing level of 2,015 and a civilian staffing level of 441. For the FY 2019 Budget, the Department has determined that continuation of the “total salary” approach will provide the greatest risk mitigation from identified inherent budget formulation risks. Under a “total salary” approach, the Department is requesting a full year of funding for each position without offset for potential attrition and resulting backfill unless otherwise noted in this submission. Under this approach, funding for sworn and civilian attrition would not offset. Further, funding for sworn official promotions, as well as sworn and civilian backfill, would not be included as a supplemental request, as they are already within the requested level.

C. BUDGET REQUEST

This request includes requirements that are the products of the ever-evolving safety and security concerns for the Capitol, including annual general expense increases to meet the operational demands on USCP, which cannot be addressed by internal offsets resulting from reviews and evaluations of existing programs and projects and critical lifecycle replacement activities across the Department, some of which have been deferred in previous fiscal years.

Salaries: The Salaries request includes details of the personnel salaries, benefits, and overtime requirements. Additional overtime is also being requested to take sworn personnel offline for them to achieve greater proficiency via training opportunities. In FY 2019, the Department is requesting funding for a sworn staffing level of 2,015 (an increase of 144 beyond current authorized levels of which 72 sworn were to be hired in FY 2018), and a civilian staffing level of 441 of which 48 civilians were to be hired in FY 2018 (which is two less than authorized levels from FY 2018).

General Expenses: The General Expenses request includes all non-personnel expenses - communications and other equipment, security equipment and installation, uniforms, weapons, ammunition, motor vehicles, forensic services, training, supplies, materials, medical services, stenographic services, personal and professional services, the employee assistance program, the awards program, communication services, travel, relocation of instructor and liaison personnel for the Federal Law Enforcement Training Center and official representation and reception expenses. This submission provides details on the budget request for each of the Programs and continues critical lifecycle replacement and training activities. Additional details within the Programs are provided in the Budget Details section FY 2019 Differences from FY 2018 Continuing Resolution levels on page 19.

Overall Budget Request

The budget request for FY 2019 includes \$456.358 Million and 2,456 (2,015 sworn and 441 civilian) budgetary funded positions. It reflects an increase of \$65.729 Million from the continuation resolution level and includes:

- \$374.804 Million for Salaries and Benefits for 2,456 positions
- \$81.554 Million for General Expenses

FY 2019 Budget Request Summary Chart

	FY 2017	FY 2018 CR	FY 2019	Increase over FY 2018 CR		
	Actual	w/ Rescission	Request			
Funding Levels	\$ in Millions				%	
Salaries and Benefits	319.992	323.091	374.804	51.713	16.01%	
General Expenses	69.168	67.538	81.554	14.016	20.75%	
Total	\$389.160	\$390.629	\$456.358	\$65.729	16.83%	

Funded FTE*****	#’s				%	
Sworn	1,834	1,871	2,015	144	7.70%	
Civilian	360	372	441	69	18.55%	
Total	2,194	2,243	2,456	213	9.50%	

Authorized Staffing	#’s				%	
Sworn	1,871	1,871	2,015	144	7.70%	
Civilian	443	443	443	0	0.00%	
Total	2,314	2,314	2,458	144	6.22%	

Overtime	FY 2017 Actual Paid (Hours)	FY 2017 Actual Paid (\$ in Millions)	FY 2018 CR w/ Rescission (\$ in Millions)	FY 2019 Request (Hours)	FY 2019 Request (\$ in Millions)
Base mission requirements, plus 24,000 hours training (16 hours for 1,500 officers), and LOC Non-reimbursable events.	635,820	\$39.283	\$43.500	665,262	\$43.668

*FY 2017 Actuals as of 09/30/17. Excludes unobligated balances to be used for Workers' Compensation.

**In FY 2018, to maintain 1,871 Sworn and 372 Civilian positions in a full year CR, no-year funds received for overtime reimbursements, delays in hiring and/or a transfer from General Expenses may need to occur to mitigate the shortfall.

***FY 2019 Salaries request includes full-year funding for 72 sworn officers and 48 civilians that were to be hired in FY 2018 at a cost of \$11.683 Million.

****Increase in funding and FTE from CR levels includes 72 sworn and 48 civilians that were to be hired in FY 2018.

*****Funded FTE for the Department represents the count of positions/people as a whole. Actuals represent the count as of 9/30/17 and FY 2018 and FY 2019 counts represent the number of positions funded or requested to be funded, respectively.

In support of the priorities of the Department, this budget request focuses upon USCP's capabilities to:

- **Assess the Threat:** Provide a comprehensive internal assessment capability to identify and validate threats to Members of Congress; the legislative process; and the buildings, staff, and visitors that make up the Capitol community.
- **Prevent:** Prevent criminal or terrorist activity from disrupting the legislative process and normal business operations.
- **Respond:** Respond promptly and with the right resources to threats, disruptions, or other unlawful activities in order to quickly and safely return Congress to normal operations.
- **Support the Mission:** Improve the efficiency and effectiveness of internal business processes and procedures in support of delivering mission responsibilities at the highest possible level.

II. The USCP Planning Concept

The USCP has a critical mission that helps to ensure that the Nation's legislative and democratic process of government is conducted without disruption. That mission is achieved through a variety of operational and administrative lines of business and the work and dedication of our employees. In order to effectively deliver on our mission in the future, the Strategic Plan defines the goals and objectives of the Department and the path we will take to meet our goals.

USCP MISSION

The Mission of the USCP is to protect the Congress - its Members, employees, visitors and facilities - so it can fulfill its constitutional and legislative responsibilities in a safe, secure and open environment.

A. STRATEGIC PLANNING

In FY 2015, we implemented the latest Strategic Plan for FY 2015 - 2019. The USCP Strategic Plan will ensure that the Department continues to achieve its mission with distinction in response to an ever-changing threat environment; and in a fiscally responsible manner.

The Strategic Plan defines an ambitious vision to achieve **three important outcomes**:

- To more effectively monitor our activities, identify trends and improve mission performance;
- To continuously adapt and evolve to the needs of the mission; and,
- To improve management, planning and program performance.

The Department's planning is based on a strategic framework which includes a clear definition of mission, lines of business and a vision for the future. The ultimate purpose of all USCP activities is based on the Department's established mission. Capability to achieve the mission is assured through activities within four mission stances. These mission stances are composed of an array of capabilities, programs and projects that are arranged into core lines of business. While the activities associated with the lines of business are important, they cannot be accomplished without qualified employees who share a common set of Core Values that guide them in the way they deliver on these activities.

In adopting the Strategic Plan, the USCP will achieve the following vision:

The United States Capitol Police will be nationally recognized as a results-oriented law enforcement agency; that demonstrates the highest standards for professionalism, security, safety, and management.

To achieve this vision the USCP has developed strategic goals (and objectives for each goal) to define the priorities necessary to attain model status in the future. The achievement of these goals will fill the gap between current capabilities and those needed to meet this vision.

Goal 1: Employ Smart Policing: Employ a results-oriented, data-driven approach that effectively meets current and future threats and challenges.

Goal 2: Deliver Safety and Security: Provide safety and security by deploying effective law enforcement services through collaboration, adaptability and innovation.

Goal 3: Achieve Organizational Excellence: Maximize efficiency and effectiveness through best practices and promote accountability through employee engagement and a positive work environment.

B. THE FORCE DEVELOPMENT BUSINESS PROCESS

In order to continuously assess our ongoing mission capability and the viability of our achievement of strategic objectives, the USCP employs the FD business process.

FD ensures that USCP management appropriately defines mission objectives; assesses the current and future operational and administrative environment; defines gaps in mission capability of core operational and administrative business processes; and develops strategies to mitigate these gaps and risks associated with them.

C. TACTICAL PLANNING

The USCP mission stances define the specific categories of activity under which the USCP will achieve its mission. The mission stances are composed of an array of capabilities, programs and activities that are arranged into core lines of business. While the mission stances remain relatively static, lines of business may be reorganized and evolve over time; as the Department evolves in response to new threats and challenges that emerge.

The Mission Stances and their purposes are described below:

Assess the Threat: Provide a comprehensive internal assessment capability to identify and validate threats to Members of Congress; the legislative process; and the buildings, staff, and visitors that make up the Capitol Community.

- **Inter-Agency Collaboration:** Collaborates with other federal agencies and local law enforcement to increase the collection and sharing of intelligence information.
- **Intelligence Collection & Analysis:** Maximizes the collection and use of intelligence and counter-surveillance information for identifying threats. This includes process improvement internally and externally; both for counter-surveillance, and the dissemination of threat warnings.

Prevent: Prevent criminal or terrorist activity from disrupting the legislative process and normal business operations.

- **Congressional Community Protection:** Prevents criminal, terrorist and other disruptive activities from reaching the Capitol Buildings and Grounds and protect the people, legislative processes, and the facilities from criminal and other disruptive activities within the Capitol complex.
- **Event Management:** Enables individuals to safely participate in major events and demonstrations while not disrupting legislative operations.

- **Dignitary Protection:** Protects Members of Congress and visiting officials against criminal and terrorist activities.

Respond: Respond promptly and with the right resources to threats, disruptions, or other unlawful activities in order to quickly and safely return Congress to normal operations.

- **Law Enforcement:** Patrols areas of statutory responsibility and diligently investigate and prosecute persons who commit criminal acts.
- **Command, Control & Communication:** Coordinates decisively and efficiently all activities and communications in response to a critical incident.
- **Specialized Response Capabilities:** Enhances our specialized response capabilities to ensure readiness to all types of incidents.
- **Continuity of Operations:** Ensures Continuity of Operations (COOP) for USCP while supporting the Congressional Community in the execution of their COOP plans and, when necessary, assist in the implementation of Legislative Branch Continuity of Government (COG) plans.

Support the Mission: Improve the efficiency and effectiveness of internal business processes and procedures in support of delivering mission responsibilities at the highest possible level.

- **Human Capital and Development:** Creates and sustains a vigorous and motivated workforce that is highly trained and armed with the necessary knowledge, skills and abilities to achieve the mission.
- **Technology:** Provides responsive, high quality, cost-effective information technology services and solutions in a timely manner.
- **Facilities Management:** Provides USCP employees with high quality facilities to meet its mission, workload, and personnel requirements.
- **Financial Management:** Provides timely, reliable, and responsive financial management services, and ensure accountability for assets and resources.
- **Transportation and Logistics Management:** Makes transportation assets available to those who need them, when they need them. Manages the ordering, procurement, distribution, and tracking of USCP resources.
- **Legal Counsel:** Ensures legal counsel for overall organizational legal compliance.
- **Continuous Improvement:** Creates a best practices organization that, through an environment of continuous incremental improvement, encourages innovation and creativity while balancing practical considerations.

D. ALTERNATIVES ANALYSIS AND BUSINESS PLANNING

As part of FD, the Department identifies risks and gaps to its capability to accomplish the mission and strategic objectives. These risks are addressed through the analysis of alternative solutions; and business cases are developed to explore how alternatives could mitigate the risks. It is from the consideration of these business cases that the USCP prioritizes new initiatives and existing initiatives that are included in budget submissions.

E. ESTABLISHED POLICIES AND PROCEDURES

The USCP ensures that functions and programs are governed by effective policies and standard operating procedures. Consistent with the vision to be a model law enforcement agency, we base the development of these policies and procedures on the best practices across the law enforcement field. As we identify changing conditions through the FD process, we also adjust our policies and procedures appropriately.

F. STANDARDS AND ASSESSMENT

The USCP ensures that it continues to meet accepted standards for public safety through its accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA). Through the accreditation process, the Department conducts ongoing monitoring of its adherence to standards. We welcome outside assessors from other law enforcement agencies to give a third party objective assessment of our functions and internal controls. The USCP also utilizes the CALEA network of law enforcement agencies to stay abreast of new developments in the field.

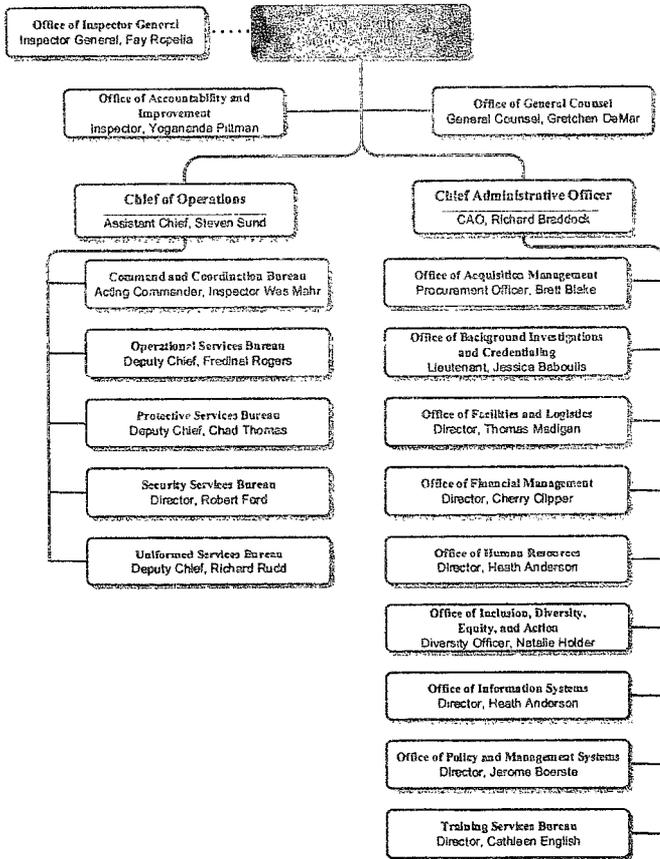
III. Organization Charts

This section provides two organizational views of the USCP:

- A. Major Organization Levels Chart
- B. Major Functional Organization Chart

A. CAPITOL POLICE MAJOR ORGANIZATION LEVELS

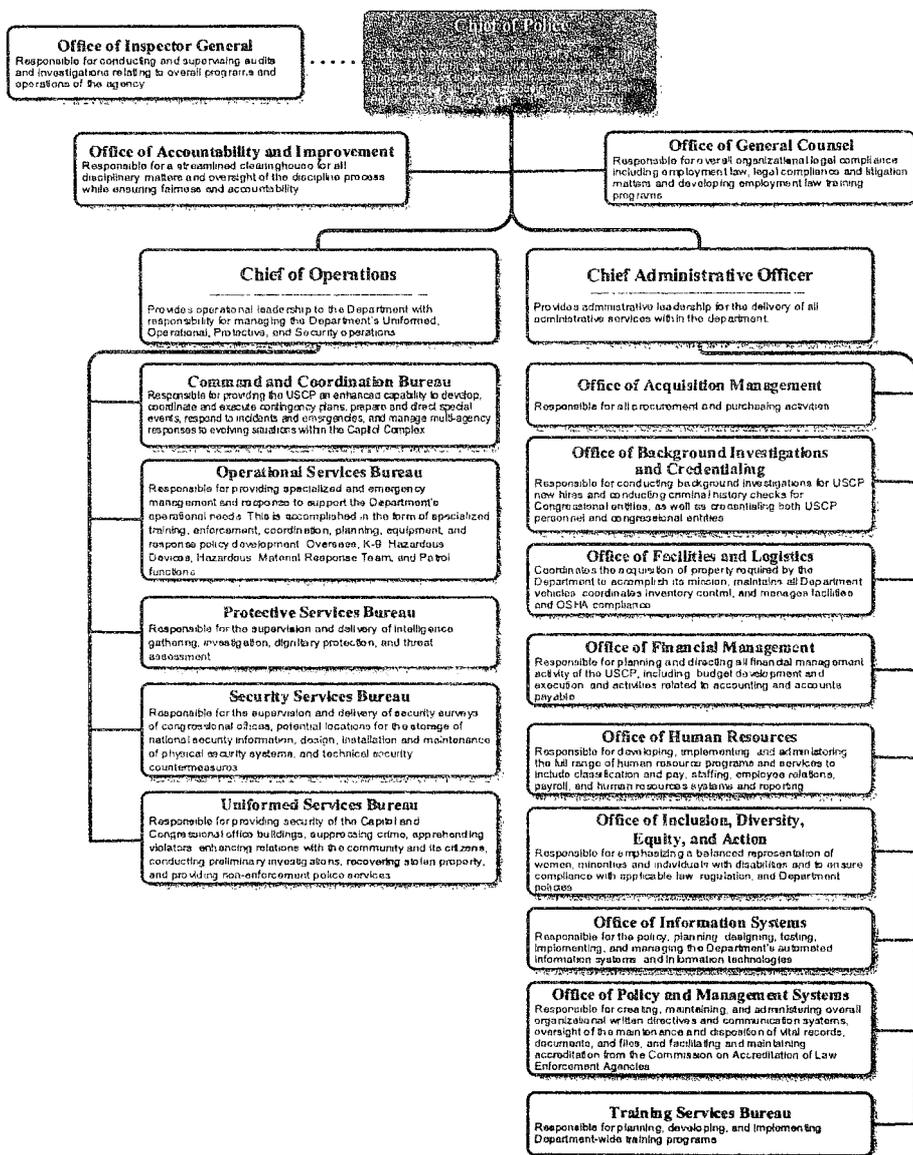
This chart illustrates the three major organizational levels: the Chief of Police, and the Operational and Administrative lines of operation. Each organizational element includes the name of the bureau commander or office director and the position title.



Note: The OIG is independent and reports to the Capitol Police Board

B. CAPITOL POLICE FUNCTIONAL ORGANIZATION CHART

This Functional Organization Chart describes the overall responsibilities of each major organizational unit.



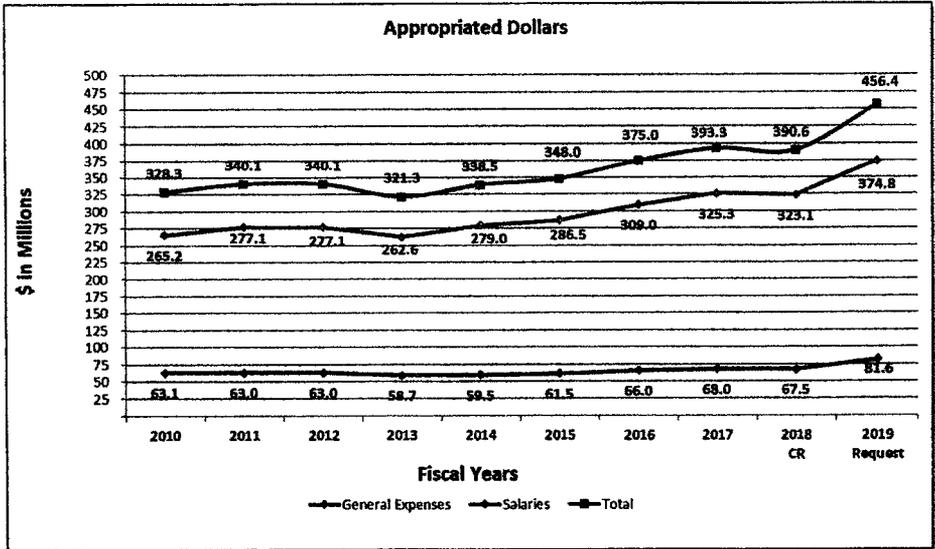
Note: The OIG is independent and reports to the Capitol Police Board

IV. Budget Details

The USCP receives two annual appropriations: Salaries and General Expenses, for personnel and non-personnel expenses, respectively. The changes requested for the operations in FY 2019 are discussed in the relevant sections below.

In the past decade, the USCP mission has changed due to the fact that the threat to which we have been expected to respond has changed in its nature, method, and intensity, thereby requiring a different approach in addressing threats. Additionally, the Department has assumed security operations for the Capitol Visitor Center and the Library of Congress. In response to this, USCP continues to evolve in our operations, intelligence and investigative capabilities to ensure proper coordination with our counterterrorism and law enforcement partners, ensure adequate staffing directly proportional to the increasing demands, and introduce technology to mitigate threats and risks. Undertaking the upgrades to x-ray machines, barriers, radios, video monitoring, law enforcement fleet, Command Center, information technology equipment and enhanced screening portals, to name a few, the USCP has, with the support of Congress and the Capitol Police Board, improved its operations to meet these new challenges. In addition, threat levels necessitated us to deploy additional officers to new posts and mitigate threats and risks facing the Capitol complex. Thus, the increased demands to ensure an acceptable level of security necessitated a growth rate consistent and proportionate with the mission requirements and threats.

The ten year chart below demonstrates the appropriated levels of USCP for both Salaries and General Expenses with the FY 2019 levels based on this request.



Object Class Comparison

(\$ in Thousands)						
OC	Object Class	FY 2017 Actual	FY 2018 CR w/ Rescission	FY 2019 Request	Change	% Change
11	Personnel Compensation	237,251	241,735	278,325	36,590	15.14%
12	Benefits	82,573	81,206	96,329	15,123	18.62%
13	Benefits to former personnel	168	150	150		
21	Travel & Transportation of Persons	12,005	12,185	13,976	1,791	14.70%
22	Travel & Transportation of Things	10	10	49	39	390.08%
23	Rent, Communications, and Utilities	2,630	2,666	2,768	102	3.83%
24	Printing & Reproduction	185	197	14	(183)	(92.89%)
25	Other Contractual Services	35,890	34,272	42,329	8,057	23.51%
26	Supplies & Materials	3,593	3,680	6,525	2,845	77.30%
31	Equipment	14,830	14,416	15,730	1,364	9.46%
42	Insurance Claims and Indemnities	25	112	113	1	0.89%
Grand Total		\$389,160	\$390,629	\$456,358	\$65,729	16.83%

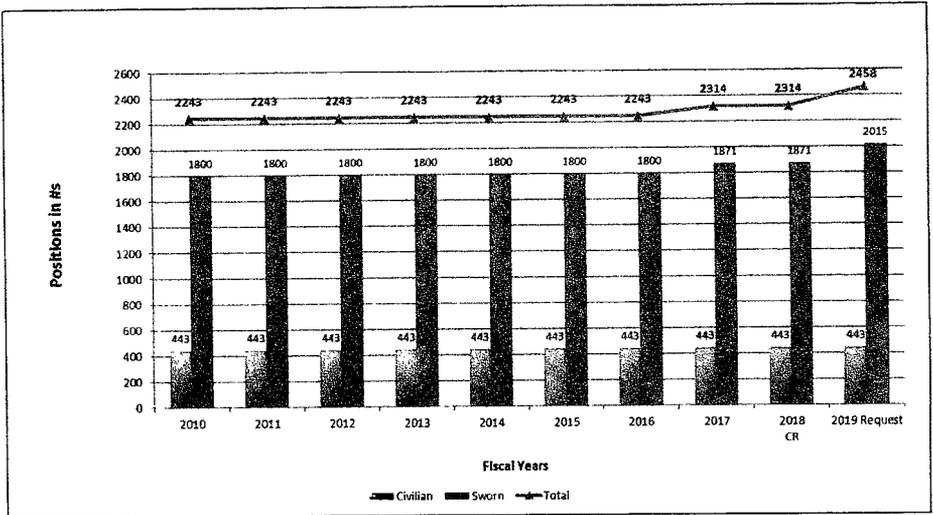
Note: Totals may contain rounding variances

A. SALARIES

USCP is requesting \$374.804 Million for Salaries to support 2,015 sworn and 441 civilian positions. This section provides details of the cost of personnel salaries, benefits, and overtime requirements, to include the cost of overtime necessary for providing training for the Department's staff in FY 2019. It also includes, but not limited to, promotions, within-grade increases, health benefits and retirement costs, all differentials, lump sum leave payments, overtime, hazardous duty pay, holiday pay, career ladder promotions, unemployment insurance, limited liability insurance, workers compensation, and Metro Transit Subsidy.

In line with the Legislative Branch Financial Management Council's guidance, a 2.6% cost-of-living adjustment is also included for all salary and overtime computations for calendar year 2019. The Analysis of Change Explanation in the Budget Schedules Section, provides a detailed analysis of the Salaries change of \$51.713 Million (see page 27). An analysis of Positions by Rank and Grade is provided on page 28, in addition to the organizational levels charts on pages 11 and 12. The following chart demonstrates the personnel strength for sworn and civilian categories for ten years.

Authorized Personnel Strength



Overtime (OT)

This budget submission contains a request for \$43.668 Million based on 665,262 hours in overtime funding necessary to meet core mission requirements not covered by onboard sworn personnel availability, to meet unanticipated requirements, to provide backfill to allow for critical training and support security requirements.

USCP Projected Overtime FY 2019

Average OT rates: (Does not include benefits) :
 CY 2018 = \$64.75, CY 2019 = \$65.74 USCP calculates its OT requirements, based on total hours required to support its requirements minus available personnel hours.

FY 2019 – Projection	Hours (#'s)	(\$ in millions)
Base ¹	593,762	38.975
Unscheduled ²	40,000	2.626
Training ³	24,000	1.575
Additional Operational Requirements		
LOC Non-Reimbursable Events ⁴	7,500	0.492
Grand Total of Operational Requirements	665,262	\$43.668

¹Base Hours include: Core Mission, K-9 premium, Scheduled Special Events, DPD In/DPD Out of Session, Extended Sessions, and Promotion Backfill.

²Based on recent trends, USCP projects the use of 10,000 hours per quarter to cover unscheduled protests, Demonstrations with civil disobedience, and unscheduled Congressional events such as special Joint Sessions, Gold Medal Ceremonies, and State/Congressional Funerals.

³USCP has added additional hours to support training requirements that cannot be accomplished through online training, roll call or in-service training and requires sworn officers be backfilled to accomplish training such as Active Shooter and Use of Force. (Provides average 16 hours for 1,500 officers)

⁴Non-reimbursable events – Request represents an estimate for LOC events scheduled throughout the year that require OT to support. These events are not included in the LOC core mission requirements and are therefore not reimbursable. USCP tracks these events separately through the Time and Attendance System.

B. GENERAL EXPENSES

USCP is requesting \$81.554 Million for General Expenses to support the responsibilities for law enforcement, Capitol complex physical and technological security, dignitary protection, intelligence analysis, event management, hazardous material/devices, information technology, and other specialized responses, as well as logistical and administrative support.

This section details expenses such as security equipment, uniforms, weapons, motor vehicles, communications and other equipment, supplies, materials, training, medical services, forensic services, professional services, the employee assistance program, the awards program, postage, communication services, travel and the relocation of instructor and liaison personnel for the Federal Law Enforcement Training Center. Of particular note, our request includes the General Expenses funds needed for contractor, equipment and travel costs for the critical training needed for sworn personnel. The Analysis of Change Explanation in the Budget Schedules Section, provides a detailed analysis of the General Expenses change of \$14.016 Million (see page 27).

C. ADDITIONAL REQUIREMENTS

With the continued efforts of ISIL, Al Qaida and other terrorist organizations to attack public venues, as well as increased occurrences of homegrown violent extremist “lone wolf” episodes, we have seen a rise in the number of mass causality events around the world and in the continental United States. Many of these terrorist events have focused on public places, large gatherings of people, vehicle and personal borne explosives, and assaults on governmental, military and law enforcement entities. In particular, the recent event in Alexandria, Virginia, where an assassination attempt was made on Members of Congress with high caliber weapons, underscores the need for the Department to be prepared for a swift response to an ever changing and dynamic threat that can instantaneously change.

Based on this rise in terrorist events and the tactics displayed by the assailants, the Department continues to review its operational and tactical posture to ensure that we are taking every measure possible to maintain the security of the Capitol complex, while allowing the legislative process to continue to function in an open environment.

In close coordination with the Capitol Police Board, the Department believes that methods demonstrated in the various terrorist events occurring around the world could easily be utilized for an attack on the Capitol complex. While we do not know of any imminent threat on the Capitol or the legislative process, we must be prepared to continue to respond effectively to any threat that may present itself.

To better mitigate these methods of attack, the Department believes that additional screening of various means must be used. These include the continued implementation of additional screening and pre-screening at various building access points and the full implementation of enhanced screening portals by sworn personnel. We continue to believe that we must address these threats and risks outside of our buildings and at our screening points, before an assailant has the opportunity to impact the operations of the legislative process.

The Department’s FY 2019 budget request includes a half-year funding request for 72 additional officers to continue to address the Department’s operational mitigation strategy at a cost of \$3,125,000. These additional sworn personnel are not meant to reduce overtime for existing mission requirements. Rather, they are meant to enhance the Department’s ability to detect, impede and address threats and risks that currently exist and that continue to evolve. Before requesting additional sworn personnel to implement new tactical measures, the Department has looked at its current mission load and worked closely with the Capitol Police Board on areas to modify or eliminate mission requirements in order to offset new mission requirements.

The Department continues to review and identify duties currently performed by officers that could be civilianized in order to repurpose current officers to better meet operational requirements. The Department’s FY 2019 budget includes a half-year funding request for 20 civilian positions at a cost of \$1,165,000 to continue the process of civilianization of duties that will allow officers currently in those positions to be redeployed for operational purposes. The 20 civilians are intended to be used to civilianize positions within the command center.

Finally, half-year funding is being requested for one Civilian position for the Office of Inspector General at a cost of \$70,000 as well as a separate funded Department civilian position which

would also be reallocated to the Office of Inspector General. This additional staff would allow the Office of Inspector General to conduct additional work related to the security of Federal information systems and the threats against our cyber infrastructure.

D. FY 2019 GENERAL EXPENSES REQUEST - DIFFERENCES FROM FY 2018 CR LEVELS

The chart in the following pages depicts the budget according to identified programs (highlighted in gray) and sub-programs (above programs) as well as the change from FY 2018 CR levels.

Program	Description	FY 2018 CR	FY 2019 Request	Change	% Change	
CAO Administration	Provides funding for CAO Administration costs for travel, training, supplies, printing and binding and office equipment.	\$39,756	\$12,965	\$11,521	(\$1,444)	-11.14%
Chief Administrative Officer		\$39,756	\$12,965	\$11,521	(\$1,444)	-11.14%
Chief of Operations	Provides funding for official travel training and supplies.	\$1,265	\$1,327	\$1,316	\$9	0.68%
Chief of Police		\$1,265	\$1,327	\$1,316	\$9	0.68%
COP Administration	Provides funding for the Chief of Police (COP) and his immediate staff for official temporary duty, travel, training, and to obtain operational supplies. Also provides funding for the Office of Accountability and Improvement (OEA).	\$17,140	\$22,462	\$29,900	\$7,438	37.11%
Chief of Police Total		\$17,140	\$22,462	\$29,900	\$7,438	37.11%
CCB Command Division	Provides funding for the Command Center Operations, Reports Processing, Court Liaison, Command Vehicle Operations, and Communications Center Operations.	\$48,645	\$80,863	\$117,600	\$36,737	45.43%
CCB Coordination Division	Provides funding for administrative costs such as supplies, training and travel. This office includes the Emergency Management Division and the Special Events Section.	\$6,510	\$10,940	\$9,801	(\$1,139)	-10.41%
Command and Coordination Bureau Total		\$54,954	\$91,603	\$117,401	\$35,497	28.78%
Office of Acquisition Management	Provides funding for the Office of Acquisition Management to develop all procurement and purchasing activities for the Department.	\$0	\$297,712	\$317,522	\$19,810	6.65%
Office of Acquisition Management Total		\$0	\$297,712	\$317,522	\$19,810	6.65%
OBIC Administration	Provides funding for background investigations, polygraph testing, credit checks, medical services and psychological screening.	\$0	\$2,215,010	\$2,711,540	\$516,530	23.33%
Office of Background Investigations and Compliance		\$0	\$2,215,010	\$2,711,540	\$516,530	23.33%
OFL - Administration	Provides funding for administrative costs such as supplies, training and travel for the immediate office.	\$0	\$0	\$102,785	\$102,785	0.00%
OFL - FMD Administration	Facilities Management Division provides administration of space and facility requirements of the Department. Administrative costs for this Division include official travel, transportation of things, training, subscriptions, safety equipment and supplies. Provides equipment/supplies storage cabinets, high density filing system, lockers, bulletin white marker boards that are generally located in common areas such as lobbies and hallways, break room furnishings and other associated office furniture, furnishings and equipment for the immediate needs of the Department and unique furniture, furnishings and equipment specific to law enforcement.	\$440,524	\$438,059	\$1,318,500	\$880,441	200.99%

Program/Service	Description	2019	2020	2021	2022	2023	2024	
OFL - OSHE Safety, Health and Environment	The Occupational Safety, Health, and Environment Division (OSHE) ensures that unique workplace challenges common in the law enforcement industry are effectively managed, as well as addressing the challenges unique to working in historic buildings.	An increase of \$15,800 in training (International Facility Mgmt. Assoc. Symposium, EMT Refresher, Safety & Health), an increase of \$129,200 in Occupational Safety and Environment for health service contractor support, an increase of \$77,700 in contractor support services for ongoing maintenance, cleaning of equipment and vehicles contaminated by blood and other bodily fluids, and destruction/disposal of controlled items/evidence, an increase of \$31,000 in office supplies and publications, an increase of \$2,100 in miscellaneous merchant and vendor services, an increase of \$148,500 in non-capitalized equipment in support of the Respiratory Protection Program (transferred from OSB)	\$564,385	\$560,704	\$584,108	\$423,405	75.5%	
OFL - PAMM Administration	The Property Asset Management Division provides critical logistical support through the issuance of uniforms and equipment to officers and provides central receiving and inventory management service to the Department. Provides funding for administrative costs such as supplies, training and travel for the Property Asset and Management Divisions.	An increase of \$14,000 in office supplies and materials (plaque/awards, binders, steel ticklers, shipping supplies and bar code labels), an increase of \$1,000 in Department membership fees for the National Property Management Association	\$70,000	\$10,925	\$26,000	\$15,000	117.8%	
OFL - PAMM Logistics Support	Provides funding for new uniforms and equipment for recruits, the Containment Emergency Response Team (CERT), the Crime Unit, as well as other specialty uniforms. The funding also supports uniform and equipment replacement for existing officers, dry cleaning, uniform alterations and medal and ribbon purchasing.	An increase of \$1,327,000 in controlled explosives and munitions, weapon and replacement parts (plasma life-cycle replacement of 500 Glock 22 pistols, introduction of new weapons for DPD), a net increase of \$1,815,000 for law enforcement uniforms (increase of \$12K for regular, specialty and life-cycle uniforms and an increase of \$131.3M for body armor), an increase of \$50,400 for non-capitalized equipment, an increase of \$17,500 for provisions (water, ice, and hot beverages during emergency situations), an increase of \$20,200 for miscellaneous supplies (barrel, traffic cones "Police line" tape, etc.), an increase of \$6,300 for cleaning and alteration services, an increase of \$189,200 in contractor support services.	\$2,865,443	\$2,813,716	\$6,294,692	\$1,491,376	123.5%	
OFL - VMD Administration	The Vehicle Management Division (VMD) provides critical support and maintenance for the entire USCP fleet of operational and specialty vehicles as well as bicycles and motorcycles. Supports training for mechanics and other staff to keep the USCP fleet at a high level of readiness.	An increase of \$11,500 for training and related travel and membership fees, an increase of \$6,400 for the cleaning and alteration of restaurant spotted uniforms and office supplies, an increase of \$9,000 for local travel (EZ Pass and tolls for all Department vehicles used by non-DPD agents and others for CODELS and background investigations)	\$13,087	\$14,125	\$60,425	\$26,300	76.6%	
OFL - VMD Fleet Management	Provides funding for preventative maintenance, repairs and the procurement of vehicles, specialty vehicles, motorcycles, and equipment (mountain bikes, trailers, light towers, message systems). Supports the maintenance activities of the VMD.	An increase of \$573,400 in vehicle lease (IGA primarily lease executive out-of-state lease, and armored vehicle lease), an increase of \$2,000 for miscellaneous rentals, an increase of \$83,800 for vehicle repair, fluids, and supplies, an increase of \$49,400 for non-capitalized vehicles accessories, an increase of \$1,020,500 for life-cycle replacement of capitalized and non-capitalized vehicle based on fleet management plan (CDU trailer, fireaux trailer, 3 ATVs, 26 sportster motorcycles, 2 furbills, 2 CERT subunits, 2 passenger buses, CERT truck), an increase of \$31,000 for the life-cycle replacement of non-capitalized equipment (color message boards, light towers and 1 short rear vehicle lift)	\$2,542,191	\$2,537,655	\$4,113,900	\$1,896,215	71.18%	
Office of Facilities & Logistics Total			\$6,454,818	\$6,390,041	\$11,106,010	\$6,779,656	105.3%	
OFL Administration	The Office of Financial Management is responsible for the overall management, planning and directing of all financial activity of the Department including budget development and execution, and activities related to the accounts payable and accounting. Provides funds for travel, training, supplies, subscriptions and the miscellaneous office equipment.	An increase of \$15,500 for external training and training related travel, an increase of \$3,800 for office supplies, subscriptions and publications.	\$15,194	\$6,500	\$28,900	\$22,364	342.18%	
OFL Agency Services	Through the Agency-wide Services account, the Office of Financial Management administers the fleet card program, management of copiers, commercial faxes and multifunctional machines (copy/scan/print/fax), postage and fees, not claims, and other agency-wide services.	A decrease of (\$12,300) in contractor support services for copier refresher and maintenance, an increase of \$31,500 in government support services, a decrease of (\$10,000) for external training, an increase of \$10,400 for vehicle fluid supplies, postage and fees, a decrease of (\$31,100) of Insurance funding from CR level. (Funds moved from OFM to OAM for Department reorganization)	\$1,481,460	\$1,233,426	\$921,868	(\$511,556)	25.20%	
OFL Financial Management & Accountability	Includes funding requests for contractual support which includes outsourcing contract support and the cross-reviewing Agreements for the Financial Management System.	An increase of \$400,500 for contractor support services (PwCAct, auditing and financial support), a decrease of (\$262,300) for government support services for Momentum hosting and Library of Congress interagency agreement (Funds moved from OFM to OAM for Department reorganization)	\$1,140,855	\$942,200	\$1,080,020	\$1,377,820	14.63%	
Office of Financial Management Total			\$2,377,509	\$2,181,161	\$2,090,788	(\$151,370)	-6.94%	

Program & Sub-Program	Description	2015	2016	2017	2018	2019	
Office of General Counsel							
OGC Administration	The Office of the General Counsel (OGC) is directly responsible to the Chief of Police and the Capitol Police Board for performing a wide range of legal duties and for overall organizational legal compliance, including advising operational and administrative elements on all legal matters pertaining to the administration and operation of the Department.	Increase of \$29,000 related to labor and employment law development training, \$5,000 for temporary duty travel, \$4,300 for printing and binding, and \$2,000 for office supplies. Decrease of (\$13,800) for contractor support services (OGC and OEC programs combined for Department reorganization)	\$224,176	\$144,410	\$276,886	\$17,176	10.97%
Office of General Counsel Total			\$224,176	\$144,410	\$276,886	\$17,176	10.97%
Office of Human Resources							
OHR HCRC Administration	The Human Capital Strategy, Recruitment, and Employment Division (HCRC) provides human resource and payroll services to support the human capital activities of the Department. Provides funding for recruiting, advertising, travel, printing, binding, membership fees, operational supplies, and publications. Additionally, includes funding for employee benefit services such as the awards program.	An increase \$1,164,000 in contractor support services and government support services (includes services in support of the sworn promotional process, human capital support, licensing services, and career fairs), an increase of \$6,000 for software rental, and a decrease of (\$16,000) (Funds moved from OHR to OBIC for Department reorganization)	\$4,504,589	\$2,015,435	\$3,169,914	\$1,154,459	47.28%
OHR HRIS Administration	The Human Resources Information Systems Division provides payroll services and data reporting for the Department. Provides funding for the full range of HRIS program management, including the outsourcing contract support for the time and attendance system and NFC.	Increase of \$31,200 for contract support services and \$6,800 for government support services (USA Staffing/USAJobs vacancy announcements). A decrease of (\$8,000) for general office supplies. (Funds moved from OHR to OBIC for Department reorganization)	\$511,221	\$59,490	\$627,500	\$30,310	5.97%
Office of Human Resources Total			\$5,015,810	\$2,074,925	\$3,797,414	\$1,184,769	45.33%
Office of Inclusion, Diversity, Equity and Action							
IDEA Administration	The Office of Inclusion, Diversity, Equity and Action is dedicated to ensuring that the Department has systems in place which promote effective management, accountability, and self-analysis to support program success and compliance with applicable law, regulation, and policy. Provides funding for specific goals and objectives regarding diversity in hiring and advancement.	Increase of \$61,000 for Diversity and Inclusion related training and \$7,000 for contractor support services (Funds moved from CAO to IDEA for Department reorganization)	\$0	\$38,139	\$107,084	\$68,945	140.77%
Office of Inclusion, Diversity, Equity and Action Total			\$0	\$38,139	\$107,084	\$68,945	180.75%
Office of Information Systems							
OIS Administration	Provides for travel, operational supplies, subscriptions, training and travel for the information technology (IT) operations of the Department. Training and travel are primarily for IT specialists, specifically in cyber security program management, web content, database administration, records and document management, internal controls, Microsoft systems administration, Network engineering, and MS SQL.	A decrease of (\$6,500) in temporary duty travel, an increase of \$192,500 in training and related travel, an increase of \$2,800 non-capitalized equipment and office supplies, an increase of \$264,700 in contractor support services for a communications specialist and consulting support for the OIS leadership team	\$259,510	\$259,460	\$713,045	\$455,585	174.93%
OIS Enterprise Applications and Management	Focuses on software support, managing applications through its entire lifecycle. It provides support to enterprise business applications and to law enforcement applications. It manages web applications including PoliceNet (arrest website) and the USCP Internet website. It develops IT policies, provides operational and managerial analysis and support, implements IT programs, capital planning and investment control and provides enterprise architecture support.	An increase of \$6,800 in software subscriptions; a net decrease of (\$349,500) for contractor support services, an increase of \$396,000 in software and technical support services (includes applications such as OpenText, Cognos, FinMart, WorkBrain, Maximo, FireDaemon and Survey Monkey), a decrease of (\$13,600) for non-capitalized equipment.	\$2,317,725	\$2,045,729	\$2,085,100	\$39,371	1.92%
OIS Information Security	Responsible for IT security and information assurance for the department. It also supports the Privacy Program. It conducts Department-wide training for Security Awareness, privacy and role of behavior.	An increase of \$279,500 in contractor support services, an increase of \$349,300 in software and technical support services, also includes maintenance agreements for applications used for security awareness training, spans virus firewall, data loss prevention, and data mining, a decrease of (\$216,200) in non-capitalized equipment, a decrease of (\$36,900) in training and related travel	\$1,408,724	\$1,400,690	\$1,776,500	\$171,810	26.81%
OIS Operations	Provides hardware support and from line customer service. Its functions include: Data Center support, server & storage administration, E-mail administration, PC & laptop support and services, IT customer helpdesk and IT customer service building support.	An increase of \$376,700 in contractor support services (executive administrative and helpdesk support), an increase of \$293,200 in capitalized and non-capitalized equipment; an increase of \$7,800 for rental equipment; a decrease of (\$21,500) in non-capitalized software; and a net increase of \$78,500 in software and technical services/maintenance agreements and supplies.	\$3,955,586	\$3,919,132	\$4,653,992	\$714,660	18.74%

Programs & Sub-Programs	Description	Major Program Code FSA ID to FY 19:	FY 2017 Actual	FY 2017 CR	FY 2017 Request	FY 2017 CR	% Change
OIS Project Management and Governance	Responsible for project planning and coordination services to ensure IT efforts meet equipment, scope, cost, and time demands. Also provides audit tracking, enterprise architecture, IT catalog, and IT inventory communications.		\$1,774,484	\$1,774,132	\$1,830,410	\$106,278	5.99%
OIS Radio Services	Provides support for the USCP Radio System which includes stakeholder requirements, review and design services, solutions engineering, and lifecycle management.		\$1,235,926	\$4,116,256	\$3,863,200	(\$451,056)	-10.50%
OIS Voice and Data Services	Provides services for all wireless devices such as air cards, cell phones and tablets. The Operational and Engineering support for the USCP network infrastructure to include routers, switches, firewalls, fiber optic backbone, Ethernet LAN cabling and all leased line telecommunications circuits.		\$6,725,465	\$6,622,396	\$7,242,694	\$620,298	9.37%
Office of Information Systems Total			\$10,687,416	\$10,312,992	\$12,214,912	\$1,876,944	9.23%
OIG Administration	The Inspector General has the authority and responsibility to supervise and conduct audits, inspections, and investigations involving USCP programs, functions, systems, or operations.		\$411,886	\$419,114	\$452,300	\$13,366	7.96%
Office of Inspector General Total			\$411,886	\$419,114	\$452,300	\$13,366	7.96%
OPOL Administration	Provides funding for the Office of Policy and Management Systems to create, maintain, and administer the written directive system, create, maintain, and administer the written communications system, administer the vital records, documents, and files system, and manage, facilitate and maintain accreditation from the Commission on Accreditation of Law Enforcement Agencies, Inc. (CALEA).		\$16,857	\$21,744	\$68,340	\$46,596	214.25%
Office of Policy & Management Systems Total			\$16,857	\$21,744	\$68,340	\$46,596	214.25%
OPR Administration	The Office of Professional Responsibility is comprised of Internal Affairs Division (IAD) and the Inspection Division (ID). IAD conducts internal administrative investigations of allegations of misconduct made against members of the Department. IAD conducts reviews of Departmental operations, program facilities, personnel, documents, processes and activities for efficiency and effectiveness as well as legal and regulatory compliance. The OPR Administration program provides funding for administrative costs such as, supplies, training and travel.		\$5,980	\$40,111	\$50,665	\$10,553	26.31%
Office of Professional Responsibility Total			\$5,980	\$40,111	\$50,665	\$10,553	26.31%
OSB Administration	Provides funding for Operational Services Bureau administrative costs such as official travel for the immediate office, contractor support services, and office supplies. OSB includes the Patrol Mobile Response Division, Hazardous Devices Section, the Hazardous Materials Response Team, K-9 and Offsite Delivery, and the Containment Emergency Response Team (CERT).		\$14,987	\$15,094	\$1,500	(\$13,594)	-90.00%
OSB Hazardous Incident Response	Provides funding for operating supplies, controlled explosives, and required equipment to carry out the mission. The Hazardous Incident Response Program is comprised of the Hazardous Devices Section and the Hazardous Materials Response Team. These teams are responsible for prevention and mitigation of explosive devices.		\$178,464	\$398,019	\$1,199,363	\$801	-1.1%

Programs & Sub-Programs	Division (line item)	Major Program and Title in FY 19	FY 2017 Actual	FY 2019 CR	FY 2019 Request	Change	Change	
OSB Patrol Mobile Response Division		Patrol Mobile Response Division consists of Uniformed Patrol, the Motorcycle Unit, Mountain Bike Unit, CERT Operator, Crime Scene Technicians, the Crash Investigation Team, the Intestitzyer Unit, Offense-Delivery and the K-9 Unit.	Increase of \$351,000 for mandatory disaster and medical response training and related travel, \$135,000 for capitalized and non-capitalized equipment (replacement canines and tactical equipment), \$61,000 for CERT, crime scene search, and prisoner processing supplies, \$20,000 for government support and veterinary services.	\$233,179	\$280,025	\$848,404	\$568,379	702.97%
Operational Services Bureau Total			\$676,831	\$779,118	\$2,419,167	\$1,642,149	195.63%	
Protective Services Bureau								
PSB Administration		Protective Services Bureau includes Diplomatic Protection, and the Investigations Division. Both include intelligence operations, threat assessments, and criminal investigations. Provides funding for administrative costs such as supplies and contractual support for the Protective Services Bureau and training and travel for the immediate office.	An increase of \$1,900 in local telecommunications, \$1,000 in contractor support services, and \$500 in office supplies.	\$129,757	\$172,499	\$175,857	\$3,358	1.95%
PSB Protective Detail Travel		Provides funding for Diplomatic Protection Division (DPD) travel. The DPD is responsible for protecting Members assigned to Leadership positions in the U.S. House of Representatives and U.S. Senate as well as Members who receive direct threats that have been assessed through PSB and approved by the Capitol Police Board. Also provides protective escorts within the Capitol Complex for Heads of State, VP's and other visiting dignitaries.	A net increase of \$639,100 for protective detail travel (airfares, lodging, per diem, and incidentals), chartered flights and DPD travel, an increase of \$161,100 in training and training related travel.	\$9,649,014	\$9,582,130	\$10,382,411	\$800,283	8.35%
PSB Protective Services		Investigations support and Protective Intelligence contracts and operating expenses as well as training and travel for intelligence and investigations agents.	An increase of \$13,400 for training and related travel, a decrease of (\$6,700) in temporary duty travel, an increase of \$900 in small purchases, and membership fees, a net increase of \$11,500 in contractor and government support services, an increase of \$9,500 for software maintenance agreement, and a decrease of (\$9,750) in non-capitalized equipment.	\$152,936	\$207,978	\$227,288	\$19,310	9.28%
Protective Services Bureau Total			\$10,841,717	\$9,962,646	\$10,894,659	\$931,943	8.26%	
Security Services Bureau								
SSB Access Control		Provides funding for numerous critical projects such as the security contract for the Alternate Computer Facility (ACF) which houses the backup computer network for the U.S. House of Representatives, U.S. Senate, Architect of the Capitol, and the Library of Congress. Other projects include vehicle barrier support, card access systems, command center operations, fire doors, locks, locks and keys, and pedways.	Increase of \$303,470 in contractor support services including an additional armed guard post on the south side of the Alternate Computer Facility as well as maintenance of the barriers, fire doors, and pedways. Increase of \$1,213,100 in equipment for the life-cycle replacement projects of the kiosks, barriers, command center, fire doors and podiums. Increase of \$8,830 in non-capitalized software licensing and support for the Security LAN. Decrease of (\$27,270) in supplies such as spare parts inventory.	\$2,522,809	\$2,519,855	\$4,018,046	\$1,498,191	59.46%
SSB Administration		Provides funding for travel, training, maintenance and repairs of the security systems network, and supplies for each of the Divisions of security services.	Increase of \$239,660 in external training (cyber and security equipment) and \$2,990 in travel. Decrease of (\$1,550) in contractor support services. Increase of \$1,550 in office supplies and \$1,380 in office equipment.	\$151,131	\$191,257	\$425,288	\$244,031	127.59%
SSB Detection and Screening Systems		Provides funding for several projects for detection and screening throughout the Capitol Complex. Projects include Global Circuit Television (CCTV) digital video recorder duress emergency call boxes, explosive detectors, intrusion alarm, metal detectors, pedestrian monitoring, Security Compartmented Information Facilities (SCIF) alarms and X-ray.	Decrease of (\$58,300) in contractor support services for manufacturer site visits, manufacturer required system support, and maintenance of the VMS, duress system, explosive detectors and metal detectors. Increase of \$135,230 for the spare parts inventory of detectors such as enhanced portals in the House Galleries and explosive detectors and metal detectors. Increase of \$320,649 in equipment for the life-cycle replacement projects of the X-Ray, duress alarms, and VMS.	\$1,441,757	\$1,464,947	\$1,636,174	\$170,497	10.64%
SSB Investigation		Provides support for the Protection of the Congressional Community by ensuring the security of the event staff, dignitary, heads of state, and the leaders of all branches of the U.S. Government.		\$63,813	\$63,138	(\$67,338)	(\$109,497)	
SSB Security Systems Maintenance		Provides funding for emergency alternatives, the public address system, and the comprehensive maintenance contract to support systems repair and preventive maintenance of the security systems on the Capitol Complex. Also included are security installation support, the security network, and specialized security equipment.	Increase of \$8,070 in contractor support services for the preventive maintenance, testing, and repair of the integrated security management systems on the Capitol Complex. Increase of \$898,090 for support staffing including design engineers, a CAD Technician, a network administrator, an administrative assistant, and a budget analyst. Increase of \$496,240 in non-capitalized software licensing and support for the security network. Decrease of (\$254,890) in equipment for projects that include security installation support, security network, and specialized security. Increase of \$1,150 in spare parts inventory.	\$6,241,814	\$6,161,741	\$7,711,000	\$1,449,259	18.65%

Program & Sub-Program	Description	Funding Program Title FY 2018 FY 19	FY 2017 Actual	FY 2018 CR	FY 2019 Request	Change	Change
SSB Special Projects	Funds the extraneous of our continued efforts to keep up with the changing security environment and threat level that the Capital community faces every day. The projects within are a result of our collaboration with and support of our stakeholders, and they are designed to ensure that safety concerns are addressed. Multi-year funds are requested for these projects, as in many cases, their execution is heavily dependent on variables over which the USCP has no direct control.	Increase of \$200,000 for equipment related to the Foundation Alarm project. Decrease of (\$1,986,430) in equipment for the O'Neill HOH. Decrease of (\$744,960) in equipment for the Hoare Garage Security Project.	\$2,750,000	\$2,711,325	\$200,000	(\$2,511,325)	-92.68%
SSB Technical Countermeasures	Provides funding for projects such as detection maintenance, equipment services and supplies, life cycle replacement and Technical Countermeasure (TCM) specialized security equipment.	Increase of \$824,070 in contractor support services for individual countermeasures projects and technical support. Decrease of (\$421,740) in equipment for the portable and in-place TSCM equipment. Increase of \$300 in spare parts in entry.	\$1,465,375	\$1,143,257	\$1,845,794	\$402,537	11.69%
Security Services Bureau Total			\$18,477,876	\$18,456,745	\$19,645,513	\$1,200,000	6.52%
TSB Administration	Training Services provides recruit and in-service training services for the Department. Includes administrative costs for the Training Services Bureau (TSB) such as official travel, relocation moves for USCP personnel assigned to FLETC Georgia, office supplies as well as firing range simulation.	Increase of \$15,200 in travel for trips by the command staff to attend scheduled FLETC recruit class graduations. Increase of \$55,200 in PCS travel for the return of one detailed instructor from FLETC, GA. Decrease of (\$1,900) in utilities.	\$12,024	\$19,665	\$88,601	\$68,936	350.56%
TSB Training Services	Includes operational costs for recruit and in-service training for USCP sworn staff, costs for ammunition and firing range administration, Chertobarn usage (firing and driving ranges) and facility costs as well as costs for the Police Executive Leadership Program.	An increase of \$132,190 in travel primarily for the recruit officer per diem while attending the UPTP in FLETC, GA and FLETC, NM. Decrease of (\$78,050) in external and leadership training. Increase of \$388,300 in contractor support services for ten training instructor contractors and two administrative assistant contractors. Decrease of (\$169,710) in government support services for the FLETC facilities and FLETC advanced training. Increase of \$7,390 in safety supplies such as eye protection, disposable gloves, disinfectants. Increase of \$1,770 in instructor communications gear.	\$1,066,775	\$3,277,619	\$3,659,516	\$281,897	8.60%
Training Services Bureau Total			\$1,078,800	\$3,297,284	\$3,648,117	\$350,833	10.64%
USB Administration	Provides funding for USB administrative costs, which include travel, training, supplies, and office equipment.	Increase of \$27,230 in training primarily for instructors to receive Police Training Officer (PTO) Program certification. Decrease of (\$1,430) in office supplies.	\$1,542,836	\$51,394	\$77,196	\$25,803	50.21%
Uniformed Services Bureau Total			\$1,542,836	\$51,394	\$77,196	\$36,803	50.21%
GRAND TOTAL			\$20,103,512	\$21,805,423	\$23,370,726	\$1,565,303	7.18%

V. FY 2019 Budget Schedules

1. Resource Summary
2. Details by Object Category
3. Analysis of Change
4. Positions by Rank and Grade
5. Proposed Appropriations Language

1. RESOURCE SUMMARY

(\$ in Thousands)

	FY 2017 Budget Authority	FY 2018 CR & Rescission	FY 2019 Request	Change FY 18 / FY 17	% Change
Salaries					
Appropriation	325,300	325,300	374,804	49,504	15.22%
Rescission		(2,209)			
Transfer	(1,750)				
Total	\$323,550	\$323,091	\$374,804	\$51,713	16.01%
General Expenses					
Appropriation	68,000	68,000	81,554	13,554	19.93%
Rescission		(462)			
Transfer	1,750				
Total	\$69,750	\$67,538	\$81,554	\$14,016	20.75%
Total Appropriation	\$393,300	\$390,629	\$456,358	\$65,729	16.83%

Note: Totals may contain rounding variances

2. DETAILS BY OBJECT CATEGORY

(\$ in Thousands)

Object Category	FY 2017 Actual	FY 2018 CR & Rescission	FY 2019 Request	Change	Change
11.1 Full-time Permanent	193,301	192,587	228,852	36,265	18.83%
11.5 Other personnel compensation	43,950	49,148	49,473	325	0.66%
12.1 Civilian personnel benefits	82,573	81,206	96,329	15,123	18.62%
13.1 Benefits for former personnel	168	150	150	-	-
Total Salaries	319,992	323,091	374,804	51,713	16.01%
21.0 Travel & Transportation of Persons	12,005	12,185	13,976	1,791	14.70%
22.0 Transportation of Things	10	10	49	39	390.08%
23.3 Rent, Communications, Utilities & Misc. Charges	2,630	2,666	2,768	102	3.83%
24.0 Printing & Reproduction	185	197	14	(183)	(92.89%)
25.1 Advisory & Assistance Services	30,340	27,380	34,781	7,401	27.03%
25.2 Other Services	3,642	4,020	4,976	956	23.78%
25.3 Other Purchases of Goods & Svcs from Govt	1,727	2,515	2,106	(409)	(16.26%)
25.6 Medical Care	16	126	266	140	111.11%
25.7 Operations & Maint Equipment	165	231	200	(31)	(13.42%)
26.0 Supply & Materials	3,593	3,680	6,525	2,845	77.30%
31.0 Equipment	14,830	14,416	15,780	1,364	9.46%
42.0 Insurance Claims & Indemnities	25	112	113	1	0.89%
Total General Expenses	69,168	67,538	81,554	14,016	20.75%
Total	\$389,160	\$390,629	\$456,358	\$65,729	16.83%

Note: Totals may contain rounding variances

3. ANALYSIS OF CHANGE

(\$ in Thousands)

FY 2019 Analysis of Change		
	Positions	Amount
FY 2018 Continuing Resolution	2,243	390,629
FY 2019 Changes:		
Pay and Related Costs		
Full year salaries and benefits for 72 sworn and 48 civilians that were to be hired in FY 2018	120	11,683
FY 2018 Salaries for Authorized FTEs Annualized for FY 2019		20,274
FY 2019 72 New Recruits (half year)	72	2,239
FY 2019 20 New Civilians (half year)	20	834
FY 2019 1 New OIG Civilian (half year)	1	50
FY 2019 Within Grade Increases & Promotions		424
Overtime - Unscheduled		134
Overtime - LOC non-reimbursable		12
Overtime - Training		21
Annualized Benefits		11,810
Lump Sum & Misc. Benefits		4,232
Total, Pay and Related Costs	213	51,713
Program Changes (Net)		
Price Level Changes		2,065
Administrative		804
Background Investigations and Credentialing		517
Command and Coordination Bureau: Operations - Contractor support, training, travel for training, equipm		36
Facilities Mgmt.: FFE Replacement, Contracts, and Occupational Safety		1,019
Financial Management & Accountability		138
Financial Management: Agency-wide Services (gas, internal training, and equipment)		(312)
Fleet Management: Vehicles, repairs, rental, supplies		1,806
Human Resources: Operations and Systems		30
Human Resources: Recruiting and Employment		1,154
Information Systems: Enterprise Applications		(29)
Information Systems: Information Security		100
Information Systems: Operations		582
Information Systems: Project Management		(26)
Information Systems: Radio Services		(754)
Information Systems: Voice and Data Services		158
Operational Services: Hazardous Response- External training, travel for training, ammunition, equipment		801
Operational Services: Patrol Mobile Response - Training, travel for training, ammunition, equipment		568
Property Management: Logistical Support		3,481
Protective Services: Protective Detail - Travel and chartered flights		800
Protective Services: Protective Service - Contractor support, training, travel for training, equipment		19
Security Services: Access Control (Card Access, Barriers, Fire Doors, Kiosk)		1,498
Security Services: Detection/Screening Systems - Lifecycle replacement, contractor support, equipment		370
Security Services: Security Systems Maintenance - Life cycle replacement, contractor support, equipmen		1,149
Security Services: Special Projects		(2,531)
Security Services: Technical Countermeasures - Lifecycle replacement, contractor support, equipment		403
Training Services: Training Programs		170
Total, Program Changes		14,016
Net Increase/Decrease		65,729
Total Appropriation	2,456	\$456,358

4. POSITIONS BY RANK AND GRADE

This chart is an analysis of the FY 2019 personnel request for positions, by rank and grade based on authorizations. Sworn and civilian employees are compensated under two separate pay tables: the civilian pay table (CP) is a graded system from levels 1 to 15; while, the sworn pay table is rank ordered from Private through Deputy Chief. Office of Inspector General staff is listed as appointed, and their compensation rates are determined by the Inspector General. The Chief of Police, Assistant Chief, Chief Administrative Officer, General Counsel and Inspector General are statutory/appointed employees and compensation is directed by statute/equivalent.

GRADE	(#'s)			
	Appointed* FY 19	Sworn FY 19	Civilian FY 19	Total USCP FY 19
Chief	1			1
Assistant Chief	1			1
Deputy Chief		5		5
Inspector		10		10
Captain		18		18
Lieutenant		47		47
Sergeant/Special Technician		248		248
Officer/Equivalent		1,685		1,685
TOTAL SWORN	2	2,013	0	2,015
CAO, OGC, CP-14/15	2		13	15
CP-13			26	26
CP-11 to 12			71	71
CP-4 to 10			272	272
CP-3			49	49
OIG	10			10
TOTAL CIVILIAN	12	0	431	443
TOTAL	14	2,013	431	2,458

*Appointed includes the Chief, Assistant Chief, Chief Administrative Officer, General Counsel and ten OIG positions.

5. PROPOSED APPROPRIATIONS LANGUAGE

Salaries

For salaries of employees of the Capitol Police, including overtime, hazardous duty pay, and Government contributions for health, retirement, social security, professional liability insurance, and other applicable employee benefits, [\$323,091,000] \$374,804,000 of which overtime shall not exceed [\$43,500,000] \$43,668,000 unless the Committee on Appropriations of the House and Senate are notified, to be disbursed by the Chief of the Capitol Police or his designee. (*Legislative Branch Appropriations Act, 2018.*)

General Expenses

For necessary expenses of the Capitol Police, including motor vehicles, communications and other equipment, security equipment and installation, uniforms, weapons, supplies, materials, training, medical services, forensic services, stenographic services, personal and professional services, the employee assistance program, the awards program, postage, communication services, travel advances, relocation of instructor and liaison personnel for the Federal Law Enforcement Training Center, and not more than \$5,000 to be expended on the certification of the Chief of the Capitol Police in connection with official representation and reception expenses, [\$67,538,000] \$81,554,000, to be disbursed by the Chief of the Capitol Police or his designee: Provided, that, notwithstanding any other provision of law, the cost of basic training for the Capitol Police at the Federal Law Enforcement Training Center for fiscal year 2019 shall be paid by the Secretary of Homeland Security from funds available to the Department of Homeland Security. (*Legislative Branch Appropriations Act, 2018.*)

VI. Index of Acronyms

ACC	Alternate Command Center
ACF	Alternate Computer Facility
AED	Automated External Defibrillator
ALERT	Advanced Law Enforcement Response Team
ATV	All-Terrain Vehicle
BES	Blackberry Enterprise Server
CAD	Computer-Aided Design
CALEA	Commission on Accreditation for Law Enforcement Agencies
CAO	Chief Administrative Officer
CCB	Command and Coordination Bureau
CCTV	Closed Circuit TV
CDU	Civil Disturbance Unit
CERT	Containment Emergency Response Team
CODEL	Congressional Delegation
COLA	Cost of Living Adjustment
COMSEC	Communications Security
COO	Chief of Operations (Assistant Chief)
COOP	Continuity of Operations
COP	Chief of Police
CP	Civilian Pay
CR	Continuing Resolution
DPD	Dignitary Protection Division
EMT	Emergency Medical Technician
FD	Force Development
FFE	Furniture Fixtures and Equipment
FLETC	Federal Law Enforcement Training Center
FTE	Full-Time Equivalent
FY	Fiscal Year
GSA	General Services Administration
HCRE	Human Capital Strategy, Recruitment, and Employment Division
HDS	Hazardous Devices Section
HRIS	Human Resources Information Systems Division
IAD	Internal Affairs Division
ICS	Incident Command System
IDEA	Office of Inclusion, Diversity, Equity, and Action
IRB	Investment Review Board
ISIL	Islamic State of Iraq and the Levant
IT	Information Technology
K-9	Canine
LAN	Local Area Network
LOC	Library of Congress
LWOP	Leave without Pay
MDM	Mobile Device Management
MS SQL	Microsoft Structured Query Language
NFC	National Finance Center
OBIC	Office of Background Investigations and Credentialing
OC	Object Class
OAM	Office of Acquisition Management
OEC	Office of Employment Counsel
OFL	Office of Facilities and Logistics
OFL-FMD	OFL-Facilities Management Division
OFL-PAMD	OFL-Property and Asset Management Systems
OFL-VMD	OFL-Vehicle Management Division
OFM	Office of Financial Management

OGC	Office of the General Counsel
OHR	Office of Human Resources
OIG	Office of Inspector General
OIS	Office of Information Systems
OPOL	Office of Policy and Management Systems
OPR	Office of Professional Responsibility
OSB	Operational Services Bureau
OSB-PMRD	OSB-Patrol Mobile Response Division
OSHE	Occupational Safety and Health and Environment Division
OT	Overtime
PCS	Permanent Change of Station
PIO	Public Information Office
PSB	Protective Services Bureau
PTO	Police Training Officer
RPP	Respiratory Protection Program
SCIF	Sensitive Compartmented Information Facility
SSB	Security Services Bureau
TCM	Technical Countermeasures
TSCM	Technical Security Countermeasures
TSB	Training Services Bureau
TS/SCI	Top Secret/Sensitive Compartmented Information
UPTP	Uniformed Police Training Program
USB	Uniformed Services Bureau
USCP	United States Capitol Police
VMS	Video Monitoring System
VOIP	Voice Over Internet Protocol
VSAT	Very Small Aperture Terminal
WIGI	Within Grade Increase

USCP FY 2019 Salary Projection

FY 2018 Base	Positions	Annual (\$)	Per PP
Sworn *	1,943	175,078	6,734
Civilian *	420	43,457	1,671
LWOP Adj.		-679	-26
Total Base	2,363	217,856	8,379

* includes full year funding of 72 sworn and 48 civilian that were to be hired in FY 2018

PP20 A	96,600%
PP20 B	11,962%
Projected FY19 COLA	2.00%

PP	Base	Proj W/O	Adj. Base \$ per PP	Night Diff.	Sunday Diff.	Night & Sunday Diff.	Holiday pay	Hazard Duty Pay	Subtotal Salary	Benefits	Lump Sum Leave	FTO	Overtime		Benefits	Total			
													Base	LOC-Non- Reimb.					
20	8,094	6	8,100	112	13	31	106	22	8,368	3,321	21	1183	1170	6	501	19	599	46	12,352
21	8,395	5	8,390	112	13	31		22	8,568	3,393	21	8	1,001	19	1,536	101	1,937	129	13,776
22	8,390	6	8,396	112	13	31		22	8,574	3,393	21	8	1,240	101	1,240	101	1,389	107	13,474
23	8,396	6	8,397	112	13	31	203	22	8,777	3,476	21	8	1,460	101	1,460	101	1,609	123	13,394
24	8,397	11	8,408	112	13	31		22	8,585	3,400	21	8	1,275	101	1,275	101	1,424	109	13,519
25	8,408	4	8,412	112	13	31		22	8,589	3,401	21	8	1,268	101	1,268	101	1,437	110	13,538
26	8,412	1	8,413	112	13	31	208	22	8,798	3,484	21	8	1,738	101	1,738	101	1,885	144	14,311
1	8,413	5	8,417	112	13	31		22	8,595	3,484	21	8	1,259	101	1,259	101	1,468	111	13,597
2	8,417	12	8,430	112	13	31	132	22	8,730	3,481	21	8	1,259	101	1,259	101	1,468	108	13,716
3	8,430	8	8,438	112	13	31		22	8,645	3,412	21	8	1,480	101	1,480	101	1,639	128	13,792
4	8,438	2	8,439	112	13	31	124	22	8,740	3,441	21	8	1,306	101	1,306	101	1,455	107	14,548
5	8,439	11	8,450	112	13	31		22	8,628	3,417	21	8	1,231	101	1,231	101	1,380	106	13,958
6	8,454	4	8,454	112	13	31		22	8,634	3,419	21	8	1,248	101	1,248	101	1,398	107	13,958
7	8,454	2	8,455	112	13	31		22	8,642	3,422	21	8	1,283	101	1,283	101	1,437	141	14,042
8	8,464	7	8,471	112	13	31		22	8,648	3,425	21	8	1,300	101	1,300	101	1,449	111	13,615
9	8,471	1	8,471	112	13	31		22	8,690	3,425	21	8	1,300	101	1,300	101	1,449	111	13,615
10	8,471	1	8,471	112	13	31		22	8,690	3,425	21	8	1,300	101	1,300	101	1,449	111	13,615
11	8,472	11	8,483	112	13	31	105	22	8,765	3,471	21	8	1,853	101	1,853	101	1,992	152	14,370
12	8,483	12	8,494	112	13	31		22	8,672	3,434	21	8	1,548	101	1,548	101	1,696	130	13,932
13	8,494	5	8,496	112	13	31	195	22	8,672	3,434	21	8	1,548	101	1,548	101	1,696	130	13,932
14	8,494	4	8,504	112	13	31		22	8,681	3,438	21	8	1,622	101	1,622	101	1,763	189	14,480
15	8,504	4	8,507	112	13	31		22	8,685	3,438	21	8	1,294	101	1,294	101	1,443	110	13,677
16	8,504	7	8,514	112	13	31		22	8,682	3,442	21	8	1,617	101	1,617	101	1,769	135	14,095
17	8,514	10	8,525	112	13	31		22	8,702	3,446	21	8	2,013	101	2,013	101	2,162	165	14,475
18	8,525	14	8,539	112	13	31	114	22	8,530	3,487	21	8	1,600	101	1,600	101	1,749	136	14,274
19	8,539	4	8,543	112	13	31	3	3	8,701	3,446	21	8	1,462	101	1,462	101	1,611	123	13,881
20	1,022		1,022	13	2	4			1,040	412	3				965	50	1,018	76	2,548
Civilian Career Leader									1,040	412	3				965	50	1,018	76	2,548
Non-PPC payments and additional costs																			
TOTALS			228,637	2,925	330	810	1,188	553	226,457	89,877	555	203	2,626	492	363,975	42,848	42,848	3,278	392,715

Additional Requirements	Positions	Annual \$	Half year \$
Sworn	72	4,478	2,239
Civilian OIG staff	1	101	50
Civilian-Command Center	20	1,680	854
Other Salary Increases			
New Sworn 72		2,239	887
Civilian-Command Center		834	330
Civilian OIG staff		50	20
Overtime - Training 24,000 Hrs.		1,575	121
COLA (Cost of Living Adjustment)		4,321	6,032
Sub total		\$9,020	\$12,088
GRAND TOTAL			\$374,801

FY 2018 BASE SWORN AND CIVILIAN SALARY ESTIMATES

Sworn salary
Base PP 20 FY 2018

	Positions	Salary
Total Salary-Sworn	1,832	161,077
Total Salary - Sworn - Appointed	2	342
Backfill for open positions	37	2,193
	1,871	163,551
FY 2018 COLA		3,745
FY 2018 WIGS		2,934
2018 Sworn Promotion impact		482
Base Subtotal		7,162
Total Sworn Salary base	1,871	170,713

\$ 000's

Civilian salary
Base PP 20 FY 2018

	Positions	Salary
Total Salary - Civilian	350	35,452
Total Salary Appointed	10	1,467
Backfill for open positions	12	1,212
	372	38,131
FY 2018 COLA		873
FY 2018 WIGS		268
FY 18 Career Ladder		180
Base Subtotal		1,324
Total Civilian Salary base	372	39,452

United States Capitol Police
 FY 2019 General Expenses by Program, Project, and BOC

Program	Subprogram	BOC	BOC Description	FY 2017 Actuals	FY 2018 CR	FY 2019 Request	Change from FY 18 Mar	
Chief Administrative Officer								
CAO Administration								
CAO Administration								
CAO-001								
			2111 Temp Travel Training	2,595	1,589	-	(1,589)	-100.00%
			2512 External Training	11,647	7,022	6,451	(571)	-8.13%
			2526 Contractor Support Services non-Federal	23,395	-	-	-	0.00%
			2535 Government Support Services	35	-	-	-	0.00%
			2610 Office & Miscellaneous Supplies	2,084	4,354	5,070	716	16.44%
			CAO-001 Total	39,756	12,965	11,521	(1,444)	-11.14%
			CAO Administration Total	39,756	12,965	11,521	(1,444)	-11.14%
			CAO Administration Total	39,756	12,965	11,521	(1,444)	-11.14%
Chief of Operations								
COO Administration-Command Ops								
COO Administration								
COO-001								
			2610 Office & Miscellaneous Supplies	1,265	1,327	1,336	9	0.68%
			COO-001 Total	1,265	1,327	1,336	9	0.68%
			COO Administration Total	1,265	1,327	1,336	9	0.68%
			COO Administration-Command Ops Total	1,265	1,327	1,336	9	0.68%
			COO Administration Total	1,265	1,327	1,336	9	0.68%
Chief of Police								
COP Administration								
COP Administration								
COP-001								
			2110 Temporary Duty (TDY) Travel	-	1,788	5,000	3,212	179.68%
			2111 Temp Travel Training	2,057	3,079	-	(3,079)	-100.00%
			2510 Membership Fees	6,260	2,145	4,000	1,855	86.45%
			2512 External Training	-	1,291	-	(1,291)	-100.00%
			2526 Contractor Support Services non-Federal	-	-	5,000	5,000	100.00%
			2610 Office & Miscellaneous Supplies	4,534	8,895	8,900	5	0.05%
			2630 Subscriptions and Publications	-	298	500	202	67.81%
			COP-001 Total	12,850	17,496	23,400	5,904	33.74%
			COP Administration Total	12,850	17,496	23,400	5,904	33.74%
COP Representation Fund								
COP-100								
			2610 Office & Miscellaneous Supplies	3,457	4,966	5,000	34	0.68%
			2615 Provisions	737	-	-	-	0.00%
			COP-100 Total	4,194	4,966	5,000	34	0.68%
			COP Representation Fund Total	4,194	4,966	5,000	34	0.68%
COP Ceremonial Unit								
COP-002								
			2610 Office & Miscellaneous Supplies	95	-	1,500	1,500	100.00%
			COP-002 Total	95	-	1,500	1,500	100.00%
			COP Ceremonial Unit Total	95	-	1,500	1,500	100.00%
			COP Administration Total	17,140	22,462	29,900	7,438	33.11%
Command and Coordination Bureau								
CCB Command								
CCB Command Center Operations								
PHS-100								
			2110 Temporary Duty (TDY) Travel	1,208	-	2,000	2,000	100.00%
			2111 Temp Travel Training	-	1,986	-	(1,986)	-100.00%
			2526 Contractor Support Services non-Federal	2,400	3,377	3,400	23	0.68%
			2610 Office & Miscellaneous Supplies	6,111	9,118	9,180	62	0.68%
			3110 Non-Capitalized Furniture, Equipment, and Machinery	260	-	-	-	0.00%
			PHS-100 Total	9,980	14,481	14,580	99	0.68%
			CCB Command Center Operations Total	9,980	14,481	14,580	99	0.68%
CCB Command Vehicle Operations								
PHS-101								
			2526 Contractor Support Services non-Federal	6,987	1,271	12,000	10,729	843.91%
			2540 Miscellaneous Merchant & Vendor Services	-	8,343	-	(8,343)	-100.00%
			2610 Office & Miscellaneous Supplies	3,200	2,655	3,000	345	13.00%
			3110 Non-Capitalized Furniture, Equipment, and Machinery	22,362	42,939	79,000	36,061	83.98%
			PHS-101 Total	32,549	55,209	94,000	38,791	70.26%
			CCB Command Vehicle Operations Total	32,549	55,209	94,000	38,791	70.26%

Program	Subprogram	Project	FOC	BOC Description	FY 2017 Actuals	FY 2016 CR	FY 2018 Request	Change from FY18 Mark	
					\$	\$	\$	\$	%
				2599 Credit Card Disputes	2,331	203,067	-	(203,067)	-100.00%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	189,331		720,000	720,000	100.00%
				3120 Capitalized Furniture, Equipment, and Machinery	12,000				0.00%
				3194 Non-Capitalized Software	2,645				0.00%
				FMD-001 Total	440,524	438,059	1,318,500	880,441	200.99%
				FMD Administration Total	440,524	438,059	1,318,500	880,441	200.99%
				FMD Administration Total	440,524	438,059	1,318,500	880,441	200.99%
				OSHE Occupational Safety Health and Environment					
				OSHE Occupational Safety Health and Environment					
				OSHE-001					
				2512 External Training			15,835	15,835	100.00%
				2519 Health Services		122,889	252,048	129,159	105.10%
				2526 Contractor Support Services non-Federal	514,548	397,284	475,000	77,716	19.56%
				2535 Government Support Services	1,850				0.00%
				2540 Miscellaneous Merchant and Vendor Services	1,169		21,000	21,000	100.00%
				2610 Office & Miscellaneous Supplies	11,788	8,188	34,400	26,212	320.13%
				2630 Subscriptions and Publications	1,444	4,967	9,800	4,834	97.33%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	33,585	27,377	176,025	148,648	542.97%
				OSHE-001 Total	564,385	560,704	984,108	423,405	75.51%
				OSHE Occupational Safety Health and Environment Total	564,385	560,704	984,108	423,405	75.51%
				OSHE Occupational Safety Health and Environment Total	564,385	560,704	984,108	423,405	75.51%
				PMD Administration					
				PMD Administration					
				PMD-001					
				2510 Membership Fees			1,000	1,000	100.00%
				2610 Office & Miscellaneous Supplies	9,008	10,925	25,000	14,075	128.83%
				PMD-001 Total	9,008	10,925	26,000	15,075	137.98%
				PMD Administration Total	9,008	10,925	26,000	15,075	137.98%
				PMD Administration Total	9,008	10,925	26,000	15,075	137.98%
				PMD Logistics Support					
				PMD Logistics Support					
				PMD-100					
				2526 Contractor Support Services non-Federal	476,889	526,887	716,415	189,528	35.97%
				2528 Cleaning and Alteration Services	44,957	50,654	57,000	6,346	12.53%
				2540 Miscellaneous Merchant and Vendor Services	2,400				0.00%
				2610 Office & Miscellaneous Supplies	104,445	29,796	50,000	20,204	67.81%
				2615 Provisions	48,079	43,056	60,900	17,844	41.44%
				2633 Biohazard Supplies	17,967				0.00%
				2634 Controlled Explosives & Ammunition	679,292	787,783	1,569,353	781,570	99.21%
				2637 Law Enforcement Uniforms	1,356,094	1,243,646	3,088,609	1,844,957	148.35%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	84,467	5,959	86,398	80,439	1349.81%
				3180 Weapons and Replacement Parts	50,853	125,536	666,023	540,487	430.54%
				PMD-100 Total	2,865,443	2,813,316	6,294,692	3,481,376	123.75%
				PMD Logistics Support Total	2,865,443	2,813,316	6,294,692	3,481,376	123.75%
				PMD Logistics Support Total	2,865,443	2,813,316	6,294,692	3,481,376	123.75%
				VMD Administration					
				VMD - Administration					
				VMD-001					
				2110 Temporary Duty (TDY) Travel			8,000	8,000	100.00%
				2111 Temp Travel Training	3,862	8,393	11,350	2,957	35.24%
				2112 Local Travel	3,857				0.00%
				2510 Membership Fees	499	497	1,000	503	101.37%
				2512 External Training	540	3,883	12,275	8,392	216.09%
				2526 Contractor Support Services non-Federal	2,300				0.00%
				2528 Cleaning and Alteration Services	19,338	18,871	23,000	4,129	21.88%
				2610 Office & Miscellaneous Supplies	2,537	2,682	5,000	2,318	86.45%
				2699 Credit Card Disputes	153				0.00%
				VMD-001 Total	33,087	34,325	60,625	26,300	76.62%
				VMD - Administration Total	33,087	34,325	60,625	26,300	76.62%
				VMD Administration Total	33,087	34,325	60,625	26,300	76.62%
				VMD Fleet Management					
				VMD - Fleet Management					
				VMD-100					
				2120 Vehicle Rental	1,771,360	1,835,003	2,408,400	573,397	31.25%
				2310 Rental of Equipment	378	7,941	10,000	2,059	25.93%
				2322 Rentals - Miscellaneous	7,958				0.00%
				2526 Contractor Support Services non-Federal	225				0.00%
				2535 Government Support Services	6,090				0.00%
				2571 Vehicle Repair Services	161,833	165,760	200,000	34,240	20.66%
				2621 Vehicle Supplies	161,575	149,868	200,000	50,132	33.45%

Agency	Division	Program	BOC	EOC Description	FY 2017 Actual	FY 2016 Act	FY 2015 Budget	Change from FY 2015	% Change
				2622 Vehicle Fluid Supplies	10,000	20,559	20,000	(559)	-2.72%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	110,771		81,000	81,000	100.00%
				3170 Non-Capitalized Vehicles	82,158	124,154	494,500	370,346	298.30%
				3171 Capitalized Vehicles	129,018	29,796	680,000	650,204	2182.16%
				3175 Non-Capitalized Vehicle Accessories	101,025	204,603	250,000	45,397	22.19%
				VMD-100 Total	2,542,391	2,537,685	4,343,900	1,806,215	71.18%
				VMD - Fleet Management Total	2,542,391	2,537,685	4,343,900	1,806,215	71.18%
				VMD Fleet Management Total	2,542,391	2,537,685	4,343,900	1,806,215	71.18%
				Office of Facilities & Logistics Total	6,461,626	8,309,014	10,100,110	6,739,606	165.03%
				Office of Financial Management					
				OFM Administration					
				OFM Administration					
				OFM-001					
				2111 Temp Travel Training			2,000	2,000	100.00%
				2512 External Training			16,510	16,510	100.00%
				2610 Office & Miscellaneous Supplies	9,811	3,973	4,950	617	15.54%
				2630 Subscriptions and Publications	5,383		4,000	3,225	415.98%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	-	1,788	1,800	12	0.68%
				OFM-001 Total	15,194	6,536	28,900	22,364	342.18%
				OFM Administration Total	15,194	6,536	28,900	22,364	342.18%
				OFM Administration Total	15,194	6,536	28,900	22,364	342.18%
				OFM Agency Services					
				OFM Agency Services					
				OFM-200					
				2350 Postage and Fees	15,300	15,196	18,000	2,804	18.45%
				2512 External Training	21,034	116,990	107,000	(9,990)	-8.54%
				2526 Contractor Support Services non-Federal	629,699	390,206	377,868	(12,338)	-3.16%
				2535 Government Support Services	-	-	31,500	31,500	100.00%
				2541 Emergency Services - COOP	13,800	99,321	100,000	679	0.68%
				2622 Vehicle Fluid Supplies	170,000	168,846	175,000	6,154	3.65%
				4210 Tort Claims and Awards	25,318	111,736	112,500	764	0.68%
				OFM-200 Total	875,151	902,295	921,868	19,573	2.17%
				OFM Agency Services Total	875,151	902,295	921,868	19,573	2.17%
				OFM Inauguration Support					
				OFM-204					
				2110 Temporary Duty (TDY) Travel		52,201		(52,201)	-100.00%
				2112 Local Travel	40				0.00%
				2120 Vehicle Rental	47,211				0.00%
				2310 Rental of Equipment	15,148	27,460		(27,460)	-100.00%
				2410 Printing and Binding	183,500	182,254		(182,254)	-100.00%
				2526 Contractor Support Services non-Federal		3,178		(3,178)	-100.00%
				2571 Vehicle Repair Services	3,150	66,037		(66,037)	-100.00%
				2610 Office & Miscellaneous Supplies	2,160				0.00%
				2615 Provisions	55,100				0.00%
				OFM-204 Total	306,308	331,131		(331,131)	-100.00%
				OFM Inauguration Support Total	306,308	331,131		(331,131)	-100.00%
				OFM Agency Services Total	1,181,460	1,233,426	921,868	(811,558)	-25.26%
				OFM Financial Management & Accountability					
				Financial Systems					
				OFM-101					
				2526 Contractor Support Services non-Federal	280,800		370,000	370,000	100.00%
				2535 Government Support Services	109,200	387,352	125,000	(262,352)	-67.73%
				OFM-101 Total	390,000	387,352	495,000	107,648	27.79%
				Financial Systems Total	390,000	387,352	495,000	107,648	27.79%
				OFM Contractual Support					
				OFM-102					
				2526 Contractor Support Services non-Federal	750,855	554,848	585,020	30,171	5.44%
				OFM-102 Total	750,855	554,848	585,020	30,171	5.44%
				OFM Contractual Support Total	750,855	554,848	585,020	30,171	5.44%
				OFM Financial Management & Accountability Total	1,440,855	842,200	1,080,020	(177,820)	-14.63%
				Office of General Counsel					
				OGC Administration					
				OEC Administration					
				OEC-001					
				2110 Temporary Duty (TDY) Travel	291		5,100	5,100	100.00%
				2111 Temp Travel Training	786		6,000	5,300	756.88%
				2410 Printing and Binding		397	7,600	7,203	1812.99%
				2512 External Training			20,483	20,483	100.00%
				2526 Contractor Support Services non-Federal	100,473	100,289	123,915	23,626	23.56%

Organization	FY 2018 Budget	FY 2018 Actuals	FY 2018 CR	FY 2019 Request	Change from FY 18 Mark	% Change
2610 Office & Miscellaneous Supplies		8,866	3,397	5,600	2,203	64.85%
2630 Subscriptions and Publications			5,463	5,600	137	2.51%
OEC-001 Total		110,417	110,246	174,298	64,052	58.10%
OEC Administration Total		110,417	110,246	174,298	64,052	58.10%
OGC Legal Services						
OGC-100						
2410 Printing and Binding		663	-	-	-	0.00%
2440 Advertising & Recruiting			4,667	1,825	(2,842)	-60.90%
2512 External Training		-	1,490	4,781	3,291	220.91%
2526 Contractor Support Services non-Federal		89,679	109,647	72,218	(37,429)	-34.14%
2610 Office & Miscellaneous Supplies		6,080	3,764	4,229	465	12.35%
2630 Subscriptions and Publications		17,536	19,695	19,535	(160)	-0.81%
OGC-100 Total		113,959	139,264	102,588	(36,676)	-26.34%
OGC Legal Services Total		113,959	139,264	102,588	(36,676)	-26.34%
OGC Administration Total		224,376	249,510	276,886	27,376	10.57%
Office of General Counsel Total		224,376	249,510	276,886	27,376	10.57%
Office of Human Resources						
OHR HCRC Administration						
OHR Administration Support Services						
OHR-002						
2526 Contractor Support Services non-Federal			652,813	843,063	190,250	29.14%
OHR-002 Total			652,813	843,063	190,250	29.14%
OHR Administration Support Services Total			652,813	843,063	190,250	29.14%
OHR Employee Benefits & Services						
OHR-200						
2610 Office & Miscellaneous Supplies		6,157	1,570		(1,570)	-100.00%
OHR-200 Total		6,157	1,570		(1,570)	-100.00%
OHR Employee Benefits & Services Total		6,157	1,570		(1,570)	-100.00%
OHR Recruiting Assessment						
OHR-201						
2517 Applicant Testing		1,886,236				0.00%
2519 Health Services		16,000				0.00%
2526 Contractor Support Services non-Federal		291,028				0.00%
2573 Software and Technical Support Services & Maintenance		2,500				0.00%
2610 Office & Miscellaneous Supplies		15,962				0.00%
3110 Non-Capitalized Furniture, Equipment, and Machinery		3,366				0.00%
OHR-201 Total		2,215,092				0.00%
OHR Recruiting Assessment Total		2,215,092				0.00%
OHR HCRC Administration						
HCRC-001						
2110 Temporary Duty (TDY) Travel			15,891		(15,891)	-100.00%
2510 Membership Fees			99		(99)	-100.00%
2512 External Training			6,108	6,500	392	6.42%
2610 Office & Miscellaneous Supplies		1,000	19,864	1,000	(18,864)	-94.97%
3110 Non-Capitalized Furniture, Equipment, and Machinery			993		(993)	-100.00%
HCRC-001 Total		1,000	42,955	7,500	(35,455)	-82.54%
OHR HCRC Administration Total		1,000	42,955	7,500	(35,455)	-82.54%
OHR HCRC Recruitment						
HCRC-002						
2110 Temporary Duty (TDY) Travel		140,315	3,964	4,000	36	0.91%
2111 Temp Travel Training		3,804				0.00%
2512 External Training		9,018				0.00%
2517 Applicant Testing		100,000				0.00%
2526 Contractor Support Services non-Federal		1,706,358	1,174,543	2,100,473	925,930	78.83%
2535 Government Support Services		204,613	99,699	147,378	47,679	47.82%
2610 Office & Miscellaneous Supplies		37,903		20,000	20,000	100.00%
2630 Subscriptions and Publications		2,595		1,500	1,500	100.00%
3110 Non-Capitalized Furniture, Equipment, and Machinery		11,261				0.00%
3194 Non-Capitalized Software		80				0.00%
HCRC-002 Total		2,215,946	1,278,206	2,273,351	995,145	77.85%
OHR HCRC Recruitment Total		2,215,946	1,278,206	2,273,351	995,145	77.85%
OHR HCRC Systems						
HCRC-004						
2315 Rental of IT Software		66,394	39,911	46,000	6,089	15.26%
HCRC-004 Total		66,394	39,911	46,000	6,089	15.26%
OHR HCRC Systems Total		66,394	39,911	46,000	6,089	15.26%
OHR HCRC Administration Total		4,504,589	2,015,455	3,169,914	1,154,459	57.28%
OHR HRIS Administration						
OHR HRIS Administration						
HRIS-100						

Program	Sub-Program	FY-2018 Budget	BDC	BDC Description	FY-2018 Actual	FY-2018 CR	FY-2018 Reverses	Change from FY18 Mark	
				2610 Office & Miscellaneous Supplies	7,727	8,045	-	(8,045)	-100.00%
				HRIS-100 Total	7,727	8,045		(8,045)	-100.00%
				OHR HRIS Administration Total	7,727	8,045		(8,045)	-100.00%
				OHR HRIS Services					
				HRIS-102					
				2517 Applicant Testing	30,000			-	0.00%
				2526 Contractor Support Services non-Federal	50,271	178,588	209,800	31,212	17.48%
				2535 Government Support Services	10,000			-	0.00%
				HRIS-102 Total	90,271	178,588	209,800	31,212	17.48%
				HRIS-103	90,271	178,588	209,800	31,212	17.48%
				2315 Rental of IT Software					
				2512 External Training					
				2526 Contractor Support Services non-Federal	-	7,648	8,000	352	4.60%
				3194 Non-Capitalized Software	55,500			-	0.00%
				HRIS-103 Total	359,725	403,209	410,000	6,791	1.68%
				OHR HRIS Administration Total	415,225	410,857	418,000	7,143	1.74%
				HRIS Systems Total	415,225	410,857	418,000	7,143	1.74%
				HRIS Administration Total	513,223	597,490	627,800	30,310	5.07%
				Office of Inclusion, Diversity, Equity, and Action	10,612	7,111	10,000	16,175	152.77%
				Office of Inclusion, Diversity, Equity, and Action					
				IDEA Administration					
				IDEA Administration					
				IDEA-001					
				2111 Temp Travel Training			26,100	26,100	100.00%
				2512 External Training			35,384	35,384	100.00%
				2526 Contractor Support Services non-Federal		38,139	45,600	7,461	19.56%
				IDEA-001 Total		38,139	107,084	68,945	180.77%
				OHR HRIS Administration Total	-	38,139	107,084	68,945	180.77%
				IDEA Administration Total	-	38,139	107,084	68,945	180.77%
				Office of Information Systems	2,537,537	2,537,537	107,000	60,315	2.38%
				Office of Information Systems					
				OIS Administration					
				OIS Administration, Project Management & Enterprise Architecture					
				OIS-010					
				2110 Temporary Duty (TDY) Travel	2,032	6,493	-	(6,493)	-100.00%
				2111 Temp Travel Training	3,098		68,445	68,445	100.00%
				2512 External Training	1,099		124,065	124,065	100.00%
				2526 Contractor Support Services non-Federal	246,565	246,363	511,059	264,696	107.44%
				2610 Office & Miscellaneous Supplies	4,933	4,966	5,500	534	10.75%
				2699 Credit Card Disputes	(240)			-	0.00%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	1,650	1,639	3,974	2,335	142.50%
				OIS-010 Total	259,537	259,460	713,043	453,583	174.82%
				OIS Administration, Project Management & Enterprise Architecture Tot	259,537	259,460	713,043	453,583	174.82%
				OIS Administration Total	259,537	259,460	713,043	453,583	174.82%
				OIS Enterprise Applications & Management					
				Enterprise Business Applications					
				OIS-210					
				2526 Contractor Support Services non-Federal	529,027	555,823	-	(555,823)	-100.00%
				2573 Software and Technical Support Services & Maintenance	581,781	496,803	857,652	360,849	72.63%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	30	16,701		(16,701)	-100.00%
				3194 Non-Capitalized Software	17,084	297	-	(297)	-100.00%
				OIS-210 Total	1,127,922	1,069,624	857,652	(211,972)	-19.82%
				Enterprise Business Applications Total	1,127,922	1,069,624	857,652	(211,972)	-19.82%
				Law Enforcement Information Systems/Tech					
				OIS-220					
				2315 Rental of IT Software	65,176	64,733	71,594	6,861	10.60%
				2526 Contractor Support Services non-Federal	293,941	117,664	294,759	177,095	150.51%
				2573 Software and Technical Support Services & Maintenance	293,005	293,400	322,445	29,045	9.90%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	53,000	52,640	55,650	3,010	5.72%
				3194 Non-Capitalized Software	33,552		-	-	0.00%
				OIS-220 Total	739,074	528,438	744,448	216,010	40.88%
				Law Enforcement Information Systems/Tech Total	739,074	528,438	744,448	216,010	40.88%
				Web /PoliceNet					
				OIS-240					
				2526 Contractor Support Services non-Federal	449,829	445,786	475,000	29,214	6.55%
				2573 Software and Technical Support Services & Maintenance	900	1,882	8,000	6,118	325.05%
				OIS-240 Total	450,729	447,668	483,000	35,332	7.89%
				Web /PoliceNet Total	450,729	447,668	483,000	35,332	7.89%
				OIS Enterprise Applications & Management Total	2,317,725	2,045,729	2,085,100	39,371	1.92%
				OIS Information Security					

FY 2017 Actuals	FY 2018 CF	FY 2019 Fiscal	Change from FY18	%	
OIS Information Assurance / Privacy/Network Defense					
OIS-410					
2111 Temp Travel Training	16,017	17,009	(17,009)	-100.00%	
2512 External Training	10,890	19,864	(19,864)	-100.00%	
2526 Contractor Support Services non-Federal	641,226	565,453	845,000	279,547	49.44%
2573 Software and Technical Support Services & Maintenance	321,609	382,208	731,500	349,292	91.39%
3110 Non-Capitalized Furniture, Equipment, and Machinery	37,394	416,157	200,000	(216,157)	-51.94%
3194 Non-Capitalized Software	381,588	-	-	-	0.00%
OIS-410 Total	1,408,724	1,400,690	1,776,500	375,810	26.83%
OIS Information Assurance / Privacy/Network Defense Total					
OIS Information Security Total	1,408,724	1,400,690	1,776,500	375,810	26.83%
OIS Network Communications					
OIS Operations					
Customer Support					
OIS-110					
2526 Contractor Support Services non-Federal	2,028,173	2,015,709	2,382,101	366,392	18.18%
2573 Software and Technical Support Services & Maintenance	6,600	5,262	6,600	1,338	25.43%
OIS-110 Total	2,034,773	2,020,971	2,388,701	367,730	18.20%
Customer Support Total					
Database/Storage					
OIS-120					
2526 Contractor Support Services non-Federal	2,599	-	-	-	0.00%
2573 Software and Technical Support Services & Maintenance	183,361	184,697	210,380	25,683	13.91%
3110 Non-Capitalized Furniture, Equipment, and Machinery	187,793	80,269	(80,269)	-100.00%	
3120 Capitalized Furniture, Equipment, and Machinery	-	106,250	250,000	143,750	135.30%
OIS-120 Total	373,753	371,216	460,380	89,164	24.02%
Database/Storage Total					
E-Mail, Operating Systems & Office Productivity Software					
OIS-130					
2526 Contractor Support Services non-Federal	1,767	-	-	-	0.00%
2573 Software and Technical Support Services & Maintenance	425,252	424,122	435,446	11,324	2.67%
3194 Non-Capitalized Software	72,116	66,139	44,660	(21,479)	-32.48%
OIS-130 Total	499,134	490,261	480,106	(10,155)	-2.07%
E-Mail, Operating Systems & Office Productivity Software Total					
OIS IT Hardware Support & Administration (Server/PC/Laptop/etc.)					
OIS-140					
2310 Rental of Equipment	-	-	7,810	7,810	100.00%
2526 Contractor Support Services non-Federal	2,636	2,896	13,200	10,304	355.77%
2573 Software and Technical Support Services & Maintenance	221,022	223,673	263,792	40,119	17.94%
3110 Non-Capitalized Furniture, Equipment, and Machinery	678,281	810,316	1,040,003	229,687	28.35%
3120 Capitalized Furniture, Equipment, and Machinery	91,363	-	-	-	0.00%
3194 Non-Capitalized Software	54,623	-	-	-	0.00%
OIS-140 Total	1,047,925	1,036,884	1,324,805	287,921	27.77%
OIS IT Hardware Support & Administration (Server/PC/Laptop/etc.) Total					
OIS Operations Total	3,955,586	3,919,332	4,653,992	734,660	18.74%
OIS Project Management & Governance					
OIS Project Management Office & Enterprise Architecture					
OIS-160					
2526 Contractor Support Services non-Federal	1,744,795	1,706,303	1,849,941	143,638	8.42%
2573 Software and Technical Support Services & Maintenance	18,976	45,501	30,469	(15,032)	-33.04%
3194 Non-Capitalized Software	10,713	22,328	-	(22,328)	-100.00%
OIS-160 Total	1,774,484	1,774,132	1,880,410	106,278	5.99%
OIS Project Management Office & Enterprise Architecture Total					
OIS Project Management & Governance Total	1,774,484	1,774,132	1,880,410	106,278	5.99%
OIS Radio Services					
Radio Communications					
OIS-320					
7110 Temporary Duty (TDY) Travel	9,056	14,541	15,000	459	3.16%
2334 Local Telecommunications	845,174	847,064	882,000	34,936	4.12%
2335 Rental of Telecommunications Equipment	42,213	46,807	60,000	13,193	28.19%
2526 Contractor Support Services non-Federal	919,080	912,383	1,083,200	170,817	18.72%
2573 Software and Technical Support Services & Maintenance	1,084,349	1,147,913	1,250,000	102,087	8.89%
3110 Non-Capitalized Furniture, Equipment, and Machinery	1,320,035	1,347,548	573,000	(774,548)	-57.48%
3194 Non-Capitalized Software	26,019	-	-	-	0.00%
OIS-320 Total	4,245,926	4,316,256	3,863,200	(453,056)	-10.50%
Radio Communications Total					
OIS Radio Services Total	4,245,926	4,316,256	3,863,200	(453,056)	-10.50%
OIS Voice & Data Services					
Data Networks					
OIS-310					

Program	BOC	BOC Description	FY 2018	FY 2019	FY 2019	Change from	
Sub-Program			Est.	Est.	Request	FY 18 Data	%
2334 Local Telecommunications			300,396	289,385	275,641	(13,744)	-4.75%
2526 Contractor Support Services non-Federal			1,442,153	1,261,458	1,350,000	88,542	7.02%
2573 Software and Technical Support Services & Maintenance			244,969	391,365	339,798	(51,567)	-13.18%
3110 Non-Capitalized Furniture, Equipment, and Machinery			662,133	539,214	450,000	(89,214)	-16.55%
3120 Capitalized Furniture, Equipment, and Machinery				152,132		(152,132)	-100.00%
3194 Non-Capitalized Software			16,815				0.00%
OIS-310 Total			2,666,466	2,633,554	2,415,439	(218,115)	-8.28%
Data Networks Total			2,666,466	2,633,554	2,415,439	(218,115)	-8.28%
Secure Communications							
OIS-390							
3110 Non-Capitalized Furniture, Equipment, and Machinery			3,420	3,398	415,000	411,602	12113.92%
OIS-390 Total			3,420	3,398	415,000	411,602	12113.92%
Secure Communications Total			3,420	3,398	415,000	411,602	12113.92%
Telephony/VTC							
OIS-330							
2334 Local Telecommunications			205,003	225,756	207,650	(18,106)	-8.02%
2526 Contractor Support Services non-Federal			13,125	34,762	25,000	(9,762)	-28.08%
2573 Software and Technical Support Services & Maintenance			21,875	-	2,500	2,500	100.00%
3110 Non-Capitalized Furniture, Equipment, and Machinery			56,859	74,210	225,000	150,790	203.20%
3194 Non-Capitalized Software			2,447				0.00%
OIS-330 Total			299,308	334,728	460,150	125,422	37.47%
Telephony/VTC Total			299,308	334,728	460,150	125,422	37.47%
Wireless/BB Comms							
OIS-340							
2334 Local Telecommunications			1,048,142	1,041,231	1,137,000	95,769	9.20%
2526 Contractor Support Services non-Federal			407,134	294,847	440,000	145,153	49.23%
2573 Software and Technical Support Services & Maintenance			52,337	161,543	202,605	41,062	25.42%
3110 Non-Capitalized Furniture, Equipment, and Machinery			73,071	153,505	50,000	(103,505)	-67.43%
3194 Non-Capitalized Software			141,414	59,593		(59,593)	-100.00%
OIS-340 Total			1,722,098	1,710,719	1,829,605	118,886	6.95%
Wireless/BB Comms Total			1,722,098	1,710,719	1,829,605	118,886	6.95%
Wiring & Fiber Plant							
OIS-350							
2526 Contractor Support Services non-Federal			1,384,500	1,389,996	1,527,500	137,504	9.89%
2573 Software and Technical Support Services & Maintenance			68,000	52,640	65,000	12,360	23.48%
3110 Non-Capitalized Furniture, Equipment, and Machinery			581,672	497,360	530,000	32,640	6.56%
OIS-350 Total			2,034,172	1,939,996	2,122,500	187,504	9.41%
Wiring & Fiber Plant Total			2,034,172	1,939,996	2,122,500	187,504	9.41%
OIS Voice & Data Services Total			6,775,405	6,622,186	7,242,694	470,289	9.37%
Office of Inspector General							
OIG Administration							
OIG Administration							
OIG-001							
2110 Temporary Duty (TDY) Travel			-	7,946	8,000	54	0.68%
2111 Temp Travel Training			2,747	-	-	-	0.00%
2410 Printing and Binding				9,932	5,000	(4,932)	-49.66%
2512 External Training			22,856	32,776	-	(32,776)	-100.00%
2526 Contractor Support Services non-Federal			381,444	358,548	429,500	70,952	19.79%
2610 Office & Miscellaneous Supplies			4,783	9,932	10,000	68	0.68%
2630 Subscriptions and Publications			56				0.00%
OIG-001 Total			411,886	419,134	452,500	33,366	7.96%
OIG Administration Total			411,886	419,134	452,500	33,366	7.96%
Office of Policy & Management Services							
OPOL Administration							
OPOL Administration							
OPOL-001							
2510 Membership Fees			7,865	8,005	8,340	335	4.18%
2512 External Training			5,171	6,257	-	(6,257)	-100.00%
2526 Contractor Support Services non-Federal			113		57,600	57,600	100.00%
2535 Government Support Services				1,490	-	(1,490)	-100.00%
2610 Office & Miscellaneous Supplies			3,335	3,747	2,000	(1,747)	-46.63%
2630 Subscriptions and Publications				1,847		(1,847)	-100.00%
3110 Non-Capitalized Furniture, Equipment, and Machinery			373	397	400	3	0.68%
OPOL-001 Total			16,857	21,744	68,340	46,596	214.29%
OPOL Administration Total			16,857	21,744	68,340	46,596	214.29%
Administration OPOL Total			16,857	21,744	68,340	46,596	214.29%

Program Subelement Activity	BGC	BGC Description	FY 2017 Actuals	FY 2017 CR	FY 2018 Request	Change from FY 18 Mark	
Office of Professional Responsibility							
OPR Administration							
OPR Administration							
OPR-001							
2110		Temporary Duty (TOY) Travel	350	-	-	0.00%	
2111		Temp Travel Training	-	16,429	28,213	11,783	71.72%
2410		Printing and Binding	862	-	-	0.00%	
2512		External Training	1,850	9,932	13,452	3,520	35.44%
2526		Contractor Support Services non-Federal	805	5,530	3,000	(2,530)	-45.75%
2610		Office & Miscellaneous Supplies	2,113	5,363	6,000	637	11.87%
3110		Non-Capitalized Furniture, Equipment, and Machinery	-	2,856	-	(2,856)	-100.00%
OPR-001 Total			5,980	40,111	50,665	10,553	26.31%
OPR Administration Total			5,980	40,111	50,665	10,553	26.31%
OPR Administration Total			5,980	40,111	50,665	10,553	26.31%
Office of Professional Responsibility Total			5,980	40,111	50,665	10,553	26.31%
Operational Services Bureau							
OSB Administration							
OSB Administration							
OSB-001							
2111		Temp Travel Training	1,338	1,423	-	(1,423)	-100.00%
2512		External Training	12,695	13,254	-	(13,254)	-100.00%
2526		Contractor Support Services non-Federal	535	-	-	0.00%	
2610		Office & Miscellaneous Supplies	463	416	1,500	1,084	260.44%
2699		Credit Card Disputes	(44)	-	-	-	0.00%
OSB-001 Total			14,987	15,094	1,500	(13,594)	-90.06%
OSB Administration Total			14,987	15,094	1,500	(13,594)	-90.06%
OSB Administration Total			14,987	15,094	1,500	(13,594)	-90.06%
OSB Hazardous Incident Response							
OSB Hazardous Devices							
OSB-200							
2111		Temp Travel Training	40,737	46,793	102,294	55,501	118.61%
2512		External Training	37,900	30,201	217,187	186,986	619.13%
2540		Miscellaneous Merchant & Vendor Services	1,057	8,541	960	(7,581)	-88.76%
2610		Office & Miscellaneous Supplies	18,979	24,923	74,300	49,377	198.12%
2615		Provisions	450	-	670	670	100.00%
2634		Controlled Explosives & Ammunition	14,250	8,939	25,400	16,461	184.15%
3110		Non-Capitalized Furniture, Equipment, and Machinery	2,077	-	22,500	22,500	100.00%
3120		Capitalized Furniture, Equipment, and Machinery	-	2,106	183,000	180,894	8591.10%
OSB-200 Total			115,450	121,502	626,311	504,809	415.47%
OSB Hazardous Devices Total			115,450	121,502	626,311	504,809	415.47%
OSB Hazardous Materials							
OSB-201							
2111		Temp Travel Training	5,071	7,946	56,000	48,054	604.79%
2510		Membership Fees	445	-	500	500	100.00%
2512		External Training	38,701	10,002	83,412	73,410	733.99%
2540		Miscellaneous Merchant & Vendor Services	46,081	82,661	78,720	(3,941)	-4.77%
2610		Office & Miscellaneous Supplies	26,585	27,179	18,500	(8,679)	-31.93%
2615		Provisions	491	-	670	670	100.00%
2620		System Supplies and Materials	8,943	-	10,000	10,000	100.00%
2630		Subscriptions and Publications	802	-	-	-	0.00%
2633		Biohazard Supplies	18,693	31,045	29,250	(1,795)	-5.78%
3110		Non-Capitalized Furniture, Equipment, and Machinery	28,185	71,004	26,000	(45,004)	-63.38%
3120		Capitalized Furniture, Equipment, and Machinery	89,017	46,681	270,000	223,319	478.40%
OSB-201 Total			263,014	276,516	573,052	296,536	107.24%
OSB Hazardous Materials Total			263,014	276,516	573,052	296,536	107.24%
OSB Hazardous Incident Response Total			378,464	398,019	1,199,363	801,344	201.33%
OSB Patrol Mobile Response							
OSB CERT							
OSB-103							
2111		Temp Travel Training	3,678	10,663	71,053	60,390	566.35%
2510		Membership Fees	1,390	1,490	1,800	310	20.82%
2512		External Training	16,254	35,946	197,665	161,719	449.89%
2540		Miscellaneous Merchant & Vendor Services	1,125	-	-	0.00%	
2610		Office & Miscellaneous Supplies	15,321	17,083	56,470	39,387	230.56%
2630		Subscriptions and Publications	-	-	50	50	100.00%
3110		Non-Capitalized Furniture, Equipment, and Machinery	24,882	27,790	100,780	72,990	262.65%
OSB-103 Total			62,650	92,972	427,818	334,846	360.16%
OSB CERT Total			62,650	92,972	427,818	334,846	360.16%
OSB K-9 Unit							
OSB-100							

Agency	EOC	EOC Description	FY 2017 Actual	FY 2016 Actual	FY 2015 Actual	FY 2014 Actual	Change from FY 2014	% Change
		2110 Temporary Duty (TDY) Travel	1,644	-	-	-	-	0.00%
		2111 Temp Travel Training	-	1,633	-	(1,633)	-100.00%	
		2510 Membership Fees	-	298	530	232	77.87%	
		2526 Contractor Support Services non-Federal	1,258	953	960	7	0.68%	
		2527 Veterinary Services	37,582	39,689	50,000	10,311	25.98%	
		2610 Office & Miscellaneous Supplies	2,165	-	1,000	1,000	100.00%	
		2632 K-9 Supplies	31,326	34,168	41,000	6,832	19.95%	
		2634 Controlled Explosives & Ammunition	-	795	500	(295)	-37.07%	
		3110 Non-Capitalized Furniture, Equipment, and Machinery	55,267	56,173	108,000	51,827	92.26%	
		OSB-100 Total	129,242	133,709	201,990	68,281	51.07%	
		OSB K-9 Unit Total	129,242	133,709	201,990	68,281	51.07%	
		OSB Offsite Delivery						
		OSB-101						
		2540 Miscellaneous Merchant & Vendor Services	3,760	7,008	8,960	1,952	27.85%	
		2610 Office & Miscellaneous Supplies	9,485	10,618	11,780	1,162	10.94%	
		3110 Non-Capitalized Furniture, Equipment, and Machinery	-	2,321	2,630	309	13.31%	
		OSB-101 Total	13,245	19,948	23,370	3,422	17.16%	
		OSB Offsite Delivery Total	13,245	19,948	23,370	3,422	17.16%	
		OSB Patrol Mobile Response						
		OSB-102						
		2111 Temp Travel Training	5,669	9,584	38,779	29,195	304.60%	
		2512 External Training	8,517	4,271	105,997	101,666	2380.50%	
		2535 Government Support Services	1,500	-	9,660	9,660	100.00%	
		2540 Miscellaneous Merchant & Vendor Services	1,171	7,067	-	(7,067)	-100.00%	
		2610 Office & Miscellaneous Supplies	9,910	8,671	28,100	19,429	224.08%	
		2634 Controlled Explosives & Ammunition	-	1,321	-	(1,321)	-100.00%	
		3110 Non-Capitalized Furniture, Equipment, and Machinery	225	1,490	11,550	10,060	675.26%	
		3194 Non-Capitalized Software	1,050	993	1,200	207	20.82%	
		OSB-102 Total	28,042	33,397	195,226	161,829	484.57%	
		OSB Patrol Mobile Response Total	28,042	33,397	195,226	161,829	484.57%	
		OSB Patrol Mobile Response Total	223,479	220,025	448,404	268,379	202.97%	
Operational Services Bureau Total								
Protective Services Bureau								
PSB Administration								
PSB Administration								
PSB-001								
		2334 Local Telecommunications	934	1,170	3,042	1,872	159.99%	
		2526 Contractor Support Services non-Federal	113,472	148,981	150,000	1,019	0.68%	
		2610 Office & Miscellaneous Supplies	15,043	22,347	22,815	468	2.09%	
		2699 Credit Card Disputes	308	-	-	-	0.00%	
		PSB-001 Total	129,757	172,499	175,857	3,358	1.95%	
		PSB Administration Total	129,757	172,499	175,857	3,358	1.95%	
		PSB Administration Total	229,757	172,499	175,857	3,358	1.95%	
PSB Protective Detail Travel								
PSB Protective Detail Travel								
PSB-200								
		2111 Temp Travel Training	-	-	44,722	44,722	100.00%	
		2115 Protective Detail TDY Travel	9,153,162	9,524,196	9,681,773	157,577	1.65%	
		2120 Vehicle Rental	-	-	10,844	10,844	100.00%	
		2125 Charter Flights	503,671	29,588	500,000	470,412	1589.89%	
		2322 Rentals - Miscellaneous	12,181	28,346	28,680	334	1.18%	
		2512 External Training	-	-	116,394	116,394	100.00%	
		PSB-200 Total	9,669,014	9,582,130	10,382,413	800,283	8.35%	
		PSB Protective Detail Travel Total	9,669,014	9,582,130	10,382,413	800,283	8.35%	
		PSB Protective Detail Travel Total	9,669,014	9,582,130	10,382,413	800,283	8.35%	
PSB Protective Services								
PSB Convention Support								
PSB-103								
PSB Dignitary Services								
PSB-100								
		2110 Temporary Duty (TDY) Travel	28,505	-	-	-	0.00%	
		2111 Temp Travel Training	1,050	56,116	-	(56,116)	-100.00%	
		2315 Rental of IT Software	221	-	-	-	0.00%	
		PSB-100 Total	29,776	56,116	-	(56,116)	-100.00%	
		PSB Dignitary Services Total	29,776	56,116	-	(56,116)	-100.00%	
PSB Protective Intelligence								
PSB-101								
		2110 Temporary Duty (TDY) Travel	-	44,694	38,371	(6,324)	-14.15%	
		2111 Temp Travel Training	17,997	-	45,015	45,015	100.00%	
		2510 Membership Fees	-	-	436	436	100.00%	

Program	Subprogram	Project	BOC	BOC Description	FY 2017 Actuals	FY 2018 CR	FY 2019 Request	Change from FY18 CR	
					\$	\$	\$		
				2512 External Training	1,290	-	24,565	24,565	100.00%
				2514 Internal Training Contractual Agreements	12,953	-	-	-	0.00%
				2526 Contractor Support Services non-Federal	60,400	-	88,578	88,578	100.00%
				2535 Government Support Services	-	77,073	-	(77,073)	-100.00%
				2540 Miscellaneous Merchant & Vendor Services	2,041	-	-	-	0.00%
				2573 Software and Technical Support Services & Maintenance	-	-	9,473	9,473	100.00%
				2690 Small Purchases	-	1,490	2,000	510	34.24%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	28,480	28,604	18,850	(9,754)	-34.10%
				PSB-101 Total	123,160	151,862	227,288	75,426	49.67%
				PSB Protective Intelligence Total	123,160	151,862	227,288	75,426	49.67%
				PSB Protective Services Total	152,936	207,978	227,288	19,310	9.28%
				Protective Services Bureau Total	4,027,770	6,027,806	10,785,550	4,757,744	78.94%
				Security Services Bureau					
				SSB Access Control					
				SSB Alternate Computer Facility					
				SSB-200					
				2526 Contractor Support Services non-Federal	824,267	823,234	1,153,740	330,506	40.15%
				SSB-200 Total	824,267	823,234	1,153,740	330,506	40.15%
				SSB Alternate Computer Facility Total	824,267	823,234	1,153,740	330,506	40.15%
				SSB Barriers					
				SSB-201					
				2526 Contractor Support Services non-Federal	907,525	901,431	919,888	18,457	2.05%
				2620 System Supplies and Materials	66,400	65,949	69,229	3,280	4.97%
				SSB-201 Total	973,925	967,380	989,117	21,737	2.25%
				SSB Barriers Total	973,925	967,380	989,117	21,737	2.25%
				SSB Card Access					
				SSB-202					
				2526 Contractor Support Services non-Federal	247,590	245,909	185,868	(60,041)	-24.42%
				2620 System Supplies and Materials	35,000	34,762	46,917	12,155	34.97%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	136,107	214,639	437,015	222,376	103.60%
				3120 Capitalized Furniture, Equipment, and Machinery	100,000	-	-	-	0.00%
				3194 Non-Capitalized Software	-	-	8,831	8,831	100.00%
				SSB-202 Total	498,697	495,310	678,631	183,321	37.01%
				SSB Card Access Total	498,697	495,310	678,631	183,321	37.01%
				SSB Command Center					
				SSB-203					
				2526 Contractor Support Services non-Federal	2,600	2,582	16,654	14,072	544.92%
				2610 Office & Miscellaneous Supplies	30,292	-	-	-	0.00%
				2620 System Supplies and Materials	-	30,094	10,453	(19,641)	-65.27%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	40,100	40,225	154,856	114,631	284.97%
				SSB-203 Total	72,992	72,902	181,963	109,061	149.60%
				SSB Command Center Total	72,992	72,902	181,963	109,061	149.60%
				SSB Fire Doors					
				SSB-204					
				2526 Contractor Support Services non-Federal	5,000	4,966	10,426	5,460	109.95%
				2620 System Supplies and Materials	27,414	35,586	21,717	(13,869)	-38.97%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	10,521	10,450	186,047	175,597	1680.43%
				SSB-204 Total	42,935	51,001	218,190	167,189	327.81%
				SSB Fire Doors Total	42,935	51,001	218,190	167,189	327.81%
				SSB Kiosk					
				SSB-207					
				3110 Non-Capitalized Furniture, Equipment, and Machinery	-	-	640,000	640,000	100.00%
				SSB-207 Total	-	-	640,000	640,000	100.00%
				SSB Kiosk Total	-	-	640,000	640,000	100.00%
				SSB Podiums					
				SSB-206					
				2526 Contractor Support Services non-Federal	17,000	16,885	11,898	(4,987)	-29.53%
				2610 Office & Miscellaneous Supplies	24,093	24,711	15,513	(9,198)	-37.22%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	68,900	68,432	128,994	60,562	88.50%
				SSB-206 Total	109,993	110,028	156,405	46,377	42.15%
				SSB Podiums Total	109,993	110,028	156,405	46,377	42.15%
				SSB Access Control Total	2,522,809	2,519,855	4,018,046	1,498,191	59.45%
				SSB Administration					
				SSB Administration					
				SSB-001					
				2110 Temporary Duty (TDY) Travel	1,191	5,363	11,259	5,896	109.93%
				2111 Temp Travel Training	2,096	11,918	19,450	7,532	63.21%
				2512 External Training	70,103	71,715	311,371	239,656	334.18%
				2526 Contractor Support Services non-Federal	272	1,551	-	(1,551)	-100.00%
				2610 Office & Miscellaneous Supplies	26,648	31,187	32,738	1,551	4.97%

Program	Subprogram	Project	BOC	EOG Description	FY 2017 Actual	FY 2018 CR	FY 2019 Request	Change from FY18 Mark	
				3110 Non-Capitalized Furniture, Equipment, and Machinery	28,000	27,810	29,192	1,382	4.97%
				SSB-001 Total	128,309	149,544	404,010	254,466	170.16%
				SSB Administration Total	128,309	149,544	404,010	254,466	170.16%
				SSB Security Survey/Tech. Countermeasures					
				SSB-002					
				2110 Temporary Duty (TDY) Travel	24,822	41,714	31,278	(10,436)	-25.02%
				SSB-002 Total	24,822	41,714	31,278	(10,436)	-25.02%
				SSB Security Survey/Tech. Countermeasures Total	24,822	41,714	31,278	(10,436)	-25.02%
				SSB Administration Total	153,131	191,257	435,288	244,031	127.59%
				SSB Detection and Screening Systems					
				SSB Duress					
				SSB-102					
				2526 Contractor Support Services non-Federal	89,712	89,103	72,197	(16,906)	-18.97%
				2610 Office & Miscellaneous Supplies	8,316				0.00%
				2620 System Supplies and Materials	10,148	19,259	15,003	(4,256)	-22.10%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	349,127	570,228	482,278	(87,950)	-15.42%
				3120 Capitalized Furniture, Equipment, and Machinery	225,000				0.00%
				SSB-102 Total	682,303	678,590	569,478	(109,112)	-16.08%
				SSB Duress Total	682,303	678,590	569,478	(109,112)	-16.08%
				SSB Emergency Call Boxes					
				SSB-103					
				2620 System Supplies and Materials	17,872	17,878	18,767	889	4.97%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	1,573	24,831	26,066	1,235	4.97%
				3120 Capitalized Furniture, Equipment, and Machinery	23,428				0.00%
				SSB-103 Total	42,873	42,709	44,833	2,124	4.97%
				SSB Emergency Call Boxes Total	42,873	42,709	44,833	2,124	4.97%
				SSB Enhanced Portals					
				SSB-113					
				2620 System Supplies and Materials			75,000	75,000	100.00%
				SSB-113 Total			75,000	75,000	100.00%
				SSB Enhanced Portals Total			75,000	75,000	100.00%
				SSB Explosive Detectors					
				SSB-104					
				2526 Contractor Support Services non-Federal	19,366	19,864	20,852	988	4.97%
				2620 System Supplies and Materials	99,882	99,321	166,814	67,493	67.95%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	611,988				0.00%
				3120 Capitalized Furniture, Equipment, and Machinery		607,844	876,326	268,482	44.17%
				SSB-104 Total	731,237	727,029	1,063,992	336,963	46.35%
				SSB Explosive Detectors Total	731,237	727,029	1,063,992	336,963	46.35%
				SSB Intrusion Alarm					
				SSB-107					
				2526 Contractor Support Services non-Federal	15,500	15,395	16,160	765	4.97%
				2620 System Supplies and Materials	26,100	25,923	16,786	(9,137)	-35.25%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	24,998	24,831	58,753	33,922	136.61%
				SSB-107 Total	66,598	66,149	91,699	25,550	38.63%
				SSB Intrusion Alarm Total	66,598	66,149	91,699	25,550	38.63%
				SSB Metal Detectors					
				SSB-108					
				2526 Contractor Support Services non-Federal	14,800	14,699	2,059	(12,640)	-85.99%
				2620 System Supplies and Materials	15,220	15,139	15,892	753	4.97%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	285,294	286,996	176,017	(110,979)	-38.67%
				SSB-108 Total	315,314	316,835	193,968	(122,867)	-38.78%
				SSB Metal Detectors Total	315,314	316,835	193,968	(122,867)	-38.78%
				SSB SCIF Alarms					
				SSB-110					
				2526 Contractor Support Services non-Federal	8,250	8,194	8,602	408	4.98%
				2620 System Supplies and Materials	4,500	4,469	4,692	223	4.98%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	19,649	19,517	30,301	10,784	55.26%
				SSB-110 Total	32,399	32,180	43,595	11,415	35.47%
				SSB SCIF Alarms Total	32,399	32,180	43,595	11,415	35.47%
				SSB Speaker's Security					
				SSB-112					
				3110 Non-Capitalized Furniture, Equipment, and Machinery			25,000	25,000	100.00%
				SSB-112 Total			25,000	25,000	100.00%
				SSB Speaker's Security Total			25,000	25,000	100.00%
				SSB Video Management System					
				SSB-100					
				2526 Contractor Support Services non-Federal	352,361	349,997	292,470	(57,527)	-16.44%
				2620 System Supplies and Materials	35,403	35,260	26,587	(8,673)	-24.60%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	557,624	804,973	713,666	(91,307)	-11.34%

Program	Subprogram	Project	BOC	BOC Description	FY 2017 Actuals	FY 2016 CIA	FY 2015 Actuals	Change from FY 16 Mark	%
				3120 Capitalized Furniture, Equipment, and Machinery	252,853	-	-	-	0.00%
				SSB-100 Total	1,198,241	1,190,230	1,032,723	(157,507)	-13.23%
				SSB Video Management System Total	1,198,241	1,190,230	1,032,723	(157,507)	-13.23%
				SSB X-Rays					
				SSB-111					
				2526 Contractor Support Services non-Federal	10,973	10,898	10,426	(472)	-4.34%
				2620 System Supplies and Materials	50,844	52,739	65,683	12,944	24.54%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	350,000	-	-	-	0.00%
				3120 Capitalized Furniture, Equipment, and Machinery		347,623	619,082	271,459	78.09%
				SSB-111 Total	411,817	411,261	695,191	283,930	69.04%
				SSB X-Rays Total	411,817	411,261	695,191	283,930	69.04%
				SSB Detection and Screening Systems Total	3,480,781	3,464,982	3,835,479	370,497	10.69%
				SSB Inauguration					
				SSB-700					
				3110 Non-Capitalized Furniture, Equipment, and Machinery	83,813	83,338	-	(83,338)	-100.00%
				SSB-700 Total	83,813	83,338	-	(83,338)	-100.00%
				SSB Inauguration Total	83,813	83,338	-	(83,338)	-100.00%
				SSB Inauguration Total	83,813	83,338	-	(83,338)	-100.00%
				SSB Security Systems Maintenance					
				SSB Comprehensive Maintenance					
				SSB-301					
				2526 Contractor Support Services non-Federal	3,505,000	3,481,198	3,386,319	(94,879)	-2.73%
				SSB-301 Total	3,505,000	3,481,198	3,386,319	(94,879)	-2.73%
				SSB Comprehensive Maintenance Total	3,505,000	3,481,198	3,386,319	(94,879)	-2.73%
				SSB Mass Notification Systems					
				SSB-300					
				2526 Contractor Support Services non-Federal	146,170	145,177	104,259	(40,918)	-28.19%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	13,102	13,013	61,796	48,783	374.88%
				SSB-300 Total	159,272	158,190	166,055	7,865	4.97%
				SSB Mass Notification Systems Total	159,272	158,190	166,055	7,865	4.97%
				SSB Security Installation Support					
				SSB-302					
				3110 Non-Capitalized Furniture, Equipment, and Machinery	917,253	-	-	-	0.00%
				3120 Capitalized Furniture, Equipment, and Machinery	180,892	1,090,687	957,098	(133,589)	-12.25%
				SSB-302 Total	1,098,145	1,090,687	957,098	(133,589)	-12.25%
				SSB Security Installation Support Total	1,098,145	1,090,687	957,098	(133,589)	-12.25%
				SSB Security Network					
				SSB-303					
				2526 Contractor Support Services non-Federal	139,962	139,012	283,454	144,442	103.91%
				2620 System Supplies and Materials	13,104	13,408	14,075	667	4.97%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	378,037	600,606	430,294	(170,312)	-28.36%
				3194 Non-Capitalized Software	220,961	-	496,241	496,241	100.00%
				SSB-303 Total	752,063	753,026	1,224,064	471,038	62.55%
				SSB Security Network Total	752,063	753,026	1,224,064	471,038	62.55%
				SSB Specialized Security Equipment					
				SSB-304					
				2526 Contractor Support Services non-Federal	353	546	574	28	5.08%
				2620 System Supplies and Materials	9,807	9,740	10,225	485	4.98%
				3110 Non-Capitalized Furniture, Equipment, and Machinery	3,979	4,469	4,692	223	4.98%
				SSB-304 Total	14,139	14,756	15,491	735	4.98%
				SSB Specialized Security Equipment Total	14,139	14,756	15,491	735	4.98%
				SSB Support Staffing					
				SSB-305					
				2526 Contractor Support Services non-Federal	713,198	663,883	1,561,981	898,098	135.28%
				SSB-305 Total	713,198	663,883	1,561,981	898,098	135.28%
				SSB Support Staffing Total	713,198	663,883	1,561,981	898,098	135.28%
				SSB Security Systems Maintenance Total	6,241,818	6,161,741	7,311,008	1,149,267	18.65%
				SSB Special Projects					
				SSB Foundation Alarm					
				SSB-608					
				3110 Non-Capitalized Furniture, Equipment, and Machinery	-	-	200,000	200,000	100.00%
				SSB-608 Total	-	-	200,000	200,000	100.00%
				SSB Foundation Alarm Total	-	-	200,000	200,000	100.00%
				SSB Garage Security					
				SSB-606					
				3110 Non-Capitalized Furniture, Equipment, and Machinery	750,000	-	-	-	0.00%
				3120 Capitalized Furniture, Equipment, and Machinery	-	744,907	-	(744,907)	-100.00%
				SSB-606 Total	750,000	744,907	-	(744,907)	-100.00%
				SSB Garage Security Total	750,000	744,907	-	(744,907)	-100.00%

Agency	Division	FOC	FOC Description	FY 2017 Actuals	FY 2018 DR	FY 2019 Request	Change from FY 2018 DR
SSB O'Neill Security Fit-Out							
SSB-609							
			3110 Non-Capitalized Furniture, Equipment, and Machinery	2,000,000			0.00%
			3120 Capitalized Furniture, Equipment, and Machinery	-	1,986,418		(1,986,418)
			SSB-609 Total	2,000,000	1,986,418		(1,986,418)
			SSB O'Neill Security Fit-Out Total	2,000,000	1,986,418		(1,986,418)
			SSB Special Projects Total	2,750,000	2,731,525	200,000	(2,531,525)
			SSB Technical Countermeasures				
			SSB TCM Equipment, Services and Supplies				
			SSB-401				
			2526 Contractor Support Services non-Federal	1,837,998	1,825,552	2,649,628	824,076
			2620 System Supplies and Materials	3,963	3,973	4,171	198
			3110 Non-Capitalized Furniture, Equipment, and Machinery	1,131,563	794,446	799,878	5,432
			3120 Capitalized Furniture, Equipment, and Machinery	-	330,776	(201,391)	(532,167)
			SSB-401 Total	2,973,525	2,954,747	3,252,286	297,539
			SSB TCM Equipment, Services and Supplies Total	2,973,525	2,954,747	3,252,286	297,539
			SSB TCM Life-Cycle Replacement				
			SSB-402				
			3110 Non-Capitalized Furniture, Equipment, and Machinery	491,850	163,582	164,700	1,118
			3120 Capitalized Furniture, Equipment, and Machinery	-	324,928	428,808	103,880
			SSB-402 Total	491,850	488,510	593,508	104,998
			SSB TCM Life-Cycle Replacement Total	491,850	488,510	593,508	104,998
			SSB TCM Specialized Security Equipment				
			SSB-403				
			SSB Technical Countermeasures Total	3,465,375	3,443,257	3,845,794	402,537
			Security Services Bureau Total	18,697,728	18,585,758	19,416,618	830,860
			Training Services Bureau				
			TSB Administration				
			TSB Administration				
			TSB-001				
			2110 Temporary Duty (TDY) Travel	3,116	4,767	20,000	15,233
			2111 Temp Travel Training	1,619	-	-	-
			2130 Relocation Reimbursement-Enroute Travel & House Hun	-	-	1,000	1,000
			2210 Transportation of Household Goods and Personal Effects	-	-	9,162	9,162
			2337 Utilities	2,024	4,966	-	(4,966)
			2526 Contractor Support Services non-Federal	-	-	3,440	3,440
			2535 Government Support Services	-	-	40,540	40,540
			2540 Miscellaneous Merchant and Vendor Services	-	-	4,460	4,460
			2610 Office & Miscellaneous Supplies	5,285	9,932	10,000	68
			TSB-001 Total	12,024	19,665	88,601	68,936
			TSB Administration Total	12,024	19,665	88,601	68,936
			TSB Administration Total	12,024	19,665	88,601	68,936
			TSB Training Services				
			TSB Firearms Training Qualification				
			TSB-101				
			2110 Temporary Duty (TDY) Travel	6,478	-	-	(21,354)
			2111 Temp Travel Training	-	21,354	-	(21,354)
			2512 External Training	-	103,935	-	(103,935)
			2526 Contractor Support Services non-Federal	59,700	-	185,000	185,000
			2535 Government Support Services	68,658	79,457	66,800	(12,657)
			2610 Office & Miscellaneous Supplies	28,039	29,186	32,712	3,527
			3110 Non-Capitalized Furniture, Equipment, and Machinery	26,567	26,811	21,765	(5,052)
			TSB-101 Total	189,443	260,748	306,277	45,529
			TSB Firearms Training Qualification Total	189,443	260,748	306,277	45,529
			TSB Training Programs				
			TSB-100				
			2110 Temporary Duty (TDY) Travel	73,430	-	-	-
			2111 Temp Travel Training	115,644	256,446	409,992	153,545
			2512 External Training	27,230	35,656	70,790	35,134
			2513 Management Development	9,140	17,878	8,625	(9,253)
			2526 Contractor Support Services non-Federal	1,662,167	1,260,976	1,464,288	203,312
			2535 Government Support Services	884,728	1,198,605	953,500	(245,105)
			2536 Government Support Services/TRNG	80,741	208,852	296,899	88,047
			2610 Office & Miscellaneous Supplies	23,966	38,457	42,320	3,863
			2637 Law Enforcement Uniforms	285	-	-	-
			3110 Non-Capitalized Furniture, Equipment, and Machinery	-	-	6,824	6,824
			TSB-100 Total	2,877,332	3,016,871	3,253,239	236,368
			TSB Training Programs Total	2,877,332	3,016,871	3,253,239	236,368
			TSB Training Services Total	3,066,775	3,277,639	3,560,516	282,877
			Equipment Services Bureau Total	3,078,800	3,290,474	3,616,117	315,643

Department	Sub-Department	Subject	BOP	BOP Description	FY 2017 Actuals	FY 2018 CR	FY 2019 Proposed	Change from FY18 Mark	
Uniformed Services Bureau									
USB Administration									
USB Administration									
USB-001									
				2512 External Training		4,968	32,196	27,229	548.14%
				2526 Contractor Support Services non-Federal	1,500,400	-	-	-	0.00%
				2610 Office & Miscellaneous Supplies	4,143	4,215	2,500	(1,715)	-40.69%
				USB-001 Total	1,504,543	9,182	34,696	25,514	277.85%
				USB Administration Total	1,504,543	9,182	34,696	25,514	277.85%
USB Capitol Division									
USB-002									
				2610 Office & Miscellaneous Supplies	9,258	12,415	12,500	85	0.68%
				USB-002 Total	9,258	12,415	12,500	85	0.68%
				USB Capitol Division Total	9,258	12,415	12,500	85	0.68%
USB House Division									
USB-005									
				2610 Office & Miscellaneous Supplies	11,967	12,415	12,500	85	0.68%
				3110 Non-Capitalized Furniture, Equipment, and Machinery			0	0	100.00%
				USB-005 Total	11,967	12,415	12,500	85	0.69%
				USB House Division Total	11,967	12,415	12,500	85	0.69%
USB Library Of Congress									
USB-003									
				2610 Office & Miscellaneous Supplies	4,685	4,966	5,000	34	0.68%
				USB-003 Total	4,685	4,966	5,000	34	0.68%
				USB Library Of Congress Total	4,685	4,966	5,000	34	0.68%
USB Senate Division									
USB-004									
				2610 Office & Miscellaneous Supplies	12,382	12,415	12,500	85	0.68%
				USB-004 Total	12,382	12,415	12,500	85	0.68%
				USB Senate Division Total	12,382	12,415	12,500	85	0.68%
				USB Administration Total	1,542,836	51,394	77,296	25,803	50.21%
Uniformed Services Bureau Total									
				Grand Total	69,167,518	67,538,211	81,554,499	14,016,288	20.75%

FY 2019
OFFICE OF INSPECTOR GENERAL (OIG)
Resource Requirements

General Expense Budget

Program	FY 2018 CR w/ Rescission	FY 2019 Request	Change	% Change
Administration	\$419,134	\$452,500	\$33,366	7.96%

OIG respectfully request \$452,500 for General Expense to support our responsibilities for auditing and investigating Department programs and operations. The increase of \$33,366 is due to inflation in contractor support.

OIG understands fully the fiscal challenges facing the government, as well as its responsibility to maximize resources to achieve goals and objectives. Therefore, OIG respectfully requests two additional FTEs in FY 2019 (one of which will be absorbed within the USCP's funded levels per agreement with and full support of the Department) and will assist in continuing to decrease the general expense request in future years (once staff are onboard and trained.) When established in 2006, the Office of Inspector General (OIG) was authorized four positions; an Inspector General, an auditor, an investigator, and one administrative staff. In 2014, with the support of our oversight committees, OIG increased its staffing by two FTEs from within the Department's funded civilian staffing levels (House Report 112-511, Legislative Branch Appropriations Bill, 2013 dated June 1, 2012) and (Senate CRPT 113-196 dated June 14, 2014) stated "The Committee included funds to support not less than six FTEs within the USCP Office of Inspector General." In 2016, with the support of our oversight committees, OIG added two additional FTEs from within the Department's funded civilian staffing for a total of 8 FTEs. These two FTEs are fully dedicated to conducting the annual audit of the Department's financial statements, which resulted in OIG, reducing its general expense budget by \$340,000 or 43 percent (contractor cost for the audit of the FY 2016 financial statements.)

An external staffing assessment of OIG, however, determined that between 9 and 12 FTEs are required to carry out the OIG mission. According to the assessment report, the ratio of OIG staff to agency staff should be 1:100. The USCP OIG is at about 1:289. Further, from FYs 2007 to 2017, the Department's budget, not including supplemental appropriations, has increased 48 percent and the authorized level of positions has grown by 231.

OIG continues to report the top management challenges facing the Department for each of the past ten years: *Protecting and Securing the Capitol Complex* (Challenge 1); *Ensuring the Security of Federal Information System and Cyber Critical Infrastructure and Protecting the Privacy of Personally Identifiable Information* (Challenge 2); *Strong, Integrated Internal Control Systems Still Needed* (Challenge 3); *Managing Federal Contracting More Effectively* (Challenge 4); and *Human Capital Management Needs Improvement* (Challenge 5.) These challenges represent OIG's view of the most serious risks/vulnerabilities facing the Department. OIG oversight activities, levied against the challenges can provide information to managers and those charged with governance, regarding the economy, efficiency, and effectiveness of those programs and operations. However, OIG has conducted limited discretionary audits and proactive reviews of these challenges due to a lack of sufficient resources.

Additional staff would allow OIG to address USCP's most serious challenges and conduct the audit of the annual financial statements. Ultimately, the new FTEs would allow OIG to conduct additional work related to the security of Federal information systems and cyber infrastructure and financial audits; thereby, reducing our reliance on contractors to conduct such critical projects. OIG needs two additional staff member to reach critical mass to fulfill the OIG duties described by the Act.



Budget Justification Request
for the
Committee on Appropriations
Fiscal Year 2019

Table of Contents

I.	Statement of Executive Director.....	1
II.	Appropriations Language.....	5
III.	Personnel Summary.....	6
	Appropriations History.....	7
IV.	Organization Chart.....	8
V.	Strategic Plan and Measuring Success.....	9
VI.	Budget Detail.....	11
VII.	Budget Request Summary Tables.....	12
VIII.	Detailed Funding Request by Object Class.....	14
IX.	Budget Requests by Program.....	17
	OCBD - Reports and Recommendations to Congress.....	17
	OCED - Office Administration, Representation.....	19
	OCEI - Education and Information (Outreach).....	20
	OCGC - Labor Relations Investigations and Enforcement.....	22
	OCMH - Dispute Resolution.....	24
	OCSH - Occupational Safety and Health/ADA Investigation and Enforcement.....	27
	OCSY - Information Technology.....	30
X.	Awards and Settlements.....	31

Statement of the Executive Director

On behalf of the Office of Compliance (OOC), I am pleased to submit the FY 2019 budget request and justification for your consideration. On the 23rd anniversary of the opening of the Office of Compliance under the Congressional Accountability Act of 1995 (CAA), we are honored to continue assisting the legislative community in the areas of dispute resolution, safety and health compliance, public access for people with disabilities, labor-management relations, and education and outreach. The Office continues its efforts to ensure safe and hazard-free workplaces for legislative branch employees and a barrier-free Capitol Hill, district and state offices for public visitors. As mandated in the CAA, we also provide training and education programs for Members and staff that are designed to prevent harassing and discriminatory behaviors in the office.

This year, the Office of Compliance is requesting \$4,552,757, an additional \$593,757 or 15% over the FY 2018 enacted amount. Currently, OOC operates on a shoestring budget that covers our broad mandate to provide training and education to the legislative community and the public regarding the 13 federal laws we administer, provide alternative dispute resolution services, and biennially inspect nearly 18 million square feet of the legislative branch. We have met our mandate with the limited resources we have had to date. However, recent media reports, congressional hearings, along with proposed legislation make clear that more education, prevention, and redress is required.

On the date of this submission, there are bills with broad bi-partisan support pending in both the House and the Senate that would dramatically expand the duties and responsibilities of the Office of Compliance and the number of employees covered by the CAA. Should these changes be enacted into law, the OOC will need a substantial increase in funding. This would include funding sufficient to cover the initial startup costs, which could be equivalent to the costs associated with creating a whole new agency. Under these proposed statutory changes, virtually everything that the office produces would have to change since both the name of the agency and the case-processing procedures would be radically different. The new investigatory and training responsibilities being proposed would require more staff and more space, together with the associated costs of furnishing and equipping this additional work space. The anticipated costs associated with the mandates to conduct climate surveys alone exceed the entire current budget of the office. The same may be true of the cybersecurity needed to implement online filing of confidential claims. The Office has been assured that it will be allowed to supplement this submission should any of these changes to the statute be enacted. It is vital to the future of the OOC that this additional funding be provided should these changes to the CAA occur because there is absolutely no question that the OOC will be wholly unable to perform any of these additional duties or responsibilities with its existing funding.

With the passage of House Resolution 630 and Senate Resolution 330, demand for training skyrocketed toward the end of FY 2017 and at the beginning of FY 2018. In a 6-week period, the OOC saw a triple-digit percentage increase in the number of requests for in-person anti-sexual harassment training; a triple-digit percentage spike in the number of staffers enrolling in online training modules; twice as many visits to the OOC's online information about how to report sexual harassment; and a 12-percent surge in the number of people subscribing to OOC social media platforms to receive updates on rights and responsibilities designed to protect workers against sexual harassment. Posters notifying employees of their rights under the CAA are flying off our shelves.

Current online training modules have been updated. In addition to a new training module on the Family Medical Leave Act, we have launched specific modules addressing the prevention of sexual harassment, discrimination, and retaliation. While online tools facilitate the training of congressional staffers in district offices, studies and reports consistently show the greater efficacy of in-person training. Even though online training can reach employees more easily and efficiently, there is no substitute for in-person training on the important topics of workplace safety and health and fairness. The OOC is requesting five additional FTEs as educators and administrative support to respond to employing offices' needs for in-person training on

workplace rights. In the past few months, the Office has been approached by staff associations, offices and committees, and organizations that require the services of an OOC educator. Currently, there is no FTE solely dedicated to instructing the entire legislative branch, and current OOC educators provide in-person training as one of many duties of their positions, which also include internal communications, government affairs, litigation, and public relations.

The OOC is working to build a strong culture of collegial respect in congressional offices and to prevent problems from occurring. The Office of Compliance has been given the monumental task of educating tens of thousands of congressional employees about the workplace rights that apply to them, including Title VII of the Civil Rights Act of 1964, which covers harassment and discrimination. As an independent and neutral office, the OOC is in the unique position of providing in-person and online training that addresses both discrimination and retaliation and provides clear guidance for employees to know how to report sexual harassment and discrimination if their in-office procedures do not resolve the issues.

The Current Congressional Mandate

The Congressional Accountability Act was passed 23 years ago, establishing the Office of Compliance, which opened on January 23, 1996. The CAA applies 13 workplace, employment, and safety laws to Congress and other agencies and instrumentalities of the legislative branch throughout the United States. These laws include:

Title VII of the Civil Rights Act of 1964;
The Age Discrimination in Employment Act of 1967;
The Rehabilitation Act of 1970;
The Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008;
The Family and Medical Leave Act of 1993;
The Fair Labor Standards Act of 1938;
The Employee Polygraph Protection Act of 1988;
The Worker Adjustment and Retraining Notification Act;
The Uniformed Services Employment and Reemployment Rights Act;
The Veterans Employment Opportunities Act;
The Occupational Safety and Health Act of 1970;
The Federal Service Labor Management Relations Act; and
The Genetic Information Nondiscrimination Act.

The OOC is responsible for enforcing the CAA for employing offices and approximately 30,000 employees. We administer and ensure the integrity of the dispute resolution system that provides counseling, mediation, and adjudication with respect to disputes that arise under the CAA; carry out an education and training program for congressional Members, employing offices, and congressional employees to assist them in understanding their rights and responsibilities under the CAA; advise Congress on needed changes and amendments to the CAA; and investigate and enforce the CAA's provisions regarding occupational safety and health, public access for persons with disabilities, and labor-management relations.

The Executive Director, in addition to exercising overall office supervision and managing personnel functions, administers the dispute resolution program and carries out the education and training program. The General Counsel has enforcement authority with respect to the occupational safety and health laws, the public access provisions of the Americans with Disabilities Act, and the unfair labor practice provisions of the CAA. The General Counsel also represents the OOC and its Board of Directors in all judicial proceedings under the CAA.

The OOC has a five-member, non-partisan Board of Directors appointed by the majority and minority

leaders of both Houses of Congress. The Board members come from across the United States and are chosen for their expertise in the laws administered under the Act. The Board acts as an adjudicative body, reviewing appeals by parties from decisions of Hearing Officers on complaints filed with the Office. Under the CAA, the Board is also required to advise Congress on needed changes and amendments to the CAA and promulgate regulations to implement the laws covered under the CAA.

The OOC currently has 22 full-time equivalent positions, which includes the five part-time Board members (counted as one FTE) on a “when-actually-employed” basis. This employee complement performs a multiplicity of functions on a variety of subject matters including: dispute resolution – counseling and mediation; enforcing anti-discrimination/anti-retaliation, occupational safety and health, disability access, and labor-management relations laws; offering education and training to the covered community; providing professional support for the Board of Directors; and performing general administrative, information technology, and fiscal functions. The OOC also regularly contracts for the services of other individuals such as mediators, hearing officers, and safety and health specialists.

The Current Operation of the Office of Compliance

The OOC continues to make significant progress in improving the safety of the legislative branch, recognizing and implementing the rights of employees, assuring access to persons with disabilities, and educating our constituency on the mandates of the CAA.

The OOC, with minimal staff and resources, is charged with a large and important statutory mandate. The OOC serves the same functions as multiple agencies in the executive branch, including the Equal Employment Opportunity Commission, the Department of Labor, the Department of Justice (with respect to public access for persons with disabilities), and the Federal Labor Relations Authority. With the CAA now in its 23rd year, the OOC continues to implement more collaborative enforcement strategies for carrying out its statutory functions without compromising the regulatory mandates of the CAA. We strive for continuous improvement and pursue promising initiatives that will better serve the regulated community.

FY 2019 Budget Request

The FY 2019 budget request focuses on supporting the most important aspects of the statutory functions of the Office of Compliance and improving the delivery of services to the covered community. The Office of Compliance is requesting \$4,552,757 for FY 2019 operations, which represents a 15% increase from the FY 2018 enacted level. Most of the increase will fund new full-time-equivalent positions, which would boost the Office’s staffing from 22 to 27. The additional FTEs will be devoted to developing and delivering in-person training across the legislative branch along with conducting the new investigatory functions given to the Office of the General Counsel.

Of the requested funding for 2019, more than 87% provides pay and benefits inclusive of a 2.6% across-the-board pay increase, should an increase be authorized for executive branch agencies, along with performance-based increases and awards. Additionally, this increase would pay for three new online training modules designed to target the traditionally underserved state and district staffers who comprise almost half of all congressional staffers.

Previous surveys of congressional offices have led to the development of specific training materials to assist in day-to-day workplace operations. The OOC has developed web-based training on sexual harassment and disability discrimination. Currently, a Family and Medical Leave Act module is underway. Ensuring that the website can seamlessly host and support this initiative and that the training is comprehensive and tailored to the legislative branch environment is paramount to its success. In response to recent media reports highlighting unlawful behaviors with respect to sexual harassment, approximately 6,000 congressional staffers completed the OOC’s online training module on that topic. We would use additional funding to

continue to develop similar training modules.

The remainder of the requested increase would pay for increases in contract services, including cross-servicing providers, such as the Library of Congress and the National Finance Center, and other services, equipment, and supplies needed to operate the OOC.

The OOC and its Board of Directors are proud of the level of service we provide to the legislative community. As the Executive Director, it is my responsibility to provide our highly professional and talented staff members with the tools they need to perform their critical functions. Our small size and interrelated missions mean we cannot underfund one statutorily mandated area and expect to succeed in the others. The OOC staff and I are available to answer any questions or address any concerns the Chair of the House or Senate Subcommittees or their Members may have.

Susan Tsui Grundmann

Executive Director

**OFFICE OF COMPLIANCE
APPROPRIATIONS LANGUAGE****SALARIES AND EXPENSES**

For salaries and expenses of the Office of Compliance, as authorized by section 305 of the Congressional Accountability Act of 1995 (2 U.S.C. 1385), \$4,552,757, of which \$450,000 shall remain available until September 30, 2020: *Provided*, That the Executive Director of the Office of Compliance may, within the limits of available appropriations, dispose of surplus or obsolete personal property by interagency transfer, donation, or discarding: *Provided further*, That not more than \$500 may be expended on the certification of the Executive Director of the Office of Compliance in connection with official representation and reception expenses.

Office of Compliance
Personnel summary (FTE)

	FY 2017 Actual*	FY 2018 Actual*	FY 2019 request
Average ES salary	156,600	156,778	156,600
Average GS/GM salary	\$92,861	\$92,861	\$93,041
Executive level**	5	5	5
GS/GM-15	3	2	2
GS/GM-12-14	9	7	9
GS-9-11	2	2	7
GS-3-8	3	6	4
Staffing level (FTEs)	22	22	27

Notes: FY (fiscal year), FTEs (full-time equivalents), ES (Executive Schedule),
 GS/GM (General Schedule).

This schedule is for comparison only. OOC does not use the formal government system of grading and salaries. Each salary is administratively determined pursuant to PL 104-1, 2 USC 1301 et seq as amended and OOC personnel policies and procedures.

* The salary and grades reported reflect averages for the year.

** The number of executive level staff for FY 2019 includes one FTE for Board members. OOC's authorizing legislation requires that members be paid the per diem equivalent of the rate provided for each day (including travel time) during which such member is engaged in the performance of the duties of the Board, at a rate equal to the daily equivalent of the lesser of:

- (i) the highest annual rate of compensation of any officer of the Senate; or
 - (ii) the highest annual rate of compensation of any officer of the House of Representatives.
- The rate of pay of a Board member may be prorated based on the portion of the day during which the Board member is engaged in the performance of Board duties.

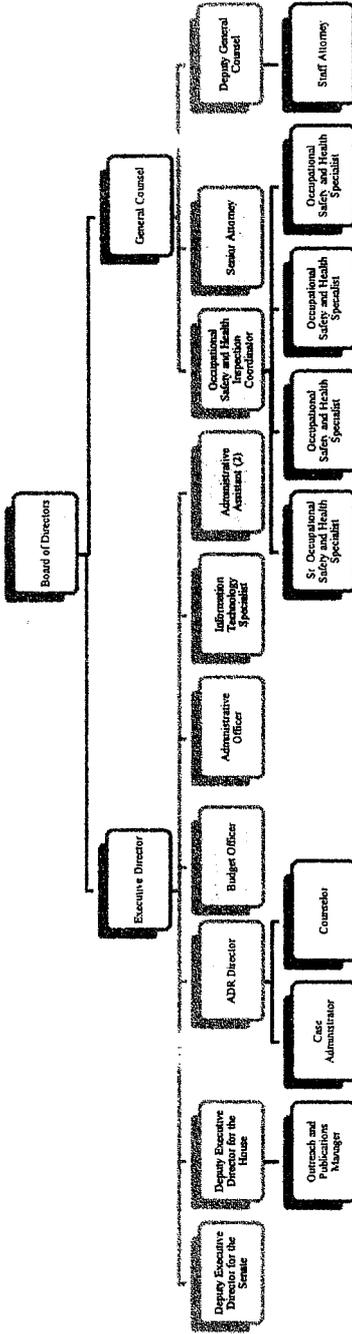
The other four FTEs are for the executive director, two deputy executive directors, and the general counsel.

**OFFICE OF COMPLIANCE
Appropriations History**

Salaries and Expense Account (Amounts in thousands of dollars)		
Fiscal Year	Requests	Budget Authority
1996		858
1997		2,609
1998		2,479
1999		2,086
2000	2,076	1992
2001	2,095	1,851
2002	2,059	2,059
2003	2,289	2,157
2004	2,518	2,242
2005	2,950	2,402
2006	3,112	3,081
2007	3,418	3,102
2008	4,106	3,342
2009	4,308	4,072
2010	4,474	4,377
2011	4,675	4,077
2012	4,782	3,817
2013	4,206	3,617
2014	4,482	3,868
2015	4,020	3,959
2016	4,020	3,959
2017	4,315	3,959
2018	4,056	3,959*
2019	4,553	

*FY 2018 amount reflects CR PL 115-96

Office of Compliance
ORGANIZATION CHART



STRATEGIC PLAN and MEASURING SUCCESS

Introduction

The mission of the Congressional Office of Compliance is to ensure a fair, safe, and accessible legislative branch. Our vision is to effectively enforce the Congressional Accountability Act through the efforts of a highly motivated staff skilled in the efficient use of resources.

The latest Strategic Plan to accomplish this mission was established in 2016 to guide the operations of the Office of Compliance from Fiscal Year 2016 through Fiscal Year 2018. This current Strategic Plan, the OOC's fifth, represents the experience and collective effort of the staff and Board of Directors of the OOC to set priorities, acquire resources, and work collaboratively to realize the safe, productive, and fair workplace envisioned by the CAA. This plan is intended to be a dynamic document by which the OOC will evaluate its accomplishments over the next three years. With anticipated changes brought by pending congressional legislation, the OOC will overhaul the Strategic Plan at the end of Fiscal Year 2018.

The OOC is an independent and non-partisan office opened in 1996, and currently one of the smallest of its kind. Yet, its mission is large and complex. With a staff of just 21 employees, five part-time Board members, and contracted professionals as needed, the OOC carries out mandated programs of education, alternative dispute resolution, inspection, and enforcement. About 30,000 legislative branch employees and countless visitors to Capitol Hill and district and state offices benefit from the work of the OOC.

The OOC staff is committed to ensuring that the congressional workplace is safe, healthy and free from discrimination, and that Capitol Hill remains free of barriers to public access. While we take seriously our enforcement mission, we emphasize voluntary compliance through cooperation and education. These approaches are key to fulfilling our mission and they run throughout our plan.

For 22 years, the OOC has been at the forefront of best practices for promoting and protecting the rights and obligations of legislative branch offices, employees, unions, and the visiting public on Capitol Hill and in district and state offices. Our strategic plan focuses on both external and internal areas of improvement. External efforts include increasing outreach and education to stakeholders; and internal efforts include, among other initiatives, implementing critical information technology enhancements. All OOC staff and Board members are important to these efforts. We are energized and determined to achieve the goals set forth in this strategic plan.

Goals

The current strategic plan will measure achievements under the following six mission-related goals. Regardless of any change in current law, the OOC will revisit and revise goals at the end of 2018.

Goal I is to promote full compliance with the workplace rights covered in the Congressional Accountability Act through effective education, outreach, and cooperative efforts with stakeholders. By focusing on educating and communicating with the congressional community on the rights and responsibilities under the CAA, the Office of Compliance will ensure that it is a trusted resource on the application of the CAA in the legislative branch.

Goal II outlines the office's commitment to efficiently administering an effective Administrative Dispute Resolution Program (ADR) by facilitating the identification and resolution of workplace disputes and issues involving claims arising under the CAA. The OOC seeks to ensure that stakeholders have full access to its ADR procedures and understand our process.

Goal III is to ensure that the Office of Compliance will work toward full compliance with the safety and health provisions of the CAA by developing cooperative relationships with stakeholders, providing expert educational and technical assistance, and timely and accurately assessing facilities, programs, activities, and services for compliance with the OSH and ADA Standards.

In Goal IV, the Office of Compliance will advance the principles of the CAA by monitoring efforts to amend, enhance or implement the law and by promulgating regulations. The OOC will work toward this goal by establishing working relationships with oversight committees, lawmakers, and agencies to ensure pre-decisional involvement in legislative proposals regarding the principles in the CAA.

Goal V is to promote excellent labor-management relations in the legislative branch by administering the labor-management provisions of the CAA in a way that can result in cooperative relationships between labor and management, based on mutual respect and cooperation with an aim toward resolving disputes at the lowest and least confrontational levels.

In Goal VI, the OOC will develop and retain a highly motivated, talented, and satisfied workforce. We hope to accomplish this by identifying needed office upgrades that will improve efficiency and by providing training opportunities to staff that will enhance workplace skills, improve job performance, and increase employee satisfaction.

Adequate funding is vital to support the goals and initiatives in this strategic plan. Certain initiatives would take minimal resources to implement, but others require additional resources to achieve. As we are unable to predict the level of funding we will receive in the fiscal years spanning this strategic plan, we may need to revisit and adjust the specific initiatives within each Goal. Where sufficient funding exists to meet our mission and accomplish these goals, we anticipate success as outlined within the plan. And where budgetary restraints and other challenges exist, OOC will continue to monitor progress, improve efficiency, and adjust for the future.

BUDGET DETAIL

The Office of Compliance administers one major program, the provisions of the Congressional Accountability Act. The Act has dual emphasis on dispute resolution and compliance activities.

The program is comprised of five primary and three supporting functional areas, within which the activities of the OOC are performed. The main functional areas are:

- ❖ the dispute resolution process;
- ❖ investigation and activities under the occupational safety and health and disability access sections of the Act;
- ❖ labor relations investigation and administration;
- ❖ education and outreach;
- ❖ reports and recommendations to Congress;
- ❖ budget and fiscal operations;
- ❖ information technology; and
- ❖ office administration, representation, and relations with Congress and agencies.

Of the functional areas, the first five are the core functions of the agency's program. For this reason, the expenses directly attributable to the first five are considered to be direct costs, and those of the final three are indirect costs.

OVERVIEW OF FISCAL YEAR 2019 BUDGET REQUEST

The Office of Compliance is requesting \$4,552,757 for fiscal year 2019 operations, reflecting:

- ❖ an increase of \$593,757 or 15% from the Agency's fiscal year 2018 enacted level budget of \$3,959,000.

The requested funding is necessary for the Agency's:

- ❖ mandated operations, including hearings, mediations, safety and health inspections, unfair labor practice investigations, Americans with Disabilities Act inspections, and educational activities;
- ❖ funding for 27 full-time equivalent positions ("FTEs"), which includes one FTE for the five member part-time Board of Directors;
- ❖ funding to develop additional Learning Management System training modules to continue education efforts for Hill employees.

The OOC is requesting that a total of \$450,000 remain available until September 30, 2020 for the services of essential contractors, including hearing officers, mediators, and safety and health inspectors.

Summary of FY 2019 funding - \$4,552,757

- 11: Personnel - \$2,801,190
- 12: Benefits and Other Personnel Compensation - \$786,467
- 21: Travel - \$30,000
- 23: Space Rental/Communications/Misc Charges - \$44,000
- 24: Printing and Reproduction - \$30,000
- 25: Contractual Services - \$799,100
- 26: Supplies, Materials and Publications - \$28,000
- 31: Equipment - \$34,000

BUDGET REQUEST SUMMARY TABLES

Appropriation Summary

	FY 2017 Actual	FY 2018 Enacted	FY 2019 Request Appropriation	Change: FY 2017 Enacted to FY 2019 Request	Change: FY 2018 Enacted to FY 2019 Request
Salary & Benefits	\$2,793,161	\$2,962,692	\$3,587,657	\$794,496	\$624,965
General Expenses	\$715,839	\$546,308	\$515,100	(\$200,739)	(\$31,208)
Two Year (MH, SH)	\$450,000	\$450,000	\$450,000	0	0
Grand Total	\$3,959,000	\$3,959,000	\$4,552,757	\$593,757	\$593,757
FTE's	22	22	27	5	5

Costs Summary by Object Classification

Object Class	FY 2017 Actual	FY 2018 Enacted	FY 2019 Request	FY 2017 to FY 2019 Change	FY 2018 to FY 2019 Change
(11) Personnel	\$2,124,720	\$2,325,553	\$2,801,190	\$676,470	\$475,637
(12) Benefits and Other Personnel Compensation	\$668,441	\$637,139	\$746,467	\$118,026	\$109,328
(21) Travel	\$30,401	\$35,500	\$30,000	(\$401)	(\$5,500)
(23) Space Rental/ Communications/Misc	\$43,776	\$43,500	\$44,000	\$224	\$500
(24) Printing and Reproduction	\$20,535	\$40,000	\$30,000	\$9,465	(\$10,000)
(25) Contractual Services	\$927,777	\$815,308	\$839,100	(\$128,677)	\$23,792
(26) Supplies, Materials and Publications	\$23,150	\$28,000	\$28,000	\$4,850	\$0
(31) Equipment	\$120,200	\$34,000	\$34,000	(\$86,200)	\$0
Grand Total	\$3,959,000	\$3,959,000	\$4,552,757	\$593,757	\$593,757

Office of Compliance
 FY 2019 Annual General Expenses
 Budget Request Summary by Program
 (*Inclusive of 2 Year Funds)

	FY 2017 Actual	FY 2018 Enacted	FY 2019 Request	FY 2017 to FY 2019 Change	FY 2018 to FY 2019 Change
OCBD	\$29,851	\$40,000	\$35,000	\$5,149	(\$5,000)
OCED	\$259,671	\$176,708	\$128,500	(\$131,171)	(\$48,208)
OCEI	\$103,247	\$130,000	\$150,000	\$46,753	\$20,000
OCGC	\$0	\$0	\$0	\$0	\$0
OCMH*	\$160,000	\$160,000	\$160,000	\$0	\$0
OCSH*	\$403,789	\$291,600	\$291,600	(\$112,189)	\$0
OCSY	\$209,281	\$198,000	\$200,000	(\$9,281)	\$2,000
Grand Total	\$1,165,839	\$996,308	\$965,100	(\$200,739)	(\$31,208)

DETAILED FUNDING REQUESTS BY OBJECT CLASSIFICATION

OBJECT CLASS 11: Personnel

For FY 2019, the OOC requests a budget of **\$2,801,190** for salary expenses associated with full-time employees. This is the projected cost for 27 FTEs, inclusive of a 2.6% across-the-board pay increase, if such an increase is authorized for executive branch agencies, along with performance based increases and awards. This is an increase of \$475,637 above FY 2018.

OBJECT CLASS 12: Benefits and Other Personnel Compensation

A total of **\$746,467** is budgeted for other personnel compensation and benefits during FY 2019. Personnel benefits are a direct function of the amount of budgeted salary/wages and inclusive of transit benefits, benefit program price increases and the growing rate of participation in the FERS retirement system. This is an increase of \$109,328 above FY 2018.

OBJECT CLASS 21: Travel

The Board of Directors of the OOC includes four out-of-town members who must travel for monthly Board meetings. As required under the CAA, the members receive reimbursement of travel expenses associated with the regular meetings required to conduct OOC business. Board members are also reimbursed for travel to meetings, forums, conferences, and other official functions where they represent the OOC. **\$25,000** is budgeted for travel by the OOC Board members in FY 2019. Recently, some congressional offices have requested that we travel to field and district offices to educate staff regarding the CAA. In order to preserve our neutrality, travel cannot be paid by employing offices. We anticipate additional requests of this nature in the coming year. The balance for staff travel, local and long distance is budgeted at **\$5,000** for a total of **\$30,000**. This is less than the FY 2018 level. The OOC will seek supplemental funding in the event any pending legislation passes.

OBJECT CLASS 23: Communications/Misc. Charges

The OOC's budget includes **\$41,000** for telephone service during FY 2019. This estimate is based on historical data as well as costs associated with the need to maintain responsibility for its total telephone expenditures. This amount also includes the cost of conference calls for Board activities, and any communications in support of the OOC activities outside the Washington metro area. The OOC's operations require the use of telephones and cellular phones for both local and long distance calling to maintain communications with Board members, stakeholders, advisors, other agencies, private organizations, and members of the public. The staff and Board members provide outreach and information to our service constituency through printed publications, e-mail, newsletters, and reports. Although the OOC distributes some publications via electronic mail, postage is still necessary for the circulation of certain OOC informational reports and notice of rights posters. In addition, occasionally, business practices require the use of local delivery and messenger services to ensure prompt and secure delivery of documents to other agencies and stakeholders serviced by the OOC. The OOC is requesting **\$3,000** for this purpose in FY 2019. This represents a total of **\$44,000**, which is less than the FY 2018 level. The OOC will seek supplemental funding in the event any pending legislation passes.

OBJECT CLASS 24: Printing and Reproduction

The OOC has budgeted **\$30,000** in FY 2019 for printing costs. These costs will include printing, to include in-person training materials, brochures describing OOC programs, notification of rights posters, statutorily mandated reports, such as the Annual Report; 102(b) report, and biennial ADA and OSH reports, and other public information and materials for consumption by the OOC's service constituency. In addition, it is OOC

policy to produce, upon request, materials in braille, large print, or compact disc to accommodate members of the public who are visually and/or hearing impaired. The OOC will seek supplemental funding in the event any pending legislation passes that require a change in our procedural structure along with reprinting and publication of all our materials should legislation change the name of our Office.

OBJECT CLASS 25: Contractual Services

A. SUPPORT SERVICES

As a small independent office, the OOC contracts with multiple agencies and private vendors for many of the services that are typically performed in-house at larger agencies. These contracts cover items such as payroll, financial services, human resources, information technology, web hosting, news services, mailing house, and internal control review. These support services in total will cost the OOC **\$259,600**. The OOC will seek supplemental funding in the event any pending legislation passes.

B. MISSION DIRECT SERVICES

The OOC has budgeted **\$579,500** (**\$129,500-1yr, \$450,000-2yr**) for program contracts. The OOC's priorities are derived from recommendations developed by OOC Board members and stakeholders, and are based upon the goals and objectives outlined in the OOC's strategic plans. Given the limited size of our office, the judicious use of external contractors substantially enhances our capability to meet our basic mandate of advancing safety and health, public access, and workplace rights in the U.S. Congress and the legislative branch.

The OOC is requesting **\$129,500** for FY 2019 to create additional Learning Management System training modules, to develop various other instructional materials, and to expand outreach efforts increasing awareness of rights and OOC services.

The OOC is also requesting that a total of **\$450,000** remain available until September 30, 2020 for the services of essential contractors, including hearing officers, mediators, safety and health inspectors, and consultants. The time period allows maximum flexibility given the dynamic environment associated with the occupational safety and health and dispute resolution mandates of the CAA. The safety and health duties of our OCSH program can be greatly affected by events from the OCGC's constituent base of member offices, or from the physical plant realities of everyday use within the capitol complex or outlying physical structures. In addition, dispute resolution can be especially unpredictable given the Office's duty to provide services to all employees and covered parties who seek service from the OOC. Furthermore, costs of mediations and hearings can only be controlled in a limited manner due to the complexity and breadth of each individual claim. This amount, in total, represents a \$23,792 increase from FY 2018. With the proposed changes to the OOC's mission direct services, the OOC will seek supplemental funding in the event any pending legislation passes.

OBJECT CLASS 26: Supplies, Materials and Publication

The OOC's budget includes **\$28,000** for the purchase of supplies, materials, and publications for FY 2019. The amount includes costs for supplies for mailing and copying, along with ordinary office supplies. The OOC continues to streamline use of paper and other resources in favor of technological solutions to report-generation, distribution, and storage. Also budgeted are funds for the purchase of library materials, and for subscriptions to relevant scientific, technical, and policy-oriented publications. The OOC subscribes to various electronic information services in order to provide Board members and staff with current technical and legal information. The OOC will seek supplemental funding in the event any pending legislation passes that require a change in our procedural structure along with reprinting and publication of all our materials should legislation change the name of our Office.

OBJECT CLASS 31: Equipment

The OOC is requesting **\$34,000** for equipment in FY 2019. The requested funding supports the purchase of various software requirements, system and network upgrades, and safety and health testing equipment. The OOC will continue its modernization plan to upgrade the IT capabilities of the OOC in an integrated, efficient, and cost effective manner that reflects the Office's growth and adherence to its strategic plan. The OOC will continue to implement a system to improve security on each staff member's computer in line with government-wide security standards, albeit some plans may be slowed or halted as a reflection of funding availability. This is the same as FY 2018. The OOC will seek supplemental funding in the event any pending legislation passes.

BUDGET REQUESTS BY PROGRAM**OC Board of Directors - OCBD**

Mandate: Congressional Accountability Act, Section 102(b)

The Board shall review provisions of Federal law (including regulations) relating to (A) the terms and conditions of employment (including hiring, promotion, demotion, termination, salary, wages, overtime compensation, benefits, work assignments or reassignments, grievance and disciplinary procedures, protection from discrimination in personnel actions, occupational health and safety, and family and medical and other leave) of employees, and (B) access to public services and accommodations . . . [and] the Board shall report on (A) whether or to what degree the provisions described [above] . . . are applicable or inapplicable to the Legislative branch, and (B) with respect to provisions inapplicable to the Legislative branch, whether such provisions should be made applicable to the Legislative branch. The presiding officers of the House . . . and the Senate shall cause each such report to be printed in the Congressional Record and each such report shall be referred to the committees of the House . . . and the Senate with jurisdiction. 2 U.S.C. § 1302(b).

Overview

The OOC is an independent, impartial, nonpartisan office and has a five-member, part-time Board of Directors. Board members are appointed by unanimous consent of the majority and minority leadership of both the House of Representatives and the Senate. Because the OOC, in administering the CAA, performs the job of multiple agencies in the executive branch, including the Equal Employment Opportunity Commission, the Department of Justice, the Department of Labor, and the Federal Labor Relations Authority, all current Board members are attorneys in private practice chosen for their expertise in employment and labor law.

The CAA provides for ongoing review of the workplace laws that apply to Congress. Section 102(b) of the CAA therefore requires the Board to report the each Congress on: first, whether or to what degree provisions of federal law relating to terms and conditions of employment and access to public services and accommodations are applicable to the legislative branch; and second, with respect to provisions not currently applicable to the legislative branch, whether such provisions should be made applicable to the legislative branch. Under section 304 of the Act, the Board is also required to submit proposed regulations to Congress to ensure that regulations for the legislative branch are substantially identical to those promulgated by the executive branch. Board members also provide direction and guidance to the appointed staff of the OOC, and they offer their legal expertise to the congressional community on labor and employment issues.

The Board also acts as a reviewing body for claims that are appealed from OOC hearing officers under its ADR program. In FY 2017, the Board reviewed 16 matters: 11 petitions for review of decisions of hearing officers and arbitrators, and five petitions for review of negotiability disputes, which are disputes that arise out of collective bargaining between employing offices and unions. The Board issued 12 decisions which resolved 14 cases on review (two decisions involved consolidated appeals); and two cases remain pending before the Board at the end of FY 2017. Final decisions of the Board are published on our website at: <http://www.compliance.gov/directives/final-decisions-board-directors>.

Fiscal Year 2019 Budget Request

The Office of Compliance is requesting a total of \$35,000 for non-personnel services for FY 2019 for the Board of Directors. This total reflects an analysis of the requirements to perform basic functions and changes in requirements. The OOC will seek supplemental funding in the event any pending legislation passes.

OOO Executive Director - OCED

Mandate: Supports Office of Compliance Core Functions

Overview

The Executive Director's office is responsible for overall agency supervision, personnel, and budget function, with oversight for Mediations and Hearings; and Education and Outreach. The Executive Director also covers representation and congressional relations, which includes communication and consultation with Appropriations and Oversight Committees, congressional leadership, and other legislative branch agencies. In addition, the Executive Director provides support for the Board of Directors.

Meeting the internal initiatives and goals set out in the strategic plan allows the OOC to develop a workplace for its employees that is envisioned by the CAA. The imperative of establishing and maintaining the collegiality of congressional workplaces, providing tools for staff to perform their duties, and recognizing and responding to the professional needs of staff are at the heart of our programs and the services we provide to the congressional community.

For the first time since 2010, in partnership with the National Safety Council, OOC held its Safety Recognition Awards ceremony to present Safety Recognition Awards to the Senators and Representatives who maintained hazard-free offices during the 114th Congress. The 157 Members (69 Senators and 88 Representatives) who achieved Safety Recognition Awards represented a dramatic increase from 2006 when only seven Members received the first awards. Senator Jon Tester, a stalwart advocate for safety in his own right, joined us in recognizing two individuals with Safety Advocate Awards for their outstanding contributions to improving safety in legislative branch facilities: Kurt Kuhn, Safety Manager for the Library of Congress, and the late Francis "Mo" Mowbray, Safety Manager for the AOC's Library Buildings and Grounds jurisdiction. It was a moving tribute to two dedicated professionals. The OOC plans to make this event a biennial tradition.

In July, the OOC convened a Mediators and Hearing Officers Summit with distinguished third-party neutrals and staff to discuss issues and best practices along with their experiences with cases and processes. To their credit, and with the support of key members of the OOC staff and our Board of Directors, the OOC encounters no backlog in case processing and enjoys a 100% affirmance rate by the U.S. Court of Appeals for the Federal Circuit.

During a 3-week period at the beginning of 2018, OOC provided written and oral testimony on two occasions before the Committee on House Administration. Both hearings covered sexual harassment in the congressional workforce and changes to the CAA. The OOC has been working closely with congressional staff in both the House and the Senate to redesign the CAA. The vast majority of changes recommended in the December 2017 written testimony have been adopted in draft form in bills that are set to be introduced in both the House and the Senate this year.

Fiscal 2019 Budget Request

The Office of Compliance is requesting a total of \$128,500 for non-personnel services for FY 2019 for the Executive Director Program. This total reflects an analysis of the requirements to perform basic functions and changes in requirements. The OOC will seek supplemental funding in the event any pending legislation passes.

OC Education and Information (Outreach) - OCEI

Mandate: Congressional Accountability Act, Section 301(h)

...The Office shall...carry out a program of education for Members of Congress and other employing authorities of the Legislative branch of the Federal Government respecting the laws made applicable to them and a program to inform individuals of their rights under laws made applicable to the Legislative branch...@ 2 U.S.C. 1381.

Through its education programs, the OOC attempts to build a strong culture of respect and cooperation among co-workers in congressional offices and prevent offensive behaviors creating discriminatory hostile work environments. Title VII of the Civil Rights Act of 1964 is the comprehensive discrimination law that covers disparate treatment, harassment, and hostile work environment claims on the basis of five of the nine protected bases for unlawful discrimination incorporated in the Congressional Accountability Act.

The Office of Compliance continues to excel in its mission to educate and train the Members of Congress and legislative branch employees on the rights and responsibilities of the CAA. The #MeToo campaign created a wave of attention for the OOC. Despite its limited resources, the OOC is able to quickly respond to this daily demand for information and training opportunities. After years of recommendations from the Board through our 102(b) reports, both House and Senate have mandated training at the beginning of FY 2018 and the demand for training increased immensely. The *Notice of Workplace Rights* posters were also in high demand and required multiple reorders to meet requests.

The OOC staff delivered in-person or video-conference training to over 1200 staff members of the House and Senate between mid-October 2017 and December 20, 2017. These sessions included sexual harassment training or full anti-discrimination/harassment/retaliation training. To date, thousands of congressional staffers have been trained either in-person or through our online platform. The OOC is currently developing its webinar capabilities to adequately deliver training to district and state staff.

During FY 2017, OOC also presented in-person training bi-monthly at the request of the Congressional Research Service (CRS). During CRS training, OOC interacts with approximately 40-50 congressional staffers new to their jobs in district and state offices located around the country. According to CRS, district and state staff represent one half of the congressional staff covered by the CAA. Thus, the OOC is determined to reach more staffers beyond the Beltway on a regular basis.

In the last year, OOC expanded its online presence to reach beyond the Capitol Hill. The website (www.compliance.gov) was redesigned to include interactive surveys on safety and health issues and publications for new employees. A third training module on the Family and Medical Leave Act was uploaded to the Learning Management System to assist employees and supervisors in navigating an important and technical statute. An online training module introducing the OOC was uploaded in November 2017 that serves as an orientation overview for new employees on the responsibilities of the Office and their rights under the CAA. Other online training modules have been updated or newly created specifically addressing the prevention of sexual harassment, discrimination, and retaliation and bystander intervention when offensive behaviors occurs.

The OOC's monthly publications and quarterly electronic newsletters are aimed at keeping the congressional community up-to-date on developments in the areas of safety and health and workplace rights. This year, several publications featured important information about the access rights of visitors under the American with Disabilities Act provisions applied by the CAA.

OOC is proud of its FY 2017 accomplishments in reaching out to the congressional community, providing comprehensive training on rights and responsibilities of legislative branch employees, and connecting with covered workers. With more resources, in-person exposure to employing offices, and virtual training initiatives, even more can be accomplished.

Fiscal Year 2019 Budget Request

The Office of Compliance is requesting a total of \$150,000 for non-personnel services for FY 2019 for the OC Education & Information (Outreach) Program. This total reflects an analysis of the requirements to perform basic functions and changes in requirements. The OOC will seek supplemental and project funding in the event any pending legislation passes.

OC General Counsel - OCGC

Mandate: Congressional Accountability Act, Sections 220 and 302

The rights, protections, and responsibilities established under sections 7102, 7106...and 7131 of title 5 shall apply to employing offices and to covered employees and representatives of those employees. 2 U.S.C. 1351.

... The General Counsel shall... assist the Board and the Executive Director in carrying out their duties and powers, including representing the Office in any judicial proceeding under this chapter. 2 U.S.C. 1382(c)(3).

The General Counsel (OCGC) is responsible for inspecting all facilities in the legislative branch for Occupational Safety and Health (OSH) violations at least once each Congress. The OCGC is also responsible for inspecting the public areas of all facilities in the legislative branch for compliance with Titles II and III of the Americans with Disabilities Act (ADA) at least once each Congress. The OCGC is further responsible for investigating allegations of OSH, ADA, and unfair labor practice ("ULP") violations filed under sections 210, 215 and 220 of the Act, and for filing and prosecuting complaints of OSH, ADA and ULP violations. The OCGC must also furnish advice to and provide representation for the Board of Directors and the Executive Director, including representing the Board and the Office in the United States District Courts and United States Courts of Appeal.

Section 220 of the CAA makes the Federal Service Labor-Management Relations Statute (FSLMRS) applicable to covered employees and employing offices within the legislative branch, and prohibits unfair labor practices by both employing offices and labor organizations. The CAA gives the OCGC investigative and prosecutorial authority equivalent to that granted by the FSLMRS to the General Counsel of the Federal Labor Relations Authority (FLRA) with respect to charges of ULPs. Complaints filed by the OCGC are heard by Administrative Law Judges, reviewed by the OOC Board, and may be appealed to the United States Court of Appeals for the Federal Circuit. The OOC has jurisdiction over approximately 20 bargaining units, most of which are comprised of employees of the Office of the Architect of the Capitol. Many employees of the United States Capitol Police (USCP), and certain employees of the House of Representatives and the Senate, are also represented by labor organizations. The Fraternal Order of Police (FOP) and the Teamsters represent USCP employees. AFSCME Council 26 represents the most bargaining units, followed by the NABET-CWA and the Teamsters. A wide variety of employees are unionized, including police officers, masons, carpenters, electricians, plumbers, freight and material handlers, visitor guides and visitor assistants, power plant laborers, photographers and videographers, and clerical and administrative workers.

In FY 2017, the OCGC filed one unfair labor practice complaint, which was decided by a Hearing Officer and appealed to the Board of Directors of the OOC. The OCGC provided representation to the OOC Board of Directors in the United States Court of Appeals for the Federal Circuit in 7 LMR cases. The OCGC received and investigated a total of 10 ULP charges during FY 2017. The OCGC closed two of those cases, along with three other cases from previous fiscal years. The OCGC also received one inquiry regarding labor-management issues that did not result in the filing of an unfair labor practice charge.

The CAA provides an administrative process to resolve complaints filed by employees, unions, or employing offices under certain provisions of the Act. The final administrative step in the process involves an appeal to the OOC Board of Directors, which issues a written decision. Under certain circumstances, a party may appeal this decision to the U.S. Court of Appeals for the Federal Circuit. The OCGC represents the Board of Directors in such appeals. During FY 2017, there were three such cases pending in the Federal Circuit that involved the OOC. The OCGC argued one of these cases in November 2016 and the Court affirmed the decisions of the OOC Board of Directors. A second decision of the OOC Board was affirmed by the Court

without oral argument in June 2017. The third case is still pending.

Fiscal Year 2019 Budget Request

The Office of Compliance is requesting a total of \$0 for non-personnel services for FY 2019 for the OC General Counsel Program. This total reflects an analysis of the requirements to perform basic functions and changes in requirements consistent with current law. The OOC will seek supplemental funding in the event any pending legislation passes.

OC Mediation and Hearings - OCMH

Mandate: Congressional Accountability Act, Sections 401-416

...the procedure for consideration of alleged violations of part A of title II consists of...counseling...mediation...and election...of...a formal complaint and hearing...subject to Board review...@ 2 U.S.C. 1401.

The Office of Compliance administers a multi-step dispute resolution program established by Congress to address and resolve claims arising under the CAA. The OOC also regularly provides, on request, general information and informal advice on such matters as the rights and responsibilities created by the CAA, the applicability of relevant CAA provisions, possible avenues for dispute resolution without initiating formal proceedings, and the formal dispute resolution process under the CAA.

OOO Dispute Resolution Step 1: Confidential Counseling. The first mandatory step in the OOC dispute resolution process is confidential counseling. During counseling, an OOC counselor meets with a covered employee to discuss their concerns and the situation that gave rise to the dispute. The counselor also provides the employee with information on the procedural and substantive provisions of the CAA, and may make any appropriate referrals. At the employee's request, the 30-day period for counseling may be reduced. Because the counseling phase is strictly confidential, the OOC does not notify the employing office that the employee has filed a request for counseling.

OOO Dispute Resolution Step 2: Mediation. After completing the confidential counseling process, a covered employee may proceed to mediation, the second mandatory step in the OOC dispute resolution process. Mediation is a neutral, confidential process designed to assist parties in resolving their disputes on mutually-agreeable terms. When a case proceeds to mediation, the employing office is notified about the claim, and the parties attempt to settle the matter with the assistance of a neutral mediator appointed by the OOC. Only by agreement of the parties may the mediation period be extended beyond the initial 30 days. Many disputes are resolved through the OOC mediation process, sparing the parties the time and expense often associated with burdensome litigation.

OOO Dispute Resolution Steps 3 and 4: Adjudication. If the parties fail to resolve the matter through mediation, a covered employee may initiate the third step in the dispute resolution process by filing a formal administrative complaint with the OOC. Upon receiving the administrative complaint, the Executive Director appoints an independent hearing officer to consider the case and render a written decision. Hearing officer decisions are confidential, unless a hearing officer finds in favor of a covered employee and that decision becomes the final decision of the Office.

After the hearing officer renders a decision, either party may proceed to the fourth step in the OOC dispute resolution process by petitioning the OOC Board of Directors for appellate review of the hearing officer's decision. The Board's decision, which is based on the written record, may be appealed to the U.S. Court of Appeals for the Federal Circuit.

As an alternative to the third and fourth steps in the OOC administrative hearing process, the CAA also permits an employee to challenge a dispute not resolved through mediation by filing a civil action in a United States District Court, where the case would be a matter of public record. The OOC administrative hearing process offers the same remedies as a civil action, but it provides for speedier resolution of the dispute in a confidential setting. Whether or not a covered employee elects to file a formal administrative complaint with the OOC or a civil action in United States District Court, the CAA mandates that he or she first engage in confidential counseling and mediation.

In FY 2017, the OOC provided, on a confidential basis, advice and information to more than 189 covered employees, employing offices, and members of the public on the rights and responsibilities of the CAA. Covered employees filed 47 formal requests for confidential counseling, 30 requests for mediation, and five administrative complaints. One complaint alleging an unfair labor practice was filed by the OOC's General Counsel. Ten cases that went through the dispute resolution process were formally settled at various stages in the process, including federal court. Settlements were both monetary and non-monetary.

The OOC's Board of Directors reviewed 16 matters on appeal from decisions of hearing officers and arbitrators, and requests for review of negotiability issues. The Board issued 12 decisions involving 14 cases on review; two cases remain before the Board at the end of FY 2017. Decisions of the Board of Directors that are appealed to the United States Court of Appeals for the Federal Circuit are defended by the OOC's General Counsel.

In FY 2017, three labor petitions were filed with the Executive Director; one request for impasse assistance was resolved, a representation petition was dismissed, and a petition seeking a change in affiliation remains under consideration.

Improvements in Efficiency: The Office issued amended its Procedural Rules in FY 2017. Among the many amendments to the Rules was a provision enabling parties to file documents electronically. The Office intends to enhance its case processing capabilities by obtaining a fully electronic filing system that will ensure ease of filing, enhance workflow, and maintain the security the confidential information submitted by parties in compliance with the CAA. Electronic filing is currently mandated in pending legislation.

Further, the Office anticipates amendments to the Congressional Accountability Act that will necessitate substantial changes to the Office's programs and procedures, and impact how it delivers core services. Modifications will require the OOC to again amend its Procedural Rules, modify its case management system, develop and institute full electronic filing, improve IT infrastructure and cyber security, and increase staffing levels. The OOC will seek supplemental funding in the event any pending legislation passes.

The OOC continues to do more with less, maintaining a flat rate of pay for contract mediators, a standardized hourly fee for hearing officers, and rate limitations for other outside service-providers. OOC employees avail themselves of valuable training opportunities utilizing low or no-cost services provided by legislative and executive branch agencies.

FY 1997 - FY 2016 Comparison

	Calls for Information	Requests for Confidential Counseling	Requests for Confidential Mediation	Administrative Complaints Filed
FY 1997	1,716	165	158	6
FY 1998	961	68	56	8
FY 1999*	1,098	323	49	14
FY 2000	611	75	329	3
FY 2001*	595	430	386	10
FY 2002	543	77	54	12
FY 2003	497	92	70	8
FY 2004	593	84	76	5
FY 2005	476	60	45	9
FY 2006	511	54	52	7
FY 2007	475	52	50	7
FY 2008	476	82	39	13
FY 2009	263	108	75	10
FY 2010	277	105	86	9
FY 2011	299	142	116	12
FY 2012	263	83	66	14
FY 2013	260	81	76	11
FY 2014	302	57	25	9
FY 2015	300	63	47	13
FY 2016	162	49	42	17
FY 2017	189	47	30	5

* Numbers include multiple filings arising from the same dispute.

Fiscal Year 2019 Budget Request

The Office of Compliance is requesting a total of \$160,000 for non-personnel services for FY 2019 for the OC Mediation and Hearings Program. This total reflects an analysis of the requirements to perform basic functions. The OOC will seek supplemental funding in the event any pending legislation passes.

OC Safety and Health - OCSH

Mandate: Congressional Accountability Act, Sections 215 and 210

Each employing office and each covered employee shall comply with the provisions of section 5 of the Occupational Safety and Health Act of 1970... 2 U.S.C. 1341.

The rights and protections against discrimination in the provision of public services and accommodations established by... the Americans with Disabilities Act of 1990... shall apply to the entities listed... 2 U.S.C. 1331.

Safety and Health--Periodic Inspections: The Act requires the General Counsel of the Office of Compliance (OCGC) to inspect all covered facilities in the legislative branch for compliance with occupational safety and health (OSH) standards at least once each Congress, and to report the findings to Congress. Approximately 30,000 legislative branch employees are protected by the CAA's OSH standards, both in the Washington, DC metropolitan area and in district and state offices.

Requests for Safety and Health Inspections: The Act's safety and health provisions give covered employees and offices the right to request inspections of potentially hazardous conditions in work areas. When a request for inspection is received, the Office of the General Counsel OCGC initiates an investigation, after which it sends a detailed report to the employing office that describes the conditions found, reports the results of any tests performed, and explains steps needed to remedy any identified hazards. In the event the responsible employing office fails to correct a problem within a specified time, the OCGC may issue a citation or notification, and, when necessary, a complaint.

Safety and Health Technical Assistance: Like the Occupational Safety and Health Administration (OSHA) in the Executive Branch, the OCGC provides compliance assistance to employing offices and covered employees. The OCGC also advises employing offices about interpretations of OSHA standards upon request, and provides information about proposed OSHA standards that affect their operations. In addition, the OCGC assists employing offices with the development of programs to reduce occupational injuries and illnesses, and facilitates the development of emergency action plans.

Disability Access Inspections: Pursuant to section 210 of the Act, the OCGC is required to conduct inspections of all covered legislative branch facilities at least once each Congress to determine compliance with the rights and protections against discrimination in the provision of public services and accommodations established by the Americans with Disabilities Act (ADA). Members of the public may request an investigation of conditions that they allege deny them equal access to legislative branch facilities and programs. The OCGC is responsible for investigating charges of public access discrimination. If, upon investigation, the OCGC believes that barriers to access exist, he can refer the parties to mediation to resolve the dispute. If mediation is unsuccessful, the OCGC can file a complaint against the entity responsible for correcting the violation.

ADA Technical Assistance: The Act authorizes the OCGC to provide employing offices with technical advice to assist them in complying with disability access requirements. In addition, the OCGC routinely answers questions from congressional offices and legislative branch employees regarding disability access laws. In the coming fiscal year, OOC hopes to re-establish regular technical advisory conferences.

The OCGC exercises the authorities granted to the Secretary of Labor under the Occupational Safety and Health Act of 1970 (OSHAct) to inspect and investigate facilities where legislative branch employees are working. The OCGC may issue findings and citations to employing offices for violations of OSH standards and file complaints with the OOC's Executive Director against employing offices if hazards have not been

abated. The OCGC also assists the Board of Directors of the OOC to draft, propose, and adopt substantive regulations which must be the same as those issued by the Secretary of Labor except where modifications would be more effective for implementing the OSHA Act in the legislative branch.

OSH specialists in the OCGC conduct biennial inspections which are summarized in a biennial report. OSH specialists and attorneys in the OCGC investigate OSH issues raised in requests for inspection and provide technical assistance to employing offices. The CAA requires that, at least once each Congress, the OCGC conduct inspections of all facilities of the House of Representatives, the Senate, the Office of Congressional Accessibility Services, the Capitol Police, the Congressional Budget Office, the Office of the Architect of the Capitol, the Office of the Attending Physician, the Office of Compliance, the Library of Congress, and the Government Accountability Office. Beginning with the 112th Congress, the OCGC moved to a risk-based OSH inspection program that focuses on inspecting and abating higher-risk hazards that pose the greatest risk of injury, illness, and death to employees.

In FY 2017 the OCGC completed the biennial inspections for the 114th Congress and began the biennial inspections for the 115th Congress. These inspections again focused on higher-hazard areas, as well as special interest areas such as Members' offices, day care facilities, the Senate Page Dorm and School, and hearing rooms. In FY 2017, the OCGC conducted inspections that encompassed, among others, the U.S. Botanic Garden, several Library of Congress buildings, House Members' offices, the AOC Construction Division, the Senate Sergeant-at-Arms, and the U.S. Capitol Police. Additionally, a wall-to-wall inspection was conducted of the newly completed Cabin Branch warehouse. Finally, the OCGC continued to evaluate all programs required under the OSH standards, including hazard communication, respiratory protection, personal protective equipment, permit-required confined spaces, and others.

The OCGC inspections also include verification of the abatement status of the most serious hazards identified during the previous Congress. In opening conferences conducted with employing offices, the OCGC provided a list of all open findings identified in our Facility Management Assessment database, and enlisted the assistance of employing offices to provide abatement status updates for all findings that were shown as open. The OCGC also continued to inspect newly occupied or renovated facilities.

For the 114th Congress, the OOC, in partnership with the National Safety Council, revived its Safety Recognition Award program to recognize those Member offices that were found to be hazard-free during the biennial OSH inspection. Two Safety Advocate awards were also presented to recognize individuals who have made substantial contributions to improving safety in legislative branch facilities.

In addition to conducting on-site OSH inspections for all Member offices on Capitol Hill, the OOC expanded its OSH program for district and state offices by developing an online safety and health survey that focused on fire and electrical safety hazards. The OCGC also continued to provide technical assistance to remote legislative branch facilities by responding to questions about possible workplace hazards and providing guidance on how to conduct self-inspections.

The OCGC initiated investigations in five new OSH cases in FY 2017. One investigation arose out of a fatality involving an employee of the Office of the Architect of the Capitol (AOC) who was struck by a falling tree trunk, and the OCGC has assisted the AOC in improving its urban tree management plan in the wake of the incident. Other cases involved the Library of Congress and/or the AOC, and concerned various issues such as asbestos, floor loading, fire safety, and indoor air quality concerns. During FY 2017, the OCGC closed 14 cases from previous fiscal years. The OCGC also received five inquiries regarding safety and health concerns that did not become cases, either because the issue was not within our jurisdiction or because the OCGC was able to quickly resolve the matter by providing technical assistance.

In FY 2017, the OCGC continued to work with the AOC and the Senate to develop a plan to address fire safety hazards in the Russell Senate Office Building. The OCGC also monitored the AOC's progress on the plans the OCGC has approved to address the fire safety hazards in the Cannon, U.S. Capitol, and Library of

Congress buildings, and closed one citation regarding fire safety concerns in the Jefferson Building of the Library of Congress after confirming that the hazards identified in the citation had been abated

As part of the OOC's education and outreach mandate, in FY 2017 the OCGC expanded its efforts to educate the legislative branch community regarding some of the safety and health topics that may affect covered employees. The OCGC sponsored a seminar on avoiding and treating heat stress, which was attended by safety professionals, union representatives, and counsel from numerous employing offices. The OSH professionals continue to create and update Fast Facts and other educational documents, and a newly-developed flier addressed the most frequently asked questions about the OOC's biennial OSH inspections.

The CAA requires the OCGC, on a regular basis, and at least once each Congress, to inspect the facilities of each office of the Senate, each office of the House of Representatives, each joint committee of Congress, the Office of Congressional Accessibility Services, the Capitol Police, the Congressional Budget Office, the Office of the Architect of the Capitol, the Office of the Attending Physician, and the Office of Compliance, to ensure compliance with the rights and protections against discrimination in public services and accommodations established under Titles II and III of the Americans with Disabilities Act of 1990 (ADA).

To conduct these inspections, the OCGC uses contractors who specialize in identifying and removing barriers to access, as well as some of the same OSH specialists who conduct safety and health inspections. The OSH specialists may report obvious ADA issues observed during an OSH inspection, and also conduct joint ADA and OSH inspections when this will be more efficient. In FY 2017, the OCGC completed the biennial ADA inspection for the 114th Congress, covering the Rayburn and Cannon House Office Buildings and the exterior route adjacent to the O'Neill Federal Office Building, and began the inspection for the 115th Congress, focusing on the Library of Congress Madison and Adams Buildings. The inspections in these buildings focused on the entrances to each building and the accessible pathways from the entrances of the buildings to the major function areas, as well as restrooms. The OCGC also looked at ADA access issues in the public areas of Members' offices while performing the OSH inspection of those offices.

During FY 2017, the OCGC investigated one complaint involving an ADA access issue, related to restroom accessibility in the Library of Congress Jefferson Building. Plans are underway to address this issue as part of a larger building renovation project, and in the meantime the OCGC ensured that alternative accessible restrooms would be available for use by individuals with disabilities. The OCGC also received seven inquiries regarding ADA compliance issues that did not become cases, either because the issue was not within our jurisdiction or because the OCGC was able to quickly resolve the matter by providing technical assistance.

Fiscal Year 2019 Budget Request

The Office of Compliance is requesting a total of \$291,600 for non-personnel services for FY 2019 for the OC Safety and Health Program.

OC Systems (Operations) - OCSY

Mandate: Supports Office of Compliance core functions

Overview

The OOC administers a local area network, inclusive of personal computers for employees, a number of on-site contractors, and the hardware and software required to support them. We maintain telecommunications linkages with the Library of Congress, the National Finance Center, a third-party hosted cloud database system, and an off-site location that serves as the lynchpin of our disaster recovery plan.

The OOC continues to work collaboratively with its legislative branch partners, evaluating our IT posture in order to provide the most efficient and value-oriented structure to support OOC mission activities. This leveraging of available resources is essential in light of the OOC's budget limitations.

In 2017, the OOC reviewed its IT capabilities and infrastructure focusing on resource allocation, efficiency of operations, and information security. Data security became a focal point in early FY 2018.

The OOC continued to utilize the LOC as its service provider for operations, maintenance, and security of OOC's IT systems, including security and support services. As a part of a Memorandum of Understanding, and at no additional cost to the OOC, the LOC provided support for OOC workstations, laptops, and email. The OOC purchased all necessary hardware and software required for its operations, including workstations and laptops, and contracted for phone and document support. Additionally, the OOC maintained separate secure data applications that house program-essential information.

In FY 2017, the Office issued amended Procedural Rules that, among other things, enable parties to file case-related documents via an OOC email account. Under consideration in FY 2018 are amendments to the CAA that would significantly alter how the OOC administers the CAA. For example, the OOC would be mandated to investigate a broad range of claims alleging a violation of the CAA, and implement full electronic filing. Such changes to the OOC's core services will require the OOC to again amend its Procedural Rules, significantly modify its Case Management System, institute electronic filing, and ensure and enhance data Security – all at a significant cost to the OOC.

Pending legislation suggests enhanced cybersecurity along with a GAO audit of the OCC's cybersecurity system. The OOC will seek supplemental funding in the event any pending legislation passes.

Fiscal Year 2019 Budget Request

The Office of Compliance is requesting a total of \$200,000 for non-personnel services for FY 2019 for the OC Systems Program. This total reflects an analysis of the requirements to perform basic functions and changes in requirements.

Awards and Settlements

Section 415 of the Act established "an account of the Office in the Treasury of the United States for the payment of awards and settlements . . . under this Act," and further authorized to be appropriated "such sums as may be necessary to pay such awards and settlements." Section 415 stipulated that awards and settlements under the Act can only be paid from that account, which is to be separate from the operating expenses account of the Office of Compliance established under section 305 of the Act. The Executive Director approves all such awards and settlements as a purely administrative function.

In FY 2017, a total of \$934,754 was awarded and disbursed under eight settlements made under section 415 of the CAA.

Settlements by Fiscal Year

Fiscal Year	Number of Settlements and Awards*	Total \$ Amount
1997	7	\$45,729
1998	16	\$103,180
1999	6	\$72,350
2000	16	\$55,638
2001	7	\$121,400
2002	10	\$3,974,077
2003	11	\$730,071
2004	15	\$388,209
2005	14	\$909,872
2006	18	\$849,529
2007	25	\$4,053,274
2008	10	\$875,317
2009	13	\$831,360
2010	9	\$246,271
2011	16	\$437,465
2012	12	\$426,539
2013	14	\$334,823
2014	11	\$806,450
2015	13	\$483,529
2016	14	\$573,929
2017	8	\$934,754

Monetary settlements could resolve multiple claims*



Congressional Budget Office

**The Congressional Budget Office's
Request for Appropriations for
Fiscal Year 2019**

JANUARY 2018

CONGRESS OF THE UNITED STATES



Contents

Overview of CBO's Budget Request for 2019	ix
Providing Funds for Standard Activities Not Funded in 2018	1
Paying for Current Staffing	1
Bolstering Responsiveness and Transparency	1
Expanding Analytical Capacity	1
CBO's Budget Request and Its Consequences for Staffing and Output	2
Funding Request for Personnel Costs and Consequences for Staffing	2
Funding Request for Nonpersonnel Costs	2
Consequences for Output	3
CBO's Role in Support of the Congress	3
CBO's Goals for 2018 and 2019	4
Continuing to Provide the Congress With Budget and Economic Information That Is Objective, Insightful, and Timely	4
Continuing to Present and Explain the Methodology and Results of CBO's Analyses Clearly and Pursuing Opportunities to Enhance the Transparency of the Agency's Work	6
Continuing to Improve CBO's Internal Operations	8
How Additional Funding Could Bolster CBO's Responsiveness and Transparency	9
Responsiveness	9
Transparency	9
How Additional Funding Could Expand CBO's Analytical Capacity	10
Analysis of Federal Health Care Spending	10
Access to Data	10
Information Provided to the Congress in 2017	11
Formal Cost Estimates and Mandate Statements	11
Informal Cost Estimates	11
Scorekeeping Tabulations	11
Reports, Working Papers, and Other Publications About the Budget and Economy	11
Files of Data Underlying Reports	14
Other Publications	14
Improvements in Internal Operations in 2017	15

Key Staffing Changes in the Past Year	17
Organization Charts	17
Detailed Tables	23
Detailed Object Class Analysis	28
Basis for CBO's Budget Estimates—Personnel Costs	28
Basis for CBO's Budget Estimates—Nonpersonnel Costs	29
Requested Changes in Administrative Provisions	32
Contracting Parity	32
Relocation Expenses	32



The Congressional Budget Office's Request for Appropriations for Fiscal Year 2019

Overview of CBO's Budget Request for 2019

The Congressional Budget Office requests appropriations of \$50.7 million for fiscal year 2019. Of that amount, 90 percent would support pay and benefits; 6 percent would be for information technology (IT), including purchases of commercial data; and 4 percent would go toward training, office supplies, and other items.

The requested amount represents an increase of \$4.6 million, or 9.9 percent, from the \$46.2 million provided to CBO for 2018 under the continuing resolution that was in effect when the request was prepared (see Table 1).

There are four reasons for requesting an increase: Funding is needed for some standard activities that CBO cannot undertake in 2018 because of the limited funding available under the continuing resolution; the costs of paying for current staffing will be higher next year; CBO proposes bolstering its capacity to make its work as responsive and transparent as possible; and the agency also proposes expanding its analytical capacity.

Providing Funds for Standard Activities Not Funded in 2018

The funding available to CBO in 2018 under the continuing resolution severely limits what the agency can spend to buy data, library and research resources, legal services, software subscriptions, information technology, technical and maintenance support, travel and training, and other usual items. In addition, the available funding does not allow CBO to provide incentive pay for exemplary performance among staff, incentive pay to attract new talent, and pay for interns who provide important contributions to CBO's work (and may apply to become full-time employees later in their careers). CBO requests that \$2.0 million be provided in its 2019 budget for those standard activities. If those funds are not provided, the agency's performance of its mission will be significantly degraded.

Paying for Current Staffing

CBO requests an increase of \$1.2 million to fund current staffing levels in 2019. That amount would be used for a small increase in employees' average salary and benefits to keep pace with inflation. If such funding is not provided, CBO will need to shrink its staff and consequently provide less information and analysis to the Congress in 2019.

Bolstering Responsiveness and Transparency

CBO proposes to hire 20 new staff members by 2021 to bolster its responsiveness and transparency. In 2019, the agency would hire 8 of those new employees at a total cost of \$0.8 million, mainly for salary and benefits. (The additional staff members would be hired part-way through fiscal year 2019, so the addition in terms of full-time-equivalent positions, or FTEs, would be 6 rather than 8.) The new staff would help CBO respond to requests for information more quickly when there is a surge in demand. They would also allow CBO to supply more information about its analysis and models without reducing the valuable services that it provides to the Congress at its current staffing level. The agency has shifted resources already to undertake such activities and has plans for further shifts, but many initiatives of great interest to the Congress could be undertaken only with more employees.

Expanding Analytical Capacity

CBO proposes to expand analytical capacity in two separate ways. The total cost would be \$0.6 million, split about equally between personnel and nonpersonnel costs; the nonpersonnel costs would be mostly for IT expenses. First, the agency would add three new health care analysts in 2019. Congressional interest remains high in modifying or replacing the Affordable Care Act and changing Medicare or Medicaid, and the new analysts would help CBO examine new approaches to do so. Second, CBO would create additional on-site capacity

Table 1.

Summary of the Congressional Budget Office's Proposed Budget

Millions of Dollars

	Personnel	Nonpersonnel	Total
Funding for 2018 Under the Continuing Resolution	42.5	3.7	46.2
Proposed Funding Increases			
Funding for standard activities not funded in 2018	1.0	1.0	2.0
Increases in costs of current staffing from 2018 to 2019	1.2	0.0	1.2
Funding to bolster responsiveness and transparency	0.7	0.1	0.8
Funding to expand analytical capacity	0.3	0.3	0.6
Subtotal	3.2	1.4	4.6
Proposed Funding for 2019	45.7	5.1	50.7

Numbers may not add up to totals because of rounding.

to use sensitive data securely. That capacity would make CBO's access to data from the Internal Revenue Service, the Social Security Administration, and other agencies speedier and more consistent—helping CBO meet growing demand from the Congress for analysis that draws on such data to understand changes in earnings, marriage patterns, mortality rates, and other factors affecting benefits, tax revenues, and other parts of the federal budget.

CBO's Budget Request and Its Consequences for Staffing and Output

In fiscal year 2019, CBO will continue its mission of providing objective, insightful, timely, and clearly presented budgetary and economic information to the Congress. To fulfill that mission, CBO requests \$50.7 million in funding—an increase of \$4.6 million from the \$46.2 million provided to CBO for 2018 under the continuing resolution that is currently in effect. The requested funds would be used for personnel costs (that is, salaries and benefits), IT, and other costs, such as training.

Funding Request for Personnel Costs and Consequences for Staffing

CBO requests \$45.7 million for salary and benefits, which equals 90 percent of its funding request. Those funds would support 246 FTEs. The requested amount represents an increase of \$3.2 million, or 7.5 percent. Of the total requested amount:

- \$33.8 million would cover salaries for personnel—an increase of \$2.4 million, or 8 percent, from the amount that will be spent in fiscal year 2018.

The increase would include \$0.7 million in pay for 11 new staff members, 8 of them to bolster CBO's responsiveness and transparency and 3 to expand analytic capacity. (The addition in terms of FTEs would be 8.) The increase would also cover performance-based salary increases for current staff and an across-the-board increase of 2.6 percent for employees earning less than \$100,000. And it would provide funds for 3 FTEs for CBO's intern program.

- \$11.9 million would fund benefits for personnel—an increase of \$0.8 million, or 7 percent, from the amount projected to be spent in 2018. The increase would cover a boost in the cost of federal benefits, as well as benefits for the 11 new staff members.

Funding Request for Nonpersonnel Costs

CBO requests \$5.1 million for costs other than personnel, which equals 10 percent of its funding request. Those funds would cover current IT operations—such as software and hardware maintenance, software development, purchases of commercial data, communications, and equipment purchases—and would pay for travel, training, interagency agreements, facilities support, printing and editorial support, expert consultants, financial management auditing support, and subscriptions to library services. The requested amount represents an increase of \$1.4 million, or 36 percent, which would allow CBO to fund:

- Standard activities delayed or not funded in 2018 (\$970,000);

- Support costs for the 11 new staff members, including travel, training, furniture, and IT (\$65,000); and
- Additional on-site capacity to use sensitive data securely (\$315,000).

Consequences for Output

The requested amount of funding would allow CBO to provide the following estimates and other analyses to the Congress:

- More than 600 formal cost estimates, most of which will include not only estimates of federal costs but also assessments of the cost of mandates imposed on state, local, and tribal governments or the private sector;
- Thousands of preliminary, informal cost estimates, the demand for which is very high as committees seek a clear picture of the budgetary impact of proposals and variants of proposals before they formally consider legislation;
- More than 100 scorekeeping tabulations, including account-level detail for individual appropriation acts at all stages of the legislative process, as well as summary tables showing the status of discretionary appropriations (by appropriations subcommittee) and running totals on a year-to-date basis;
- About 80 analytic reports and papers—generally required by law or prepared in response to requests from the Chairmen and Ranking Members of key committees—about the outlook for the budget and the economy, major issues affecting that outlook under current law, the budgetary effects of policy proposals that could change the outlook, and a broad range of related budget and economic topics in such areas as defense policy, infrastructure, Social Security, and housing;
- Numerous files of data documenting detailed 10-year baseline budget projections, 10-year economic projections, long-term budget projections (spanning 30 years), and other information underlying analytic reports—all of them posted on CBO's website; and
- Descriptions of policy options that would reduce budget deficits, as well as publications that increase the transparency of CBO's work and communicate about that work graphically.

Despite high productivity by a dedicated staff, CBO expects that the anticipated volume of estimates and other analyses will fall considerably short of the number of Congressional requests. The demands on the agency remain intense. For example, the workload associated with the analysis of appropriations continues to be heavy, and the Congress remains acutely interested in analyses of the Affordable Care Act and numerous proposals for changes to that law, to Medicaid, and to the Children's Health Insurance Program. Other issues arise frequently and create a heavy demand for analysis; for example, over the past year, CBO analyzed legislation related to immigration, veterans' health, water rights, opioid abuse, education, and nutrition. Analyzing the possibilities and proposals has strained the agency's resources in many areas. CBO regularly consults with committees and Congressional leadership to ensure that its resources are focused on the work that is of highest priority to the Congress.

CBO's Role in Support of the Congress

CBO was established under the Congressional Budget Act of 1974 to provide information that would support the Congressional budget process and help the Congress make effective budget and economic policy. CBO's work follows processes specified in that law and subsequent laws or developed by the agency in concert with the budget committees and the Congressional leadership. The agency's chief responsibility under the Budget Act is to help the budget committees with the matters under their jurisdiction. CBO also supports other Congressional committees—particularly the Appropriations, Ways and Means, and Finance Committees, as the Budget Act requires—and the leadership of the House and Senate.

The agency is committed to providing information that is:

- Objective—representing not the personal opinions of CBO staff but the consensus and diversity of views of experts from around the country;
- Insightful—applying the best new evidence and innovative ideas as well as the lessons of experience;
- Timely—responding as quickly as possible to the needs of the Congress; and
- Clearly presented and explained—so that policymakers and analysts understand the basis for the agency's findings and have the opportunity to question the analysis and methods used.

In keeping with CBO's mandate to provide analysis that is objective as well as impartial, the agency makes no policy recommendations. Instead, it strives to present fully and fairly the likely consequences of alternative proposals being considered by the Congress so that lawmakers can make informed policy choices.

The agency employs analysts with many types of expertise who support the Congress in collaboration with managers and support staff. At the beginning of January 2018, 233 positions at CBO were filled, with the largest concentration in the area of health (see Table 2).

CBO's Goals for 2018 and 2019

In 2018 and 2019, to carry out its mission of serving the Congress, CBO will focus on meeting three goals:

- Continuing to provide the Congress with budget and economic information that is objective, insightful, and timely;
- Continuing to present and explain the methodology and results of CBO's analyses clearly and pursuing opportunities to enhance the transparency of the agency's work; and
- Continuing to improve CBO's internal operations.

This section describes CBO's plans if standard activities are funded and the agency's current staffing level is paid for. The ways in which additional funding would bolster CBO's responsiveness and transparency and expand its analytical capacity are discussed in the following sections.

Continuing to Provide the Congress With Budget and Economic Information That Is Objective, Insightful, and Timely

In 2018 and 2019, CBO will continue to provide estimates and other analyses to assist the Congress in making budget and economic policy. To make its work more responsive, and in particular to increase its capacity to accommodate surges in demand, CBO has recently shifted some of its existing resources. For example, the agency has reorganized the way it approaches various topics: Teams now have more people prepared to share work in certain areas, such as immigration, health insurance coverage, nutrition programs, and veterans' programs. CBO has become more efficient in reporting the effects of intergovernmental and private-sector mandates and in providing administrative assistance, which has

allowed it to increase the number of employees in areas with persistently high demand—the analysis of appropriation bills and of legislation affecting health insurance coverage, nutrition programs, and natural resources. And an editor is now dedicated to assisting with cost estimates, giving analysts and managers more time for other aspects of the work.

As it has throughout its history, the agency will ensure that its work is objective, insightful, and timely. For example, the agency's cost estimates will nearly always be available to the Congress before a floor vote on legislation. Moreover, the agency will make no policy recommendations but will strive to present fully and fairly the likely consequences of alternative policy proposals.

Many of the products that CBO will produce in the next two years are specified by statute—for instance, the annual report on the outlook for the budget and the economy and cost estimates for bills reported by committees. The rest of CBO's analyses address issues being considered by the Congress, provide background information on budgetary and economic conditions that are relevant for the consideration of legislation, or explain the tools that the agency uses in making projections and estimates. Accordingly, the specific projects that CBO undertakes this year and next will depend on budgetary and economic developments and on requests from Congressional committees and leadership. CBO regularly consults with Members and staff about what topics and types of analyses would be most valuable to the Congress, and the agency responds as rapidly as possible to shifts in Congressional interest.

The analyses requested by the Congress often involve new and complex issues, and the context for recurring issues is constantly changing. CBO expends substantial resources to understand those issues and estimate the impact of policy proposals. Many of CBO's analyses involve assembling evidence from numerous sources, synthesizing the implications of that evidence, and building models to quantify effects of specific proposals and variations of them. To be ready to provide timely responses to requests, the agency makes ongoing investments in that process. For example, the agency is now in the process of updating and refining its models for analyzing potential changes to Medicare.

CBO's products in 2018 and 2019 will fall into six broad categories:

Table 2.

Allocation of CBO Staff, January 2018

	Number of Staff
Principal Areas for Analysts	
Health	40
Education, Immigration, Income Security, Labor, and Retirement	29
National Security, Veterans' Programs, and International Affairs	23
Taxation	17
Energy, Environment, Natural Resources, and Transportation	16
Macroeconomics	15
Budget Outlook	9
Finance and Housing	8
Appropriations	7
Mandates	5
Commerce, Justice, Science, and General Government	4
Principal Types of Activities for Other Staff	
Information Technology	13
Human Resources, Financial Management, and Other Support	11
Publication Services	10
General Management	8
Clerical Support	7
Legal Services	5
Website	5
Interns	1
Total	233

Numbers are positions filled. Although staff are assigned to a primary type of analysis or activity in this table, they often work in many areas.

FORMAL COST ESTIMATES AND MANDATE STATEMENTS

CBO will fulfill the statutory requirement to provide estimates of the cost of bills reported by committees. Most of those cost estimates will include estimates of the effects of intergovernmental and private-sector mandates.

INFORMAL COST ESTIMATES

CBO will prepare cost estimates at other stages of the legislative process. Most will be estimates to aid in the development of legislative proposals and estimates of the costs of amendments to bills.

SCOREKEEPING TABULATIONS

CBO will estimate the budgetary impact of appropriation bills and provide regular status reports on discretionary appropriations and on the direct spending and revenue effects of legislation.

ANALYTIC REPORTS AND WORKING PAPERS

CBO will produce comprehensive reports on the outlook for the budget and the economy, describing in detail the agency's baseline budget and economic projections

and the basis for them. In addition, CBO will estimate the effects of the President's budgetary proposals on the budget and the economy, including the implications of those economic effects for the budget.

CBO will also report on the long-term budget outlook, examining the pressures facing Social Security, Medicare, Medicaid, and other parts of the federal budget over the coming decades as a result of the aging of the population, expansions of federal programs, and growth in the cost of health care per person. The agency will continue to enhance its analysis of the economic implications of long-term budgetary imbalances and of alternative ways of addressing those imbalances.

CBO will provide in-depth analyses of budget and economic issues, responding to the interests and concerns of Congressional committees and leadership. Those analyses will span broad budget issues and an array of other topics, including health care, income security, education, macroeconomic conditions and problems, financial markets, credit programs, taxes, national security, energy, the environment, and infrastructure.

FILES OF DATA UNDERLYING REPORTS

CBO will release files of detailed data underlying the agency's 10-year budget and economic projections. In the past, CBO has generally released two sets of projections, first in the winter and then in the summer, as well as updated budget projections in the spring and a detailed set of long-term budget projections at some point during the year. In addition to the projections of budgetary amounts and key economic indicators, the data will include information used in the development of those projections, such as cost-of-living adjustments to various benefits, prices of crops covered by farm programs, and so on. Files of data underlying CBO's analyses of the President's budget proposals will also be released, as will files of data related to other analytic reports.

BUDGET OPTIONS AND OTHER PUBLICATIONS

By the end of calendar year 2018, CBO will publish another volume in its series about options to reduce budget deficits. Other publications, including blog posts and graphics, will help make CBO's work more transparent and provide data visualization.

Continuing to Present and Explain the Methodology and Results of CBO's Analyses Clearly and Pursuing Opportunities to Enhance the Transparency of the Agency's Work

CBO routinely works hard to make its analysis transparent, but of late, the agency has shifted existing resources toward making it still more so. For example, CBO is developing an interactive version of its model for projecting spending on discretionary programs. That interactive model will help researchers understand and replicate the methods that underlie roughly 40 percent of CBO's formal cost estimates. The agency is also exploring ways to make more of the supporting documentation for those estimates publicly available. Such documentation could provide information about key variables underlying particular cost estimates—inflation rates, for instance. It also could explain in greater depth the methods used in baseline projections, show detailed results and associated formulas underlying cost estimates, and link published cost estimates more copiously to supplemental information.

As a result of the recent shift in its resources, CBO will publish new reports in 2018 describing its processes for producing economic forecasts, budget baselines, and cost estimates for major legislation affecting health insurance. Key staff will also make presentations on Capitol Hill

about some of those processes. CBO will increase public documentation of its modeling efforts by publishing more slide decks, background reports, appendixes, supplemental data, related spreadsheets, and other technical material. A working paper about the agency's model of the maximum sustainable output of the economy and the computer code that generates results discussed in that paper will help interested researchers replicate CBO's analytical results. The agency will revise its model for projecting the budgetary effects of changes to laws governing medical malpractice—after carefully reviewing the literature, consulting experts, and analyzing changes in laws in various states and the results of those changes. CBO will publish revised estimates of the budgetary effects, explain the reasons for making revisions to the methodology, document how the revised model works, and make computer code for it available. And CBO will update elements of its long-term budget model and provide technical documentation and computer code explaining the updates.

But transparency has long been a standard part of CBO's work. To begin with, CBO's publications go well beyond simply presenting results; instead, the agency explains the basis of its findings so that Members of Congress, their staff, and outside analysts can understand the results and the methodologies used. In particular, although much of the work that CBO does is extremely technical in nature, the agency devotes substantial time and energy to presenting the work as clearly and nontechnically as possible. It continually seeks feedback about those efforts in order to ensure their effectiveness.

CBO also seeks extensive external review of its analytic reports before they are released and of the methodologies on which its products are based. In the coming two years, input from outside experts and extensive external review will remain an important component of transparency:

- CBO will continue to solicit external professional review of its work so that the agency's analyses reflect both the consensus and diversity of views of experts from around the country. For example, in updating its simulation model of health insurance coverage, CBO will get systematic feedback from the research community by making presentations about different aspects of the model as they are developed.

- The agency's cost estimates will often draw on consultation with outside experts.
- CBO's Panel of Economic Advisers will meet twice a year to provide input on the agency's latest economic forecast and other issues, and CBO's Panel of Health Advisers will meet to discuss key issues affecting the agency's baseline projections and analyses of proposals and examine new research in health care and health care financing. CBO will also regularly consult with those distinguished experts and other experts for guidance on the agency's work on a broad range of topics.

CBO always tries to clearly present the evidence underlying its analyses and the way that the agency assesses that evidence. To that end, CBO's documents and related information will aim to go well beyond presentations of results:

- Formal cost estimates will describe their basis—that is, the information that CBO collected and how that information was used in constructing the estimates.
- The agency will document and explain the revisions to its budget projections in each successive baseline, and it will report on the accuracy of its projections.
- The agency will publish supplemental data and other technical information with some of its key reports.
- Many of CBO's reports will provide substantial discussions of the relevant research literature and CBO's modeling approaches.
- CBO will increase public documentation of its most significant modeling efforts—by publishing background reports and working papers providing details about its analyses for nonexperts and technical descriptions for experts.

And the agency will continue to promote transparency by providing broad access:

- When CBO completes a budget or economic projection, a cost estimate for a public piece of legislation, or another type of analysis, it will make the results of that analysis available immediately to all Members of Congress, their staff, and the public.

- CBO's analysts will regularly explain details underlying the agency's estimates and other analyses to interested Congressional staff. Immediately after a major cost estimate is released, CBO often reaches out to staff of key committees. Beginning this year, CBO will invite a wider range of Congressional staff to participate in telephone calls, allowing them to ask questions soon after an estimate is released.
- CBO will regularly update pages on its website about the status of appropriations, methods for analyzing health insurance coverage, and dynamic analysis to make its work in those areas easier to find.
- To promote discussion among experts in the field, CBO's analysts will present their work—including descriptions of their modeling approaches—in working papers and at professional conferences.

Examples from CBO's past work illustrate other aspects of the agency's commitment to transparency. For instance, in 2017, the agency published assessments of the accuracy of its spending projections and economic forecasts. CBO has supplemented reports about the budgetary effects of health insurance subsidies and hurricane damage with working papers detailing, respectively, the agency's approach to estimating the effects of the Affordable Care Act on the labor market and its approach to estimating expected hurricane damage. CBO has also explained how it assesses the budgetary effects of the United States' participation in the International Monetary Fund; why it projects that the nation's actual output will be below potential output, on average; and how it models cost growth in the construction of new ships and other new weapon systems.

In addition, CBO undertakes and publishes analyses of the sensitivity of its estimates to key parameters. For example, an analysis of options to improve the financial condition of the Pension Benefit Guaranty Corporation's multiemployer program showed how the results would vary if key inputs to the analysis differed from CBO's expectations. Similarly, the agency's analyses of the economic effects of fiscal policies include alternative estimates that would apply if various effects were stronger or weaker than expected—such as the amount of short-term restraint provided by higher taxes or lower government spending or the response of the labor supply to changes in tax rates.

The agency often responds to questions from Members of Congress about the methods used in its analyses. CBO's analysts spend a great deal of time meeting with interested Members of Congress and their staff to explain the details underlying cost estimates and reports. In its blog, CBO also highlights answers to questions that have frequently been raised by Members, sometimes explaining what the limitations of its analyses are and how new data and results from well-designed studies could help the agency better predict the potential effects of legislative proposals.

Even though CBO devotes substantial time and energy to presenting its work as clearly and nontechnically as possible, the pace of Congressional action often requires the agency to produce analyses quickly. So the amount of explanation that can be provided when an estimate or analytic report is released is sometimes limited by the time available. And because the overall demand for CBO's work is high and its resources are constrained, the agency needs to balance requests to explain more about finished analyses with requests for new analyses and with its other responsibilities, such as regularly updating its baseline budget and economic projections.

Continuing to Improve CBO's Internal Operations

In addition to focusing directly on serving the Congress, CBO devotes resources to attracting and retaining talented employees, developing their skills, and providing the support services and other infrastructure needed to help them be as productive as possible.

RETAINING AND DEVELOPING CBO'S STAFF

CBO faces considerable competition in attracting and retaining highly educated and skilled employees. More than two-thirds of CBO's staff consists of economists and budget analysts, and CBO also requires managers with the technical skills to lead and manage those employees' work. Talented economists and analysts are highly sought by government agencies, private analytic organizations, and other private companies. Many of CBO's economists and budget analysts could earn significantly more compensation working in the private sector.

To evaluate the competitive market for its employees, CBO routinely compares their salaries with those of employees with similar backgrounds at organizations with which CBO competes. Those organizations include other government agencies, such as the

Office of Management and Budget, the Government Accountability Office, the Federal Deposit Insurance Corporation, and the Federal Reserve. They also include academic institutions and private companies.

The compensation gap between CBO and other federal agencies has become substantial. For instance, in recent years, the Federal Reserve paid about \$35,000 more than CBO could offer to people who had recently received their Ph.D. Among economists with doctorates who work in the federal government (excluding the Federal Reserve), about one-third earn more than \$160,000; CBO's highest-paid analysts can earn \$165,000.

Academia is another strong competitor for economists. Several of CBO's senior staff over the years have been former faculty members, and CBO regularly seeks to hire people who have just received their Ph.D. and loses many strong candidates to positions in academia. Over the past three years, more than 60 percent of those to whom CBO has made offers have chosen to take an academic position instead. Compensation is an important factor in that decision; since 2000, pay for economists in academia has increased substantially, whereas the maximum salary that CBO can offer, adjusted for inflation, has fallen.

Until this year, the compensation gap was of particular concern with regard to managers; CBO was routinely unable to match the salaries paid by other agencies for managerial talent. To help close that compensation gap, last year CBO requested the enactment of a provision that allowed its Director to establish senior-level positions, comparable to those in many other agencies, for which the rate of pay could be up to the rate for Level II of the Executive Schedule (currently \$189,600). The provision was enacted. Working within existing funding levels, CBO is judiciously implementing that new authority in calendar year 2018.

To attract and retain talented employees, CBO also relies heavily on the nonmonetary rewards of working at the agency. Fortunately, the appeal of the agency's mission to provide objective analyses, the intellectual challenges, the open and collaborative culture that the agency has maintained since its founding, and the satisfaction of public service have enabled CBO to build a dedicated and skilled workforce. However, with the current limits on the salaries that CBO can pay in the competitive markets for economists, budget analysts, and other professionals,

retaining strong performers will be difficult over the long term. Compounding the problem is that the agency is seeing an increase in the retirement of experienced staff.

Staff development both improves work products and helps CBO retain employees. For both purposes, the agency will continue to fund professional development, IT training, and efforts to improve communication skills. Of course, to remain fiscally prudent, CBO will develop employees' skills by means of internal resources and those of sister agencies to the extent possible.

MAINTAINING AND IMPROVING TECHNOLOGICAL INFRASTRUCTURE

CBO continually works to maintain and improve its technological infrastructure. In 2018 and 2019, CBO plans to:

- Move its data center from the Ford House Office Building to primary and secondary locations;
- Improve its ability to assess, detect, remedy, and recover from internal and external cyberthreats by upgrading, replacing, and adding certain software and systems and by testing the systems' capabilities to withstand attacks via the network or malicious email; and
- Acquire new hardware, software, and systems to support providing staff with "virtual desktops," which are more cost-effective in the long run than physical desktops, allow for greater mobility, and are easier to maintain.

How Additional Funding Could Bolster CBO's Responsiveness and Transparency

In response to proposals that CBO provide information even more quickly and transparently than is possible with its current staffing—while continuing to meet its goal of providing objective, insightful, high-quality information—the agency proposes to dedicate additional resources to those efforts. Specifically, CBO proposes to hire 8 new employees in 2019 and a total of 20 over the next three years—or more quickly, if the Congress chooses to appropriate the necessary funding more quickly than CBO is requesting here. (In addition to analysts, the 20 new employees would include one manager, two communications specialists, two IT specialists, and one administrative assistant.)

CBO requests \$0.8 million to fund the 8 new positions in 2019. (The addition in terms of FTEs would be 6 rather than 8.) Certain proposals related to CBO's speed and transparency would require even more resources to implement to the extent possible.

Responsiveness

With additional resources, CBO would be able to pursue three main strategies to produce cost estimates more quickly. First, the agency would hire more assistant analysts, who could move from one topic to another and provide support to more senior analysts when demand surged for estimates or analysis about a particular topic, such as health care, natural resources, or banking. Second, CBO would hire analysts to develop deeper expertise about certain topics, such as cybersecurity and higher education policy, so that the agency would be better positioned to analyze new proposals in those areas. Third, the agency would hire analysts to expand its use of team approaches, in which work on large and complicated proposals is shared.

Furthermore, proposals elsewhere in this document would also enhance CBO's responsiveness. CBO's proposed expansion of its analytical capacity would bolster the agency's responsiveness in the long term by creating a stronger base on which to build when starting new analyses. And a requested change in an administrative provision related to contractual parity would likewise enhance responsiveness by removing legal roadblocks to obtaining data and services and allowing CBO to acquire analytic tools more nimbly.

Transparency

The agency is actively exploring ways to provide additional information about its modeling that would be useful to the Congress, such as furnishing more public documentation, presenting the sensitivity of budgetary effects to changes in key parameters of policy proposals, and writing accessible source code for computer programs used in analyses. Additional funding would help CBO provide more information about models that examine health insurance coverage, the individual income tax system, labor force participation, how changes in the economy affect the budget, and many other issues. Also, cost estimates often involve creating extensions of old models and building new ones, and substantial additional documentation could make information about the models useful to people outside CBO, who lack access to the agency's internal data systems.

In many cases, CBO produces cost estimates and baseline projections through complex processes that integrate information from numerous models and other analytical tools. Additional resources would allow CBO to explain those processes in reports, slide decks, and presentations. Such explanations would show how computer programs used in CBO's modeling fit into the broader scope of the agency's analysis, which consists mainly of identifying how proposed legislation would affect the budget; assessing which types of effects would be substantial enough to quantify; and integrating different types of research, on the basis of historical data, to project people's and institutions' responses to legislative changes. The processes generally differ for each estimate so that CBO can make the best use of different types of research to model the effects of a particular legislative proposal. The complexity of CBO's analysis, and the different analytical tools that are often brought to bear, make documentation and explanation important—but also time-consuming and resource-intensive.

Added resources would also allow CBO to produce other kinds of information that would aid transparency. For instance, the results of models often depend on key parameters used in them, and CBO could provide more information about the basis for the values used. Additional funding would also help the agency turn its internal comparisons of projections and actual results—for the economy, revenues, spending, deficits, and debt—into public documents.

How Additional Funding Could Expand CBO's Analytical Capacity

CBO continually strives to improve its analytical capacity. Currently, the agency is putting special emphasis on two areas: analysis of federal health care spending and expanded access to data. CBO has already shifted some resources to bolster its work in those areas, and it is requesting additional funding to support that work: \$0.3 million for three new health care analysts (or two new FTEs) and \$0.3 million for on-site capacity to use sensitive data securely.

Analysis of Federal Health Care Spending

Under current law, federal spending on the government's major health care programs will continue to rise substantially. Accordingly, in 2019, the agency anticipates spending a great deal of effort in projecting the costs of federal health care programs and in analyzing proposals to change those programs. Adding analysts to CBO's

team would help the agency produce a greater range and volume of analysis.

Interest in legislative proposals related to health care—on the part of committees of jurisdiction, the Congressional leadership, and the budget committees—remains very great. The enactment of the Affordable Care Act in 2010 was followed by strong Congressional interest in analysis of that legislation and possible modifications to it, as well as in potential changes to Medicare or Medicaid. Recently, the Congress has devoted substantial time to discussing proposals to repeal and replace the Affordable Care Act. Those developments have already boosted CBO's workload, and the agency anticipates that the Congress will request much more analysis of such proposals, related executive actions, and other potential changes.

In addition to responding to those immediate concerns, CBO is engaged in longer-term projects, analyzing various aspects of the health care system and enhancing its future analytical capacity to assess the effects of legislation on that system and on the federal budget. In particular, CBO is reviewing and updating every aspect of its simulation model of health insurance coverage, which forms the backbone of its budget projections and cost estimates related to federal health care spending for people younger than 65. Additional staff would enable CBO to make more rapid progress on that important effort without constraining its work on current legislative proposals.

Access to Data

CBO would like to have access to more data—both data that analysts already use regularly and sensitive data that the agency hopes to obtain. Such on-site capacity would make CBO's use of data speedier and more consistent. The additional resources needed for secure on-site capacity would increase the quality and timeliness of CBO's work—its budget projections for the next 10 years and the long term, its cost estimates for legislative proposals, and its policy studies of issues that have significant budgetary and economic impacts. For example, expanded access to data would allow CBO to:

- Enhance its projections of educational attainment, thereby improving its projections of total factor productivity and economic growth;
- Improve its modeling of various demographic characteristics—including marriage patterns and variation in fertility and mortality rates by

socioeconomic status—which would bolster its projections of Social Security benefits and income tax receipts;

- Better its understanding of the resources available to people in retirement, which would allow the agency to expand its analysis of families' wealth to include Social Security income and income from defined benefit pensions; and
- Enhance its understanding of labor force participation by older people and changes in earnings inequality over time, which would improve its projections of Social Security benefits and people's behavior in claiming benefits.

Information Provided to the Congress in 2017

As it does each year, CBO analyzed trends and recent developments related to the economy and the budget during calendar year 2017 and developed baseline projections. With those projections used as benchmarks in most of its analyses, CBO produced several hundred formal cost estimates and mandate statements, as well as several thousand informal estimates, more than 100 scorekeeping estimates for appropriation bills, and many analytic reports, working papers, data files, and other publications (see Table 3).

Formal Cost Estimates and Mandate Statements

CBO completed 740 formal cost estimates in 2017. They generally included explanations of the components of the estimates and the estimating methodology used. The vast majority also included mandate statements, which assess whether legislation contains intergovernmental or private-sector mandates as defined in the Unfunded Mandates Reform Act and, if so, assess the magnitude of the mandates' effects on the private sector and on state, local, and tribal governments. Among CBO's cost estimates in 2017 were several that assessed the effects of proposals that would have significantly affected health insurance coverage.

Informal Cost Estimates

Most of the agency's estimates are provided on a preliminary, informal basis—when legislative proposals are still at the early stages of development by committees or by the leadership of the House or Senate, for instance, or when amendments are being considered by the House

and Senate. CBO provided several thousand informal cost estimates in 2017.

Scorekeeping Tabulations

On an ongoing basis during 2017, CBO provided spending estimates with account-level detail for individual appropriation bills at all stages of the legislative process. Those tabulations totaled 128 last year. The agency also periodically provided summary tables showing the status of discretionary appropriations (by appropriations subcommittee) and running totals on a year-to-date basis.

Reports, Working Papers, and Other Publications About the Budget and Economy

In 2017, CBO produced two major reports about the budget and economic outlook (in January and June), each describing the agency's baseline projections. CBO also provided a comprehensive analysis of the long-term outlook for the federal budget—that is, the outlook over the next 30 years—which included an analysis of the economic outcomes under different budgetary paths and of the uncertainty surrounding long-term budget projections. In addition, CBO produced an analysis of the President's budgetary proposals and of their macroeconomic effects. Besides those major reports, CBO released its *Monthly Budget Review* at the beginning of every month. That report provides a timely analysis of the previous month's outlays and revenues and a review of budgetary developments for the fiscal year to date.

CBO published numerous other analyses in 2017, with increased emphasis on providing explanations of the agency's analytical methods in appendixes and as separate documents. Some of those analyses were published as formal reports; others were conveyed as answers to questions for the record following a Congressional hearing or as letters to Members of Congress. Still others were published as working papers, some of which provided technical descriptions of official CBO analyses and others of which presented independent research by CBO analysts. The agency also presented the results of its work in the form of testimony at Congressional hearings.

All told, the agency produced 86 such publications; they are arrayed by category below.

PROJECTIONS AND BUDGET ISSUES IN MAJOR RECURRING REPORTS
An Analysis of the President's 2018 Budget (July)

Table 3.

Products by the Congressional Budget Office, Calendar Years 2017 to 2019

Type of Product	2017, Actual	2018, Estimate	2019, Estimate
Formal Cost Estimates and Mandate Statements	740	650	650
Informal Cost Estimates	Thousands	Thousands	Thousands
Scorekeeping Tabulations	128	150	150
Analytic Reports and Working Papers ^a	86	60	80
Files of Data Underlying Reports ^b	71	70	70
Budget Options	12	120	10
Other Publications	26	20	20

a. Includes CBO's major recurring reports providing budget and economic projections and analyses, the *Monthly Budget Review*, reports on a broad range of topics, testimonies, answers to questions for the record following a Congressional hearing, letters to Members of Congress, and working papers providing technical descriptions of official CBO analyses or presenting independent research by CBO analysts.

b. Includes files related to baseline budget and economic projections and to analyses of the President's budget request.

<i>An Update to the Budget and Economic Outlook: 2017 to 2027</i> (June)	<i>Final Sequestration Report for Fiscal Year 2017</i> (May)
<i>The 2017 Long-Term Budget Outlook</i> (March)	<i>Answers to Questions for the Record Following a Hearing on the Budget and Economic Outlook for 2017 to 2027 Conducted by the Senate Committee on the Budget</i> (April)
<i>The Budget and Economic Outlook: 2017 to 2027</i> (January)	<i>Legislation Enacted in the 114th Congress That Affects Mandatory Spending or Revenues</i> (March)
BUDGET ISSUES	<i>Federal Debt and the Statutory Limit, March 2017</i> (March)
<i>Monthly Budget Review</i> (12 issues)	<i>Answers to Questions for the Record Following a Hearing on the Budget and Economic Outlook for 2017 to 2027 by the House Committee on the Budget</i> (March)
<i>Federal Debt and the Statutory Limit, November 2017</i> (November)	<i>Federal Spending for Means-Tested Programs, 2007 to 2027</i> (February)
<i>An Evaluation of CBO's Past Outlay Projections</i> (November)	<i>The Budget and Economic Outlook: 2017 to 2027</i> (Testimony before the House Committee on the Budget) (February)
<i>CBO's Projections of Federal Receipts and Expenditures in the National Income and Product Accounts</i> (September)	<i>The Budget and Economic Outlook: 2017 to 2027</i> (Testimony before the Senate Committee on the Budget) (February)
<i>Sequestration Update Report: August 2017</i> (August)	<i>Expired and Expiring Authorizations of Appropriations</i> (January)
<i>Federal Debt and the Statutory Limit, June 2017</i> (June)	
<i>Report on the Troubled Asset Relief Program—June 2017</i> (June)	
<i>How CBO Determines Whether to Classify an Activity as Governmental When Estimating Its Budgetary Effects</i> (June)	

EMPLOYMENT AND LABOR MARKETS

Answers to Questions for the Record Following a Hearing on Federal Employee Compensation Conducted by the House Committee on Oversight and Government Reform (June)

Answers to Questions for the Record Following a Hearing Conducted by the Senate Committee on the Budget on "Running the Government for Less" (June)

Comparisons of Federal and Private-Sector Employees' Compensation (Testimony before the House Committee on Oversight and Government Reform) (May)

The Costs of Federal Civilian Personnel: A Comparison With Private-Sector Employees (Testimony before the Senate Budget Committee) (May)

Comparing the Compensation of Federal and Private-Sector Employees, 2011 to 2015 (April)

ENVIRONMENT AND NATURAL RESOURCES

Options to Reduce the Budgetary Costs of the Federal Crop Insurance Program (December)

Premiums Under the National Flood Insurance Program as a Share of Household Income (October)

The National Flood Insurance Program: Financial Soundness and Affordability (September)

Preliminary Results From CBO's Analysis of the National Flood Insurance Program (April)

Federal Support for Developing, Producing, and Using Fuels and Energy Technologies (Testimony before the House Committee on Energy and Commerce, Subcommittee on Energy) (March)

HEALTH CARE

Issues and Challenges in Measuring and Improving the Quality of Health Care (December)

CBO's Record of Projecting Subsidies for Health Insurance Under the Affordable Care Act: 2014 to 2016 (December)

The Bipartisan Health Care Stabilization Act of 2017 and the Individual Mandate (November)

Effects of Medicare Advantage Enrollment on Beneficiary Risk Scores (November)

Repealing the Individual Health Insurance Mandate: An Updated Estimate (November)

A Premium Support System for Medicare: Updated Analysis of Illustrative Options (October)

Federal Subsidies for Health Insurance Coverage for People Under Age 65: 2017 to 2027 (September)

CBO's Objectivity and the Agency's Estimates of the Effects of the American Health Care Act (August)

The Effects of Terminating Payments for Cost-Sharing Reductions (August)

Distribution of Lifetime Medicare Taxes and Spending by Sex and by Lifetime Household Earnings (August)

Longer-Term Effects of the Better Care Reconciliation Act of 2017 on Medicaid Spending (June)

Projecting Demand for the Services of Primary Care Doctors (May)

An Analysis of Private-Sector Prices for Hospital Admissions (April)

Establishing a Medicaid Block Grant (March)

How Repealing Portions of the Affordable Care Act Would Affect Health Insurance Coverage and Premiums (January)

HOUSING, POVERTY, AND INCOME SECURITY

Transferring Credit Risk on Mortgages Guaranteed by Fannie Mae or Freddie Mac (December)

Options to Manage FHA's Exposure to Risk From Guaranteeing Single-Family Mortgages (September)

INCOME DISTRIBUTION

CBO's New Framework for Analyzing the Effects of Means-Tested Transfers and Federal Taxes on the Distribution of Income (December)

Distributional Analysis of the Tax Cuts and Jobs Act, as Ordered Reported by the Senate Committee on Finance on November 16, 2017, Excluding the Effects of Eliminating the Individual Mandate Penalty (November)

Distributional Effects of Changes in Spending Under the Tax Cuts and Jobs Act as of November 15, 2017 (November)

MACROECONOMIC ANALYSIS

CBO's Economic Forecasting Record: 2017 Update (October)

Budgetary and Economic Outcomes Under Paths for Federal Revenues and Noninterest Spending Specified by Chairman Enzi, September 2017 (September)

Did Treasury Debt Markets Anticipate the Persistent Decline in Long-Term Interest Rates? (September)

Inflation, Default, and the Currency Composition of Sovereign Debt in Emerging Economies (February)

NATIONAL SECURITY

Analysis of the Long-Term Costs of the Administration's Goals for the Military (December)

Approaches for Managing the Costs of U.S. Nuclear Forces, 2017 to 2046 (October)

Approaches to Changing Military Health Care (October)

Trends in the Department of Defense's Support Costs (October)

The Costs of Building a 355-Ship Navy (Testimony before the Senate Committee on Armed Services, Subcommittee on Seapower) (July)

Transitioning From the Military to the Civilian Workforce: The Role of Unemployment Compensation for Ex-Servicemembers (May)

Labor Force Experiences of Recent Veterans (May)

Costs of Building a 355-Ship Navy (April)

An Analysis of the Obama Administration's Final Future Years Defense Program (April)

An Analysis of the Navy's Fiscal Year 2017 Shipbuilding Plan (February)

Projected Costs of U.S. Nuclear Forces, 2017 to 2026 (February)

Trends in Spending by the Department of Defense for Operation and Maintenance (January)

Summary of an Analysis of the Navy's Fiscal Year 2017 Shipbuilding Plan (January)

RETIREMENT

Changes to CBO's Long-Term Social Security Projections Since 2016 (October)

Measuring the Adequacy of Retirement Income: A Primer (October)

Options for Changing the Retirement System for Federal Civilian Workers (August)

Modeling the Costs of the Pension Benefit Guaranty Corporation's Multiemployer Program (June)

TAXES

An Evaluation of Using Linked Survey and Administrative Data to Impute Nonfilers to the Population of Tax Return Filers (September)

An Analysis of Corporate Inversions (September)

International Comparisons of Corporate Income Tax Rates (March)

Files of Data Underlying Reports

CBO issued 10-year budget and economic projections in January and June. In March, the agency issued long-term budget projections looking 30 years ahead. An analysis of the President's budget request for fiscal year 2018 was released in July. In conjunction with all of those projections, CBO posted on its website (in 71 separate files) detailed data on spending and revenues and on various aspects of the economy. The agency also posted supplemental data with some of its analytic reports.

Other Publications

In addition to analytical reports and working papers, CBO prepared other publications, which increased the transparency of its work and communicated about that work graphically. For instance, CBO's blog made various types of information available simultaneously to all Members of Congress and the public, including answers to some questions that the agency received from the Congress, explanations of how CBO conducts certain analyses, and indications of additional research

that would be particularly helpful. To explain how CBO conducts its work and allocates its resources, the agency provided testimony about its operations and its funding request. And to make CBO's projections and the composition of the federal budget easier to understand, the agency published a set of infographics and slide decks.

The titles of 26 such publications are listed below. CBO also published information on its website in various other forms. For instance, 40 presentations, most of them drawn from published analyses, were posted on the website, as were a number of budget options drawn from CBO's reports.

BLOG POSTS INCREASING TRANSPARENCY

CBO's Panels of Advisers, 2017 (May)

CBO Director's Statement on the Cost of Government (May)

How CBO Analyzes the Economic Effects of Changes in Federal Subsidies for Education and Job Training (May)

How Economic Changes Affect CBO's Budget Projections (April)

CBO's Activities in 2016 Under the Unfunded Mandates Reform Act (April)

How Does CBO Estimate the Effects of Proposed Legislation Affecting Immigration? (March)

Tax Expenditures (March)

How Taxes and Transfers Affect the Work Incentives of People With Low and Moderate Income (March)

Deficit Reduction and Choices for the Future (March)

Options for Social Security (March)

How Might Changes in Federal Policies Boost Innovation and Productivity? (March)

Spending on Infrastructure and Investment (March)

Labor Market Projections (February)

Projections of Interest Rates (February)

Projected Contributions to the Growth of Real GDP (January)

CBO's Long-Term Projections of Labor Force Participation (January)

INFORMATION ABOUT CBO'S OPERATIONS

The Congressional Budget Office's Work in 2016: A Report to the Congress (June)

Statement for the Record Regarding CBO's Appropriation Request for Fiscal Year 2018 (June)

CBO's Appropriation Request for Fiscal Year 2018 (Testimony before the Senate Committee on Appropriations, Subcommittee on the Legislative Branch) (June)

Answers to Questions for the Record Following a Hearing on CBO's Appropriation Request for Fiscal Year 2018 Conducted by the Subcommittee on the Legislative Branch, Senate Committee on Appropriations (August)

INFOGRAPHICS

Revenues in 2016 (February)

Discretionary Spending in 2016 (February)

Mandatory Spending in 2016 (February)

The Federal Budget in 2016 (February)

SLIDE DECKS

The Economic Outlook for 2017 to 2027 in 16 Slides (January)

The Budget Outlook for 2017 to 2027 in 20 Slides (January)

Improvements in Internal Operations in 2017

In 2017, CBO continued to focus on staff development and improved communication. To ensure that staff members stay current on topics that are important to CBO's work for the Congress, the agency hosted presentations by a broad range of outside researchers and other experts, and staff members participated in numerous seminars to share information about their analyses, data, and estimating techniques. CBO also sustained its emphasis on training. The agency funded participation in conferences

of researchers, practitioners, and government employees on various economic and policy topics, as well as training in analytic tools and various skills. CBO continued to emphasize the need to clearly communicate the results of analyses, providing courses on writing analytic reports. And the agency provided training to staff members on effective presentation skills.

CBO implemented numerous improvements to its IT infrastructure and practices last year. Among other advances, the agency:

- Completed the planning and implementation of the first phase of moving its data center, an initiative that will streamline operations and make it easier to recover from disasters;
- Conducted an in-depth cybersecurity resilience assessment—as part of a review mandated for Congressional agencies—to determine vulnerabilities and to gauge the effectiveness of services provided by a contractor for virtual security operations;
- Moved data about health and student loans, as well as computer infrastructure, to the cloud, reducing the amount of physical equipment in CBO's data center and improving the availability and performance of programs that use those data;
- Continued to improve its cybersecurity posture by deploying a new system to counter viruses and malware on all desktops and laptops;
- Improved infrastructure monitoring capabilities by creating a process in which email and text alerts arrive when systems fail, as well as by establishing a systems operation center;
- Completed the deployment of a secure private wireless system that lets staff access internal networks and resources;
- Completed the development of several custom applications for internal use, including applications for ordering supplies, managing parking, and managing administrative processes for the arrival or departure of employees; and
- Continued to upgrade CBO desktops and laptops to Windows 10, which is more secure than Windows 7,

and to Office 2013, which has more features than Office 2010.

CBO continually strives to make its work more easily accessible on its public website and on its social media platforms. In 2017, CBO:

- Released a video providing an overview of the agency's role and responsibilities, as well as a revamped "Introduction to CBO" web page, both of which are geared toward Members of Congress and staff who are new to the Congress or unfamiliar with CBO;
- Developed a new section on the website called "Upcoming Releases" to help keep the Congress informed about CBO's forthcoming work;
- Published its first interactive graphic;
- Improved the accessibility of its appropriations work by featuring all updates on a "Status of Appropriations" web page;
- Created a new web page about nonfederal activities in the federal budget to show how the agency determines whether to classify an activity as governmental when estimating its budgetary effects; and
- Enhanced several pages of the "Work at CBO" section of the website to make them easier to use.

In addition to making use of the website, people interested in CBO's work can read the agency's blog, follow CBO on Twitter and SlideShare (a presentation-hosting service), monitor the agency's YouTube channel, or sign up for RSS (really simple syndication) feeds or email alerts.

The agency continued to encourage small businesses to participate in its procurements by making a point of including them in its requests for price quotes and in its market research and, before making an award, by having each prospective contractor identify its type of business and its size. As a result of those efforts, CBO awarded 130 contracts and purchase orders to small businesses in fiscal year 2017. Of those contracts and purchase orders, 3 went to minority-owned businesses, 30 to

women-owned businesses, and 3 to a business owned by a minority woman.

Key Staffing Changes in the Past Year

CBO has made three key staffing changes in the past year.

Sebastien Gay became the Assistant Director for Financial Analysis in May 2017. He came to the agency in 2016 as an analyst and performed research on federal housing programs and fair-market value analysis. Before joining CBO, he was a Director at Berkeley Research Group, a consulting firm, where he provided independent analysis, expert testimony, and dispute consulting for firms in the financial, health care, and insurance industries, as well as for government. He was also on the faculty at the Department of Economics at the University of Chicago. His research focused on corporate governance, financial risks and disclosures, real estate, health care, and experimental economics. He holds a Ph.D. in economics from the University of Chicago, a master's degree in finance from the Ecole Nationale de la Statistique et de l'Administration Economique (ENSAE) ParisTech, and an M.Phil. in law and political science from Sciences Po in Paris.

Edward Keating became the Deputy Assistant Director for National Security in January 2017. Before coming to CBO, he worked for 24 years as an economist at the RAND Corporation. His research at RAND focused on helping government agencies, especially the Department

of Defense, make cost-effective decisions. He has published widely in RAND publications and in professional and trade journals. He also served as a professor at the Pardee RAND Graduate School and as a lecturer at Loyola Marymount University. Dr. Keating has a Ph.D. in economic analysis and policy from Stanford University's Graduate School of Business and a bachelor's degree in mathematical methods in the social sciences and economics from Northwestern University.

John Kitchen became the Deputy Assistant Director for Macroeconomic Analysis in January 2018. He was previously a financial economist at the Office of Tax Policy in the U.S. Treasury, where he focused on corporate and business taxation, including tax policies affecting investment and depreciation. Before holding that position, he served as senior economist and then chief economist at the Office of Management and Budget; as chief economist at the Committee on the Budget in the House of Representatives; as senior economist at the Treasury's Office of Economic Policy; and as a senior economist for the Council of Economic Advisers. He holds a Ph.D. in economics from the University of Pittsburgh and a B.A. in economics and history from the College of William and Mary.

Organization Charts

Figures 1 through 9 show CBO's organizational structure and list the names of all of CBO's managers.

Figure 1.

Organization Chart—Entire Agency

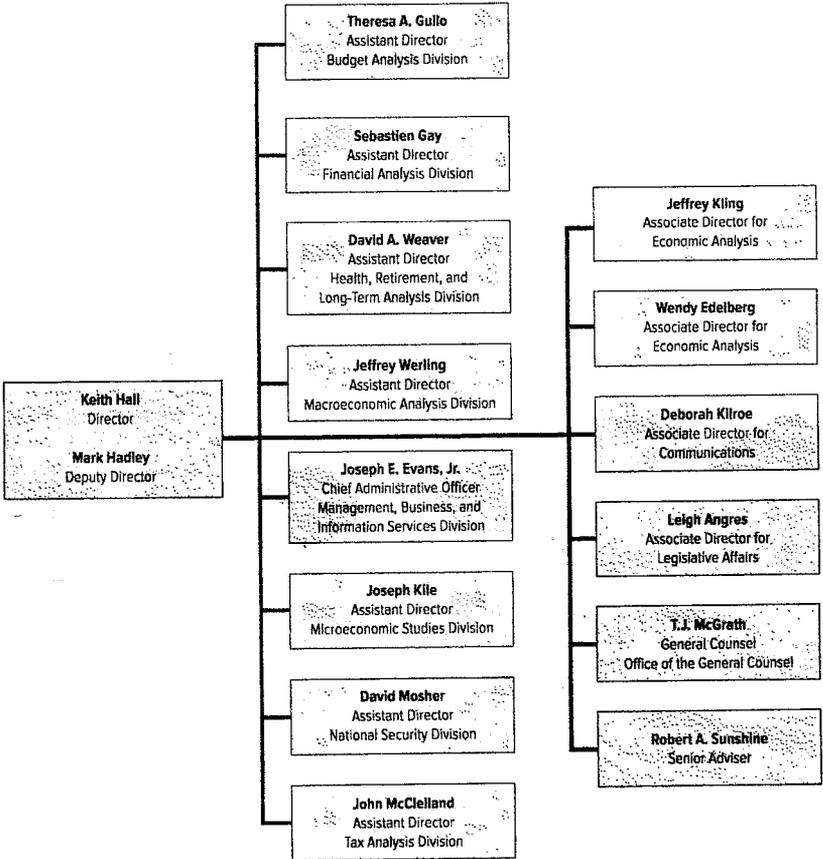


Figure 2.

Organization Chart—Budget Analysis Division

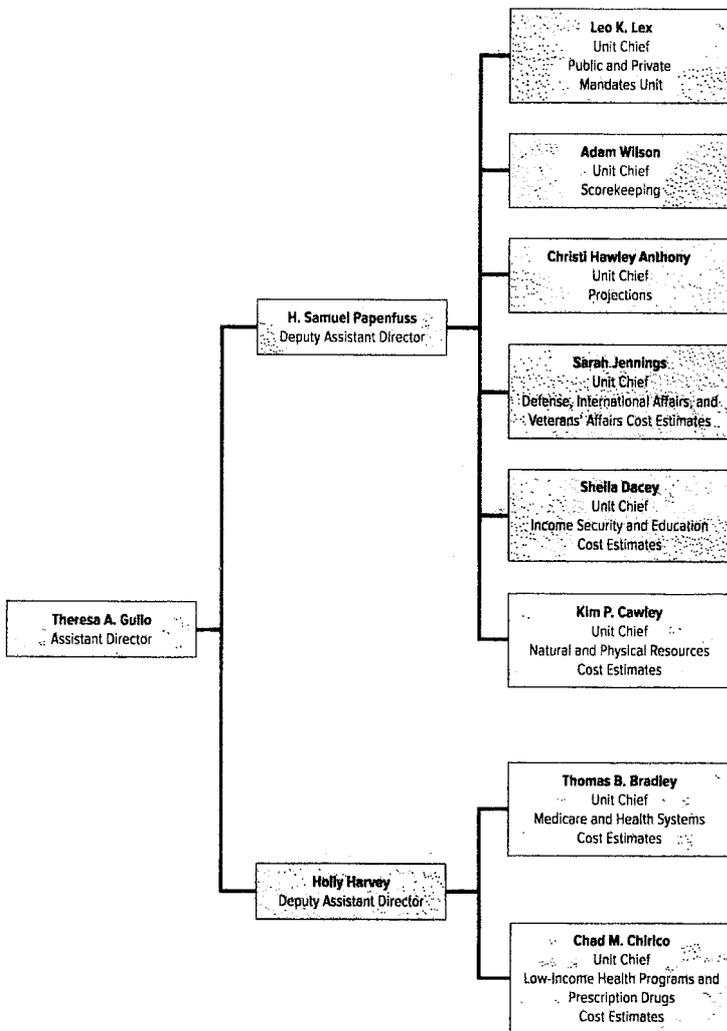


Figure 3.

Organization Chart—Financial Analysis Division

Figure 4.

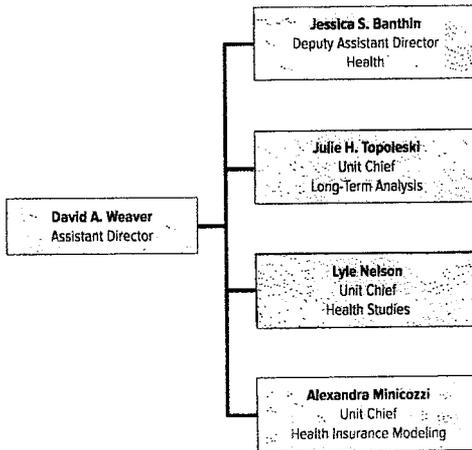
Organization Chart—Health, Retirement, and Long-Term Analysis Division

Figure 5.

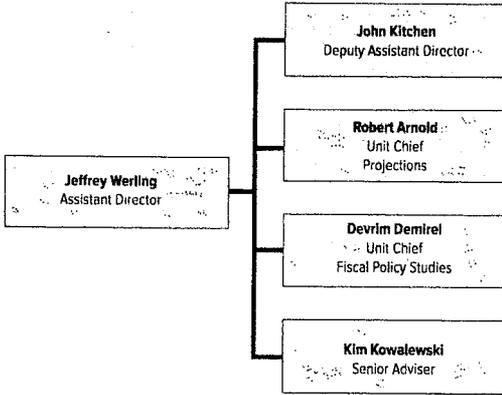
Organization Chart—Macroeconomic Analysis Division

Figure 6.

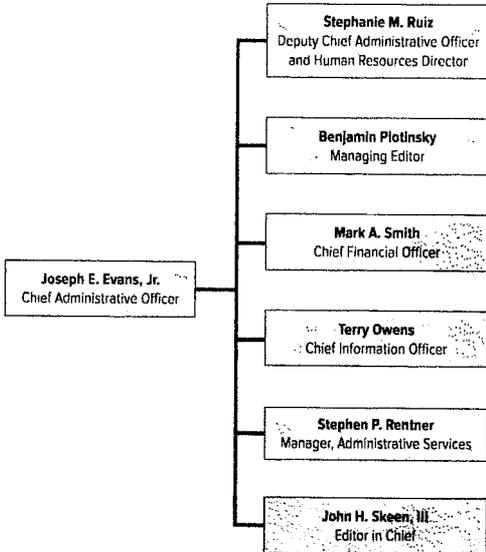
Organization Chart—Management, Business, and Information Services Division

Figure 7.

Organization Chart—Microeconomic Studies Division

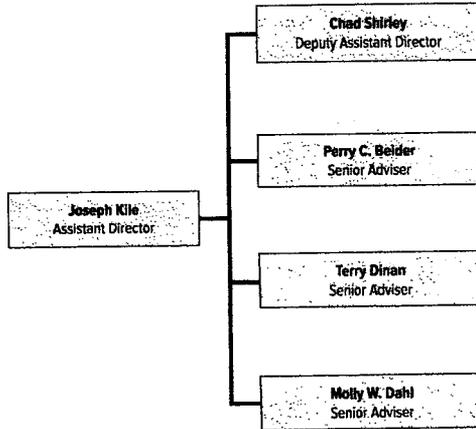


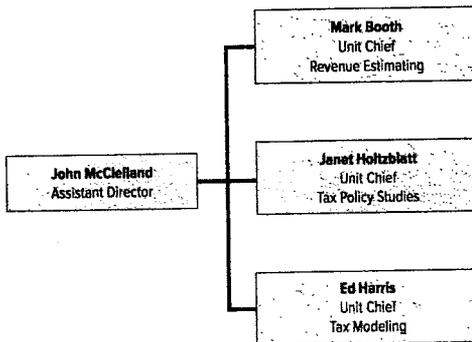
Figure 8.

Organization Chart—National Security Division



Figure 9.

Organization Chart—Tax Analysis Division



Detailed Tables

Tables 4 through 10 provide a detailed breakdown of CBO's past budgets and requested appropriations for fiscal year 2019.

Table 4.

Summary of Salaries and Expenses Appropriation, by Organizational Unit

Thousands of Dollars

Organizational Unit	Fiscal Year 2017, Actual		Fiscal Year 2018, CR Funding Level		Fiscal Year 2019, Request		Change From FY 2018 to FY 2019 Funding		
	FTEs	Funding	FTEs	Funding	FTEs	Funding	FTEs	Amount	Percentage
Office of the Director ^a	19	3,469	18	3,396	19	3,767	1	371	10.9
Budget Analysis	81	14,633	81	14,654	86	16,061	5	1,407	9.6
Macroeconomic Analysis	18	3,200	17	3,080	18	3,436	1	356	11.5
Financial Analysis	7	1,266	6	1,100	6	1,136	0	36	3.2
Tax Analysis	17	3,083	17	3,079	17	3,173	0	94	3.1
Health, Retirement, and Long-Term Analysis	31	5,596	32	5,800	34	6,353	2	552	9.5
Microeconomic Studies	17	2,996	16	2,899	17	3,277	1	379	13.1
National Security	13	2,429	13	2,360	13	2,434	0	74	3.1
Management, Business, and Information Services	35	9,798	35	9,816	36	11,101	1	1,285	13.1
Total	237	46,470	235	46,184	246	50,737	11	4,553	9.9

CR = continuing resolution; FTE = full-time-equivalent position; FY = fiscal year.

a. Includes the Office of Communications and the Office of the General Counsel.

Table 5.

Summary of Salaries and Expenses Appropriation, by Object Class

Thousands of Dollars

Object Class	CBO Activities	Fiscal Year 2017, Actual		Fiscal Year 2018, CR Funding Level		Fiscal Year 2019, Request		Change From FY 2018 to FY 2019	
		FTEs	Funding	FTEs	Funding	FTEs	Funding	FTEs	Percentage
11.1	Full-Time Permanent Positions		30,120		30,638		32,241	1,604	5.2
11.3	Other Than Full-Time Permanent		895		735		950	214	29.3
11.5	Other Personnel Compensation (Performance Awards)		437		0		600	600	n.a.
11.5	Other Personnel Compensation (Overtime)		10		12		12	0	0.0
12.1	Personnel Benefits		11,113		11,071		11,856	785	7.1
	Total, Pay		42,575		42,456		45,659	3,203	7.5
21.0	Travel and Transportation of Persons		148		71		190	119	167.6
23.3	Communications, Utilities, and Miscellaneous Charges		241		226		425	199	88.1
24.0	Printing and Reproduction		19		31		46	15	48.4
25.0	Other Services		2,185		2,016		2,953	937	46.5
26.0	Supplies and Materials		383		420		425	5	1.2
31.0	Equipment		919		964		1,039	75	7.8
	Total, Nonpay		3,895		3,728		5,078	1,350	36.2
	Total		46,470		46,184		50,737	4,553	9.9

CR = continuing resolution; FY = fiscal year; n.a. = not applicable.

Table 6.

Salaries and Expenses Appropriation: Analysis of Change

	FTEs	Requested Amount (Thousands of dollars)
Funding for Fiscal Year 2018 Under Continuing Resolution	235	46,184
Mandatory Pay and Related Costs		
Personnel additions (Pay only)	8	732
Performance awards not funded under 2018 continuing resolution (Pay only)		600
Fiscal year 2019 performance increases (Pay only)		367
Annualization of prior fiscal year personnel actions (Pay only)		314
Intern program not funded under 2018 continuing resolution (Pay only)	3	165
One more workday than in fiscal year 2018 (Pay only)		126
Fiscal year 2019 across-the-board pay adjustment (Pay only)		63
Increase in other than full-time permanent (Pay only)		51
Other benefit changes (Benefits)		332
Personnel additions (Benefits)		244
Recruitment bonuses not funded under 2018 continuing resolution (Benefits)		108
Performance awards not funded under 2018 continuing resolution (Benefits)		46
One more workday than in fiscal year 2018 (Benefits)		42
Intern program not funded under 2018 continuing resolution (Benefits)		13
Total, Mandatory Pay and Related Costs		3,203
Price-Level Changes		
Price increases		67
Total, Price-Level Changes		67
Program Changes		
Increase in communications, utilities, and miscellaneous charges (Sensitive data project)		10
Increase in other services: miscellaneous temporary support (Sensitive data project)		140
Increase in equipment: hardware (Sensitive data project)		120
Increase in equipment: office furniture (Sensitive data project)		15
Increase in equipment: software (Sensitive data project)		30
Subtotal, changes for sensitive data project		315
Increase in travel (Transparency support)		5
Increase in supplies (Transparency support)		5
Increase in other services: training (Transparency support)		5
Increase in equipment: hardware (Transparency support)		10
Increase in equipment: furniture (Transparency support)		40
Subtotal, changes for transparency support		65
Increase in travel		114
Increase in communications, utilities, and miscellaneous charges (Mail services)		189
Increase in publications		15
Increase in other services: IT commercial data		144
Increase in other services: training		138
Increase in other services: IT system development		129
Increase in other services: payroll processing support		16
Increase in other services: equipment maintenance and repair		112
Increase in other services: financial management support		26
Increase in other services: financial management system		40
Increase in other services: miscellaneous temporary support		61

Continued

Table 6.

Continued

Salaries and Expenses Appropriation: Analysis of Change

	FTEs	Requested Amount (Thousands of dollars)
Program Changes (Continued)		
Increase in other services: expert consulting		132
Decrease in other services: editing and publications contract support		-13
Increase in other services: human resources contract support		7
Increase in equipment: office furniture		20
Decrease in equipment: hardware		-130
Decrease in equipment: software		-30
Decrease in equipment: office equipment		-2
Increase in equipment: books		2
Less: price-level increases included in program changes		-67
Subtotal, other changes		903
Total, Program Changes		1,283
Net Increase or Decrease	11	4,553
Fiscal Year 2019 Request	246	50,737

FTE = full-time-equivalent position; IT = information technology.

Table 7.

Staffing Summary

Organizational Unit	Fiscal Year 2017		Fiscal Year 2018, FTEs Under CR Funding Level ^c	Fiscal Year 2019, Requested FTEs ^c	Change in FTEs From FY 2018 to FY 2019
	Actual Number of Employees ^a	Actual FTEs ^b			
Office of the Director ^d	18	19	18	19	1
Budget Analysis	79	81	81	86	5
Macroeconomic Analysis	16	18	17	18	1
Financial Analysis	6	7	6	6	0
Tax Analysis	18	17	17	17	0
Health, Retirement, and Long-Term Analysis	30	31	32	34	2
Microeconomic Studies	17	17	16	17	1
National Security	14	13	13	13	0
Management, Business, and Information Services	37	35	35	36	1
Total	235	237	235	246	11

CR = continuing resolution; FTE = full-time-equivalent position; FY = fiscal year.

a. Number of employees at the end of the year.

b. Cumulative number of FTEs over the course of the year.

c. Based on the number of employees projected for the end of the previous year, minus projected terminations and plus projected hires for the specified year, and allowing for lag time between terminations and hires.

d. Includes the Office of Communications and the Office of the General Counsel.

Table 8.

Supplemental Data on Mandatory Pay Increases in CBO's Request

Thousands of Dollars

Category	Amount	Explanation of Calculation
Personnel Additions (Pay only)	732	CBO added pay for eight additional FTEs. Of those, two would be health care analysts and six would help bolster CBO's responsiveness and transparency.
Performance Awards (Pay only)	600	Performance bonuses for top performers. This is the full amount of funding that will not be provided in fiscal year 2018 if CBO is held to the level of funding in the continuing resolution that is currently in effect. Such bonuses enable CBO to control long-term compensation costs while helping the agency retain its outstanding performers in competitive job markets.
Fiscal Year 2019 Performance Increases (Pay only)	367	CBO uses a performance-based system to reward its employees. Performance-based increases are based on employees' accomplishments in the previous year, as reflected in annual performance reviews. Performance is assessed according to five criteria: quality, timeliness and productivity, initiative, written and oral communication skills, and effectiveness of working relationships. CBO's Director makes the final decisions on all pay changes. Maintaining the ability to reward performance is essential in view of the competitive job markets for economists, budget analysts, and other professionals.
Annualization of Prior Fiscal Year Personnel Actions (Pay only)	314	CBO annualized fiscal year 2018 actions to include promotions and performance-based increases for staff.
Intern Program in Fiscal Year 2019 (Pay only)	165	Salaries for interns (three additional FTEs). This is the full amount of funding that will not be provided in fiscal year 2018 if CBO is held to the level of funding in the continuing resolution.
One More Workday Than in Fiscal Year 2018 (Pay only)	126	CBO increased pay needs because there will be 261 compensable days in fiscal year 2019, one more than the 260 compensable days in fiscal year 2018.
Fiscal Year 2019 Across-the-Board Pay Adjustment (Pay only)	63	Funding for a projected across-the-board pay increase (if such an increase is authorized for executive branch agencies) of 2.5 percent in January 2019 for staff whose salary is less than \$100,000.
Increase in Other Than Full-Time Permanent (Pay only)	51	Funding to support a slight increase in costs for employees other than full-time permanent employees.
Personnel Benefit Changes Under Current Law (Benefits)	332	The estimated cost of the change in benefits associated with the salary increases listed above, benefit program price increases, and the growing rate of employees' participation in the Federal Employees Retirement System.
Personnel Additions (Benefits)	244	CBO added benefits for eight additional FTEs. Of those, two would be health care analysts and six would help bolster CBO's responsiveness and transparency.
Recruitment Bonuses (Benefits)	108	This is the full amount of funding that will not be provided in fiscal year 2018 if CBO is held to the level of funding in the continuing resolution.
Performance Awards (Benefits)	46	Performance bonuses for top performers. This is the full amount of funding that will not be provided in fiscal year 2018 if CBO is held to the level of funding in the continuing resolution. Such bonuses enable CBO to control long-term compensation costs while helping the agency retain its outstanding performers in competitive job markets.
One More Workday Than in Fiscal Year 2018 (Benefits)	42	CBO increased benefits costs because there will be 261 compensable days in fiscal year 2019, one more than the 260 compensable days in fiscal year 2018.
Intern Program in Fiscal Year 2019 (Benefits)	13	This is the full amount of funding that will not be provided in fiscal year 2018 if CBO is held to the level of funding in the continuing resolution.
Total, Mandatory Pay Increases	3,203	

FTE = full-time-equivalent position.

Table 9.

Supplemental Data on Price-Level Increases in CBO's Request

Thousands of Dollars

Category	Amount	Explanation of Calculation
General Inflationary Increase	67	Represents a 2.1 percent increase in nonpersonnel costs.
Total, Price-Level Increase	67	

An increase of 2.1 percent was applied to nonpersonnel costs to account for economywide inflation.

Table 10.

Salaries and Expense: 10-Year Data

Thousands of Dollars, Not Adjusted for Inflation, by Fiscal Year

Object Class	CBO Activities										2018, CR	2019,
		2010	2011	2012	2013	2014	2015	2016	2017	Funding Level	Requested	
11.1	Full-Time Permanent Positions	28,564	29,724	29,488	28,687	28,200	28,891	29,368	30,120	30,638	32,241	
11.3	Other Than Full-Time Permanent	991	838	543	514	818	877	778	895	735	950	
11.5	Other Personnel Compensation	994	885	567	6	583	542	567	447	12	612	
		30,549	31,447	30,598	29,207	29,601	30,310	30,713	31,462	31,385	33,803	
12.1	Personnel Benefits	9,633	10,048	9,939	9,711	9,752	10,433	10,807	11,107	11,071	11,856	
13.0	Benefits for Former Personnel	0	8	0	0	0	0	0	6	0	0	
21.0	Travel and Transportation of Persons	123	168	128	112	123	185	194	148	71	190	
23.3	Communications, Utilities, and Miscellaneous Charges	220	264	160	157	318	298	186	241	226	425	
24.0	Printing and Reproduction	39	61	26	11	29	31	19	19	31	46	
25.0	Other Services	3,300	2,616	1,439	1,381	2,445	2,313	2,443	2,185	2,016	2,953	
26.0	Supplies and Materials	465	458	454	370	422	407	423	383	420	425	
31.0	Equipment	2,355	1,597	985	520	2,293	1,699	1,635	919	964	1,039	
	Total, Obligations	46,684	46,667	43,729	41,469	44,983	45,676	46,420	46,470	46,184	50,737	
	Full-Time-Equivalent Positions	250	246	237	225	225	233	233	237	235	246	

CR = continuing resolution.

Detailed Object Class Analysis

The details of CBO's requested appropriation for 2019 are explained below.

Basis for CBO's Budget Estimates—Personnel Costs

CBO derived these projections of personnel costs with its internally developed software for tracking current payroll costs and projecting future payroll costs. The projections are based on employee-level payroll data at the object class level. In the past, payroll budget projections derived with this software have proved to be highly accurate.

OBJECT CLASS 11—FULL-TIME AND PART-TIME EMPLOYEES: \$33,803,000

- **\$33,560,800 for Base Pay**—funds an average of 246 FTEs for the fiscal year. The amount constitutes an overall net increase of \$2,418,000 over the amount in 2018:
 - \$732,000 is for base pay for 8 additional FTEs. Of those, 2 would be health care analysts and 6 would help bolster CBO's responsiveness and transparency.
 - \$600,000 is for performance bonuses for top performers. This is the full amount of funding that will not be provided in fiscal year 2018 if CBO is held to the level of funding in the continuing resolution that is currently in effect. Such bonuses enable CBO to control long-term compensation costs while helping the agency retain its outstanding performers in competitive job markets.
 - \$367,000 is for performance-based pay increases in 2019. CBO uses a performance-based system to reward its employees. Performance-based increases are based on employees' accomplishments in the previous year, as reflected in annual performance reviews. Performance is assessed according to five criteria: quality, timeliness and productivity, initiative, written and oral communication skills, and effectiveness of working relationships. CBO's Director makes the final decisions on all pay changes. Maintaining the ability to reward performance is essential in view of the competitive job markets for economists, budget analysts, and other professionals.
 - \$314,000 is for prior-year personnel actions (performance-based increases and promotions).

- \$165,000 is for salaries for interns (3 additional FTEs). This is the full amount of funding that will not be provided in fiscal year 2018 if CBO is held to the level of funding in the continuing resolution.
- \$126,000 is to pay employees for one more workday than in fiscal year 2018.
- \$63,000 is for an across-the-board pay increase (if such an increase is authorized for executive branch agencies) of 2.6 percent in January 2019 for staff whose salary is less than \$100,000.
- \$51,000 is for increased base pay for employees other than full-time permanent employees.
- **\$229,700 for Leave Buyout Costs**—funds mandatory leave buyout costs for employees who depart. This amount is based on current data and projected departures; it is roughly equal to the amount in fiscal year 2018. If leave buyout costs turned out to be higher than this amount, CBO would delay filling vacated positions to cover the costs.
- **\$12,000 for Overtime Pay**—funds overtime pay for nonexempt employees at the same level as the level in fiscal year 2018. Currently, CBO has 12 employees serving in nonexempt positions, which require overtime pay. They perform such tasks as preparing and printing products, delivering them to the Congress, and providing technical support. CBO must pay overtime in the rare cases in which support of the Congress would be impaired if the work was not performed.

OBJECT CLASS 12—PERSONNEL BENEFITS: \$11,856,000

- **\$5,550,000 for the Federal Employees Retirement System (FERS) and Civil Service Retirement System (CSRS)**—funds mandatory retirement benefits for FERS and CSRS employees. The amount, which constitutes an increase of \$264,000, is based on several factors: the projected base pay of current employees; current benefit rates (19.1 percent for FERS employees generally, 7.5 percent for CSRS and CSRS Offset employees, and 11.9 percent for employees new to government after December 31, 2012); and anticipated attrition.

- **\$1,983,100 for Health Insurance**—funds mandatory health benefit costs. The amount, which constitutes an increase of \$149,100, is 8.1 percent higher than the amount in 2018.
 - **\$1,784,200 for Social Security Payroll Taxes**—funds mandatory benefit costs for CBO employees subject to the Social Security payroll tax. The amount, which constitutes an increase of \$112,800, is projected on the basis of an estimated maximum taxable amount of \$129,914 for each employee, along with a reduction for anticipated attrition.
 - **\$1,213,500 for FERS Thrift Savings Plan (TSP) Government Matching Contributions**—funds mandatory government matching contributions. The amount, which constitutes an increase of \$57,400, is projected on the basis of matching benefits for current employees, their current annualized salary, and a reduction for anticipated attrition. The historical matching benefit for CBO has been 3.6 percent of base pay.
 - **\$490,700 for Medicare Payroll Taxes**—funds mandatory benefit costs for CBO employees. The amount, which constitutes an increase of \$35,900, equals 1.45 percent of base pay, along with a reduction for anticipated attrition.
 - **\$320,300 for the FERS TSP Government Basic Contribution**—funds the mandatory FERS TSP matching benefit of 1 percent. The amount, which constitutes an increase of \$15,900, is projected on the basis of the benefits paid to current employees, their current annualized salary, and a reduction for anticipated attrition.
 - **\$250,000 for the Transit Benefit Program**—funds mandatory employee benefits that are associated with CBO's Transit Benefit Program. The amount is roughly equal to the amount in fiscal year 2018.
 - **\$100,000 for Death Benefits**—funds death benefits. The amount is an increase from the \$50,000 budgeted in fiscal year 2018.
 - **\$100,000 for Recruitment Bonuses**—funds a valuable recruiting tool for the agency. This is the full amount of funding that will not be provided in fiscal year 2018 if CBO is held to the level of funding in the continuing resolution.
 - **\$42,800 for Life Insurance**—funds mandatory life insurance benefits for employees. The amount, which constitutes an increase of \$2,200, is projected on the basis of historical data and equals roughly 0.1 percent of base pay.
 - **\$18,000 for the Student Loan Repayment Program**—funds a valuable recruiting tool for the agency. The amount is the same as the amount in fiscal year 2018.
 - **\$1,700 for the Federal Flexible Spending Account Program (FSAFEDS)**—funds mandatory costs for participation in FSAFEDS by employees. The amount, which is the same as the amount in fiscal year 2018, is projected on the basis of employees' historical use of the program.
 - **\$1,200 for Workers' Compensation**—funds mandatory payments of workers' compensation claims that were received in fiscal year 2017 but that must be paid in fiscal year 2019. The amount, which is a decrease of \$2,800 from the amount in fiscal year 2018, is based on data received from the Department of Labor.
- Basis for CBO's Budget Estimates—Nonpersonnel Costs**
CBO projected nonpersonnel costs on the basis of its past experience and plans for the upcoming year.
- OBJECT CLASS 21—TRAVEL: \$190,300**
- **\$190,300 for Travel**—funds two meetings of the agency's Panel of Economic Advisers and one meeting of the agency's Panel of Health Advisers to support the development and review of the agency's analyses; funds employees' attendance at the annual Allied Social Science Associations conference, which is an important venue for recruiting; and funds travel for employees to attend various conferences and training courses, including management and leadership training. The amount is an \$119,000 increase from the amount in fiscal year 2018 to fund travel for eight new FTEs and to provide funding that would not be provided this year under the funding level specified in the continuing resolution.

OBJECT CLASS 23.3—COMMUNICATIONS, UTILITIES, AND MISCELLANEOUS: \$424,600

- **\$420,100 for Telecommunications and Telephone Services**—funds secure communication lines to support Internet and intranet services, local and long distance telephone services, and smartphone service for some CBO personnel. This amount is based on anticipated requirements and is a \$199,400 increase from the amount in fiscal year 2018. The increase will allow CBO to support, upgrade, and maintain secure telecommunication links and Internet services between the agency's offices at the Ford House Office Building and its primary and secondary data centers. The links enable CBO's IT staff to conduct daily administrative tasks and to replicate data and systems at all three locations daily so that if a disaster occurred at the Ford Building, the agency could keep operating at either of the other locations. The requested amount will also provide funding for contracts deferred under the continuing resolution.
- **\$4,500 for Mail Service**—funds postage, couriers, and mail services. The amount is based on anticipated usage and is a \$600 decrease from the amount in fiscal year 2018.

OBJECT CLASS 24—PRINTING AND REPRODUCTION: \$45,500

- **\$45,500 for Publications**—funds the printing of publications through the Government Publishing Office, as well as other miscellaneous printing requirements involving CBO's products for the Congress. The amount is \$14,900 more than in fiscal year 2018 to allow CBO's human resources office to print recruiting brochures.

OBJECT CLASS 25—OTHER SERVICES: \$2,952,800

- **\$1,029,500 for Equipment Maintenance and Repair**—funds a broad array of IT items needed for operations. The amount is based on known requirements and is a \$111,900 increase from the amount in fiscal year 2018. The increase is mainly for renewing maintenance contracts for new network and cybersecurity systems purchased to move CBO's data center—including a data analysis and mining system used in CBO's research. The contracts also provide professional services to assist with major upgrades. Whenever possible, CBO takes a cost-effective approach to guaranteeing that critical infrastructure hardware will be serviced and supported, negotiating maintenance agreements to cover one or more years instead of paying for service and support as it becomes necessary. The increase will also provide funding for contracts deferred under the continuing resolution.
- **\$580,900 for IT Commercial Data and Time Sharing**—funds purchases of data about health care, domestic and international banking and financial markets, and other topics in support of the agency's analyses. The amount is based on known requirements and is a \$144,100 increase from the amount in fiscal year 2018. The increase is for migrating CBO's archive backup systems and other systems to the cloud, making data easier to recover and making operations more efficient. The increase will also provide funding for contracts deferred under the continuing resolution.
- **\$304,500 for Miscellaneous Temporary Support**—funds ad hoc IT, clerical, and miscellaneous support, as well as other services, throughout the agency during peak workload periods. This amount is a \$201,300 increase from the amount in fiscal year 2018. Most of the increase will be used for temporary support to establish on-site capacity to use sensitive data securely; there is growing demand from the Congress for analysis that draws on such data. The increase will also provide funding for contracts deferred or only partially funded under the continuing resolution.
- **\$241,300 for IT System Development and Support**—funds major software installations, upgrades, and support. The amount is a \$128,700 increase from the amount in fiscal year 2018. The increase will pay for professional services support to deploy virtual desktop infrastructure (VDI) in 2019. VDI involves the virtualization of staff desktops to make them more mobile and easier to maintain. VDI also improves desktops' performance, makes their data easier to recover, and reduces their cost. The increase will also provide funding for contracts deferred or only partially funded under the continuing resolution.
- **\$228,900 for Training**—funds CBO analysts' participation in conferences; technical training in data analysis (including in statistical analysis software), economic modeling, business and report writing, and IT systems and software; and management training

for managers. The amount is a \$142,700 increase from the amount in fiscal year 2018 to support eight new FTEs and provide funding deferred under the continuing resolution. To constrain expenses in this area, CBO conducts internal training and takes advantage of training courses offered by the House of Representatives and by various agencies.

- **\$192,800 for Expert Consultants**—funds access to outside experts, particularly in health care and finance, to assist in cost estimates and analyses; outside reviews of drafts of analyses; and legal support for human resources and litigation actions regarding former and current employees. The amount is an increase of \$132,000 from fiscal year 2018 to provide funding for contracts deferred or only partially funded under the continuing resolution.
- **\$166,700 for Financial Management Support**—funds an interagency agreement with the Library of Congress as well as CBO's annual independent financial audit. This amount is a \$26,000 increase from the amount in fiscal year 2018. The increase is based on historical and known contract renewal costs.
- **\$96,400 for the Financial Management System (Momentum)**—funds annual costs of CBO's maintenance support for Momentum. The amount is an increase of \$40,000 from the level specified in the continuing resolution. It will provide funding for a full 12-month performance period.
- **\$36,700 for Editing and Publications Contractor Support**—principally funds ad hoc services by contractors to help produce CBO's publications. The contractors are used to augment the agency's editing capacity, particularly during peak workload periods. This amount is based on anticipated requirements and is a \$13,200 decrease from the amount in fiscal year 2018.
- **\$34,600 for Human Resources Contract Support**—funds a variety of costs related to CBO's personnel, including those for posting jobs to the USAJobs website, advertising open positions, and retaining personnel records, as well as minor costs associated with employment services, such as retirement counseling. The amount is a \$7,000 increase from the amount in fiscal year

2018 because some of those items have become more expensive.

- **\$34,500 for Payroll Processing Support**—funds comprehensive payroll (and related benefits) processing for CBO by the National Finance Center (NFC). That agency provides human resources and payroll services to more than 140 government agencies (including all agencies in the legislative branch), offering more efficient and cost-effective services than those agencies would otherwise be able to obtain. This amount is based on anticipated requirements and is a \$16,000 increase from the amount in fiscal year 2018. The increase is principally due to the fact that NFC lost a client and has redistributed its costs among other clients.
- **\$6,000 for Official Representation**—funds events, such as meetings of the Panel of Economic Advisers, meetings of the Panel of Health Advisers, meetings of other outside analysts, and minority recruitment events. The amount is the same as the amount in fiscal year 2018.

OBJECT CLASS 26.0—SUPPLIES AND MATERIALS: \$425,400

- **\$353,000 for Library Subscriptions**—funds library (primarily online) subscriptions to a variety of publications and services, including *Congressional Quarterly*, *National Journal*, Lexis-Nexis, Economic Literature (ECONLIT), the Bureau of National Affairs (BNA), EBSCO, PROQUEST, the Social Science Research Network (SSRN), Science Direct, JSTOR, the *Wall Street Journal*, Inside Washington Publishers (IWP), and Energy and Environment (E&E). Because of small anticipated price increases, the amount is \$8,000 more than the amount in fiscal year 2018.
- **\$72,400 for Office Supplies**—funds expenses for office supplies, reasonable accommodations for employees' requirements under the Americans With Disabilities Act, paper, envelopes, emergency response kits required for evacuation drills, award supplies, and other items. The amount is \$3,000 lower than the amount in fiscal year 2018.

OBJECT CLASS 31.0—EQUIPMENT: \$1,038,900

- **\$606,600 for Hardware**—funds CBO's computer purchases. This amount is based on known requirements and is roughly the same amount as in

fiscal year 2018. It consists of funding to upgrade old equipment for security, networking, and storage. It also includes funds for establishing on-site capacity to use sensitive data securely; that will require special computer terminals, security equipment, and virtual desktop infrastructure.

- **\$327,800 for Software**—funds various software requirements. The amount is based on known requirements and is roughly the same as the amount in fiscal year 2018. It will cover additional licenses for CBO's desktop backup system, additional licenses for desktop security software, and software procurements related to establishing on-site capacity to use sensitive data. It will also pay for software and services to strengthen the agency's IT security infrastructure against cyberattacks.
- **\$100,000 for Office Furniture**—funds the replacement of office furniture. The amount is a \$75,000 increase from the amount in fiscal year 2018. Of that increase, \$15,000 will cover the costs of furniture at the on-site location for sensitive data; the rest will replace worn-out office furniture.
- **\$2,500 for Books**—funds the purchase of books used by CBO staff to meet analytical requirements. The amount is a \$1,800 increase from the amount in fiscal year 2018 to provide funding deferred under the continuing resolution.
- **\$2,000 for Office Equipment**—funds requirements for such things as audio/video equipment and shredders. The amount is based on known requirements and is a \$2,000 decrease from the amount in fiscal year 2018.

Requested Changes in Administrative Provisions

CBO requests that the following two changes to administrative provisions be made in the fiscal year 2019 appropriation act for the legislative branch.

Contracting Parity

Sec. 1001. In fiscal year 2019 and thereafter, for all contracts for goods and services to which the Congressional Budget Office is a party, the following Federal Acquisition Regulation (FAR) clauses will apply: FAR 52.232-39 and FAR 52.233-4.

This provision would give CBO comparable contracting authorities to those held by executive branch agencies, and it would streamline CBO's acquisitions process. Unlike CBO, executive branch agencies can rely on these FAR clauses to override boilerplate commercial terms that conflict with federal law related to open-ended indemnification, automatic contract renewal, and governing law. Consequently, CBO must negotiate contracts and agreements to eliminate any of those terms. Those negotiations require substantial resources and delay procurement processes, thereby inhibiting the agency's operations. In some cases, CBO is unable to negotiate terms with a company and thus cannot use a product or service, which hinders the agency from fulfilling its mission. Making such terms automatically inapplicable to CBO contracts will increase the agency's efficiency and make resources available for other important activities.

Relocation Expenses

Sec. 1002. The Director of the Congressional Budget Office may expend funds appropriated in fiscal year 2019 and each fiscal year thereafter to reimburse new employees of the Office for relocation expenses incurred in each such fiscal year if the Director determines that reimbursing such expenses is of sufficient benefit or value to the Office.

This provision would give CBO relocation reimbursement authority comparable to that held by many federal agencies, including executive branch agencies, the Architect of the Capitol, and the Library of Congress. CBO recruits many economists and analysts with advanced degrees to help provide the Congress with the best and most up-to-date analysis and information. However, there is a great deal of competition, both in government and outside government, for those employees. Allowing CBO to offer this type of incentive to new employees would help it compete successfully against other employers in recruiting the best candidates.



Architect of the Capitol
U.S. Capitol, Room SB-16
Washington, DC 20515
202.224.1793
www.aoc.gov

I am pleased to present the Architect of the Capitol's (AOC) Fiscal Year (FY) 2019 budget request. The FY 2019 budget exemplifies the agency's strategic efforts to execute our mission with limited resources while managing continued growth in facilities, visitors and requirements.

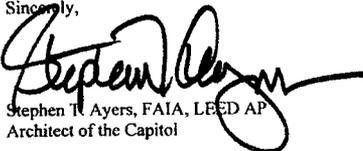
The AOC has proudly achieved several notable accomplishments in the past year, yet our mission is continually challenged by mounting needs. Stone preservation projects are progressing at the U.S. Capitol Building, U.S. Supreme Court Building, Russell Senate Office Building and U.S. Botanic Garden Conservatory. We are halfway through the Cannon House Office Building Renewal project rehabilitation of the west wing, and we completed the conservation of the U.S. Capitol's Brumidi Corridors.

We request increased funding in FY 2019 to address critical operational and capital deficiencies that could negatively impact our performance. Over the last several years, the AOC's operational funding has remained flat, while the costs for inspections, risk management, supplies, routine maintenance, upgrades and emergency repairs continue to escalate. As a result, we are forced to defer or scale back some of this important work in order to prioritize resources and meet baseline liabilities.

We remain committed to serving Congress and the Supreme Court, preserving America's Capitol and inspiring memorable experiences. Addressing needs as they are identified will ensure the stakeholders and visitors to Capitol Hill experience the grandeur of these historic treasures while meeting the needs of a modern workforce.

Thank you for considering our FY 2019 budget request.

Sincerely,



Stephen T. Ayers, FAIA, LEED AP
Architect of the Capitol

Doc. No.: 180109-04-01

AOC Fiscal Year 2019 Budget Executive Summary



Central to the Architect of the Capitol's (AOC) mission is maintaining the facilities and grounds of the U.S. Capitol campus in support of congressional operations. The AOC's Fiscal Year (FY) 2019 budget request exemplifies the agency's strategic efforts to execute our mission with limited resources while managing continued growth in facilities, visitors and requirements.

The AOC has proudly achieved several notable accomplishments in the past year, yet our mission is continually challenged by mounting needs. Increased funding in FY 2019 is requested to address critical operational and capital deficiencies that could negatively impact our performance.

Over the last several years, the AOC's operational funding has remained relatively flat, while the costs for inspections, risk management, supplies, routine maintenance, upgrades and emergency repairs continue to escalate. As a result, we are forced to defer or scale back some of this important work in order to prioritize resources and meet baseline liabilities.



Continued budgetary constraints limits the ability of our more than 2,100 skilled employees to proactively apply well-informed judgement and innovation to solve problems and avoid unnecessary future costs. We strategically plan, allocate and manage our resources across the agency to support events, projects and the daily needs of our jurisdictions. Any further reductions in common central services, funded through the Capital Construction and Operations appropriation, supporting the AOC's specialized construction, curatorial, design, energy and sustainability, facilities planning, high voltage, historic preservation, project management, safety, fire and environmental, cybersecurity and technical support functions threatens agency efficiencies and increases jurisdictional operating costs.

Our FY 2019 budget request of \$768 million supports necessary preventive and corrective maintenance services throughout our facilities, prioritizing the safety and security of our employees, building occupants and the millions of tourists who visit the campus annually.



Without fully funding payroll liabilities and bolstering support for increasing operational requirements, we increase the risk of infrastructure failures that will require larger and more costly repairs and negatively impact building occupants and visitors.

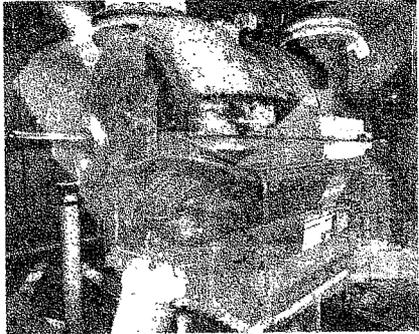
AOC Fiscal Year 2019 Budget Executive Summary



We reached milestones on several major projects across campus in 2017. Stone preservation projects are progressing at the U.S. Capitol, U.S. Supreme Court, Russell Senate Office Building and U.S. Botanic Garden (USBG) Conservatory. The Cannon House Office Building Renewal project is half-way through the rehabilitation of the west wing of the building. And we completed the conservation of the U.S. Capitol's Brumidi Corridors.

In addition, the AOC assumed new responsibilities by taking on full stewardship responsibility of the Thomas P. O'Neill, Jr. Federal Building, now known as the O'Neill House Office Building. The FY 2019 budget reflects a realignment of funds needed to support these new operational responsibilities.

These successes are measured against our ability to address mounting capital needs. For FY 2019, the agency's risk-based prioritization process identified \$221 million in Line Item Construction Program projects awaiting funding.



Of this, approximately \$21 million (9%) will be used to complete the next phases of critical infrastructure projects needed at the Capitol Power Plant. Projects that were requested in FY 2018 but unable to secure funding represent an additional \$97 million (44%).

We remain committed to serving Congress and the Supreme Court, preserving America's Capitol and inspiring memorable experiences. Addressing needs as they are identified will ensure the stakeholders and visitors to Capitol Hill experience the grandeur of these historic treasures while meeting the needs of a modern workforce.



AOC Overall FY 2019 Budget

TOTAL BUDGET REQUEST

The table below identifies the Architect of the Capitol's (AOC) total budget request by appropriation and period of availability (Annual, Multi-Year or No-Year). The Fiscal Year (FY) 2019 request reflects a zero-based budgeting approach on the AOC's assessment of the requirements to perform its missions in support of Congress.

Agency Funding Summary (\$000)					
Appropriation and Funding Type	FY 2017 Enacted	FY 2018 Estimate	FY 2019 Request	FY 2018 to FY 2019 Difference	
				Amount	Percent
Capital Construction and Operations	92,957	92,957	103,962	11,004	11.8%
Operating Budget	91,589	91,589	103,962	12,372	13.5%
Multi-Year Projects	1,368	1,368	-	(1,368)	-100.0%
Capitol Building	32,584	32,584	46,154	13,570	41.6%
Operating Budget	24,000	24,000	26,648	2,648	11.0%
Multi-Year Projects	8,584	8,584	19,506	10,922	127.2%
Capitol Grounds	12,826	12,826	17,978	5,151	40.2%
Operating Budget	9,880	9,880	11,242	1,361	13.8%
Multi-Year Projects	2,946	2,946	6,736	3,790	128.6%
Senate Office Buildings	88,406	88,406	80,535	(7,871)	-8.9%
Operating Budget	60,462	60,462	62,400	1,938	3.2%
Multi-Year Projects	27,944	27,944	18,135	(9,809)	-35.1%
House Office Buildings	202,731	202,731	190,098	(12,633)	-6.2%
Operating Budget	62,327	62,327	59,546	(2,781)	-4.5%
Multi-Year Projects	61,404	61,404	58,552	(2,852)	-4.6%
No-Year Projects	79,000	79,000	72,000	(7,000)	-8.9%
Capitol Power Plant	86,646	86,646	118,980	32,334	37.3%
Operating Budget	77,141	77,141	82,688	5,547	7.2%
Multi-Year Projects	9,505	9,505	36,292	26,787	281.8%
Library Buildings and Grounds	47,080	47,080	113,427	66,347	140.9%
Operating Budget	24,943	24,943	28,122	3,179	12.7%
Multi-Year Projects	22,137	22,137	85,305	63,168	285.4%
Capitol Police Buildings, Grounds, & Security	20,033	20,033	59,309	39,276	196.1%
Operating Budget	17,533	17,533	25,937	8,404	47.9%
Multi-Year Projects	2,500	2,500	33,372	30,872	1234.9%
Botanic Garden	14,067	14,067	14,659	592	4.2%
Operating Budget	10,013	10,013	11,100	1,087	10.9%
Multi-Year Projects	4,054	4,054	3,559	(495)	-12.2%
Capitol Visitor Center	20,557	20,557	23,322	2,765	13.4%
Operating Budget	20,557	20,557	23,322	2,765	13.4%
Multi-Year Projects	-	-	-	-	-
Total Agency Appropriation	617,887	617,887	768,424	150,536	24.4%
Operating Budget	398,445	398,445	434,967	36,521	9.2%
Multi-Year Projects	140,442	140,442	261,457	121,015	86.2%
No-Year Projects	79,000	79,000	72,000	(7,000)	-8.9%

Note: Due to rounding, numbers may not add up to totals.



AOC Overall FY 2019 Budget

ANALYSIS OF CHANGE

The table below identifies the AOC changes from the FY 2017 enacted appropriation to the FY 2019 request.

FY 2018 Estimate (FY 2017 Enacted)	FY 2019 Agency Request	
	FTE	Amount (\$000)
Payroll Funded FTE	2,198	617,888
Non-Recurring Costs:		
Capital (Multi-Year) Projects.....		(140,442)
Capital (No Year) Projects.....		(79,000)
Total Non-Recurring Costs		(219,442)
Inter-Appropriation Transfers		
House Office Buildings to other Jurisdictions for O'Neill Related Ops Support.....		(4,158)
House Office Buildings to Capital Construction & Operations.....	2	2,066
House Office Buildings to Capitol Power Plant.....		1,729
House Office Buildings to Capitol Grounds.....		317
House Office Buildings to Capitol Police Buildings & Grounds.....		46
Total Inter-Appropriation Transfers	4	-
Intra-Appropriation Realignment		
House Office Buildings from Jurisdiction Centralized Activities for O'Neill.....		(1,258)
House Office Buildings to Payroll Support.....	47	1,258
Total Inter-Appropriation Transfers	47	-
Mandatory Related Costs:		
Payroll Related:		
FY 2018 Mandatory Payroll Related Costs.....		3,734
FY 2019 Cost-of-Living Adjustment of 2.6%.....		4,394
FY 2019 FEHB Employer Contribution of 4.0%.....		675
FY 2019 Within Grade Increase.....		1,659
Total Payroll Related Costs		10,462
Non-Pay Related:		
FY 2018 Non-Pay Inflation Increase of 2.3%.....		1,963
FY 2019 Non Pay Inflation Increase of 2.3%.....		2,127
Utility Rate Increases.....		1,308
Data Center Relocation Cost.....		1,257
Lease Escalation Costs.....		862
CAO Mail Monitoring and Screening Services.....		150
Total Non-Pay Related Costs		7,667
Total Mandatory Related Costs		18,129
Other Program Increases (Mission Requirements):		
Facilities Maintenance Program.....		5,838
Operational Support Services.....		3,372
Visitor Services Payroll FTE Increases.....	10	543
Security Support Payroll FTE Increases.....	10	1,498
Office of Inspector General Payroll FTE Increases.....	4	728
Senate Restaurant Program Payroll FTE Increases.....	3	290
Educational Services Payroll FTE Increases.....	3	387
Capitol Grounds Arboretum Program.....	2	304
Capitol Grounds Turf Maintenance Program.....	1	200
Construction Safety Program Manager Payroll FTE Increase.....	1	153
Human Capital Management Support Payroll FTE Increase.....	1	153
Cybersecurity & Systems Upgrades.....		2,283
Visitor Services.....		600
Energy & Sustainability Support.....		539
Cogeneration Maintenance.....		975
Additional Lease Space.....		430
Information Resource Management.....		100
Capital (Multi-Year) Projects.....		261,457
Capital (No-Year) Projects.....		72,000
Total Program Increases	35	351,850
Net Increase/Decrease	86	150,536
Total Agency Request (FTE and Funding)	2,284	768,424



AOC Overall FY 2019 Budget

OPERATING BUDGET REQUEST OVERVIEW

The table below identifies the AOC's FY 2019 funding allocation by Program Group. FY 2018 Operating Plan estimated amounts reflect the FY 2017 enacted appropriation. Payroll accounts for 56% of the total.

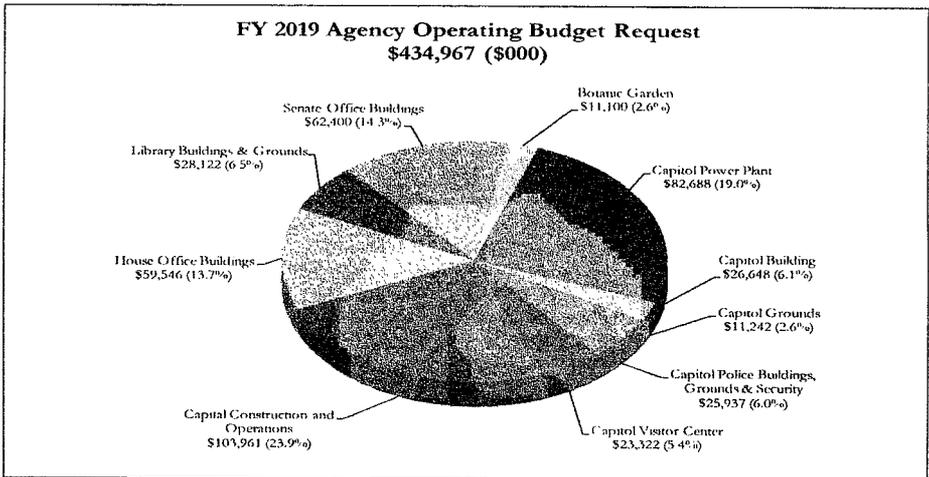
Program Group Summary (\$000)					
Program Group	FY 2017 Operating Plan	FY 2017 Actual Obligations	FY 2018 Estimate	FY 2019 Request	FY 2018/2019 Difference
Administrative	6,602	6,901	6,503	7,504	1,001
Architecture and Engineering Services	2,436	2,615	1,947	2,502	555
Curator	215	215	210	220	10
Exhibits	724	708	724	825	101
Facilities Maintenance ¹	34,772	35,721	33,460	40,486	7,025
Furniture Repair	1,662	1,647	952	1,065	113
Grounds Maintenance	2,743	2,928	2,712	3,104	392
Information Resource Management ²	19,310	19,662	19,273	23,512	4,239
Inspector General	880	772	945	991	46
Jurisdiction Centralized Activities	32,737	33,179	29,003	30,068	1,065
Payroll ³	226,324	222,345	233,132	249,402	16,270
Power Plant Operations and Maintenance	12,915	13,715	9,182	12,346	3,164
Safety Eng. Ops and Maintenance	2,366	2,262	2,116	2,219	103
Visitor Services	971	1,160	971	1,623	653
Utilities	53,789	61,926	57,314	59,100	1,786
Total	398,445	405,757	398,446	434,967	36,521

¹Funding increase for Facilities Maintenance will provide for optimal operations while prolonging and extending the life span of the buildings

²Funding increase will provide AOC-wide support of systems upgrades and cybersecurity

³Funding increase for Payroll will provide for an additional 35 FTEs to provide operational support activities for increased requirements for CCO, CG, SOH, HOB, CVC, and CPBSC

The chart below identifies the AOC's FY 2019 Operating request by Appropriation.



AOC FY 2019 Budget Request Overall Budget-3



AOC Overall FY 2019 Budget

PAYROLL REQUEST OVERVIEW

The payroll funds salaries and benefits for AOC's employees. It includes government staff salaries and other compensation (e.g. paid leave and lump sum annual leave payments upon separation); compensation above basic rates including overtime and holiday pay; employer contributions to the Civil Service Retirement System, the Federal Employees Retirement System and the Thrift Savings Plan; employer contributions to Social Security, Medicare, Federal Employees Health Benefits and Federal Employees Group Life Insurance; student loan repayment program; and transit subsidies.

The charts below identify the AOC's FY 2019 Payroll funding and FTE requirements by appropriation. The FY 2018 Operating Plan estimated amounts reflect the FY 2017 enacted appropriation.

Payroll Funding Summary (\$000)						
Appropriation	FY 2018 Estimate	Must Pay Increases			Additional FTEs Funding Required	FY 2019 Total Request
		FY 2018 Inflation Rate Increases	FY 2019 Inflation Rate Increases	Total Must Pay		
Capital Construction and Operations	57,466	1,500	1,675	3,176	1,034	61,908
Capitol Building	21,873	602	651	1,253	-	23,126
Capitol Grounds	6,879	184	209	393	304	7,838
Senate Office Buildings	44,142	-	1,348	1,348	290	45,780
House Office Buildings	47,309	-	1,192	1,192	-	49,759
Capitol Power Plant	10,226	275	302	577	-	10,803
Library Buildings & Grounds	17,645	457	526	983	-	18,628
Capitol Police Buildings, Grounds & Security	2,387	59	69	128	1,498	4,013
Botanic Garden	6,927	183	207	390	-	7,317
Capitol Visitor Center	18,277	473	549	1,023	930	20,230
Total	233,132	3,734	6,728	10,462	4,056	249,402

FY 2018 Payroll inflation rates (COLA 2.4% and FEHIB 4.4%)

FY 2019 Payroll inflation rates (COLA 2.6% and FEHIB 4.0%)

Payroll FTEs Summary				
Appropriation	FY 2018 Estimate	Additional FTEs Required	FY 2019 Request	Increase Summary
Capital Construction and Operations	387	8	395	Four for IG, one for safety, one for labor relations, and two OAP nurses for O'Neill support
Capitol Building	221	-	221	
Capitol Grounds	71	5	76	Three for tree and turf maintenance program and two for O'Neill grounds support
Senate Office Buildings	477	3	480	Three to provide Senate restaurant contract oversight
House Office Buildings	503	47	550	Forty seven additional personnel to support the O'Neill building operational requirements
Capitol Power Plant	80	-	80	
Library Buildings & Grounds	155	-	155	
Security	16	10	26	Ten to support security related mission for mega projects, resilience and security programs
Botanic Garden	68	-	68	
Capitol Visitor Center	220	13	233	Ten for visitor services support and three for additional educational services
Total	2,198	86	2,284	

Note: Additional funds are only requested for 35 FTEs. The remaining 51 FTEs are funded from the House Office Building Appropriation for O'Neill support.



AOC Overall FY 2019 Budget

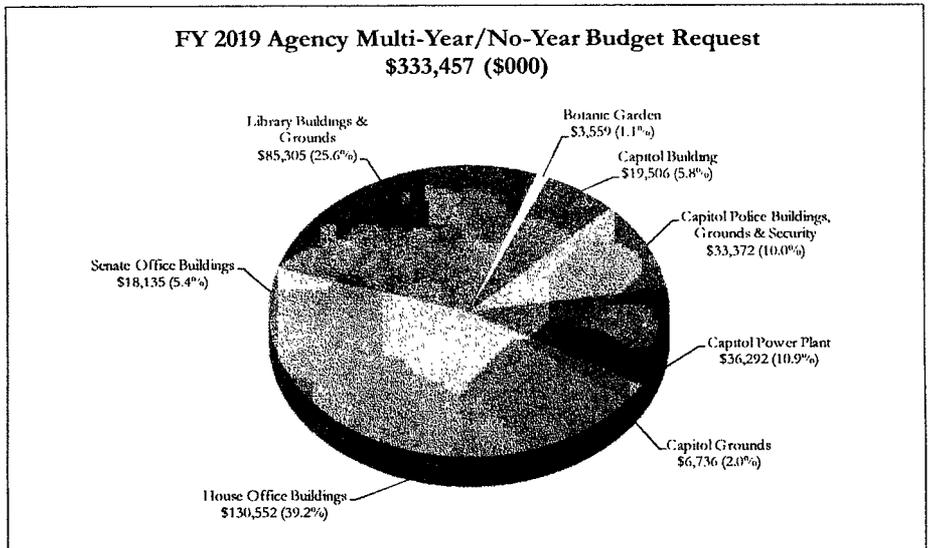
MULTI-YEAR/NO-YEAR BUDGET REQUEST OVERVIEW

The Multi-Year Projects Budget request consists of major construction or system replacement requirements to address fire, life-safety and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs, with a focus on energy savings.

The AOC's Multi-Year and No-Year request is \$333,457,000. The Multi-Year/No-Year budget includes \$221,308,000 in Line Item Construction Program (LICP) projects. In addition, the request includes the following non-LICP Multi-Year and No-Year items:

- House Historic Buildings Revitalization Trust Fund, No-Year (\$10,000,000);
- Restoration & Renovation of the Cannon House Office Building, No-Year (\$62,000,000);
- Minor Construction (\$34,100,000);
- House Chief Administrative Officer Projects (\$3,660,000);
- ESPC Management, J.B&G (\$1,790,000);
- Conservation of Fine Art and Architecture Art, CB (\$599,000).

The chart below identifies the AOC's FY 2019 Multi-Year and No-Year request by Appropriation





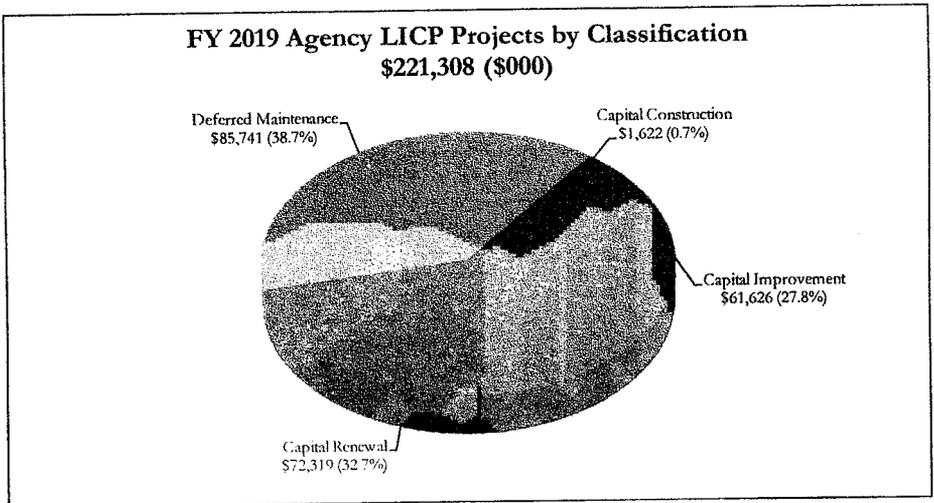
AOC Overall FY 2019 Budget

LINE ITEM CONSTRUCTION PROGRAM (LICP) PROJECTS

The AOC identified the highest priority requirements to meet the needs of Congress and other clients by using a Five-Year Capital Improvements Plan, Facility Condition Assessments, and the Capitol Complex Master Planning processes. Funding of these projects will enable the AOC to continue to maintain and increase the life span of facilities and improve services ranging from preserving priceless artwork to replacing roofs, installing emergency generators and improving campus security. There is a balance in addressing Deferred Maintenance and Capital Renewal Projects while also attending to necessary security requirements, energy-saving projects, code-compliance issues, historic preservation measures, and the needs of AOC's clients.

The AOC categorizes major projects, or LICP projects in four classifications: Deferred Maintenance (past the end of useful life), Capital Renewal (approaching the end of useful life), Capital Improvement (improves, enhances or modernizes) and Capital Construction (new construction).

The chart below identifies the AOC's FY 2019 LICP budget request by these four categories.





AOC Overall FY 2019 Budget

LICP PROJECTS LIST

The Architect of the Capitol's capital budget request is focused on immediate urgency projects. The table below identifies the Line Item Construction Program (LICP) projects that the AOC recommends for FY 2019 funding.

Priority	LICP Project Name	Appropriation	Project Classification	Project Cost (\$000)
1	Garage Interior Rehabilitation, Phase IV, RIJOB	HOB	CI	32,721
2	Emergency Generator Replacement, HSOB	SOB	DM	850
3	Barrier Lifecycle and Security Kiosk Repairs and Replacement, Phase III, OSP	CPBG&S	CR	8,300
4	Perimeter Security Fence Modification, OSP	CPBG&S	CR	4,595
5	Security Improvements, HOB	HOB	CI	15,171
6	Security Upgrade, BGC	BG	CI	959
7	Cooling Tower Renovation and Electrical Upgrades, RPR Phase IV, WRP	CPP	DM	21,215
8	Switchgear B and Pump Replacement, RPR, Phase VI, WRP	CPP	DM	724
9	Condenser Water Pump and HVAC Replacement, RPR, Phase VII, WRP	CPP	CI	714
10	North Exit Stair B, Phase II, TJB	LB&G	DM	18,000
11	Book Conveyor System Removal and In-Fill, JMMB	LB&G	DM	4,762
12	Security Improvements, House Chamber, USC	CB	DM	4,857
13	Capitol Square Infrastructure Repair, CG	CG	DM	1,217
14	Chiller Replacement and Chilled Water System Expansion, ACF	CPBG&S	DM	15,477
15	Exterior Masonry and Envelope Repairs, TJB	LB&G	DM	2,149
16	Exterior Masonry and Envelope Repairs, JAB	LB&G	DM	1,676
17	Tunnel Waterproofing, V Tunnel	CPP	DM	4,709
18	Light Pole Structural Repairs and Improvements, Phases III - VI, CG	CG	CR	2,519
19	Fire Alarm System Upgrade, DSOB	SOB	CI	606
20	Fire Alarm System Upgrade, USC	CB	DM	2,525
21	Pipe Expansion Joint Improvements, G Tunnel	CPP	CI	4,930
22	Fire Alarm and Audibility Upgrade, JMMB	LB&G	CC	1,622
23	Kitchen and Exhaust Renovation, USC	CB	CI	1,775
24	Emergency Lighting System Upgrade, TJB	LB&G	DM	7,490
25	Collection Storage Module 6, Fort Meade	LB&G	CR	45,226
26	HVAC AHU Improvements, HSOB	SOB	CR	11,679
27	Senate Reception Room Restoration and Conservation, USC	CB	CI	4,750

Total FY 2019 Funding Requested

221,308

Project Classification:

DM = Deferred Maintenance; CR = Capital Renewal; CI = Capital Improvement; CC = Capital Construction



AOC Overall FY 2019 Budget

LICP PROJECTS LIST (continued)

The table below is an estimated list of the Line Item Construction Program (LICP) projects that the AOC recommends consideration for future fiscal years funding.

LICP Project Name:	Appropriation	Project Classification	Project Cost (\$000)
Visitor Vestibules, USC	CPBG&S	CC	956
Electrical Branch Circuit Wiring Replacement, USC	CB	CR	5,000
Outer Planters and Olmsted Wall Bollard Tie-in, OSP	CPBG&S	CI	420
Copper Roof Replacement & Fall Protection, JAB	LB&G	CC	13,470
Off-Site Delivery Screening Center Study, OSP	CPBG&S	CC	1,331
Sixth Floor Terrace, JMMB	LB&G	DM	3,800
Stained Glass Window Repairs, South and Southwest Windows, TJB	LB&G	DM	3,100
Boiler Feedwater Piping Replacement, CPP	CPP	DM	1,050
Electrical Power and Grounding Systems Analysis, LOC	LB&G	CR	2,800
Foundation Alarms Installation, USCP	CPBG&S	CI	1,550
Chiller Replacement and Chilled Water System Expansion, Phase III, ACP	CPBG&S	CI	3,000
Exterior Stone and Metal Preservation, USC	CB	DM	22,467
Air Handling Units and Fans Replacement, USC	CB	DM	2,460
Fireplace Exhaust and Fan Replacement, USC	CB	DM	5,528
Building Infrastructure Upgrades, RSOB	SOB	CR	4,300
USCP Conduit Installation, Phase IIB, OSP	CPBG&S	CI	2,850
Conservation Lab Renovation, JMMB	LB&G	CI	7,500
Total Future Projects			81,582

Project Classification:

DM = Deferred Maintenance; CR = Capital Renewal; CI = Capital Improvement; CC = Capital Construction



Legislative Language

TRANSFER AUTHORITY FOR THE ARCHITECT OF THE CAPITOL OFFICE OF SECURITY PROGRAMS

Sectional Analysis

This legislation would provide greater flexibility for legislative branch agencies to protect Congress from security threats in the most efficient manner. The Architect of the Capitol (AOC) Capitol Police Buildings and Grounds account was established under 2 U.S.C. § 1865 to provide security infrastructure for the U.S. Capitol Grounds in support of the U.S. Capitol Police. The proposed language would amend Section 1865 to allow interagency transfers of funds to the AOC Office of Security Programs to support the security needs of Congress, and update the purpose language of the statute to accurately reflect the current role of the account.

Proposed Language

Title 2, United States Code, Section 1865, is hereby amended as follows:

In subsection (b), by striking “buildings and grounds of the United States Capitol Police”, and inserting in its place the following: “buildings, grounds, and security enhancements for the United States Capitol Police, and other facilities associated with this program, and Architect of the Capitol resilience and security programs, wherever located”

By striking the current subsection (c) in its entirety and inserting in its place the following:

“(c) Interagency Transfer Authority

The Architect of the Capitol may receive transfers of appropriations from any agency or instrumentality of the United States Government, which shall be merged with and made

Legislative Language



available under this account, with the approval of:

- (1) the Committee on Appropriations of the House of Representatives, in the case of amounts transferred from appropriations under the headings of the House of Representatives;*
- (2) the Committee on Appropriations of the Senate, in the case of amounts transferred from appropriations under the headings of the Senate; and*
- (3) the Committees on Appropriations of the Senate and the House of Representatives, in the case of amounts transferred from any other appropriation."*

By inserting a new subsection (d) which shall state as follows:

"(d) Effective date

This section shall apply with respect to fiscal year 2019 and each succeeding fiscal year."



Legislative Language

AMENDMENT TO SMALL PURCHASE CONTRACTING AUTHORITY STATUTE

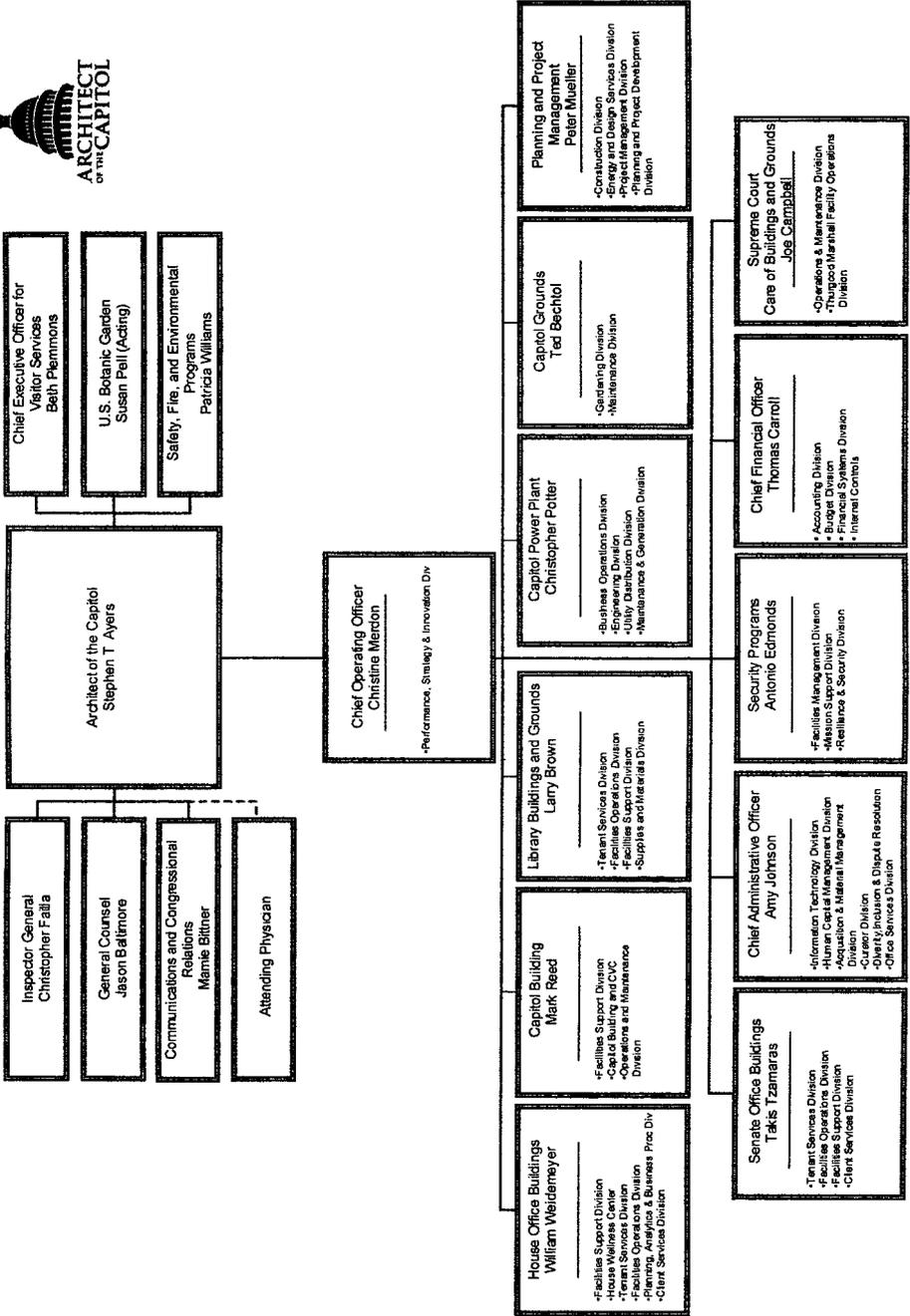
Sectional Analysis

This legislation would provide the Architect of the Capitol (AOC) greater flexibility in small purchase contracting. 2 U.S.C. § 1821 currently sets the AOC's small purchase contracting threshold at \$100,000. The executive branch small purchase threshold is currently \$150,000. The proposed language would increase the AOC's threshold to \$150,000, which would align with the executive branch and allow the AOC to streamline the acquisition process to meet the needs of Congress in a more timely and efficient manner.

Proposed Language

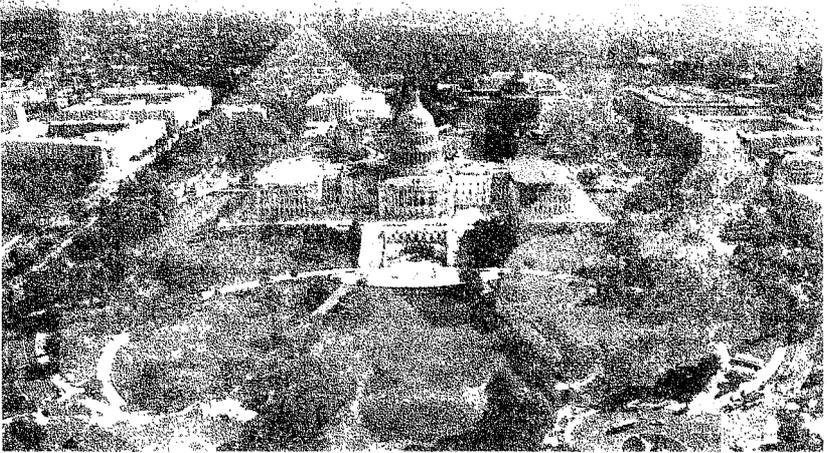
SEC. ____ (a) 2 U.S.C. § 1821 is amended by striking "\$100,000" and replacing it with "150,000"

(b) The amendment made by subsection (a) shall apply with respect to fiscal year 2019 and each succeeding fiscal year.





Capital Construction and Operations



AOC MISSION

To **serve** Congress and the Supreme Court, **preserve** America's Capitol, and **inspire** memorable experiences.

RESPONSIBILITIES IN SUPPORT OF AOC MISSION

The Capital Construction and Operations (CCO) jurisdiction provides direct support to the organization to ensure that Congress is able to perform its responsibilities to enact legislation for governance of the United States.

The CCO appropriation is responsible for campus-wide architectural and engineering design; project, property and construction management; planning and development; Congressional election year move designs; in-house construction efforts for major projects across the Capitol campus; information technology services, systems and tools, including work order management systems; safety, fire and environmental monitoring services and reporting; emergency operations; financial management including budget, accounting, financial systems and inventory management systems; legal services; human capital management; communications and congressional relations; procurement, including major construction contracts, service contracts, small purchases and leases; management of historic preservation, sustainability and energy and water conservation programs; high voltage operations; maintenance of street lights, generators and high voltage electrical infrastructure; audio/visual support for hearings and special events such as State of the Union addresses and Presidential Inaugurations.

For a complete list of CCO facilities, please refer to the "Areas and Responsibilities Summary" table in the Budget Request.



Capital Construction and Operations

RESPONSIBILITIES IN SUPPORT OF AOC MISSION (continued)

The Capital Construction and Operations appropriation includes the following offices:

Chief Administrative Officer (CAO) - provides AOC-wide services that include: legal counsel; information technology; human capital management; Equal Employment Opportunity and diversity programs; acquisition and material management; communications and Congressional relations; preservation and documentation of heritage assets, research and curatorial expertise. It includes the Office of the Attending Physician as a service under CAO offering medical surveillance and support of health units.

Chief Financial Officer (CFO) - provides management oversight and direction for AOC financial management programs, resources and services including: accounting, budgeting, financial/inventory management systems and enterprise risk management.

Office of Inspector General (OIG) - conducts independent audits and investigations, reviews and evaluations of AOC operations and programs, including major construction projects, to promote economy and efficiency and to detect and prevent fraud, waste and abuse. The IG, who reports directly to the Architect of the Capitol, serves pursuant to the Architect of the Capitol Inspector General (AOC IG) Act of 2007. The OIG reviews existing or proposed laws, regulations, orders and policies for their impact on economy and efficiency and recommends new policies, as appropriate. As an independent, objective office within the AOC, the OIG is responsible for promoting economy and efficiency and to prevent and detect fraud, waste and abuse in AOC operations.

Planning and Project Management (PPM) - provides long-range facility planning, historic preservation, design and construction services, project risk and program management and other technical services in support of projects; conducts campus master planning, building performance audits, retro-commissioning and Facility Condition Assessments; manages a sustainability, energy and water conservation program to develop and implement energy savings initiatives; provides project funded in-house construction services; provides facility management services of large critical campus-wide systems that span across jurisdictions including electrical distribution, emergency generators, cable television and legislative clocks.

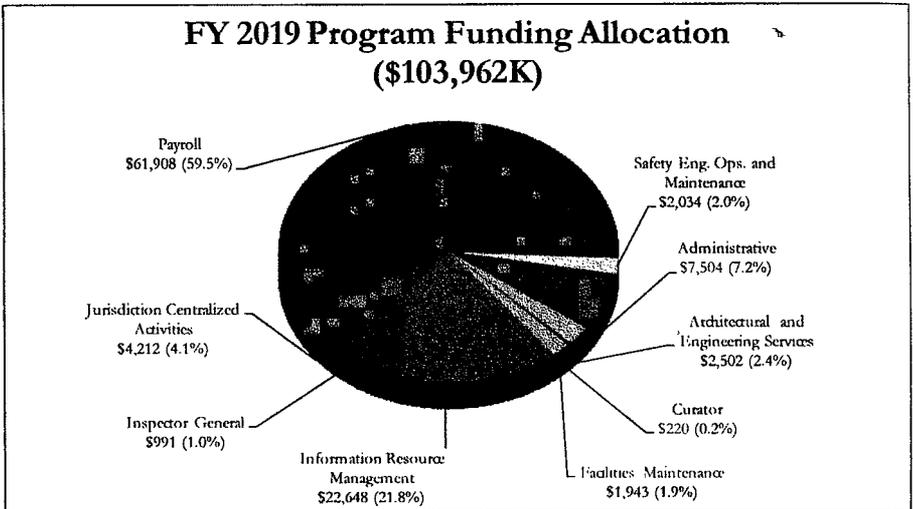
Safety, Fire and Environmental Programs (SFEP) manages the AOC's safety, fire, environmental and emergency preparedness programs and activities; provides policy, technical expertise and guidance and program planning; and serves as the AOC point of contact with external safety and environmental regulatory agencies.



Capital Construction and Operations

PROGRAM SUMMARY:

The Operating Budget for the CCO jurisdiction/appropriation funds all costs associated with AOC's centralized operations, activities, and programs.



The **Operating Budget** request funds all costs associated with AOC central office salaries, operations, activities and programs. The budget is divided into the following functional area Program Groups: Administrative; Architectural and Engineering Services; Curator; Facilities Maintenance; Information Resource Management; Inspector General; Jurisdiction Centralized Activities; Payroll; and Safety Engineering Operations and Maintenance.

- The **Administrative** Program Group request funds: printing and reproduction; office equipment and supplies; postage and metered mail; graphic design; centralized vehicle leases, operations and maintenance; and payroll processing support from the National Financial Center. It includes consultant services and ongoing agency-wide strategic planning, performance improvement and best practices research.
- The **Architectural and Engineering Services** Program Group request provides the capability to supplement in-house planning, design and construction organizations with contracted services for Line Item Construction Projects, Facility Condition Assessments, Accessibility Programs, Historic Preservation Program, Building Performance Audits, Retro-commissioning and the Capitol Campus Master Plan.



Capital Construction and Operations

PROGRAM SUMMARY *(continued)*

- The **Curator Program Group** request provides stewardship of invaluable heritage assets including architectural art such as murals, the Statue of Freedom and joint fine and decorative art such as the National Statuary Hall statues. Paint studies support accurate restoration of historic areas. The Curator promotes preservation awareness through educational programs and facilitates historical research. The group preserves and makes available archives of architectural drawings, textual records and photographs. It is responsible for critical photo documentation of contractual projects and congressional events, and supports publications and exhibits.
- The **Facilities Maintenance Program Group** request funds the maintenance of 12 high voltage and 37 low voltage electrical substations, 37 emergency generators, and more than 1,500 light poles and 300,000 Building Automation System control devices. This Program Group also funds the indirect cost for the Construction Division, its shops at D.C. Village and leased warehouses.
- The **Information Resource Management Program Group** request funds the procurement and operations of information technology for services, hardware and software. It provides contractor technical support services for the network, systems, cyber security, AOC Help Desk operations, project management and AOC hardware, software, communication equipment and services. Additionally, Information Resource Management is responsible for information technology projects, including the human capital management system. Of the requested funds, the program accounts for are:

Cyber security includes initiatives directed by the legislative branch cyber security working group and Congress, including legislative branch standardized services to monitor and thwart daily cyberattacks, implement new defenses against emerging threats and provide training to staff. The program group requests funds for dedicated personnel to address vulnerabilities and to respond to the increased compliance and oversight requests. The goal is to decrease the time to remediate vulnerabilities on AOC systems to improve resistance to exploitation by attackers.

Contractual operations support such as help desk operations, certification and accreditations, information security, application development, network management support operations and systems administration. This includes information technology services such as monitoring and thwarting daily cyberattacks while implementing new defenses, the flag application, Congressional moves application and Senate suite tool, wide and local area network monitoring operations and providing continuous information security monitoring and assessments.

Agency wide systems development including the project management information system and human capital management system are managed within this Program Group. Also included are information technology hardware and software acquisitions. The request provides telecommunications services including circuits for connectivity between the buildings, desk phones, mobile devices and voice/data services to connect AOC staff and support emergency response coordination.

Computer-Aided Facility Management system licenses and support used for relational databases and electronic representations of facilities to manage, analyze and control facility data. It also includes planning, oversight, deployment and support of Facility Management tools and business processes including Computerized Maintenance Management Systems, Building Information Modeling, Geographic Information Systems and the Emergency Operations Center requirements account to maintain the AOC's enterprise-wide emergency response system.



Capital Construction and Operations

PROGRAM SUMMARY (continued)

- The **Inspector General** Program Group request provides the capability for the OIG to carry out the requirements set forth in the AOC IG Act of 2007 including audits, evaluations and investigations. The AOC financial statement audit is also funded in this program group.
- The **Jurisdiction Centralized Activities** Program Group request provides for required training for CCO staff, such as Construction and Facility Management Industry training, mandatory trade-specific safety training, professional training and technical core competency training. It also provides funds for emergency preparedness including planning for and responding to fires, spills, pandemic flu, appropriations lapse, earthquakes, tornados and other weather emergencies; coordinating with the United States Capitol Police; and supporting Congress during emergencies. Funds are included for systems and equipment for the AOC's primary and backup emergency operations centers, as well as emergency preparedness and response capabilities at off-site locations managed by the AOC.
- The **Payroll** Program Group request funds salaries and benefits for employees specifically supporting the appropriation. It includes government staff salaries and other compensation (e.g., paid leave and lump sum annual leave payments upon separation); compensation above basic rates including overtime and holiday pay, and employer contributions to the Civil Service Retirement System, the Federal Employees Retirement System and the Thrift Savings Plan; employer contributions to Social Security, Medicare, Federal Employees Health Benefits and Federal Employees Group Life Insurance.
- The **Safety Engineering Operations and Maintenance** Program Group request provides sampling and analysis (air, water, waste, storage tanks, etc.); hazardous waste disposal; educational and communication materials; subscriptions and regulatory updates; consultant support for assessments, analysis, inspections, testing, technical reviews and program planning for the AOC's safety, fire, environmental and emergency preparedness programs. It also includes funds for the operations and maintenance of AOC-wide automatic defibrillators to replace units at the end of their service life.



Capital Construction and Operations

AREAS OF RESPONSIBILITY SUMMARY:

ASSIGNED FACILITIES

Facility Name/Type	Location	Year Built or Acquired	Area (square feet)	Deferred Maintenance	Capital Renewal	Backlog
Construction Division Shops	Washington, DC	1982	15,225	\$395,000	\$3,000	\$398,000
			15,225	\$395,000	\$3,000	\$398,000

Notes:

Deferred Maintenance is defined as maintenance, repair or replacement work on existing facilities and infrastructure that is past due causing failure or partial failure.

Capital Renewal is defined as making replacements in kind to correct unacceptable conditions caused by aged building components prior to failure.

Backlog equals total Deferred Maintenance plus Capital Renewal expected to become Deferred Maintenance within a five year window.

LEASED FACILITIES

Lease Type	Location	Area (square feet)	Leased from	Contract Award Date	Contract End Date	FY 2018 Total Cost	FY 2019 Total Cost
Construction Division Warehouse	Landover, MD	39,599	PacTrust Realty	July 2016	June 2021	\$664,000	\$679,000



Capital Construction and Operations

TOTAL BUDGET REQUEST – FUNDING SUMMARY

Total Budget (\$000)					
Appropriation	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Operating Budget	91,589	90,879	91,589	103,962	12,372
Multi-Year Projects	1,368	-	1,368	-	(1,368)
Total	92,957	90,879	92,957	103,962	11,004

Operating Budget (\$000)					
Program Groups	FY 2017 Operating Plan	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Administrative	6,602	6,901	6,503	7,504	1,001
Architectural and Engineering Services	2,436	2,615	1,947	2,502	555
Curator	215	215	210	220	10
Facilities Maintenance	1,983	1,987	1,812	1,943	131
Information Resource Management	18,584	18,725	18,547	22,648	4,101
Inspector General	880	772	945	991	46
Jurisdiction Centralized Activities	2,227	2,318	2,220	4,212	1,992
Payroll	56,474	55,166	57,466	61,908	4,441
Safety Eng. Ops. and Maintenance	2,189	2,180	1,939	2,034	95
Total	91,589	90,879	91,589	103,962	12,372

Total Budget by Object Class (\$000)					
Object Class Groups	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
11 Personnel Compensation	41,245	40,804	41,970	45,214	3,244
12 Personnel Benefits	15,229	15,066	15,496	16,694	1,198
21 Travel	123	142	138	148	10
22 Transportation of Things	-	-	-	-	-
23 Rent, Communications & Utilities	480	554	466	574	108
24 Printing and Reproduction	96	111	94	115	22
25 Other Contractual Services	29,396	33,958	28,548	35,205	6,657
26 Supplies and Materials	2,721	3,143	2,644	3,258	615
31 Equipment	2,164	2,500	2,103	2,592	489
32 Land and Structures	135	156	131	162	31
42 Insurance Claims & Indemnities	-	-	-	-	-
Total	91,589	96,435	91,589	103,962	12,372

¹ FY 2017 Actuals represent total obligations of funds incurred irrespective of the year of appropriation and can include reprogrammings/transfers from other appropriations. Personnel Compensation and Personnel Benefits include payroll and project-funded obligations.

² FY 2018/FY 2019 Personnel Compensation and Personnel Benefits do not include project-funded payroll estimated obligations.



Capital Construction and Operations

TOTAL BUDGET REQUEST - ANALYSIS OF CHANGE

	FY 2019 Appropriation	
	FTE	Amount (\$000)
FY 2018 Estimate (FY 2017 Enacted)		92,957
Payroll Funded FTEs	387	
Non-Recurring Costs:		
Multi-Year Projects (FY 2017 Enacted)		(1,368)
Total Program Decreases		(1,368)
Mandatory Increases:		
Payroll Related:		
FY 2018 Mandatory Payroll Related Cost		1,500
FY 2019 Cost-of-Living Adjustment of 2.6%		1,136
FY 2019 FEHB Employer Contribution of 4.0%		127
FY 2019 Within Grade Increase		412
Total Payroll Related Costs		3,176
Non-Payroll Related:		
Data Center Relocation Cost		1,257
FY 2018 Non-pay Inflation Increase of 2.3%		833
FY 2019 Non-Pay Inflation Increase of 2.3%		925
Lease Escalation Costs		67
Total Non-Payroll Related Cost		3,082
Total Mandatory Increases		6,258
Other Program Increases (Mission Requirements):		
Realignment from House Office Buildings Jurisdiction Centralized Activities to Capital Construction & Operations for O'Neill Ops Support		1,834
Realignment from House Office Buildings Jurisdiction Centralized Activities to Capital Construction & Operations for O'Neill OAP Support	2	232
Office of Inspector General Payroll FTEs Increase	4	728
Construction Safety Program Manager Payroll FTE Increase	1	153
Human Capital Management Support Payroll FTE Increase	1	153
Facilities Maintenance Program		319
Operational Support Services		558
Cybersecurity & Systems Upgrade		1,833
Energy & Sustainability Support		305
Total Other Program Increases	8	6,115
Net Increase/Decrease	8	11,004
FY 2019 Total Appropriation	395	103,962



Capital Construction and Operations

OPERATING BUDGET REQUEST - SUMMARY OF CHANGES

The Operating Budget component of the CCO appropriation funds all costs associated with the Architect of the Capitol, central office salaries, operations, activities and programs. The budget is divided into functional area Program Groups. In accordance with sound financial management practices, these Program Groups are reviewed and adjusted to reflect changing program and pricing needs. Increases that cannot be absorbed are requested through the budget process.

Operating Budget (\$000)						
Program Groups	FY 2018 Estimate	Program Realignment/ Transfers	Mandatory Increases	Other Program Increases	FY 2019 Request	FY 2018/2019 Difference
Administrative	6,503	-	163	838	7,504	1,001
Architectural and Engineering Services	1,947	-	250	305	2,502	555
Curator	210	-	10	-	220	10
Facilities Maintenance	1,812	-	92	39	1,943	131
Information Resource Management	18,547	-	2,268	1,833	22,648	4,101
Inspector General	945	-	46	-	991	46
Jurisdiction Centralized Activities	2,220	1,834	158	-	4,212	1,992
Payroll	57,466	232	3,176	1,034	61,908	4,441
Safety Eng. Ops. and Maintenance	1,939	-	95	-	2,034	95
Total	91,589	2,066	6,258	4,049	103,962	12,372

Program Changes Justification

The FY 2019 Operating Budget Request shows an increase of **\$12,373K** from the FY 2018 estimated level. It includes **\$6,258K** for mandatory pay and price increases, **\$4,049K** in other program changes and **\$2,066K** for funding realignment from the House Office Buildings for O'Neill support.

Program Realignment/Transfers

The funding increase of **\$2,066K** is a realignment from the House Office Building to provide operational support services related to the acquisition of the O'Neill House Office Building. These services include human resources, procurement, IT, office services, general counsel, office of the attending physician, planning and project management services and safety, fire and environmental programs.

Mandatory Increases

The funding increase to the baseline includes inflationary costs for pay and non-pay programs based upon guidance from the Congressional Budget Office and lease escalation costs.

Other Program Increases

Payroll FTE Increase (\$1,034K)

OIG (\$728K): Recent Senate Appropriations report language directed the AOC OIG to employ not fewer than 14 FTEs in FY 2018 in order to maintain a staffing level commensurate with the scale of the AOC's vast portfolio of operations, construction and contract oversight. The current FY 2018 funding and budget request (baseline) was for 10 FTEs. Senate Appropriations Staff along with the CFO and IG agreed with a strategy for the AOC OIG to ramp up to 14 FTEs through the hiring of an additional four FTEs by FY 2019.



Capital Construction and Operations

OPERATING BUDGET REQUEST (continued)

The funding increase to the baseline is for one Quality Assurance Specialist (QAS) required by the Council of the Inspectors General on Integrity and Efficiency (CIGIE) standards to conduct internal referencing reviews and quality standard reviews of all reports to ensure they comply with Generally Accepted Government Accounting Standards. The lack of this position was pointed out during a recent internal audit by the quality assurance firm BDO and recommended to have a full time QAS.

- Additionally, two Auditors are required to support increased workload for contractors and construction oversight. Also, one additional investigator is required due to a marked increase in investigations in the past year. The work required and requested of the AOC OIG by Congress has changed significantly since its establishment. The FTE requirement was based on the 2,200 AOC employees and does not take into account the \$1 billion dollars of oversight required for contractors and construction. Additionally, OIG provides quarterly reports as mandated by the Explanatory Statement accompanying the Fiscal Year 2016 Legislative Branch Appropriations Act (P.L. 114-113) that requires the OIG to provide quarterly status updates on the Cannon Renewal Project to the House Committee on Appropriations and on the Capitol Power Plant to the Committees on Appropriations. This additional audit work and the expectation of continual mega project audits requires the addition of three more Auditors to supplement the OIG Audit work force.

CAO (\$153K): Funds are also required for one additional labor relations specialist in support of increased workload to union requests, negotiation with union on policy changes, providing training to managers on new and existing contract bargaining agreement requirements, training managers on the implementation of new programs such as the Alternative Discipline System and Workload Violence Prevention and revising existing policy in the field of labor and employee relations

PPM (\$153K): This funding increase is for one Construction Safety Program Manager. This position will be responsible for the overall contracted construction safety program. Duties will include developing and implementing construction safety, policies and best practices, ensuring contract documents contain appropriate safety language, reviewing design submissions and construction submittals. If this position is not filled, the AOC could be at increased risk of construction accidents and injuries due to construction safety policies and best practices not being developed and implemented and appropriate safety language not being included in our contracts and contractor safety plans not being adequately reviewed and enforced.

Facilities Maintenance Program (\$319K)

The funding increase to the baseline is required to bring the annual operating budget to the minimum level necessary to support the annual preventive and corrective maintenance services throughout our facilities (buildings, grounds, equipment, systems and security infrastructures).

This funding will provide for optimal operations while prolonging and extending the life span of the buildings. Specific program increases are requested for:

Facility condition assessment and reporting cycle requirements (\$255K).

Annual maintenance and updating of software critical for the AOC Mission in the design and creation of construction documents for projects and the maintenance of the facilities. These include reference manuals to support the Cost Estimating Group and to supplement the code library annual subscription (\$39K).

Maintenance and upgrades for the Photography Database Record (\$25K).



Capital Construction and Operations

OPERATING BUDGET REQUEST (continued)

Operational Support Services (\$558K)

The funding increases to the baseline is required for AOC-wide mission related support to sustain high level policy issuance, and proactively keep all Members of Congress, staff, AOC employees, and visitors informed of current, ongoing and planned future projects across the Capitol Campus. Specific program increases are requested for:

The Wounded Warrior personnel contract for procurement and agency policy program efforts. (\$359K)

Graphic Design support required to ensure strong, clear print and digital communications that keep the congressional community and visitors informed about AOC projects and impacts. (\$199K)

Cybersecurity and Systems Upgrade (\$1,833K)

The funding increases to the baseline is requested by the Committee on House Administration's initiative to harden networks and protect Legislative Branch systems against malicious cyber activity. As a result, minimum capability/standards have been set within the Legislative Branch Cyber Security working group that legislative branch agencies must meet. Additionally, this funding continues ongoing information technology project requests that improve services to members and their staff. Specific program increases are requested for:

Resilience Methodology Assessments, Independent Penetration Tests, and Expert Information Security support required to continuously evaluate, remediate, and sustain the AOC network to prevent, detect, analyze and mitigate ever-increasing security concerns. This includes penetration tests, cyber intelligence sharing, cyber defender training, user education and phishing program, and multi-factor authentication support. (\$827K)

- Business modernization investments in information technology projects to improve services to Members, their staff, and the public; with the goal of increasing productivity, automating operations, and analytics based decision making. (\$550K)

Mandatory annual IT help desk personnel contract increase of 3%. (\$346K)

Computer Aided Facilities Management Support needed for managing, analyzing, and controlling facilities data, such as, work order history, preventive maintenance requirements, space occupancy and ownership. (\$80K)

Procuring resources needed to meet and maintain the Building Automation System Network up to standards. (\$30K)

Energy and Sustainability Support (\$305K)

The funding increases to the baseline is required in support of the Energy and Sustainability Program to be able maintain and meet future energy and sustainability goals.



Capital Construction and Operations

Office of the Inspector General – Justification Summary

The OIG conducts independent audits and investigations, reviews and evaluations of AOC operations and programs, including major construction projects, to promote economy and efficiency and to detect and prevent fraud, waste and abuse. The IG, who reports directly to the Architect of the Capitol, serves pursuant to the AOC IG Act of 2007. The OIG reviews existing or proposed laws, regulations, orders and policies for their impact on economy and efficiency and recommends new policies, as appropriate. As an independent, objective office within the AOC, the OIG is responsible for promoting economy and efficiency and to prevent and detect fraud, waste and abuse in AOC operations.

Operating Budget (\$000)						
Program Groups	FY 2018 Estimate	Program Realignment/ Transfers	Mandatory Increases	Other Program Increases	FY 2019 Request	FY 2018/2019 Difference
Inspector General	945		46		991	46
Payroll	1,766		98	728	2,592	826
Total	2,711	-	144	728	3,583	872

The FY 2019 Operating Budget request shows an increase of \$872K from the FY 2018 estimated level. It includes \$144K in mandatory pay and price increases plus \$728K in other program changes.

Mandatory Increases

The funding increase to the baseline includes inflationary costs for pay and non-pay programs, as based upon guidance from the Congressional Budget Office.

Other Program Increases

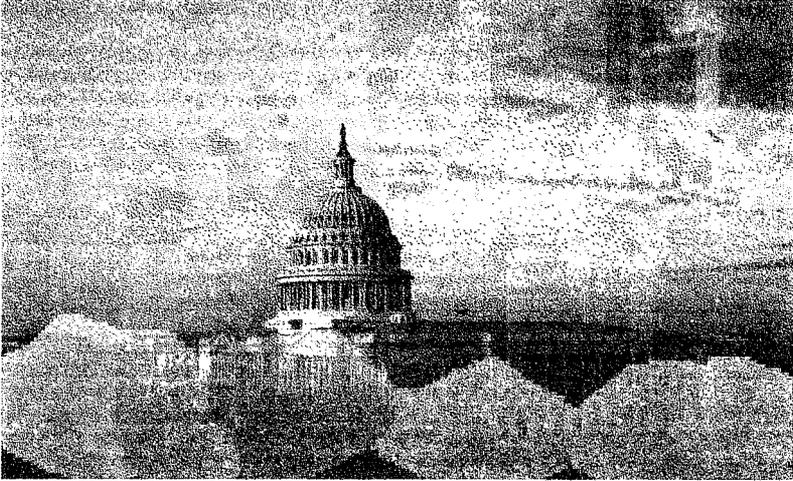
Payroll FTE Increase (\$728K)

FY 2018 Senate Legislative Branch Appropriations report language directed the AOC OIG to employ not fewer than 14 FTEs in FY 2018 in order to maintain a staffing level commensurate with the scale of the AOC's vast portfolio of operations, constructions and contract oversight. The current FY 2018 funding and budget request (baseline) was for 10 FTEs. Senate Appropriations Staff along with the CFO and IG agreed with a strategy for the AOC OIG to ramp up to 14 FTEs through the hiring of an additional four FTEs by FY 2019.

The funding increase to the baseline is for one Quality Assurance Specialist (QAS) required by the Council of the Inspectors General on Integrity and Efficiency (CIGIE) standards to conduct internal referencing reviews and quality standard reviews of all reports to ensure they comply with Generally Accepted Government Accounting Standards. The lack of this position was pointed out during a recent internal audit by the quality assurance firm BDO and recommended to have a full time QAS.

Additionally, two Auditors are required to support increased workload for contractors and construction oversight. Also, one additional investigator is required due to a marked increase in investigations in the past year. The work required and requested of the AOC OIG by Congress has changed significantly since its establishment. The FTE requirement was based on the 2,200 AOC employees and does not take into account the 1 billion dollars of oversight required for contractors and construction. Additionally, OIG provides quarterly reports as mandated by the Explanatory Statement accompanying the Fiscal Year 2016 Legislative Branch Appropriations Act, P.L. 114-113, which requires the OIG to provide quarterly status updates on the Cannon Renewal Project to the House Committee on Appropriations and on the Capitol Power Plant to the Committees on Appropriations. This additional audit work and the expectation of continual mega project audits requires the addition of three more Auditors to supplement the OIG Audit work force.

Capitol Building



AOC MISSION

To **serve** Congress and the Supreme Court, **preserve** America's Capitol, and **inspire** memorable experiences.

RESPONSIBILITIES IN SUPPORT OF THE AOC MISSION

The Capitol Building (CB) jurisdiction is responsible for the maintenance, repair, operations, mechanical and electrical infrastructure, heating, ventilation and air conditioning, plumbing, painting, cleaning and any construction concerning the U.S. Capitol and the Capitol Visitor Center (CVC).

The CB jurisdiction:

- Cares for and preserves the structural and architectural elements of the Capitol and CVC.
- Consistently strives to serve clients, Congress, staff and the general public by managing facilities and operations in the most efficient fashion with the provided resources.
- Implements energy efficiency strategies, maintaining a flat organizational structure, facility management best practices and internal controls to ensure effective operations.

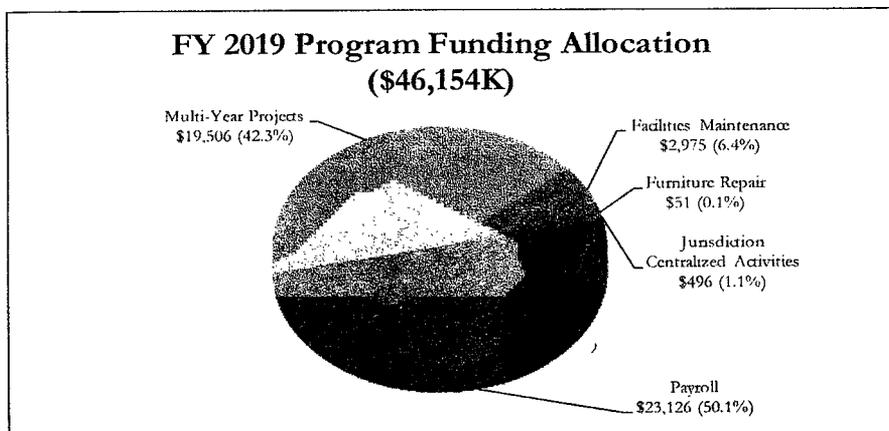
For a complete list of CB facilities, please refer to the "Areas of Responsibility Summary" tables in this Budget Request.



Capitol Building

PROGRAM SUMMARY:

The Capitol Building (CB) jurisdiction/appropriation consists of two primary types of funding: Operating Budget (annual) and Multi-Year Projects Budget (5 years).



The **Operating Budget** request funds all costs associated with the daily care, maintenance and operation of the U.S. Capitol and the Capitol Visitor Center (CVC). The budget is divided into functional area Program Groups: Facilities Maintenance, Furniture Repair, Jurisdiction Centralized Activities and Payroll.

- The **Facilities Maintenance** Program Group request provides the capability to deliver exceptional service in caring for the CB and CVC. The funding requested provides for general maintenance and operations, general repairs, cleaning and maintenance of the Senate, House and CVC restaurants.
- The **Furniture Repair** Program Group request funds repairing furniture within the core spaces of the CVC. This provides the capability to procure routine furniture-related minor repairs, materials and supplies.
- The **Jurisdiction Centralized Activities** Program Group request funds training, registration and seminar fees; travel; uniform allowances; vehicles leases, operations and maintenance; safety apparel; emergency preparedness; and gasoline and oil, as applicable.
- The **Payroll** Program Group request funds salaries and benefits for employees specifically supporting the appropriation. This includes government staff salaries and other compensation.



Capitol Building

PROGRAM SUMMARY (continued)

The **Multi-Year Projects Budget** request consists of major construction or system replacement requirements to address fire, life-safety and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs, with a focus on energy savings. It also may include funds that provide jurisdictions with the flexibility to respond to unforeseen minor construction requirements as generated from emergencies, the Members, Committees and other AOC clients.

Please refer to "Multi-Year Budget Request – Program Summary" for a detailed list of the requested major construction projects.

AREAS OF RESPONSIBILITY SUMMARY:

ASSIGNED FACILITIES

Facility Name/Type	Location	Year Built or Acquired	Area (square feet)	Deferred Maintenance	Capital Renewal	Backlog
Capitol Building	Washington, DC	1793	939,341	\$84,520,000	\$53,745,000	\$138,265,000
Capitol Visitor Center	Washington, DC	2008	676,844	\$0	\$0	\$0
Pedestrian & Transport Tunnels	Washington, DC	Varies	45,749	\$0	\$0	\$0
			1,661,934	\$84,520,000	\$53,745,000	\$138,265,000

Notes:

Deferred Maintenance is defined as maintenance, repair or replacement work on existing facilities and infrastructure that is past due causing failure or partial failure.

Capital Renewal is defined as making replacements in kind to correct unacceptable conditions caused by aged building components prior to failure.

Backlog equals total Deferred Maintenance plus Capital Renewal expected to become Deferred Maintenance within a five year window.

Pedestrian & Transport Tunnels: a facility condition assessment has not yet been completed.



Capitol Building

TOTAL BUDGET REQUEST – FUNDING SUMMARY

Total Budget (\$000)					
Appropriation	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Operating Budget	24,000	23,994	24,000	26,648	2,648
Multi-Year Projects	8,584	-	8,584	19,506	10,922
No-Year Projects	-	-	-	-	-
Total	32,584	23,994	32,584	46,154	13,570

Operating Budget (\$000)					
Program Groups	FY 2017 Operating Plan	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Facilities Maintenance	2,600	2,695	1,635	2,975	1,340
Furniture Repair	50	50	49	51	2
Jurisdiction Centralized Activities	454	425	443	496	53
Payroll	20,896	20,825	21,873	23,126	1,253
Annual-Funded Projects	-	-	-	-	-
Total	24,000	23,994	24,000	26,648	2,648

Total Budget by Object Class (\$000)					
Object Class Groups	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
11 Personnel Compensation	15,024	16,519	15,726	16,627	901
12 Personnel Benefits	5,872	6,457	6,147	6,499	352
21 Travel	11	16	10	20	10
22 Transportation of Things	-	-	-	-	-
23 Rent, Communications & Utilities	-	-	-	-	-
24 Printing and Reproduction	-	-	-	-	-
25 Other Contractual Services	2,720	3,942	2,493	5,364	2,871
26 Supplies and Materials	1,802	2,611	1,651	3,549	1,898
31 Equipment	-	-	-	-	-
32 Land and Structures	7,156	10,371	6,557	14,095	7,537
42 Insurance Claims & Indemnities	-	-	-	-	-
Total	32,584	39,915	32,584	46,154	13,570

¹ FY 2017 Actuals represent total obligations of funds incurred irrespective of the year of appropriation and can include reprogrammings/transfers from other appropriations. Personnel Compensation and Personnel Benefits include payroll and project-funded obligations.

² FY 2018/FY 2019 Personnel Compensation and Personnel Benefits do not include project-funded payroll estimated obligations.



Capitol Building

TOTAL BUDGET REQUEST - ANALYSIS OF CHANGE

	FY 2019 Appropriation	
	FTE	Amount (\$000)
FY 2018 Estimate (FY 2017 Enacted)		32,584
Payroll Funded FTEs	221	
Non-Recurring Costs:		
Multi-Year Projects (FY 2017 Enacted).....		(8,584)
Total Program Decreases	-	(8,584)
Mandatory Increases:		
Payroll Related:		
FY 2018 Mandatory Payroll Related Costs.....		602
FY 2019 Cost-of-Living Adjustment of 2.6%.....		425
FY 2019 FEHB Employer Contribution of 4.0%.....		71
FY 2019 Within Grade Increase.....		155
Total Payroll Related Costs	-	1,253
Non-Payroll Related:		
FY 2018 Non-Pay Inflation Increase of 2.3%.....		63
FY 2019 Non-Pay Inflation Increase of 2.3%.....		81
Total Non-Payroll Related Costs	-	144
Total Mandatory Increases	-	1,397
Other Program Increases (Mission Requirements):		
Facilities Maintenance Program.....		1,221
Operational Support Services.....		30
Total Mission Related Costs	-	1,251
Multi-Year Projects:		
Security Improvements, House Chamber, USC.....		4,857
Senate Reception Room Restoration and Conservation, USC.....		4,750
Fire Alarm System Upgrade, USC.....		2,525
Kitchen and Exhaust Renovation, USC.....		1,775
Minor Construction.....		5,000
Conservation of Fine and Architectural Art.....		599
Total Other Program Increases	-	19,506
Net Increase/Decrease	-	13,570
FY 2019 Total Appropriation	221	46,154



Capitol Building

OPERATING BUDGET REQUEST - SUMMARY OF CHANGES

The Operating Budget of the CB appropriation funds all costs associated with the daily care, maintenance and operation of the U.S. Capitol and the CVC. The budget is divided into functional area Program Groups. In accordance with sound financial management practice, these Program Groups are reviewed and adjusted to reflect changing program and pricing needs. Increases that cannot be absorbed are requested through the budget process.

Operating Budget (\$000)						
Program Groups	FY 2018 Estimate	Program Realignment/ Transfers	Mandatory Increases	Other Program Increases	FY 2019 Request	FY 2018/2019 Difference
Facilities Maintenance	1,635	-	119	1,221	2,975	1,340
Furniture Repair	49	-	2	-	51	2
Jurisdiction Centralized Activities	443	-	23	30	496	53
Payroll	21,873	-	1,253	-	23,126	1,253
Total	24,000	-	1,397	1,251	26,648	2,648

Program Changes Justification

The FY 2019 Operating Budget Request shows an increase of **\$2,648K** from the FY 2018 estimated level. It includes **\$1,397K** in mandatory pay and price increases plus **\$1,251K** in other program changes.

Mandatory Increases

The funding increase to the baseline includes inflationary costs for pay and non-pay programs based upon guidance from the Congressional Budget Office.

Other Program Increases

Facilities Maintenance Program (\$1,221K)

The funding increase to the baseline is required to bring the facilities maintenance program to a level necessary to maintain annual preventative and corrective maintenance services. This request will bring the equipment funding amount to the FY 2016 level. Specific program increases are requested for:

Costs associated with performing maintenance with scaffolding units that need to be installed in eight different locations that cannot be accessed by a ladder or electric lift.

Testing and inspection of the new Smoke Control System, Grand Stairs in the House and Senate is needed every six months. This effort includes the installation of several components that will be tied to the current fire alarm system and must be inspected and tested to meet current code.

Operational Support Services (\$30K)

The funding increases to the baseline are required for AOC-wide mission related support service requirements. Specific program increases are requested for:

Training, registration, and seminar fees; travel; uniform allowances; vehicles leases, operations and maintenance; safety apparel; emergency preparedness; and gasoline and oil, as applicable.



Capitol Building

MULTI-YEAR BUDGET REQUEST – PROGRAM SUMMARY

The Capital Budget consists of major construction or systems replacement requirements to address fire, life safety and security issues; deferred maintenance; capital renewal; capital improvement; construction; and necessary studies and designs. It also includes Minor Construction funds that provide the Capitol Building with the flexibility to respond to unforeseen minor construction requirements as generated from emergencies, the Members, Committees and other AOC clients.

Multi-Year Budget by Project (\$000)		Request Amount
Line Item Construction Program Projects:		
Security Improvements, House Chamber, USC.....		4,857
Senate Reception Room Restoration and Conservation, USC.....		4,750
Fire Alarm System Upgrade, USC.....		2,525
Kitchen and Exhaust Renovation, USC.....		1,775
	Total	13,907
Other Projects:		
Minor Construction.....		5,000
Conservation of Fine and Architectural Art.....		599
	Total	5,599
	Total Project Request	19,506

Minor Construction

\$5,000K

The program increase of **\$2,500K** is requested to better manage deferred maintenance and meet the unforeseen architectural needs that arise over the course of a year. All minor construction funds previously appropriated in multi-years FY 2014/2018 have been obligated. Minor construction funds appropriated in multi-years FY 2015/2019, FY 2016/2020, and FY 2017/2021 have either been obligated, or minor construction projects have been identified to be funded out of these appropriations. In recent years, several Capital Improvement Plan projects have not been specifically funded. The Capitol Building has funded these items from the existing minor construction dollars. In many cases these are high cost projects that significantly cut into available dollars.

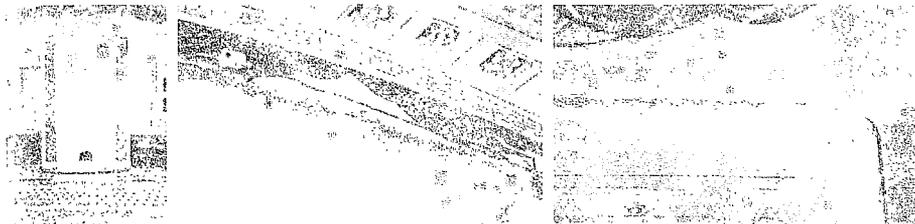
Risk and Impact If Not Funded: With a backlog of minor construction projects to be completed, the Capitol Building Superintendent is unable to hold in reserve a portion of minor construction funds for catastrophic equipment failure or unforeseen events.

Capitol Building



Project Title: Senate Reception Room Restoration and Conservation, USC

Request: \$4,750K



Project Description (Conservation): This project completes conservation and restoration of the Senate Reception Room, which has been damaged over the past 150 years from pollution, tobacco smoke fireplace smoke, and over painting. Study and testing of the gilding and the feasibility of conserving the decorative painting began in 2009. It was discovered that the burnished water-gilded area could be uncovered, but the oil-gilded areas needed to be cleaned and over-gilded. The decorative painting is recommended to be replicated to match exposed areas.

Risk and Impact if Not Funded: If not funded, unsafe conditions will exist and misrepresentations of the building fabric will be evident.

Loose ceiling plaster could detach and potentially injure persons within the room.

Without a restoration, there may be a loss of historic fabric, tainting the impression of visitors seeking originality.

Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: No.

Client Request: Yes.

Risk Assessment: Not required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	-	-	-	-	-	-
Design	-	-	-	-	-	-
Conservation ¹	-	1,564	-	4,750	-	6,314
USCP Overtime	-	-	-	-	-	-
Total	-	1,564	-	4,750	-	6,314

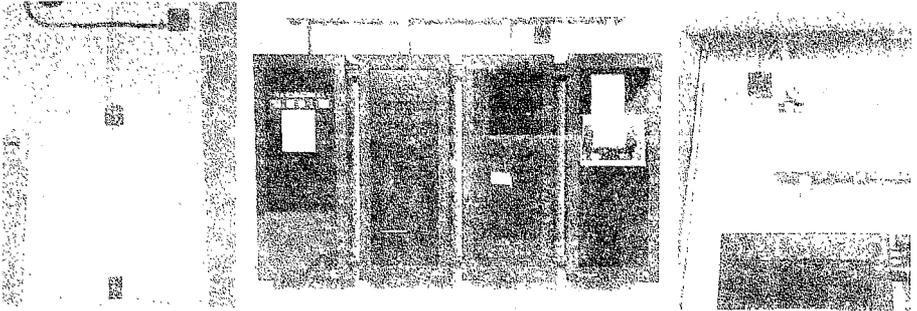
¹ \$350K from FY 2016 CB Minor Construction funding



Capitol Building

Project Title: Fire Alarm System Upgrade, USC

Request: \$2,525K



Project Description (Construction): The existing fire alarm system in the U.S. Capitol Building contains existing infrastructure and associated equipment that is no longer supported by the manufacturer. As a result, spare parts are in limited supply and hard to obtain. This project will replace the existing head-end infrastructure with modern technology.

Risk and Impact If Not Funded: If not funded, the Capitol building could face a life threatening situation and impact Congressional operations due to a fire alarm system outage or malfunction.

- Lack of spare parts prohibits efficient repair of the existing system and increases risk of an extended fire alarm outage.
- Capitol building occupants will be at risk during an emergency if the fire alarm system fails to provide sufficient alert notifications.

Cost of Recurring Operations: No additional costs anticipated.

Citation Driven: No.

Client Request: No

Risk Assessment: Not required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	-	-	-	-	-	-
Design	-	-	-	-	-	-
Construction (Phase I)	-	-	-	2,525	-	2,525
Construction (Future Phases)	-	-	-	-	TBD	TBD
USCP Overtime	-	-	-	-	-	-
Total	-	-	-	2,525	-	2,525

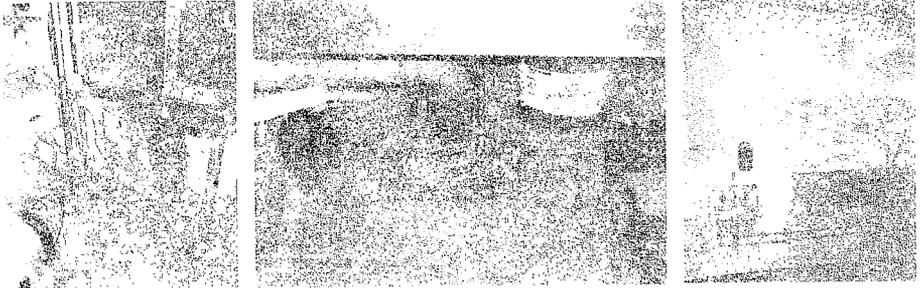
¹Construction costs for future phases are being determined.



Capitol Building

Project Title: Kitchen and Exhaust Renovation, USC

Request: \$1,775K



Project Description (Design): The House and Senate kitchens, located in the basement level of the U.S. Capitol building since the 1860s, are long overdue for a major rehabilitation. This project will modernize the outdated House and Senate kitchens in the building. The renovations will use two existing projects as the basis of design to provide a safe, sanitary and modernized space for preparing food: the Kitchen Exhaust System Upgrade and the Kitchen Renovation, Senate and House. The existing outdated equipment breaks down often due to heavy use, and slip hazards are caused by sinks that do not drain properly. The existing kitchen exhaust systems in both the House and Senate kitchens are potential fire hazards and do not utilize current technologies.

Risk and Impact If Not Funded: If not funded, deteriorating conditions will further affect the space and increase safety risks and repair costs.

- Increased grease accumulation within ducts greatly increases the probability of a fire.
- Deteriorated and outdated equipment further increases future repair, replacement, and reconfiguration costs.

Cost of Recurring Operations: No additional costs anticipated.

Citation Driven: No. **Client Request:** No. **Risk Assessment:** Included in request.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

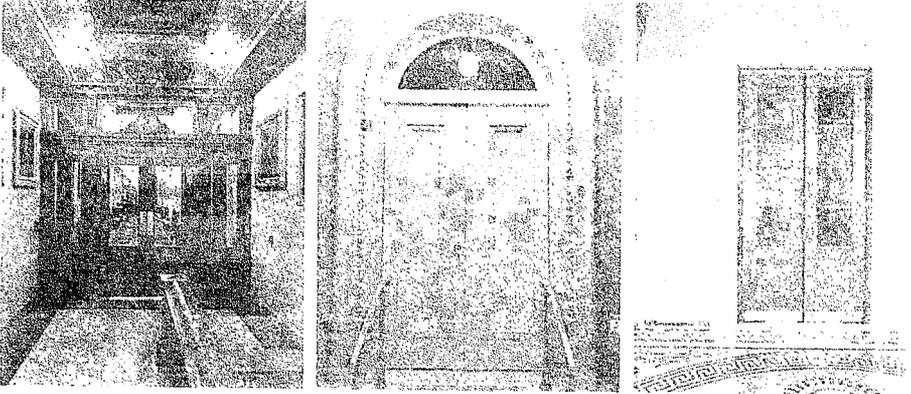
Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	-	-	-	-	-	-
Design (Senate Side)	-	-	-	937	-	937
Design (House Side)	-	-	-	838	-	838
Construction (Senate-Multiple Phases)	-	-	-	-	15,000	15,000
Construction (House-Multiple Phases)	-	-	-	-	15,000	15,000
USCP Overtime	-	-	-	-	-	-
Total	-	-	-	1,775	30,000	31,775



Capitol Building

Project Title: Security Improvements, House Chamber, USC

Request: \$4,857K



Project Description (Construction): The existing doors of the House Chamber and Gallery do not meet the current security requirements. The doors do not provide adequate security and protection for occupants in the event of a threat or incident. This project will provide physical security improvements for the House Chamber and Gallery, including the installation of security doors.

Risk and Impact If Not Funded: If not funded, the House Chamber will remain vulnerable in the event of a security threat or incident.

Without these upgrades, the House Chamber and Gallery will not meet the required level of protection.

The lack of security and compliant egress code rating greatly increases risks to visitor, staff, and members.

Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: No.

Client Request: No.

Risk Assessment: Not required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study						-
Design ¹		81				81
Construction				4,857		4,857
USCP Overtime						-
Total	-	81	-	4,857		4,938

¹ Design revalidation cost of a 2005 original design package



Capitol Grounds



AOC MISSION

To **serve** Congress and the Supreme Court, **preserve** America's Capitol, and **inspire** memorable experiences.

RESPONSIBILITIES IN SUPPORT OF AOC MISSION

The U.S. Capitol Grounds (CG) jurisdiction is responsible for both the day-to-day maintenance of the Capitol grounds and preservation of a significant historic landscape and accredited arboretum designed by Frederick Law Olmsted. The Capitol grounds are comprised of approximately 286 acres, including the Capitol, Senate and House Office Buildings, the Capitol Power Plant and Union Square. This area includes lawns; parks; historic, memorial and commemorative trees; horticultural display beds; supporting decorative features such as statuary; and historic fountains and water features providing a safe and awe-inspiring setting for the U.S. Capitol.

The CG jurisdiction:

- Maintains the physical elements such as sidewalks, streets, parking lots, irrigation and drainage systems, as well as campus-wide trash removal and outdoor recycling and snow removal.
- Preserves and maintains historic decorative features such as fountains, boundary walls and stone carvings.
- Supports major events such as the annual Capitol Christmas Tree Lighting Ceremony, State of The Union, Inauguration and Summer Concerts.

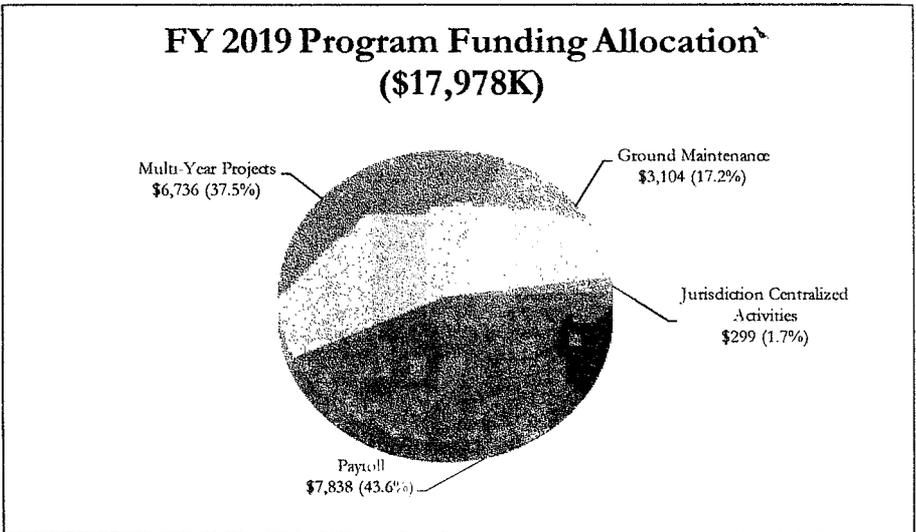
For a complete list of CG facilities, please refer to the "Areas of Responsibility Summary" table in this Budget Request.



Capitol Grounds

PROGRAM SUMMARY

The Capitol Grounds (CG) jurisdiction/appropriation consist of two primary types of funding: Operating Budget (annual) and Multi-Year Projects Budget (5 years).



The **Operating Budget** request funds all costs associated with the daily care, maintenance, preservation and operation of the Capitol grounds and related facilities in direct support of the safety and mission of Congress. The budget is divided into functional area Program Groups: Grounds Maintenance, Jurisdiction Centralized Activities and Payroll.

- The **Grounds Maintenance** Program Group funding request provides the capability to continue to support existing service levels for comprehensive landscape maintenance and preservation of historic resources. This request for funding will provide for pavement and sidewalks, disposal of bulk and solid waste, landscaping maintenance and beautification, equipment and maintenance and infrastructure and historic structures.
- The **Jurisdiction Centralized Activities** Program Group funding request provides for the procurement of motor fuel, emergency preparedness, insurance claims, employee related items such as uniforms and safety apparel for identification, safety and security purposes, safety, equipment and technical training and education programs. This aligns with the historical workload and accomplishes the mission as it has in the past.



Capitol Grounds

PROGRAM SUMMARY (continued)

- The **Payroll Program Group** funding request funds the necessary salaries and benefits for employees specifically supporting the appropriation. This program group provides support for all gardening and landscape maintenance, including snow removal and the care of trees including historic memorial trees, maintenance of vehicles, equipment and infrastructure, heritage preservation, jurisdictional support services and sidewalks/pavements maintenance.

The **Multi-Year Projects Budget** request consists of major construction or system replacement requirements to address fire, life-safety, and security issues, deferred maintenance, capital renewal, capital improvement, capital construction and necessary studies and designs with a focus on energy savings. It also includes Minor Construction funds that provide jurisdictions with the flexibility to respond to unforeseen requirements as generated from emergencies, the Members, Committees and other AOC clients.

Please refer to "Multi-Year Budget Request – Program Summary" for a detailed list of the requested major construction projects.

AREAS OF RESPONSIBILITY SUMMARY:

ASSIGNED FACILITIES

Facility Name/Type	Location	Year Built or Acquired	Area (square feet)	Deferred Maintenance	Capital Renewal	Backlog
Summer House	Washington, DC	1880	816	\$509,000	\$241,000	\$750,000
Capitol Square	Washington, DC	1894	2,722,500	\$11,141,000	\$3,272,000	\$14,413,000
Union Square	Washington DC	2011	574,992	\$14,002,000	\$1,534,000	\$15,536,000
Remaining Squares	Washington, DC	Varies	7,265,808	\$4,761,000	\$6,886,000	\$11,647,000
			10,564,116	\$30,413,000	\$11,933,000	\$42,346,000

Notes:

Deferred Maintenance is defined as maintenance, repair or replacement work on existing facilities and infrastructure that is past due causing failure or partial failure.

Capital Renewal is defined as making replacements in kind to correct unacceptable conditions caused by aged building components prior to failure.

Backlog equals total Deferred Maintenance plus Capital Renewal expected to become Deferred Maintenance within a five year window.



Capitol Grounds

TOTAL BUDGET REQUEST – FUNDING SUMMARY

Total Budget (\$000)					
Appropriation	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Operating Budget	9,880	9,840	9,880	11,242	1,361
Multi-Year Projects	2,946	-	2,946	6,736	3,790
Total	12,826	9,840	12,826	17,978	5,151

Operating Budget (\$000)					
Program Groups	FY 2017 Operating Plan	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Grounds Maintenance	2,743	2,928	2,712	3,104	392
Jurisdiction Centralized Activities	214	191	288	299	11
Payroll	6,924	6,721	6,879	7,838	959
Total	9,880	9,840	9,880	11,242	1,361

Total Budget by Object Class (\$000)					
Object Class Groups	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
11 Personnel Compensation	4,729	5,525	4,699	5,354	655
12 Personnel Benefits	2,194	2,563	2,180	2,484	304
21 Travel	6	4	6	10	4
22 Transportation of Things	-	-	-	-	-
23 Rent, Communications & Utilities	-	-	-	-	-
24 Printing and Reproduction	-	-	-	-	-
25 Other Contractual Services	4,015	2,934	4,045	6,897	2,852
26 Supplies and Materials	1,247	911	1,257	2,142	886
31 Equipment	547	400	552	940	389
32 Land and Structures	85	62	85	145	60
42 Insurance Claims & Indemnities	2	2	2	4	2
Total	12,826	12,402	12,826	17,978	5,151

¹ FY 2017 Personnel Compensation and Personnel Benefits include payroll and project-funded obligations. Actuals represent total obligations of funds incurred irrespective of the year of appropriation and can include reprogrammings/transfers from other appropriations.

² FY 2018/FY 2019 Personnel Compensation and Personnel Benefits do not include project-funded payroll estimated obligations.



Capitol Grounds

TOTAL BUDGET REQUEST - ANALYSIS OF CHANGE

	FY 2019 Appropriation	
	FTE	Amount (\$000)
FY 2018 Estimate (FY 2017 Enacted)		12,826
Payroll Funded FTEs	71	
Non-Recurring Costs:		
Multi-Year Projects (FY 2017 Enacted).....		(2,946)
Total Program Decreases		(2,946)
Mandatory Increases:		
Payroll Related:		
FY 2018 Mandatory Payroll Related Costs.....		184
FY 2019 Cost-of-Living Adjustment of 2.6%.....		137
FY 2019 FEHB Employer Contribution of 4.0%.....		22
FY 2019 Within Grade Increase.....		50
Total Payroll Related Costs		393
Non-Payroll Related:		
FY 2018 Non-pay Inflation Increase of 2.3%.....		74
FY 2019 Non-pay Inflation Increase of 2.3%.....		74
Total Non-Payroll Related Costs		148
Total Mandatory Increases		541
Other Program Increases (Mission Requirements):		
Realignment from House Office Buildings Jurisdiction Centralized Activities to Capitol Grounds for O'Neill Ops Support	2	317
Arboretum Program.....	2	304
Turf Maintenance.....	1	200
Total Mission Related Costs	5	821
Multi-Year Projects:		
Light Pole Structural Repairs and Improvements, Phase III - VI, CG.....		2,519
Capitol Square Infrastructure Repair, CG.....		1,217
Minor Construction.....		3,000
Total Program Increases	5	6,736
Net Increase/Decrease	5	5,151
FY 2019 Total Appropriation	76	17,978



Capitol Grounds

OPERATING BUDGET REQUEST - SUMMARY OF CHANGES

The Operating Budget component of the Capitol Grounds appropriation funds all costs associated with the daily care, maintenance and operation of the Capitol grounds and related facilities. The budget is divided into three functional area Program Groups. In accordance with sound financial management practices, these Program Groups are reviewed and adjusted to reflect changing program and pricing needs. Increases that cannot be absorbed are requested through the budget process.

Operating Program (\$000)						
Program Groups	FY 2018 Estimate	Program Realignment/ Transfers	Mandatory Increases	Other Program Increases	FY 2019 Request	FY 2018/2019 Difference
Ground Maintenance	2,602	55	137	200	2,994	392
Jurisdiction Centralized Activities	214	-	11	-	225	11
Payroll	7,064	262	393	304	8,023	959
Total	9,880	317	541	504	11,242	1,362

Program Changes Justification

The FY 2019 Operating Budget Request shows an increase of **\$1,362K** from the FY 2018 estimated level. It includes **\$541K** in mandatory pay and price increases, **\$504K** in other program changes and **\$317K** for funding realignment from the House Office Buildings for O'Neill support.

Program Realignment/Transfers

The funding increase of **\$317K** is a realignment from the House Office Building to provide operational support services for grounds maintenance related to the acquisition of the O'Neill House Office Building.

Mandatory Increases

The funding increase to the baseline includes inflationary costs for pay and non-pay programs based upon guidance from the Congressional Budget Office.

Other Program Increases

Grounds Maintenance (\$200K) and Payroll (\$304K)

- Arboretum Program

The funding increase to the baseline is for one Certified Arborist, one Urban Forester and funding for the arborist program. There are currently about 890 trees surrounding the immediate Capitol Building on Capitol Square and more than 4,400 trees throughout the entire 286-acre Capitol Grounds. These, as well as numerous memorial and commemorative trees, serve as our nation's oldest living witnesses to the historic and culturally significant landscape of the U.S. Capitol. This funding will strengthen the existing arboretum program by adding professionals with experience in using the tools, techniques, procedures and methods related to the operation of a nationally accredited arboretum program and specialized in Geographic Information System, living botanical collection management and record management of living historic assets. Funds will also provide for more frequent safety inspections, tree health care initiatives, soil compaction and construction damage mitigation.



Capitol Grounds

OPERATING BUDGET REQUEST (continued)

- **Turf Maintenance**

The funding increase to the baseline is for one Horticulturist position and funding for intensive turf maintenance throughout Capitol Hill. Demonstrations, events and ceremonies are often held on the grounds of Capitol. During the summer, a series of evening concerts by the bands of the armed forces is offered free of charge. On various holidays, nationally televised concerts by the National Symphony Orchestra are held on the west front lawn. The enjoyment and use of the turf areas destroys living components of the soil and turf structure. In addition to routine maintenance, this program addresses intensive reconstruction processes of heavily utilized areas that require annual sodding, soil renovation, consistent aeration, topdressing and overseeding. Additionally, this funding permits the recruiting and staffing of a professional with knowledge in the field and science of horticulture, agronomy and turf grass management. These are vital skills that are required to ensure Members, dignitaries and visitors from around the world are met with an awe-inspiring, culturally and historically significant landscape.



Capitol Grounds

MULTI-YEAR BUDGET REQUEST - PROGRAM SUMMARY

The Capital Budget consists of major construction or system replacement requirements to address fire, life safety and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs with a focus on energy savings. It also includes Minor Construction funds that provide jurisdictions with the flexibility to respond to unforeseen requirements as generated from emergencies, the Members, Committees and other AOC clients.

Multi-Year Budget by Project (\$000)		Request Amount
Line Item Construction Program Projects:		
Light Pole Structural Repairs and Improvements, Phase III - VI, CG.....		2,519
Capitol Square Infrastructure Repair, CG.....		1,217
	Total	3,736
Other Projects:		
Minor Construction.....		3,000
	Total	3,000
	Total Project Request	6,736

Minor Construction

\$3,000K

An additional **\$1,000K** is being requested to better manage emerging requirements as a result of aging landscape, hardscapes and infrastructure. Annual operating funds have been utilized to sustain critical maintenance necessities but are not able to keep pace with the increased demand for accessibility essentials. Examples include, but are not limited to, continued heavy vehicle use of the East Plaza of the U.S. Capitol resulting in sustained wear of the pavers that creates trip hazards. In addition, aging concrete walks are failing resulting in accessibility challenges. An increase in dedicated funding would reduce safety hazards, improve accessibility and is required to meet Office of Compliance findings while providing for uninterrupted Congressional access throughout the Capitol campus.

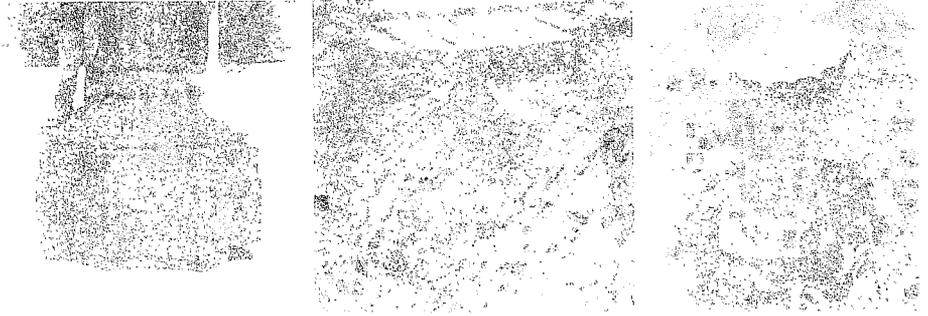
Risk and Impact If Not Funded: Existing aging infrastructure will fail and the degradation of the landscape will threaten the safety and preservation of the historic landscape of the U.S. Capitol. Additionally, the failures in the landscape will negatively impact accessibility requirements and expose risk to further Office of Compliance findings.



Capitol Grounds

Project Title: Light Pole Structural Repairs and Improvements, Phases III-VI, CG

Request: \$2,519K



Project Description (Construction): Between July 2012 and December of 2012, three light poles unexpectedly failed and collapsed. Shortly after the first failure, the AOC began assessing the light pole foundations. It was determined that the cause of these failures was due to the older “bolt-to-insert” foundation design. This project will replace existing light pole assemblies or concrete foundations that have been visually assessed as requiring immediate attention. The project will include the removal and identical replacement of existing light poles, concrete base foundations, conduits, wiring and luminaires. In addition various measures will be taken to restore light poles to their original state. Forty-one light poles will be repaired during Phase 3, followed by thirty-two during Phase 4, twenty-two during Phase 5, and eighteen during Phase 6.

Risk and Impact If Not Funded: If not funded, there is increased risk of damage to persons or property.

If not corrected, additional faulty light poles could fall and endanger nearby pedestrians.

- Loss of historic fabric could occur if light poles are not replaced.

Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: No.

Client Request: No.

Risk Assessment: Not required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	71	-	-	-	-	71
Design	-	-	-	-	-	-
Construction (Phase I) ¹	987	-	-	-	-	987
Construction (Phase II) ¹	-	500	-	-	-	500
Construction (Multiple Phases)	-	-	-	2,519	-	2,519
USCP Overtime	-	-	-	-	-	-
Total	1,058	500	-	2,519	-	4,077

¹Construction of Phases I and II were funded through Reprogrammed Funds



Capitol Grounds

Project Title: Capitol Square Infrastructure Repair, CG

Request: \$1,217K



Project Description (Study): Designed in 1874 by Frederick Law Olmsted, Capitol Square encompasses the 56 acres of grounds surrounding the U.S. Capitol. Over time, the clarity of design vision has been deteriorated by natural causes and manmade adaptations. The study phase includes a series of surveys and investigations and will result in a program of requirements for the long term maintenance, preservation, and restoration of this unique historical cultural asset. A future design phase submitted in a subsequent budget request will provide construction drawings to restore Capitol Square to its period of significance (1874-1894) along with improving underground infrastructure for the next 100 years.

Risk and Impact If Not Funded: If not funded, disorganization of systems above and below ground increases the negative impacts on projects, further damages the Capitol Square Grounds and prevents effective planning for future initiatives.

- Incomplete knowledge of hidden systems and conditions inhibits future maintenance or improvement projects. Without completion of the restoration, irreparable loss of historic features and integrity will result.

Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: No. **Client Request:** No. **Risk Assessment:** Not required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded ²	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study		946		1,217		2,163
Design ¹						-
Construction (Multiple Phases) ¹						-
USCP Overtime						-
Total	-	946	-	1,217	-	2,163

¹Study will determine the approach for design and construction; therefore, future funding requirements not shown at this time.

²This project was supported for \$946K in FY 2017, however, additional survey work has been added to this study to document below grade conditions for future improvements



Senate Office Buildings



AOC MISSION

To **serve** Congress and the Supreme Court, **preserve** America's Capitol, and **inspire** memorable experiences.

RESPONSIBILITIES IN SUPPORT OF THE AOC MISSION

The Senate Office Buildings (SOB) jurisdiction is responsible for the daily care, maintenance, repair and operations of the Russell, Dirksen and Hart Senate Office Buildings; the Senate Employees Child Care Center; the Daniel Webster Page Dorm; the Robert A. Taft Memorial; 107 D Street Building; the Blue Plains Warehouse; the Senate Long-Term Mail Facility; and the Senate Underground Garage.

The SOB jurisdiction:

- Provides important client services, such as wood crafting, upholstery, painting, garage operations and furniture.
- Manages building infrastructure, including electrical, plumbing, heating, ventilation and air conditioning, fire alarm, subway and elevator systems.
- Performs daily operations, including cleaning, recycling, loading dock operations, Committee hearing room preparations, events coordination and floor care.
- Manages lease operations and maintenance contracts for the Secretary of the Senate and the Senate Sergeant at Arms at the Postal Square Building; the Government Printing Office; and various locations in Landover, Maryland.
- Oversees Senate Restaurant operations.

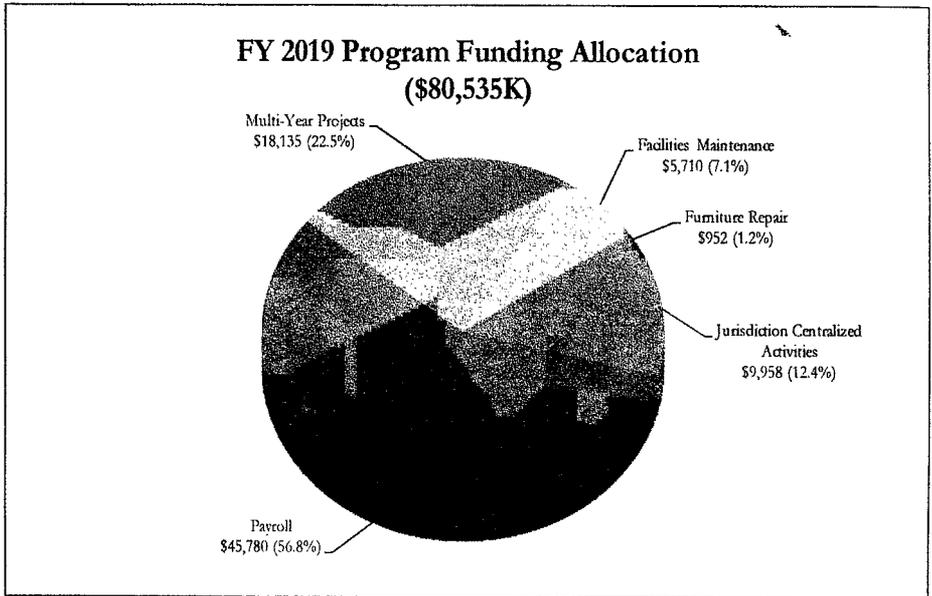
For a complete list of SOB facilities, please refer to the "Areas of Responsibility Summary" tables in this Budget Request.



Senate Office Buildings

PROGRAM SUMMARY

The Senate Office Buildings (SOB) jurisdiction/appropriation consists of two primary types of funding: Operating Budget (annual) and Multi-Year Projects Budget (5 years).



The **Operating Budget** request funds all costs associated with the daily care, maintenance and operation of its facilities which support congressional operations. The SOB operating budget is divided into four functional area Program Groups: Facilities Maintenance, Furniture Repair, Jurisdiction Centralized Activities and Payroll.

- The **Facilities Maintenance** Program Group funding request provides for the procurement of materials, supplies and contracts for essential facility maintenance; mechanical; electrical and building envelope repair; legislative clocks; building preservation; and cleaning and recycling operations. This request also provides for client services such as: garage operations; elevator and subway systems; hearing room set-ups; painting, upholstery and custom millwork; and off-site mail facility maintenance services. Other critical functions provided by this funding request include hazardous materials abatement, physical security support and historic preservation. In addition, this request supports Senate Restaurant operations and facilities in the Senate Buildings.



Senate Office Buildings

PROGRAM SUMMARY (continued)

- The **Furniture Repair** Program Group funding request provides furniture and furnishings to all offices in the Senate Office Buildings jurisdiction. This request includes supplies, materials, equipment and contracted services for new furniture and furnishings and for refinishing existing furniture. The request also supports ergonomics assessments, inventory and care and preservation of historic furniture and furnishings in the Senate Buildings.
- The **Jurisdiction Centralized Activities** Program Group funding request supports leasing, contract maintenance and cleaning operations for off-site Senate support functions, including administrative, production and warehouse leasing operations at the Postal Square Building and the Government Publishing Office building, and facilities for the Senate Sergeant at Arms and the Secretary of the Senate in Landover, Maryland. The remaining funds support activities such as training, emergency preparedness and employee safety that directly contribute to the AOC's ability to support congressional operations.
- The **Payroll** Program Group funding request funds the necessary salaries and benefits for employees specifically supporting the Senate Office Buildings jurisdiction. The SOB workforce consists of a diverse group of project managers, custodians, electricians, engineers, mechanics, painters, plumbers, upholsterers, wood crafters and other laborers who execute the jurisdiction's critical Client Services, Facilities Maintenance, Facility Operations, Project Delivery, Jurisdictional Support Services and Heritage Asset Preservation functions.

The **Multi-Year Projects Budget** request consists of major construction or system replacement projects to address fire, life-safety and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs, with a focus on energy savings. It also includes Minor Construction funds that provide jurisdictions with the flexibility to respond to unforeseen requirements arising from emergencies, Members, Committees and other AOC clients.

Please refer to "Multi-Year Budget Request Program Summary" for a detailed list of the requested major construction projects.



Senate Office Buildings

AREAS OF RESPONSIBILITY SUMMARY:

ASSIGNED FACILITIES

Facility Name/Type	Location	Year Built or Acquired	Area (square feet)	Deferred Maintenance	Capital Renewal	Backlog
107 D Street Northeast	Washington, DC	1885	7,764	\$1,581,000	\$115,000	\$1,696,000
Russell Senate Office Building	Washington, DC	1909	698,921	\$31,326,000	\$1,318,000	\$32,644,000
Daniel Webster Page Residence	Washington, DC	1930	20,870	\$254,000	\$68,000	\$322,000
Senate Underground Garage	Washington, DC	1932	85,284	\$9,561,000	\$458,000	\$10,019,000
Dirksen Senate Office Building	Washington, DC	1958	752,963	\$18,833,000	\$12,978,000	\$31,811,000
Robert A. Taft Memorial	Washington, DC	1959	1,700	\$391,000	\$1,000	\$392,000
Hart Senate Office Building	Washington, DC	1982	1,271,030	\$14,434,000	\$19,467,000	\$33,901,000
Senate Storage Building	Washington, DC	1993	20,921	\$0	\$325,000	\$325,000
Senate Child Care Center	Washington, DC	1998	9,978	\$3,000	\$179,000	\$182,000
Senate Mail Handling Facility	Landover, MD	2008	52,500	\$189,000	\$1,338,000	\$1,527,000
Pedestrian, Subway, Vehicular Tunnels	Washington, DC	Varies	80,792	\$0 ¹	\$0	\$0
			3,002,723	\$76,572,000	\$36,247,000	\$112,819,000

Notes:

Deferred Maintenance is defined as maintenance, repair or replacement work on existing facilities and infrastructure that is past due, causing failure or partial failure.

Capital Renewal is defined as making replacements in kind to correct unacceptable conditions caused by aged building components prior to failure.

Backlog equals total Deferred Maintenance plus Capital Renewal expected to become Deferred Maintenance within a five-year window.

Pedestrian, Subway, Vehicular Tunnels: a facility condition assessment has not yet been completed.

LEASED FACILITIES

Lease Type	Location	Area (square feet)	Leased from	Contract Award Date	Contract End Date	FY 2018 Total Cost	FY 2019 Total Cost
SSAA/SecSen Warehouse Facility ¹	Landover, MD	100,000	Private Sector	Oct 2005	Sep 2025	\$1,072,000	\$1,083,000
SSAA Printing, Graphics & Direct Mail Facility ¹	Landover, MD	90,000	Private Sector	Mar 2011	Mar 2021	\$1,180,000	\$1,144,451
SSAA Office Support (Postal Square)	Washington, DC	120,911	GSA	May 1992	May 2022	\$6,078,000	\$6,138,000
GPO - SSAA Admin.	Washington, DC	5,450	GPO	Oct 2010	Annual	\$215,275	\$237,675
GPO - SSAA Cabinet	Washington, DC	13,752	GPO	Oct 2012	Annual	\$200,000	\$228,500
GPO - Senate Furniture/Refinishing	Washington, DC	44,700	GPO	Oct 2007	Annual	\$400,745	\$442,394
					Total	\$9,146,020	\$9,274,020

¹Total cost includes all operations and maintenance charges.



Senate Office Buildings

TOTAL BUDGET REQUEST - FUNDING SUMMARY

Total Budget (\$000)					
Appropriation	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Operating Budget	60,462	60,270	60,462	62,400	1,938
Multi-Year Projects	27,944	4,779	27,944	18,135	(9,809)
Total	88,406	65,050	88,406	80,535	(7,871)

Operating Budget (\$000)					
Program Groups	FY 2017 Operating Plan	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Facilities Maintenance	6,744	6,691	5,576	5,710	134
Furniture Repair	1,559	1,559	930	952	22
Jurisdiction Centralized Activities	9,147	9,156	9,814	9,958	144
Payroll	43,012	42,865	44,142	45,780	1,638
Total	60,462	60,270	60,462	62,400	1,938

FY 2017 Actuals can include reprogrammings/transfers from other appropriations

Total Budget by Object Class (\$000)					
Object Class Groups	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
11 Personnel Compensation	30,977	33,166	31,791	32,971	1,180
12 Personnel Benefits	12,035	12,885	12,351	12,809	458
21 Travel	5	5	5	4	(1)
22 Transportation of Things	-	-	-	-	-
23 Rent, Communications & Utilities	6,974	7,256	6,801	5,340	(1,461)
24 Printing and Reproduction	-	-	-	-	-
25 Other Contractual Services	12,040	12,526	11,743	9,219	(2,524)
26 Supplies and Materials	3,489	3,630	3,402	2,672	(731)
31 Equipment	1,427	1,485	1,391	1,093	(299)
32 Land and Structures	21,455	22,320	20,921	16,427	(4,494)
42 Insurance Claims & Indemnities	-	2	-	1	1
43 Interest and Dividends	1	2	1	1	0
Total	88,404	93,275	88,406	80,535	(7,871)

¹ FY 2017 Actuals represent total obligations of funds incurred irrespective of the year of appropriation and can include reprogrammings/transfers from other appropriations. Personnel Compensation and Personnel Benefits include payroll and project-funded obligations.

² FY 2018/FY 2019 Personnel Compensation and Benefits do not include project-funded estimated obligations.



Senate Office Buildings

TOTAL BUDGET REQUEST - ANALYSIS OF CHANGE

	FY 2019 Appropriation	
	FTE	Amount (\$000)
FY 2018 Estimate (FY 2017 Enacted)		88,406
Payroll Funded FTEs	477	
Non-Recurring Costs:		
Multi-Year Projects (FY2017 Enacted).....		(27,944)
Total Program Decreases		(27,944)
Mandatory Pay Related Costs:		
Payroll Related:		
FY 2019 Cost-of-Living Adjustment of 2.6%.....		882
FY 2019 FEHB Employer Contribution of 4.0%.....		145
FY 2019 Within Grade Increase.....		321
Total Payroll Related Costs		1,348
Non-Payroll Related:		
FY 2019 Non-pay Inflation Increase of 2.3%.....		172
Lease Escalation Costs.....		128
Total Non-Payroll Related Costs		300
Total Mandatory Increases		1,648
Other Program Increases (Mission Requirements):		
Senate Restaurant Program Payroll FTEs Increase.....	3	290
Total Mission Related Costs	3	290
Multi-Year Projects:		
HVAC AHU Improvements, HSOB.....		11,679
Emergency Generator Replacement, HSOB.....		850
Fire Alarm System Upgrade, DSOB.....		606
Minor Construction.....		5,000
Total Program Increases	3	18,135
Net Increase/Decrease	3	(7,871)
FY 2019 Total Appropriation	480	80,535



Senate Office Buildings

OPERATING BUDGET REQUEST - SUMMARY OF CHANGES

The Operating Budget component of the SOB appropriation funds all costs associated with SOB central office salaries, operations, activities and programs. The budget is divided into four functional area Program Groups. In accordance with sound financial management practices, these Program Groups are reviewed and adjusted to reflect changing program and pricing needs. Increases that cannot be absorbed are requested through the budget process.

Operating Budget (\$000)						
Program Groups	FY 2018 Estimate	Program Realignment/ Transfers	Mandatory Increases	Other Program Increases	FY 2019 Request	FY 2018/2019 Difference
Facilities Maintenance	5,576	-	134	-	5,710	134
Furniture Repair	930	-	22	-	952	22
Jurisdiction Centralized Activities	9,814	-	144	-	9,958	144
Payroll	44,142	-	1,348	290	45,780	1,638
Total	60,462	-	1,648	290	62,400	1,938

Program Changes Justification

The FY 2019 Operating Budget Request shows an increase of **\$1,938K** from the FY 2018 estimated level. It includes **\$1,648K** in mandatory pay and price increases plus **\$290K** in other program changes.

Mandatory Increases

The funding increase to the baseline includes inflationary costs for pay and non-pay programs based upon guidance from the Congressional Budget Office and lease escalation costs.

Other Program Increases

The funding increase to the baseline is for three program and management personnel to provide contract oversight for the Senate Restaurant program and contract. These personnel are required to ensure proper adherence to contract language and for the personnel employed by the vendor.

Senate Office Buildings



MULTI-YEAR BUDGET REQUEST - PROGRAM SUMMARY

The Capital Budget consists of major construction or system replacement requirements to address fire, life-safety and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs, with a focus on energy savings. It also includes Minor Construction funds that provide jurisdictions with the flexibility to respond to unforeseen requirements arising from emergencies, Members, Committees and other AOC clients.

Multi-Year Budget by Project (\$000)	
	Request Amount
Line Item Construction Program Projects:	
HVAC AHU Improvements, HSOB.....	11,679
Emergency Generator Replacement, HSOB.....	850
Fire Alarm System Upgrade, DSOB.....	606
Total	13,135
Other Projects:	
Minor Construction.....	5,000
Total	5,000
Total Project Request	18,135

Minor Construction

\$5,000K

An additional **\$1,000K** is being requested to better manage the deferred maintenance program, to normalize the multiyear funding fluctuations caused by using annual operating funds to meet election year moves and for unforeseen architectural needs that arise over the course of a year. In recent years, election year carpet and furniture replacement funding has been funded out of annual operating funds which causes multiple one-time requests and subjects the moves to delays caused by Continuing Resolutions. Managing election year funding requirements with a dedicated level funding stream would eliminate potential disruptions to meet Senatorial office realignments and upgrades.

Risk and Impact If Not Funded: By using annual operating funds, the preparation of office moves is dependent on the passage of annual appropriations to determine the levels of funding in all annual operational program groups. Additionally, in recent years each fiscal year begins with Continuing Resolutions which puts the office moves planning, timing and execution at risk.



Senate Office Buildings

Project Title: HVAC AHU Improvements, HSOB

Request: \$11,679K



Project Description (Construction): The existing operational components of the air handling units are nearing the end of their operating life of 30 years. Replacing the aging equipment will ensure reliable service and system control, proper ventilation rates per current air quality code requirements and thermal comfort for the building occupants. This project will provide improvements of the existing air handling units as required to ensure efficient and reliable operations for future decades.

Risk and Impact If Not Funded: If not funded, reliability and environmental quality will continue to decline, negatively affecting occupant comfort and maintenance requirements.

- If air supply and humidification issues are not addressed, maintenance and operating costs will continue to increase as systems age.
 Persistent thermal control issues will drastically affect occupant comfort levels.

Cost of Recurring Operations: Standard preventative maintenance costs will continue to assure reliability and performance of the capital investment.

Citation Driven: No. **Client Request:** No. **Risk Assessment:** Included in request.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

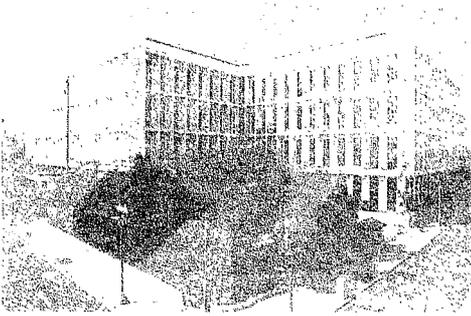
Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	-	-	-	-	-	-
Design	1,100	-	-	-	-	1,100
Construction	-	-	-	11,679	-	11,679
Construction (Multiple Future Phases)	-	-	-	-	53,700	53,700
USCP Overtime	-	-	-	-	-	-
Total	1,100	-	-	11,679	53,700	66,479



Senate Office Buildings

Project Title: Emergency Generator Replacement, HSOB

Request: \$850K



Project Description (Design): The existing emergency generator, original to the building, cannot meet current District Department of Energy and Environment (DOEE) environmental requirements and has failed emission tests. A new generator will be specified and designed to meet Environmental Protection Agency tier 4, which reduces emissions by 95% relative to previous standards. The new generator will be sized to support building loads identified in a previously completed emergency power study.

Risk and Impact If Not Funded: If not funded, the building will remain noncompliant and pose environmental harm.

- The AOC will remain noncompliant with DOEE emission requirements.
- The existing emergency generator may have limited capacity for future potential loads.

Cost of Recurring Operations: No additional costs anticipated.

Citation Driven: No. **Client Request:** No. **Risk Assessment:** Not required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	-	-	-	-	-	-
Design	-	-	-	850	-	850
Construction ¹	-	-	-	-	-	-
USCP Overtime	-	-	-	-	-	-
Total	-	-	-	850	-	850

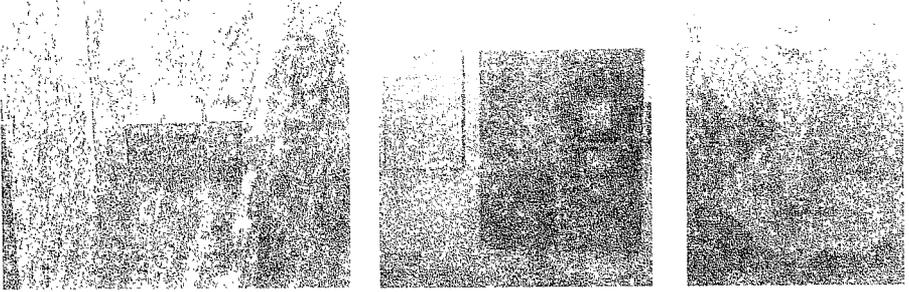
¹Design will determine future construction costs.



Senate Office Buildings

Project Title: Fire Alarm System Upgrade, DSOB

Request: \$606K



Project Description (Design): The existing fire alarm system does not meet the requirements of the building code, National Fire Protection Association 101 and AOC design standards, as required by the Congressional Accountability Act. Currently, detection and notification throughout the building is deficient. In addition, the fire alarm is approaching the end of its useful life, and support for maintenance and spare parts is decreasing. A facilities condition assessment completed on the building recommended the replacement of the fire alarm system. This project will design a new reliable, addressable fire alarm system to provide efficient notification for occupants during an emergency.

Risk and Impact If Not Funded: If not funded, the building’s fire alarm system will remain code deficient and pose safety threats.

- If not corrected, the existing fire alarm system will not meet standards for visible and audible notification, and extent of smoke detection.
Lack of code compliant detection and notification systems can endanger building occupants in the event of an emergency.
- There is increased risk of an extended outage due to the lack of ability to obtain spare parts.

Cost of Recurring Operations: No additional costs anticipated.

Citation Driven: No. **Client Request:** No. **Risk Assessment:** Not required.

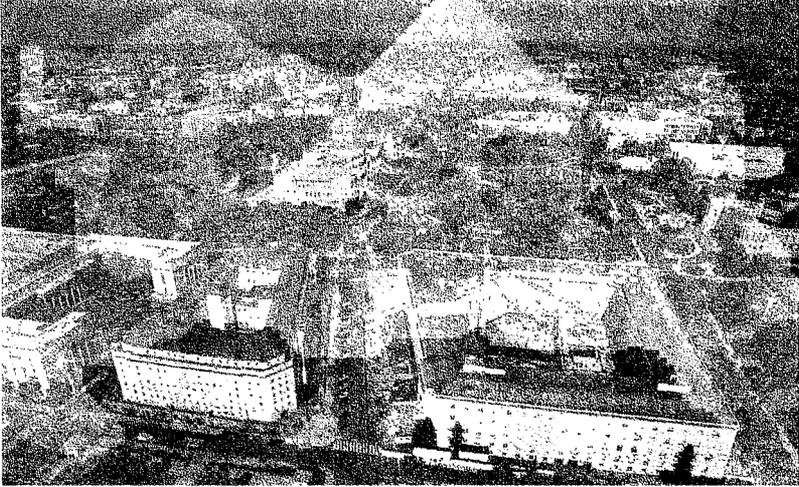
Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study						
Design				606		606
Construction ¹						
USC.P Overtime						
Total				606		606

¹Design will determine future construction costs



House Office Buildings



AOC MISSION

To **serve** Congress and the Supreme Court, **preserve** America's Capitol, and **inspire** memorable experiences.

RESPONSIBILITIES IN SUPPORT OF THE AOC MISSION

The House Office Buildings (HOB) jurisdiction is responsible for the daily care, maintenance, repair and operations of the Cannon, Longworth and Ford House Office Buildings, the former House Page Dormitory, the Thomas P. O'Neill, Jr. Federal Building and the House underground garages.

The HOB jurisdiction:

- Provides important client services such as wood crafting and painting.
- Manages building infrastructure, including electrical, plumbing, heating, ventilation and air conditioning, fire alarm, subway and elevator systems.
- Performs daily maintenance of facilities including cleaning, recycling and floor care; provide cleaning services for the House Restaurant locations.
- Delivers all facility and infrastructure projects including studies, designs and construction.

Additional leases includes space for the Office of Congressional Ethics in the Capitol View Building.

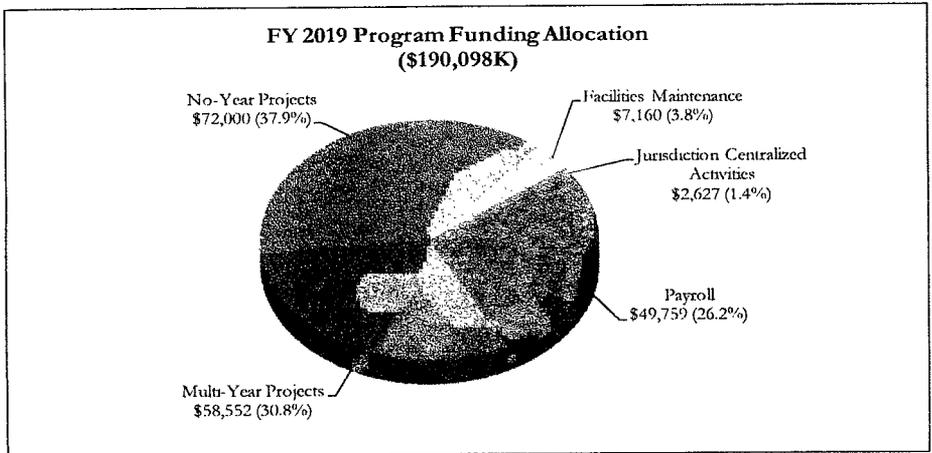
For a complete list of HOB facilities, please refer to the "Areas of Responsibility Summary" tables in this Budget Request.



House Office Buildings

PROGRAM SUMMARY:

The House Office Buildings (HOB) jurisdiction/appropriation consists of three primary types of funding: Operating Budget (annual), Multi-Year Projects Budget (5 years) and No-Year Projects Budget.



The **Operating Budget** request funds all costs associated with the daily care, maintenance and operation of its facilities in support of congressional operations. The HOB provides direct support to ensure efficient operations and maintenance of its facilities. The HOB operating budget is divided into three functional area Program Groups: Facilities Maintenance, Jurisdiction Centralized Activities and Payroll.

- The **Facilities Maintenance** Program Group request provides for the procurement of supplies, materials and contracted services to perform essential facility preventive and corrective maintenance of the building heating, cooling, plumbing, elevator and electrical systems. This funding request also provides for client services such as painting and custom millwork, as well as cleaning and recycling operations within the HOB facilities. Other critical functions provided by this funding request include hazardous material abatement, building envelope repair and maintenance of the House Restaurant operations.
- The **Jurisdiction Centralized Activities** Program Group request supports leasing and security services at facilities and space for the Office of Congressional Ethics in the Capitol View Building. The remaining funds support activities such as continuing education of the HOB workforce, uniform allowances, safety apparel, emergency preparedness and gasoline, as required.



House Office Buildings

PROGRAM SUMMARY (continued)

- The **Payroll Program Group** request funds the necessary salaries and benefits for employees specifically supporting the House Office Buildings appropriation. The HOB workforce consists of a diverse group of project managers, custodians, electricians, engineers, mechanics, painters, plumbers, wood crafters and other laborers who execute the jurisdiction's critical Client Services, Facility Maintenance, Facility Operations, Project Delivery and Jurisdictional Support Services.

The **Multi-Year Projects Budget** request consists of major construction or system replacement requirements to address fire, life-safety and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs, with a focus on energy savings. It also includes Minor Construction funds that provide jurisdictions with the flexibility to respond to unforeseen requirements as generated from emergencies, the Members, Committees and other AOC clients.

The **No-Year Projects Budget** request consists of funding for the restoration and renovation of the Cannon House Office Building and for the House Historic Buildings Revitalization Trust Fund.

Please refer to "Multi-Year Budget Request – Program Summary" for a detailed list of the requested major construction projects.



House Office Buildings

AREAS OF RESPONSIBILITY SUMMARY:

ASSIGNED FACILITIES

Facility Name / Type	Location	Year Built or Acquired	Area (square feet)	Deferred Maintenance	Capital Renewal	Backlog
Cannon House Office Building	Washington, DC	1908	826,465	\$49,758,000	\$32,457,000	\$82,215,000
Longworth House Office Building	Washington, DC	1933	702,608	\$64,345,000	\$6,470,000	\$70,815,000
Ford House Office Building	Washington, DC	1939	594,966	\$1,145,000	\$21,723,000	\$22,868,000
House Page Dormitory	Washington, DC	1940	35,317	\$37,000	\$847,000	\$884,000
14 E Street	Washington, DC	1950	6,255	\$0	\$0	\$0
Rayburn House Office Building	Washington, DC	1965	2,395,914	\$232,214,000	\$89,000,000	\$321,214,000
Cannon Underground Garage (East)	Washington, DC	1968	287,931	\$9,000	\$0	\$9,000
Longworth Underground Garage (West)	Washington, DC	1968	287,477	\$3,000	\$0	\$3,000
O'Neill House Office Building	Washington, DC	2017	548,345	\$0	\$0	\$0
Pedestrian & Subway Tunnels	Washington, DC	Varies	37,495	\$0	\$0	\$0
			5,722,773	\$347,511,000	\$150,497,000	\$498,008,000

Notes:

Deferred Maintenance is defined as maintenance, repair or replacement work on existing facilities and infrastructure that is past due causing failure or partial failure.

Capital Renewal is defined as making replacements in kind to correct unacceptable conditions caused by aged building components prior to failure.

Backlog equals total Deferred Maintenance plus Capital Renewal expected to become Deferred Maintenance within a five year window.

House Page Dormitory: LBG assumes all responsibility for oversight, management, and expenditures for the National Library Service Operations associated with the facility.

O'Neill House Office Building: undergoing an assessment during time of reporting.

Pedestrian & Subway Tunnels, 14 E Street: a facility condition assessment has not yet been completed.

LEASED FACILITIES

Lease Type	Location	Area (square feet)	Leased from	Contract Award Date	Contract End Date	FY 2018 Total Cost	FY 2019 Total Cost
Capitol View Building - Office of Congressional Ethics	Washington, DC	4,644	Private Sector	Feb 2010	Feb, 2020	312,000	\$337,250

* O'Neill building custody, control and administrative jurisdiction transferred to the AOC/HOB jurisdiction (P.L. 114-254, December 6, 2016).



House Office Buildings

TOTAL BUDGET REQUEST – FUNDING SUMMARY

Total Budget (\$000)					
Appropriation	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Operating Budget	62,327	62,310	62,327	59,546	(2,781)
Multi-Year Projects	61,404	572	61,404	58,552	(2,852)
No-Year Projects	79,000	27,977	72,000	72,000	-
Total	202,731	90,859	195,731	190,098	(5,633)

Operating Budget (\$000)					
Program Groups	FY 2017 Operating Plan	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Facilities Maintenance	6,808	7,554	6,992	7,160	168
Jurisdiction Centralized Activities	11,396	11,516	8,026	2,627	(5,399)
Payroll	44,123	43,241	47,309	49,759	2,450
Total	62,327	62,310	62,327	59,546	(2,781)

Total Budget by Object Class (\$000)					
Object Class Groups	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
11 Personnel Compensation	32,239	38,932	34,567	36,357	1,790
12 Personnel Benefits	11,884	14,351	12,742	13,402	660
21 Travel	23	16	22	20	(1)
23 Rent, Communications & Utilities	13,247	9,326	12,396	11,721	(675)
24 Printing and Reproduction	-	-	-	-	-
25 Other Contractual Services	104,400	73,496	97,695	92,375	(5,320)
26 Supplies and Materials	6,740	4,745	6,307	5,964	(343)
31 Equipment	458	322	428	405	(23)
32 Land and Structures	33,736	23,749	31,569	29,850	(1,719)
42 Insurance Claims & Indemnities	5	3	4	4	-
Total	202,731	164,941	195,731	190,098	(5,632)

¹ FY 2017 Personnel Compensation and Personnel Benefits include payroll and project-funded obligations. Actuals represent total obligations of funds incurred irrespective of the year of appropriation and can include reprogrammings/transfers from other appropriations.

² FY 2018/2019 Personnel Compensation and Personnel Benefits do not include project-funded payroll estimated obligations.



House Office Buildings

TOTAL BUDGET REQUEST - ANALYSIS OF CHANGE

	FY 2019 Appropriation	
	FTE	Amount (\$000)
FY 2018 Estimate (FY 2017 Enacted)		202,731
Payroll Funded FTEs	503	
Non-Recurring Costs:		
Multi Year Projects (FY 2017 Enacted).....		(61,404)
No-Year Projects (FY2017 Enacted).....		(79,000)
Other Decreases	-	(140,404)
Realignment within House Office Buildings Jurisdiction Centralized Activities.....		
to Payroll for O'Neill Ops Support		(1,258)
Realignment from House Office Buildings Jurisdiction Centralized Activities.....		
to other Jurisdictions for O'Neill Ops Support.....		(4,158)
Total Program Decreases	-	(145,820)
Mandatory Increases:		
Payroll Related:		
FY 2019 Cost-of-Living Adjustment of 2.6%.....		723
FY 2019 FEHB Employer Contribution of 4.0%.....		146
FY 2019 Within Grade Increase.....		323
Total Payroll Related Costs	-	1,192
Non-Payroll Related:		
FY 2019 Non-pay Inflation Increase of 2.3%.....		185
Total Non-Payroll Related Costs	-	185
Total Mandatory Increases	-	1,377
Other Program Increases (Mission Requirements):		
Realignment within House Office Buildings Jurisdiction Centralized Activities.....		
to Payroll for O'Neill Ops Support	47	1,258
Multi-Year Projects:		
Garage Interior Rehabilitation, Phase IV, RHOB.....		32,721
Security Improvements, HOB.....		15,171
Minor Construction.....		7,000
CAO Project Support.....		3,660
No-Year Projects:		
House Historic Buildings Revitalization Trust Fund.....		10,000
Restoration and Renovation, CHOB.....		62,000
Total Program Increases	47	131,810
Net Increase/Decrease	47	(12,633)
FY 2019 Total Appropriation	550	190,098



House Office Buildings

OPERATING BUDGET REQUEST - SUMMARY OF CHANGES

The Operating Budget component of the House Office Buildings appropriation funds all costs associated with central office salaries, operations, activities and programs. The budget is divided into three functional area Program Groups. In accordance with sound financial management practices, these Program Groups are reviewed and adjusted to reflect changing program and pricing needs. Increases that cannot be absorbed are requested through the budget process.

Operating Budget (\$000)						
Program Groups	FY 2018 Estimate	Program Realignment/ Transfers	Mandatory Increases	Other Program Increases/ Decreases	FY 2019 Request	FY 2018/2019 Difference
Facilities Maintenance	6,992	-	168	-	7,160	168
Jurisdiction Centralized Activities	8,026	(5,416)	17	-	2,627	(5,399)
Payroll	47,309	1,258	1,192	-	49,759	2,450
Total	62,327	(4,158)	1,377	-	59,546	(2,781)

Program Changes Justification

The FY 2019 Operating Budget Request shows an increase of **\$1,377K** and a reduction of **(\$4,158K)** from the FY 2018 estimated level. It includes **\$1,377K** in mandatory pay and price increases and a reduction of **(\$4,158K)** for the transfer of the O'Neill House Office Building operational support.

Program Realignment/Transfers

The funding decrease of **(\$4,158K)** is a realignment from the House Office Building to various jurisdictions to provide operational support services related to the acquisition of the O'Neill House Office Building.

Mandatory Increases

The funding increase to the baseline includes inflationary costs for pay and non-pay programs based upon guidance from the Congressional Budget Office.



House Office Buildings

MULTI-YEAR BUDGET REQUEST - PROGRAM SUMMARY

The Capital Budget consists of major construction or system replacement requirements to address fire, life safety and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs. It also includes Minor Construction funds that provide jurisdictions with the flexibility to respond to unforeseen requirements as generated from emergencies, the Members, Committees and other AOC clients.

Multi-Year Budget by Project (\$000)		Request Amount
Line Item Construction Program Projects:		
Garage Interior Rehabilitation, Phase IV, RHOB.		32,721
Security Improvements, HOB.		15,171
	Total	47,892
Other Projects:		
Minor Construction		7,000
CAO Project Support.....		3,660
	Total	10,660
	Total Project Request	58,552

CAPITAL NO-YEAR PROJECTS

No-year funding (**\$10,000K**) is requested for the House Historic Buildings Revitalization Trust Fund (Fund). Public Law 111-68 established the Fund for use by the AOC for the revitalization of the major historical buildings and assets of the House of Representatives which the AOC is responsible for maintaining and preserving. The law also permits transfers to this Fund from amounts appropriated to the House of Representatives under any heading other than Members Representational Allowances, subject to the approval of the Committee on Appropriations of the House of Representatives. Any amounts transferred to and merged with, or otherwise deposited into the Fund, remain available until expended. Funds may not be obligated without the approval of the Committee on Appropriations of the House of Representatives.

No-year funding (**\$62,000K**) is requested for the Restoration and Renovation of the Cannon House Office Building (CHOB). The CHOB is undergoing major renovation work to address the deferred maintenance liabilities, capital renewal, capital improvements and citation abatement items identified by a Facility Condition Assessment that was completed in 2004 and revalidated in 2008.

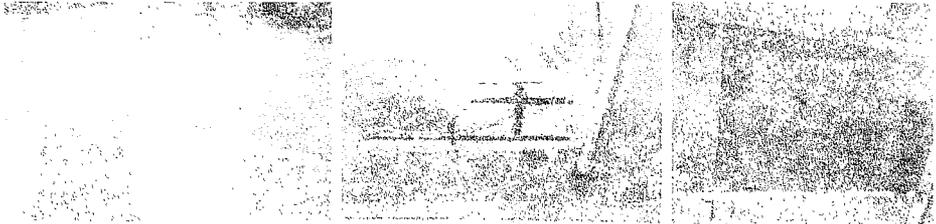
No-Year Projects (\$000)		Request Amount
No-Year Construction Projects:		
House Historic Buildings Revitalization Trust Fund.		10,000
Restoration and Renovation, CHOB.....		62,000
	Total Project Request	72,000



House Office Buildings

Project Title: Garage Interior Rehabilitation, Phase IV, RHOB

Request: \$32,721K



Project Description (Construction): This is the final phase of the rehabilitation program for the Rayburn House Office Building garage. An engineering study from February 2000 identified severe corrosion of the reinforcing steel and spalling and delaminating of the concrete slabs and columns. The study confirmed rapid corrosion of reinforcing steel at the decks from application of de-icing salts. Repairs have been made on an as-needed basis however the situation has now reached a critical point where a comprehensive design and rehabilitation is necessary to address continued deterioration. This project provides structural and architectural modifications for life safety, accessibility, lighting, electrical, mechanical, plumbing, fire protection and security systems upgrades.

Risk and Impact If Not Funded: If not funded, continued deterioration will jeopardize the garage structure. Deterioration will result in loss of parking spaces and increased future rehabilitation costs.

- Deterioration and delamination can create potential tripping hazards and falling masonry, affecting users and vehicles.

Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: No.

Client Request: No.

Risk Assessment: Required.

Program Funding Overview (\$000):

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	497					497
Design	1,059					1,059
Construction, Phase I ¹	35,650					35,650
Construction, Phase II		30,789				30,789
Construction, Phase III			28,831			28,831
Construction, Phase IV				30,451		30,451
USCP Overtime			2,225	2,270		4,495
Total	37,206	30,789	31,056	32,721	-	131,772

¹ \$30,497K was requested in FY 2015 & \$17,825K was funded \$13,226K requested in FY 2016 and \$17,825K was funded.



House Office Buildings

Project Title: Security Improvements, HOB

Request: \$15,171K



Project Description (Construction): This project is to support security upgrades to the House Office Buildings from initiatives identified by the House Sergeant at Arms and the United States Capitol Police.

Risk and Impact If Not Funded: The initiatives identified by the House Sergeant at Arms and the United States Capitol Police and will not be able to be accomplished.

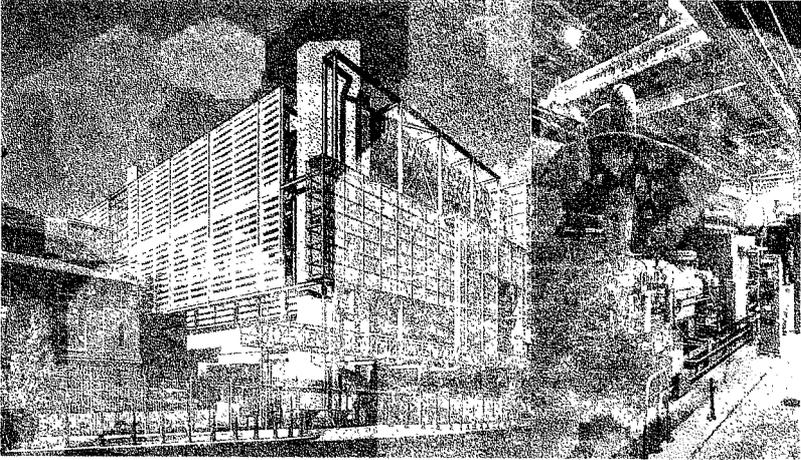
Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: No. **Client Request:** Yes. **Risk Assessment:** Required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Total Projected Requirement
Study	-	-	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	15,171	-	15,171
USCP Overtime	-	-	-	-	-	-
Total	-	-	-	15,171	-	15,171

Capitol Power Plant



AOC MISSION

To **serve** Congress and the Supreme Court, **preserve** America's Capitol, and **inspire** memorable experiences.

RESPONSIBILITIES IN SUPPORT OF AOC MISSION

The Capitol Power Plant (CPP) jurisdiction is the centralized provider of utility services for the Capitol campus and provides dedicated space for satellite communication dishes. It operates and maintains a central steam plant for heating, a refrigeration plant that provides chilled water for air conditioning and the tunnel distribution and associated metering systems to deliver these utilities.

The CPP jurisdiction:

- Provides steam and chilled water for the U.S. Capitol, Senate and House office buildings and garages, Library of Congress buildings, the U.S. Supreme Court and the U.S. Botanic Garden.
- Also provides steam and chilled water on a reimbursable basis to other clients, such as the Government Publishing Office, the Thurgood Marshall Federal Judiciary Building, the Postal Square Building, Union Station and the Folger Shakespeare Library.
- CPP lease for the Railroad Track services is for material used to support the Capitol campus areas.

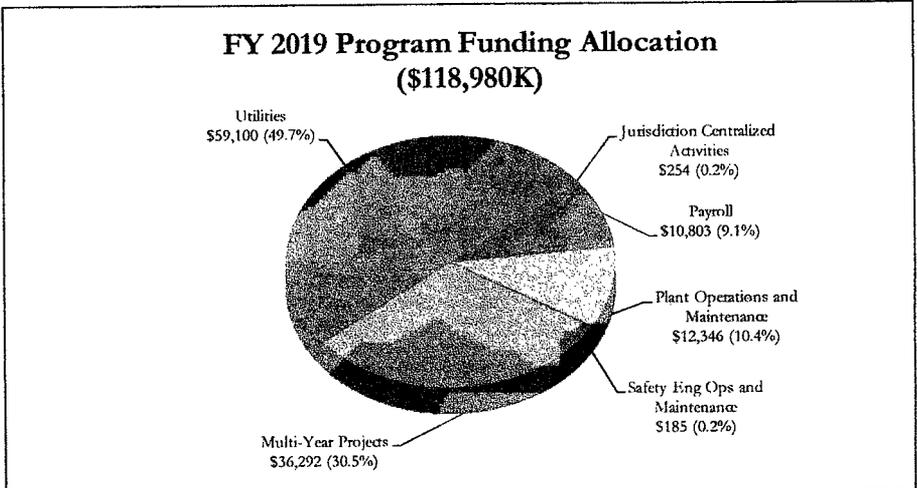
For a complete list of CPP facilities, please refer to the "Areas of Responsibility Summary" tables in this Budget Request.



Capitol Power Plant

PROGRAM SUMMARY

The Capitol Power Plant (CPP) jurisdiction/appropriation consists of two primary types of funding: Operating Budget (Annual) and Multi-Year Project Budget (5 years).



The **Operating Budget** request funds all costs associated with the Capitol Power Plant appropriation daily care, maintenance and operation of its facility. The budget is divided into five functional area Program Groups: Jurisdiction Centralized Activities, Payroll, Plant Operations and Maintenance, Safety Engineering Operations and Maintenance and Utilities.

- The **Jurisdiction Centralized Activities** Program Group request funds primarily safety training, emergency preparedness and employee uniforms. Training and travel are used primarily for required AOC and safety training. The Emergency Preparedness accounts cover costs associated with program review and support in emergency preparedness exercises, and updating current emergency preparedness plans and policies. Employee uniforms are funded with the remaining funds, which provide clothing in accordance with the AOC uniform policy.
- The **Payroll** Program Group request funds salaries and benefits for employees specifically supporting the appropriation. This provides the manpower to operate and maintain heating and cooling equipment necessary to provide steam and chilled water to the AOC campus and customers. Client services work provides operation and maintenance within the utility distribution system to all customer buildings. Associated work with project delivery accounts provides for planning, scope preparation, project review, contract administration and client coordination. Work associated with support services accounts provides inventory, human resources, financial and procurement support.



Capitol Power Plant

PROGRAM SUMMARY (continued)

- The **Plant Operations and Maintenance** Program Group request funds the inspections of equipment, general annual repairs and maintenance, purchase of industrial supplies, operation and maintenance of the utility distribution system, exterior building maintenance and hazardous material abatement. Work associated with the utility distribution system accounts provides steam station repairs, concrete repairs, re-insulation work to steam lines, operations and maintenance contract for the utility distribution systems and maintenance of the energy metering system. General repairs and industrial supplies accounts provide repairs, maintenance, and chemicals to boiler and refrigeration equipment.
- The **Safety Engineering Operations and Maintenance** Program Group request funds personal protective equipment, safety supplies, equipment, inspections and certifications. Personal protective equipment and safety supplies accounts provide equipment such as specialized safety clothing (arc flash protection apparel, safety shoes, safety glasses, confined space entry meters, fall protection devices and ear protection). Safety inspections and certifications accounts provide fire system inspections, boiler and refrigeration plant inspections.
- The **Utilities** Program Group request funds all utilities for the entire Capitol campus, including other facilities under the jurisdiction of the AOC such as the National Audio Visual Conservation Center, Library of Congress facilities at Ft. Meade, the Alternate Computing Facility, the Senate Sergeant at Arms Mail Facility, payment for the Energy Savings Performance Contracts (ESPC) for the Senate office buildings, House office buildings, the U.S. Capitol and payment for the Utility Energy Savings Contract (UESC) for the CPP Cogeneration project. The funds requested will be used for the costs of electricity, natural gas, ESPC/UESC payments, fuel oil, water and sewer services, steam, chilled water and related utility studies and energy reduction services.

Utilities Funding Allocation (\$000)			
Utilities	FY 2018 Estimate	Adjustments	FY 2019 Request
Purchase of electrical energy	26,055	750	26,805
Purchase natural gas	14,570	-	14,570
Purchase of steam ¹	750	310	1,060
Purchase of chilled water	750	(750)	-
Purchase of oil	1,411	-	1,411
Purchase of solid fuel	500	-	500
Water & Sewer payments ¹	7,500	168	7,668
Utilities for Postal Square	725	-	725
Energy Saving Performance Contracts	13,403	1,308	14,711
Energy Reduction Services Contract	650	-	650
Reimbursement, Steam & Chilled Water	(9,000)	-	(9,000)
Total	57,314	1,786	59,100

¹ Reflects Realignment from House Office Buildings Jurisdiction for O'Neill Utilities.



Capitol Power Plant

PROGRAM SUMMARY (continued)

The **Multi-Year Projects Budget** funding request consists of major construction or system replacement requirements to address fire, life-safety and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs, with a focus on energy savings. It also may include funds that provide jurisdictions with the flexibility to respond to unforeseen minor construction requirements as generated from emergencies, the Members, Committees and other AOC clients.

Please refer to "Multi-Year Budget Request Program Summary" for a detailed list of the requested major construction projects.

AREAS OF RESPONSIBILITY SUMMARY:

ASSIGNED FACILITIES

Facility Name/Type	Location	Year Built or Acquired	Area (square feet)	Deferred Maintenance	Capital Renewal	Backlog
Main Boiler Plant	Washington, DC	1909	74,820	\$10,672,000	\$24,183,000	\$34,855,000
Generator Building	Washington, DC	1909	30,542	\$2,261,000	\$741,000	\$3,002,000
Cogeneration Building (Formerly Fast Refrigeration Plant)	Washington, DC	1937	22,696	\$91,000	\$15,000	\$106,000
Communications Annex	Washington, DC	1964	1,190	\$0	\$0	\$0
West Refrigeration Plant	Washington, DC	1978	122,917	\$451,000	\$10,077,000	\$10,528,000
Administration Building	Washington, DC	1978	19,085	\$53,000	\$689,000	\$742,000
Storage Building	Washington, DC	2003	3,091	\$0	\$0	\$0
421 I Street	Washington, DC	2010	2,700	\$0	\$0	\$0
Coal Yard Facilities	Washington, DC	Varies	17,691	\$34,000	\$89,000	\$123,000
Support Facilities	Washington, DC	Varies	15,464	\$0	\$3,950,000	\$3,950,000
Utility Tunnels	Washington, DC	Varies	123,267	\$17,398,000	\$75,170,000	\$92,568,000
			433,463	\$30,960,000	\$114,914,000	\$145,874,000

Notes:

Deferred Maintenance is defined as maintenance, repair or replacement work on existing facilities and infrastructure that is past due causing failure or partial failure.

Capital Renewal is defined as making replacements in kind to correct unacceptable conditions caused by aged building components prior to failure.

Backlog equals total Deferred Maintenance plus Capital Renewal expected to become Deferred Maintenance within a five year window.

Utility Tunnels consist of multiple utility tunnels throughout AOC.

421 I Street, Storage Building, and miscellaneous Support Facilities, a facility condition assessment has not yet been completed.

LEASED FACILITIES

Lease Type	Location	Area	Leased from	Contract Award Date	Contract End Date	FY 2018 Total Cost	FY 2019 Total Cost
Railroad Track	Washington, DC	748 ft of track	Private Sector	Jan 2003	May 2024	\$59,782	\$60,977



Capitol Power Plant

TOTAL BUDGET REQUEST – FUNDING SUMMARY

Total Budget (\$000)					
Appropriation	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Operating Budget	77,141	85,672	77,141	82,688	5,547
Multi-Year Projects	9,505	1,395	9,505	36,292	26,787
Total	86,646	87,067	86,646	118,980	32,334

Operating Budget (\$000)					
Program Groups	FY 2017 Operating Plan	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Jurisdiction Centralized Activities	242	219	242	254	12
Payroll	10,018	9,729	10,226	10,803	577
Plant Operations and Maintenance	12,915	13,715	9,182	12,346	3,164
Safety Eng Ops and Maintenance	177	83	177	185	8
Utilities ³	53,789	61,926	57,314	59,100	1,786
Total	77,141	85,672	77,141	82,688	5,547

Total Budget by Object Class (\$000)					
Object Class Groups	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ^{2/3} Estimate	FY 2019 ^{2/3} Request	FY 2018/2019 Difference
11 Personnel Compensation	7,067	8,336	7,214	7,621	407
12 Personnel Benefits	2,951	3,481	3,012	3,182	170
21 Travel	30	31	30	41	11
22 Transportation of Things	-	-	-	-	-
23 Rent, Communications & Utilities	46,851	48,593	46,724	63,140	16,416
24 Printing and Reproduction	-	-	-	-	-
25 Other Contractual Services	22,493	23,330	22,432	34,756	12,324
26 Supplies and Materials	2,641	2,739	2,634	3,729	1,095
31 Equipment	55	57	55	78	23
32 Land and Structures	4,557	4,727	4,545	6,433	1,889
42 Insurance Claims & Indemnities	-	-	-	-	-
Total	86,646	91,295	86,646	118,980	32,334

¹ FY 2017 Actual obligations can include reprogrammings/transfers from other appropriations. It also includes reimbursable utilities.

² FY 2017 Actuals represent total obligations of funds incurred irrespective of the year of appropriation. FY 2018/FY 2019 Personnel Compensation and Personnel Benefits do not include payroll and project-funded obligations. Also it excludes reimbursable utilities.

³ FY 2018 Operating Plan and FY 2019 Request exclude reimbursable utilities.



Capitol Power Plant

TOTAL BUDGET REQUEST - ANALYSIS OF CHANGE

	FY 2019 Appropriation	
	FTE	Amount (\$000)
FY 2018 Estimate (FY 2017 Enacted)		86,646
Payroll Funded FTEs	80	
Offsetting Collections		9,000
Adjusted, Appropriation, FY 2018.....		95,646
Non-Recurring Costs:		
Multi-Year Projects (FY 2017 Enacted).....		(9,505)
Total Program Decreases		(9,505)
Mandatory Increases:		
Payroll Related:		
FY 2018 Mandatory Payroll Related Costs.....		275
FY 2019 Cost-of-Living Adjustment of 2.6%.....		202
FY 2019 FEHB Employer Contribution of 4.0%.....		27
FY 2019 Within Grade Increase.....		73
Total Payroll Related Costs		577
Non-Payroll Related:		
FY 2018 Non-pay Inflation Increase of 2.3%.....		246
FY 2019 Non-pay Inflation Increase of 2.3%.....		262
Utility Rate Increase.....		1,308
Total Non-Payroll Related Costs		1,816
Total Mandatory Increases		2,393
Other Program Increases (Mission Requirements):		
Realignment from House Office Buildings Jurisdiction Centralized Activities to Capitol Power Plant for O'Neil Ops Support		1,729
Cybersecurity & Systems Upgrade.....		450
Cogeneration Maintenance.....		975
Total Mission Related Costs		3,154
Multi-Year Projects:		
Cooling Tower Renovation and Electrical Upgrades, RPR Phase IV, WRP.....		21,215
Pipe Expansion Joint Improvements, G Tunnel.....		4,930
Tunnel Waterproofing, Y Tunnel.....		4,709
Switchgear B & Pump Replacement, RPR, Phase VI, WRP.....		724
Condenser Water Pump and HVAC Replacement, RPR, Phase VII, WRP.....		714
Minor Construction.....		4,000
Total Program Increases	-	36,292
Net Increase/Decrease	-	32,334
Offsetting Collections.....	-	(9,000)
FY 2019 Total Appropriation	80	118,980

Capitol Power Plant



OPERATING BUDGET REQUEST - SUMMARY OF CHANGES

The Operating Budget of the CPP appropriation funds all costs associated with the daily care, maintenance and operation of the CPP. The budget is divided into functional area Program Groups. In accordance with sound financial management practices, these Program Groups are reviewed and adjusted to reflect changing program and pricing needs. Increases that cannot be absorbed are requested through the budget process.

Operating Budget (\$000)						
Program Groups	FY 2018 Estimate	Program Realignment/Transfers	Mandatory Increases	Other Program Increases	FY 2019 Request	FY 2018/2019 Difference
Jurisdiction Centralized Activities	242		12		254	12
Payroll	10,226		577		10,803	577
Plant Operations and Maintenance	9,182	1,251	488	1,425	12,346	3,164
Safety Eng Ops and Maintenance	177		8		185	8
Utilities	57,314	478	1,308		59,100	1,786
Total!	77,141	1,729	2,393	1,425	82,688	5,547

Program Changes Justification

The FY 2019 Operating Budget Request shows an increase of **\$5,547K** from the FY 2018 estimated level. It includes **\$2,393K** in mandatory pay and price increases, **\$1,425K** in other program changes, and **\$1,729K** for a funding realignment from the House Office Buildings for O'Neill support.

Program Realignment/Transfers

The funding increase of **\$1,729K** is a realignment from the House Office Building to provide operational support services for the O'Neill House Office Building chiller maintenance and utility costs.

Mandatory Increases

The funding increase to the baseline includes inflationary costs for pay and non-pay programs based upon guidance from the Congressional Budget Office. The requested increase also includes an increase of **\$1,308K** for contractually binding payment escalations as part of existing Energy Savings Performance Contracts and Utility Energy Savings Contracts.

Other Program Increases

The funding increase to the baseline is required to bring information systems to current industry standards and increase cybersecurity for the CPP distributed control system. This funding also includes the complete installation and start-up of a 7.5 megawatt cogeneration system. The combustion turbine and associated generator requires extensive periodic maintenance over a 5-year cycle. In order to preserve performance guarantees and reliable operation of the system, the CPP is seeking to enter into an extended service agreement with the system original equipment manufacturer to service the equipment per the manufacturer's recommended maintenance cycle.



Capitol Power Plant

MULTI-YEAR BUDGET REQUEST – PROGRAM SUMMARY

The Capitol Power Plant Budget consists of major construction or system replacement requirements to address fire, life-safety and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs, with a focus on energy savings.

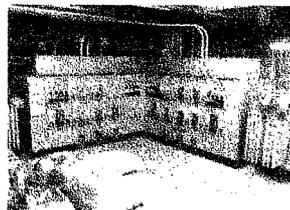
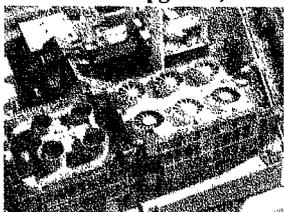
Multi-Year Budget by Project (\$000)	
Line Item Construction Program Projects:	Request Amount
Cooling Tower Renovation and Electrical Upgrades, RPR Phase IV, WRP.....	21,215
Pipe Expansion Joint Improvements, G Tunnel.....	4,930
Tunnel Waterproofing, Y Tunnel.....	4,709
Switchgear B & Pump Replacement, RPR, Phase VI, WRP.....	724
Condenser Water Pump and HVAC Replacement, RPR, Phase VII, WRP.....	714
Total	32,292
Other Projects:	
Minor Construction.....	4,000
Total	4,000
Total Project Request	36,292



Capitol Power Plant

Project Title: Cooling Tower Renovation and Electrical Upgrades, RPR Phase IV, WRP

Request: \$21,215K



Project Description (Construction): The four existing cooling towers on the roof of the West Refrigeration Plant (WRP) are over 35 years old and beyond their useful life expectancy. These towers are part of the system that provides campus cooling in the summer, and they also allow the free cooling process to operate in the winter. The concrete associated with the cooling tower and other system components are continuously deteriorating, increasing potential for the towers to fail without warning. This sub-phase renovates two of the existing WRP west side cooling tower cells and west freight elevator, including replacement of the old fill and fill supports, fan blades, motor, variable frequency drives and the existing 480V switchgear. This is the fourth phase in an eight phase program.

Risk and Impact If Not Funded: If not funded, the Power Plant risks not meeting cooling loads for the Capitol complex.

- Continued concrete deterioration will significantly impact building equipment, infrastructure, and life safety.
- Failure of the cooling tower results in the interruption and potential loss in campus cooling in the summer and free cooling in the winter.

Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: No.

Client Request: No.

Risk Assessment: Complete.



Capitol Power Plant

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Design ¹	7,232	-	-	-	750	7,982
Construction (Phase I)	16,331	-	-	-	-	16,331
Construction (Phase IIA)	26,319	-	-	-	-	26,319
Construction (Phase IIB)	16,154	-	-	-	-	16,154
Construction (Phase IIS)	4,686	-	-	-	-	4,686
Construction (Phase IIIA) ²	17,351	-	-	-	-	17,351
Construction (Phase IV)	-	-	19,190	21,215	-	40,405
Design (Phase VI)	-	-	-	724	-	724
Design (Phase VII)	-	-	-	714	-	714
Future Construction Phases ³	-	-	-	-	101,741	101,741
USCP Overtime	200	-	-	-	-	200
Total	88,273	-	19,190	22,653	102,491	232,607

¹Design and construction costs include program management fees.

²FY 2017 request is the unfunded balance of the FY 2016 request.

³Costs are currently being updated for future phases.



Capitol Power Plant

**Project Title: Pipe Expansion Joint Improvements,
G Tunnel**

Request: \$4,930K



Project Description (Construction): Existing expansion joints and the high pressure condensate system are at the end of their service life and safe operation, as determined by an independent third party assessment program in adherence to the May 2012 Utility Tunnel Settlement Agreement. The low pressure condensate system showed evidence of internal corrosion and erosion as identified in the assessment program. The expansion joints should be replaced to continue efficient, uninterrupted steam delivery to the Supreme Court. This project will demolish and install new expansion joints on the high and low pressure steam condensate lines, and replace structural supports at selected locations during this phase. The AOC has committed to the Office of Compliance (OOC) in maintaining a safe and healthful environment in the tunnels by continuing such maintenance and repair programs.

Risk and Impact If Not Funded: If not funded, there will be service disruptions at the Capitol Power Plant, affecting Supreme Court and U.S. Capitol operations.

If not corrected, expansion joints and condensate piping will leak and fail, causing service interruptions to affected end users.

Dangerous conditions will also exist within the G Tunnel should maintenance not be addressed.

Cost of Recurring Operations: No additional cost anticipated

Citation Driven: No

Client Request: No.

Risk Assessment: Not required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

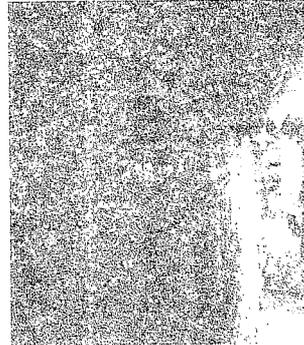
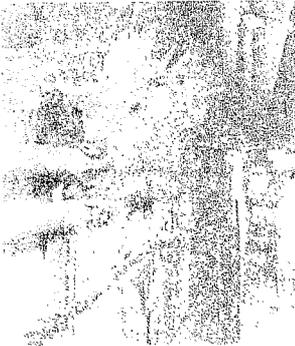
Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Total Projected Requirement
Study	-	-	-	-	-	-
Design	682	189	-	-	-	1,553
Construction	-	-	-	4,930	-	4,930
USCP Overtime	-	-	-	-	-	-
Total	682	189	-	4,930	-	6,483



Capitol Power Plant

Project Title: Tunnel Waterproofing, Y Tunnel

Request: \$4,709K



Project Description (Construction): The Y-Tunnel currently has an identified useful life to the year 2026. Throughout the Y Tunnel, there are sections of water infiltration resulting in efflorescence and delamination of concrete. Additionally, the water infiltration contributes to corrosion of existing pipe and supplemental buttress supports. These areas are generally located beneath roadways so a method of halting or limiting water infiltration would result in longer lasting repairs. There is also delaminated overhead and wall concrete that creates potential risks for tunnel entrants. This project will complete structural repairs of overhead concrete hazards and grouting to minimize water intrusion in the tunnel. These repairs must be completed now to extend the tunnel's useful life to 2031 and prevent further costly, irreparable damage.

Risk and Impact If Not Funded: If not funded, the tunnel's integrity and reliability will be greatly affected.

- The potential of fallen concrete can be hazardous and harmful to tunnel entrants.
- Heating services could be disrupted, affected operations for the Senate, Government Printing Office and Union Station.

Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: No.

Client Request: No.

Risk Assessment: Not required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

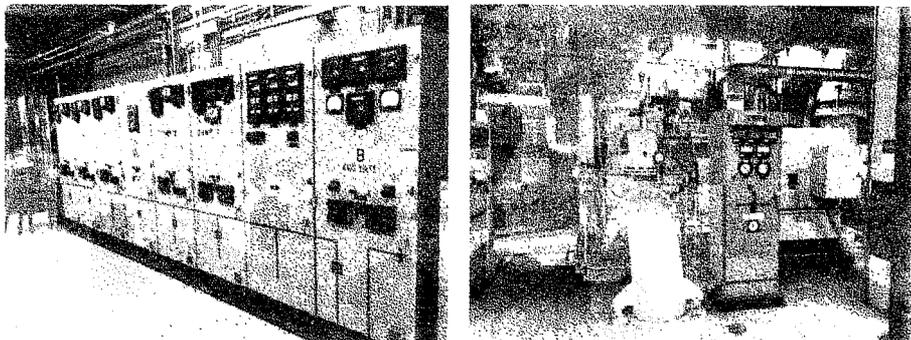
Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Total Projected Requirement
Study	-	-	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	4,709	-	4,709
USCP Overtime	-	-	-	-	-	-
Total	-	-	-	4,709	-	4,709



Capitol Power Plant

Project Title: Switchgear B and Pump Replacement, RPR,
Phase VI, WRP

Request: \$724K



Project Description (Design): Although the life expectancy of the existing switchgear is 25 years, they have been in operation for over 40 years. This specific Refrigeration Plant Revitalization sub-phase includes various replacements, renovations and additions to bring the older West Refrigeration Plant (WRP) equipment up to date and resolve certain code requirements. Demolition work includes the removal of the existing switchgear and three condenser water pumps. The new work includes the renovation of half of the 5kV switchgear (Bus B) in the WRP, two new condenser water pumps and two new primary chilled water pumps. This phase also includes the installation of new variable frequency drives and a newly constructed first floor electrical room. This project includes other subtasks such as the survey and correction of the sloped cooling tower basin wall, to bring portions into compliance with OSHA height standards, and a survey of the exterior concrete building structure to identify any required repairs. The project also includes a task to obtain a Calibrated DCS model, allowing the CPP to make more energy efficient choices in plant operation, further reducing energy consumption for the CPP and the AOC. This is the sixth phase in an eight phase program.

Risk and Impact If Not Funded: If not funded, the Power Plant risks its ability to carry out its mission.

- Continued degradation of the switchgear will contribute to the failure of busbars and breakers and culminate in the risk of insufficient chiller or pump capacity.
- Due to building organization, the failure of one switchgear cabinet will trigger the failure of adjacent switchgear cabinets.

Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: No.

Client Request: No.

Risk Assessment: Included in request.



Capitol Power Plant

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Design ¹	7,232				750	7,982
Construction (Phase I)	16,331					16,331
Construction (Phase II A)	26,319					26,319
Construction (Phase II B)	16,154					16,154
Construction (Phase III S)	4,686					4,686
Construction (Phase III A) ²	17,351					17,351
Construction (Phase IV)	-		19,190	21,215		40,405
Design (Phase VI)	-			724		724
Design (Phase VII)	-			714		714
Future Construction Phases ³	-				101,741	101,741
USCP Overtime	200					200
Total	88,273	-	19,190	22,653	102,491	232,607

¹Design and construction costs include program management fees.

²FY 2017 request is the unfunded balance of the FY 2016 request.

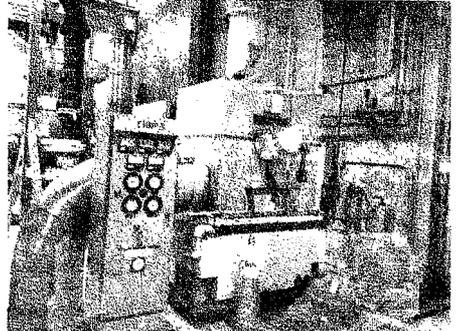
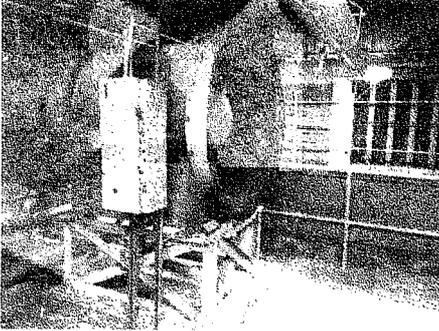
³Costs are currently being updated for future phases.



Capitol Power Plant

Project Title: Condenser Water Pump and HVAC Replacement, RPR, Phase VII, WRP

Request: \$714K



Project Description (Design): This specific Refrigeration Plant Revitalization (RPR) sub-phase includes various replacements and additions to bring the older West Refrigeration Plant (WRP) equipment up to date. Demolition work includes the removal of the local HVAC equipment and two condenser water pumps. The new work includes the installation of the new lighting, local HVAC equipment, two new condenser water pumps and two new primary chilled water pumps. This phase also expands the newly constructed first floor electrical room, from Phase 6. Several other tasks are a part of this phase as well, including the renovation and repair of the screen wall, installed in 2007 as part of the WRP Expansion, as well as the examination of possibly achieving LEED certification for the program. Much of LEED certification will be dependent upon the local lighting and HVAC upgrades included in this phase. This is the seventh phase in an eight phase program.

Risk and Impact If Not Funded: If not funded, the Power Plant will incur high maintenance costs and equipment repairs, and further interrupt the plant's ability to meet the cooling load for the Capitol complex.

- Reduced reliability of condenser pumps and a lack of backup redundancy risks potential service interruptions.
- Excessive maintenance requirements will ensue if repairs are not completed.
- The deterioration of screen wall elements could create potential life safety hazards.

Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: No.

Client Request: No.

Risk Assessment: Included in request.



Capitol Power Plant

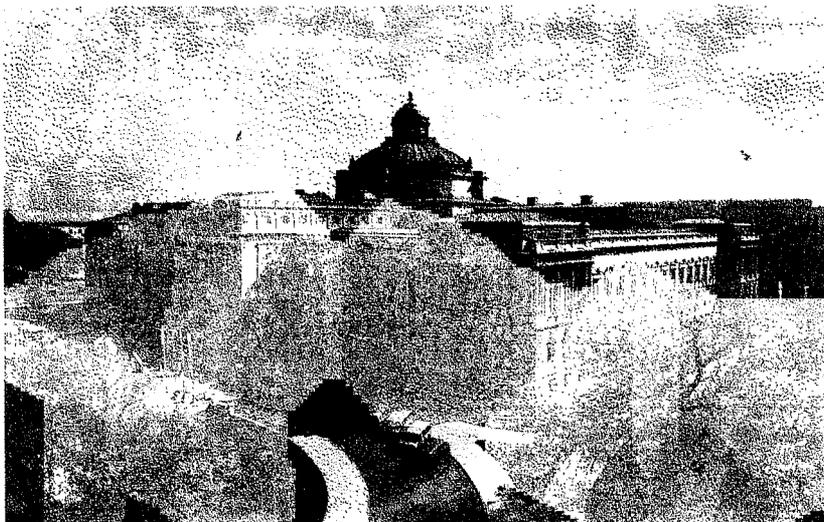
Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Design ¹	7,232	-	-	-	750	7,982
Construction (Phase I)	16,331	-	-	-	-	16,331
Construction (Phase IIA)	26,319	-	-	-	-	26,319
Construction (Phase IIB)	16,154	-	-	-	-	16,154
Construction (Phase IIS)	4,686	-	-	-	-	4,686
Construction (Phase IIIA) ²	17,351	-	-	-	-	17,351
Construction (Phase IV)	-	-	19,190	21,215	-	40,405
Design (Phase VI)	-	-	-	724	-	724
Design (Phase VII)	-	-	-	714	-	714
Future Construction Phases ³	-	-	-	-	101,741	101,741
USCP Overtime	200	-	-	-	-	200
Total	88,273	-	19,190	22,653	102,491	232,607

¹Design and construction costs include program management fees.

²FY 2017 request is the unfunded balance of the FY 2016 request.

³Costs are currently being updated for future phases.

Library Buildings and Grounds



AOC MISSION

To serve Congress and the Supreme Court, **preserve** America's Capitol, and **inspire** memorable experiences.

RESPONSIBILITIES IN SUPPORT OF AOC MISSION

The Library Buildings and Grounds (LB&G) jurisdiction is responsible for the maintenance, repair and operations; mechanical and electrical infrastructure; Heating, Ventilation and Air Conditioning (HVAC); plumbing; painting; grounds maintenance; snow removal; and any construction to the Library of Congress (LOC) buildings and grounds. Facilities include the Thomas Jefferson Building; James Madison Memorial Building; John Adams Building; and the LOC Special Facilities Center, which includes the Little Scholars child development center.

The LB&G jurisdiction:

- Manages the LOC facilities within the 100-acre Congressional campus at Fort Meade, Maryland, which includes five collection storage modules that house the LOC collections in environmentally-controlled conditions.
- Manages the 45-acre Packard Campus of the National Audio-Visual Conservation Center located in Culpeper, Virginia, which is the nation's centralized facility for acquisition, cataloging, storage and preservation of moving images and recorded sound.
- Assumes all responsibility for oversight, management, and expenditures for the National Library Service Operations associated with the facility at 501 1st Street.

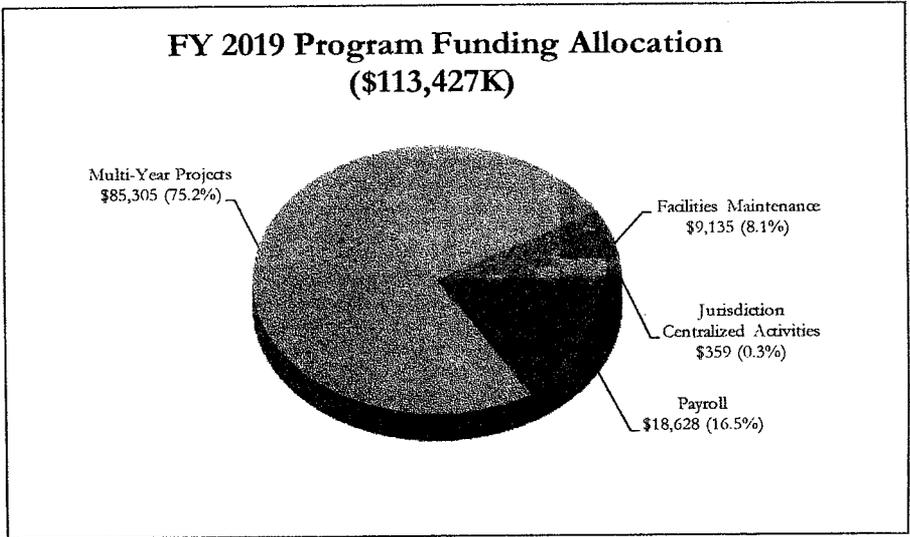
For a complete list of LB&G facilities, please refer to the "Areas of Responsibility Summary" tables in this Budget Request.



Library Buildings and Grounds

PROGRAM SUMMARY

The Library Buildings and Grounds (LB&G) jurisdiction/appropriation consist of two primary types of funding: Operating Budget (annual) and Multi-Year Projects Budget (5 years).



The **Operating Budget** request funds all costs associated with the care, maintenance and operation of the LOC buildings and grounds, with the exception of cleaning services. The budget is divided into three functional area Program Groups: Facilities Maintenance, Jurisdiction Centralized Activities and Payroll. LOC grounds maintenance is included in Facilities Maintenance.

- The **Facilities Maintenance** Program Group funding request provides building maintenance services for daily LOC operations (including off-site locations in Culpeper, Virginia and Fort Meade, Maryland). Funding for the Packard Campus of the National Audio-Visual Conservation Center in Culpeper is a large portion of the Facilities Maintenance request. This funding provides for the daily maintenance and care of the 426,266-square-foot facility. The request covers costs associated with the extensive air and wastewater testing, sampling and permit process that is required to support the laboratory and film processing activities. The Space Modernization Program is included as part of the Facilities Maintenance request and funds approximately 100,000 square feet of office space reconfigurations and improvements within public spaces such as cafeterias, building entrances and restrooms, as well as public courtyards and meeting spaces. Shop operations is included as part of the Facilities Maintenance request. It includes materials and parts for plumbing, electrical, masonry, carpentry, elevators, sheet metal, painting of public spaces, re-lamping, pointing and caulking.



Library Buildings and Grounds

PROGRAM SUMMARY (continued)

The **Facilities Maintenance Program Group** funds supplies and services for heating, ventilation, air conditioning filters, boiler maintenance and inspections, grease trap maintenance and back-flow prevention inspections. The Facilities Maintenance Program Group funds maintenance and inspection of heritage asset items such as murals, decorative paint schemes, sculptures, stained glass, mosaics and other fine art. Unlike other AOC jurisdictions that are served by the Capitol Grounds jurisdiction, the LB&G is responsible for the LOC campus grounds, including landscape maintenance and snow removal. This includes purchases of salt, snowmelt, snow blowers, spreaders and other snow removal items. Fire alarm systems and testing maintenance (smoke and beam detectors, sprinklers, strobes and flow switches) require regular fire code inspection, testing and maintenance activities. Funding for repair of life safety deficiencies and hazardous materials abatement correct deficiencies and hazards identified in fire and life safety inspections. The hazardous materials abatement covers costs associated with the removal of asbestos, lead, mold and other hazardous materials. Funding also supports the daily maintenance and care of the storage facilities located in Culpeper, Virginia.

- The **Jurisdiction Centralized Activities Program Group** funding request provides for training and travel, uniform allowances, safety apparel, gasoline and oil, vehicle maintenance and emergency preparedness. Training and travel requirements are utilized to meet Occupational Safety and Health Administration (OSHA) requirements for safety training and related certification for shop personnel. This funds emergency preparedness drills and exercises, updates and verifies current emergency preparedness plans and policies and emergency preparedness-related projects such as construction of decontamination sites. It is also used to fund emergency preparedness materials and supplies such as generators, tools and other related items. Safety apparel and uniforms are funded through the uniform allowance line and provide for shirts, pants, hats, jackets and other clothing items in accordance with the AOC's uniform policy. The safety apparel line provides funding for safety shoes, safety glasses and specialized safety clothing such as arc flash protection apparel. Funding for gas and oil is necessary to maintain three government-owned vehicles for administrative oversight of contracts and maintenance and construction activities at the Library of Congress Special Facilities Center, as well as supporting periodic travel to the off-site locations in Culpeper, Virginia and Fort Meade, Maryland.
- The **Payroll Program Group** funds salaries and benefits for employees specifically supporting this appropriation. Project delivery includes planning, preparing scopes of work, designing and reviewing projects; administering contracts; coordinating with clients; and startup and commissioning of new systems. Facilities maintenance and client services include planned and corrective repair maintenance activities; emergency maintenance response; execution of projects within the Space Modernization Program; and skilled trades' support for multi-year funded projects. Jurisdictional Support Services provide for management, oversight and guidance to ensure LB&G operations are carried out efficiently and effectively. A portion of the payroll covers the planning management and oversight of maintenance for historic artwork in the Thomas Jefferson Building to ensure preservation for future generations.



Library Buildings and Grounds

PROGRAM SUMMARY (continued)

The **Multi-Year Projects Budget** request consists of major construction or system replacement requirements to address fire, life-safety and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs, with a focus on energy savings. It also may include funds that provide jurisdictions with the flexibility to respond to unforeseen minor construction requirements as generated from emergencies, the Members, Committees and other AOC clients.

Please refer to "Multi-Year Budget Request Program Summary" for a detailed list of the requested major construction projects.

AREAS OF RESPONSIBILITY SUMMARY:

ASSIGNED FACILITIES

Facility Name/Type	Location	Year Built or Acquired	Area (square feet)	Deferred Maintenance	Capital Renewal	Backlog
Thomas Jefferson Building	Washington, DC	1897	635,144	\$102,563,000	\$28,123,000	\$130,686,000
John Adams Building	Washington, DC	1938	765,931	\$80,575,000	\$16,103,000	\$96,678,000
Ft. Meade Warehouses & Support Facilities	Ft. Meade, MD	1942	245,685	\$5,433,000	\$0	\$5,433,000
James Madison Memorial Building	Washington, DC	1980	2,084,576	\$34,022,000	\$98,282,000	\$132,304,000
Special Services Facilities Center	Washington, DC	1990	42,654	\$0	\$0	\$0
Ft. Meade Collection Storage Modules	Ft. Meade, MD	2002	202,064	\$46,000	\$1,706,000	\$1,752,000
Packard Campus	Culpeper, VA	2007	429,706	\$4,245,000	\$0	\$4,245,000
Pedestrian Tunnels	Washington, DC	Varies	9,708	\$0	\$0	\$0
			4,415,468	\$226,884,000	\$144,214,000	\$371,098,000

Notes:

Deferred Maintenance is defined as maintenance, repair or replacement work on existing facilities and infrastructure that is past due causing failure or partial failure.

Capital Renewal is defined as making replacements in kind to correct unacceptable conditions caused by aged building components prior to failure.

Backlog equals total Deferred Maintenance plus Capital Renewal expected to become Deferred Maintenance within a five year window.

Special Services Facilities Center, Pedestrian Tunnels: a facility condition assessment has not yet been completed.



Library Buildings and Grounds

TOTAL BUDGET REQUEST – FUNDING SUMMARY

Total Budget (\$000)					
Appropriation	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Operating Budget	24,943	24,800	24,943	28,122	3,179
Multi-Year Projects	22,137	2,664	22,137	85,305	63,168
Total	47,080	27,464	47,080	113,427	66,347

Operating Budget (\$000)					
Program Groups	FY 2017 Operating Plan	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Facilities Maintenance	7,287	7,561	6,948	9,135	2,187
Jurisdiction Centralized Activities	342	314	350	359	9
Payroll	17,314	16,925	17,645	18,628	983
Total	24,943	24,800	24,943	28,122	3,179

Total Budget by Object Class (\$000)					
Object Class Groups	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
11 Personnel Compensation	12,280	17,720	12,514	13,212	697
12 Personnel Benefits	5,034	7,265	5,131	5,416	286
21 Travel	20	16	20	65	45
22 Transportation of Things	-	-	-	-	-
23 Rent, Communications & Utilities ³	97	77	96	309	213
24 Printing and Reproduction	-	-	-	-	-
25 Other Contractual Services	16,373	12,918	16,191	52,145	35,954
26 Supplies and Materials	5,388	4,251	5,329	17,161	11,833
31 Equipment	68	54	67	217	150
32 Land and Structures ³	7,819	6,169	7,732	24,901	17,170
42 Insurance Claims & Indemnities	-	-	-	-	-
Total	47,080	48,468	47,080	113,427	66,347

¹ FY 2017 Personnel Compensation and Personnel Benefits include payroll and project-funded obligations. Actuals represent total obligations of funds incurred irrespective of the year of appropriation and can include reprogrammings/transfers from other appropriations.

² FY 2018/FY 2019 Personnel Compensation and Personnel Benefits do not include project-funded payroll estimated obligations.

³ FY 2017 Actual Obligations for Object Class Group 23 and 32 includes \$6,651K transferred from the Library of Congress for the operations, maintenance, lease of temporary storage space.



Library Buildings and Grounds

TOTAL BUDGET REQUEST - ANALYSIS OF CHANGE

	FY 2019 Appropriation	
	FTE	Amount (\$000)
FY 2018 Estimate (FY 2017 Enacted)		47,080
Payroll Funded FTEs	155	
Non-Recurring Costs:		
Multi-Year Projects (FY 2017 Enacted).....		(22,137)
Total Program Decreases		(22,137)
Mandatory Increases:		
Payroll Related:		
FY 2018 Mandatory Payroll Related Costs.....		457
FY 2019 Cost-of-Living Adjustment of 2.6%.....		342
FY 2019 FEHB Employer Contribution of 4.0%.....		59
FY 2019 Within Grade Increase.....		125
Total Payroll Related Costs		983
Non-Payroll Related:		
FY 2018 Non-pay Inflation Increase of 2.3%.....		186
FY 2019 Non-pay Inflation Increase of 2.3%.....		227
Total Non-Payroll Related Costs		413
Total Mandatory Increases		1,396
Other Program Increases (Mission Requirements):		
Facilities Maintenance Program.....		1,784
Total Mission Related Costs		1,784
Multi-Year Projects:		
Collection Storage Module 6, Fort Meade.....		45,226
North Exit Stair B, Phase II, TJB.....		18,090
Emergency Lighting System Upgrade, TJB.....		7,490
Book Conveyor System Removal and In-Fill, JMMB.....		4,762
Exterior Masonry and Envelope Repairs, TJB.....		2,149
Exterior Masonry and Envelope Repairs, JAB.....		1,676
Fire Alarm and Audibility Upgrade, JMMB.....		1,622
ESPC Management Program, LBG.....		1,790
Minor Construction.....		2,500
Total Other Program Increases		85,305
Net Increase/Decrease		66,347
FY 2019 Total Appropriation	155	113,427



Library Buildings and Grounds

OPERATING BUDGET REQUEST - SUMMARY OF CHANGES

The Operating Budget of the Library Buildings and Grounds appropriation funds all costs associated with the daily care, maintenance and operation of the Library Buildings and Grounds with the exception of cleaning services. The budget is divided into functional area Program Groups. In accordance with sound financial management practices, these Program Groups are reviewed and adjusted to reflect changing program needs and price changes. Increases that cannot be absorbed are requested through the budget process.

Operating Budget (\$000)						
Program Groups	FY 2018 Estimate	Program Realignment/ Transfers	Mandatory Increases	Other Program Increases	FY 2019 Request	FY 2018/2019 Difference
Facilities Maintenance	6,948	-	403	1,784	9,135	2,187
Jurisdiction Centralized Activities	350	-	9	-	359	9
Payroll	17,645	-	983	-	18,628	983
Total	24,943	-	1,396	1,784	28,122	3,179

Program Changes Justification

The FY 2019 Operating Budget Request shows an increase of **\$3,179K** from the FY 2018 estimated level. It includes **\$1,396K** in mandatory pay and price increases plus **\$1,784K** in other program changes.

Mandatory Increases

The funding increase to the baseline includes inflationary costs for pay and non-pay programs based upon guidance from the Congressional Budget Office.

Other Program Increases

The funding increases to the baseline are required to bring the annual operating budget to the minimum level necessary to support annual preventive and corrective maintenance services throughout our facilities (buildings, grounds, equipment, systems and security infrastructures). This funding will effectuate our facilities functionality and provide for optimal operations while prolonging and extending the life span of the building.



Library Buildings and Grounds

MULTI-YEAR BUDGET REQUEST - PROGRAM SUMMARY

The Capital Budget consists of major construction or system replacement requirements to address fire, life safety and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs; with a focus on energy savings. It also includes Minor Construction funds that provide jurisdictions with the flexibility to respond to unforeseen requirements as generated from emergencies, the Members, Committees and other AOC clients.

Multi-Year Budget by Project (\$000)	
	Request Amount
Line Item Construction Program Projects:	
Collection Storage Module 6, Fort Meade.....	45,226
North Exit Star B, Phase II, TJB.....	18,090
Emergency Lighting System Upgrade, TJB.....	7,490
Book Conveyor System Removal and In-Fill, JMMB.....	4,762
Exterior Masonry and Envelope Repairs, TJB.....	2,149
Exterior Masonry and Envelope Repairs, JAB.....	1,676
Fire Alarm and Audibility Upgrade, JMMB.....	1,622
Total	81,015
Other Projects:	
Minor Construction.....	2,500
ESPC Management Program, LBG.....	1,790
Total	4,290
Total Project Request	85,305

Minor Construction

\$2,500K

An additional \$500K is being requested from the previous year to better manage deferred maintenance and meet the unforeseen architectural needs that arise over the course of a year. Having the funding and flexibility to manage small phases of the deteriorating or failing conditions identified in the Facility Condition Assessment of the Library of Congress Buildings will allow corrective actions to continue to maintain and repair building conditions. The Facility Condition Assessment has identified millions of dollars of deferred maintenance that individually do not meet the criteria for the Capital Improvement Program; however, Minor Construction funding would provide the means to plan corrective actions over future years.

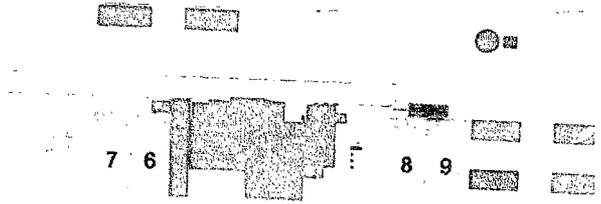
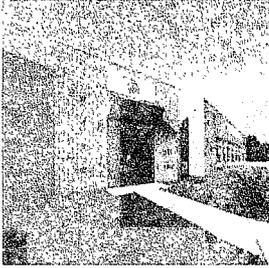
Risk and Impact if Not Funded: These current conditions will continue to allow water infiltration, which damages the interior and exterior of the building and continues to put invaluable collections at risk of damage or loss. Additionally, the deferred maintenance backlog will continue to increase. If a systematic and sustainable approach is not taken, the building conditions will continue to degrade and put at risk the building structure, interior architectural/historic elements, and invaluable LOC collections. Further degradation of the buildings' stone façade will result in the failing of the stone facades, pointing and caulking, exterior windows and will diminish other features of the buildings.



Library Buildings and Grounds

Project Title: Collection Storage Module 6, Fort Meade

Request: \$45,226K



Project Description (Construction): The book storage facility complex at Fort Meade, Maryland accommodates the Library's expanding collections of books, manuscripts, prints, maps, cultural and other copyrighted materials. The Library of Congress requires additional space to store new published and unpublished materials. This project constructs Module 6, including high rack book and temporary pallet storage areas, a circulation corridor connecting the new module with the existing, a second floor mechanical area, storage area and an office area. Site work and preparation includes storm water management for future Module 7. Other aspects of construction include security systems, collection storage shelving, integrated fire safety systems, and dedicated heating ventilation and air conditioning systems for permanent long term collection storage.

Risk and Impact If Not Funded: If not funded, long term preservation of the Library's collections could be jeopardized.

- Lack of space will cause the continued deterioration of existing collections.
- As collections in all formats grow by 250,000 annually, space shortages will hinder the Library's ability to effectively carry out its mission.

Cost of Recurring Operations:

- Annual utility costs are estimated to be \$185K and will be addressed in future budget requests.

Citation Driven: No.

Client Request: Yes.

Risk Assessment: Complete.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

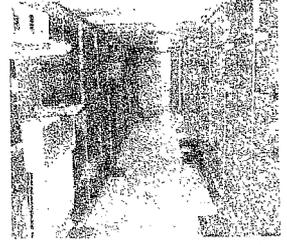
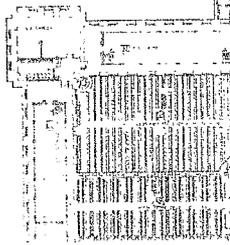
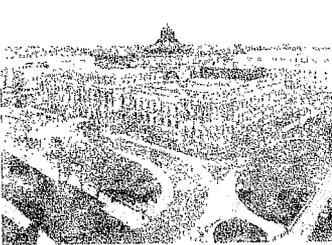
Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	-	-	-	-	-	-
Design	1,994	-	-	-	-	1,994
Construction	-	-	-	45,226	-	45,226
USCP Overtime	-	-	-	-	-	-
Total	1,994	-	-	45,226	-	47,220



Library Buildings and Grounds

Project Title: North Exit Stair B, Phase II, TJB

Request: \$18,090K



Project Description (Construction): This project is an integral part of the approved abatement plan to address the Office of Compliance Citation #31-2 regarding Library of Congress egress deficiencies. The citation covers a requirement for increased exiting capacity and improvements to passive fire protection systems. In the event of fire or other emergencies, the current conditions create an unsafe environment for building occupants due to lack of egress exits from the Thomas Jefferson Building and its stacks. This project constructs a new exit stair in the northeast stacks extending from the cellar to the top floor of the building and corrects common paths of travel violations and dead-end conditions to ensure that occupants are able to exit the building in an efficient and rapid manner.

Risk and Impact If Not Funded: If not funded, code violations and life safety risks will continue to exist and potentially endanger building occupants.

- Building occupants will not have the required number of available exits. Egress shortages will delay evacuations in the event of an emergency, possibly creating overcrowded conditions.

Cost of Recurring Operations: No additional costs anticipated.

Citation Driven: Yes.

Client Request: Yes.

Risk Assessment: Included in request.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	118	-	-	-	-	118
Design ¹	3,303	-	-	-	-	3,303
Construction (North Stair, all phases)	5,350	-	-	17,540	-	22,890
Design (West Main Pavilion)	-	-	-	-	800	800
Construction (West Main Pavilion)	-	-	-	-	11,000	11,000
Construction (Expansion Shelving)	-	-	-	-	1,500	1,500
Construction (South-West Stair)	-	-	-	-	8,000	8,000
Construction (South Stair)	-	-	-	-	14,000	14,000
USCP Overtime	-	-	-	550	400	950
Total	8,771	-	-	18,090	35,700	62,561

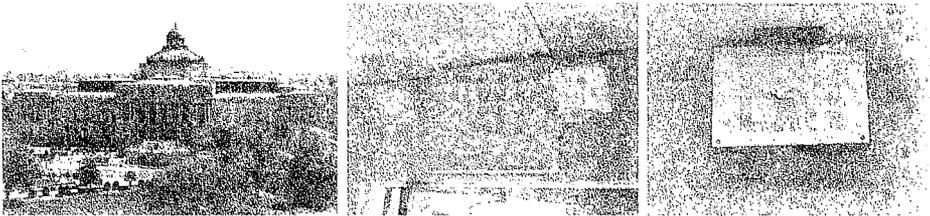
¹ Appropriated design funding was supplemented with reprogrammed funding.



Library Buildings and Grounds

Project Title: Emergency Lighting System Upgrade, TJB

Request: \$7,490K



Project Description (Construction): The existing emergency lighting systems throughout the Library of Congress buildings are not in compliance with current building and life safety code requirements. There are numerous exit signs that are not connected to emergency power, and in some cases signs are non-existent. Several utility and machine rooms lack emergency lighting, and major egress routes and adjacent tunnels lack adequate light levels for proper egress. This project will install code compliant emergency lighting throughout the Thomas Jefferson Building in restrooms, hallways, exhibit spaces, cafeterias, electrical rooms, mechanical rooms, elevator machine rooms and pedestrian tunnels. New emergency circuits will be required throughout the building, and both emergency and normal electrical power systems will be modified to accommodate new emergency electrical loads. Panelboards and branch circuits will be modified accordingly.

Risk and Impact If Not Funded: If not funded, there are increased life safety risks for exiting during an emergency.

- A safe means of egress is compromised without the system, endangering building occupants.
- If power is lost during a necessary evacuation, the risk to the public and employees is greatly increased.

Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: No.

Client Request: No.

Risk Assessment: Not required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

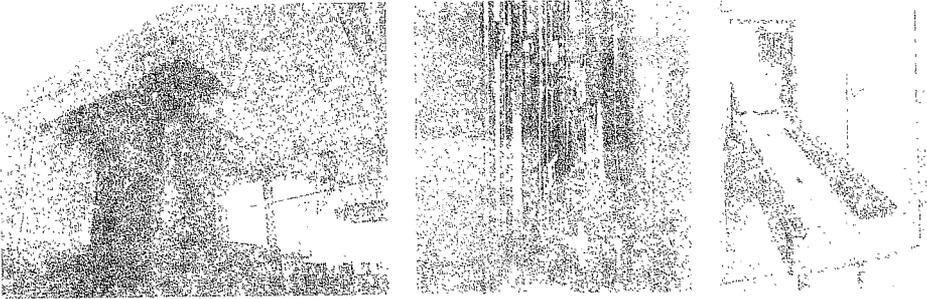
Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	-	-	-	-	-	-
Design	209	-	-	-	-	209
Construction	-	-	-	7,490	-	7,490
USCP Overtime	-	-	-	-	-	-
Total	209	-	-	7,490	-	7,699



Library Buildings and Grounds

Project Title: Book Conveyor System Removal and In-Fill, JMMB

Request: \$4,762K



Project Description (Construction): The current book conveyor systems in the LOC buildings date from between 1964 and 1980. These antiquated systems are obsolete and unreliable. Control systems are outdated and fire dampers are lacking where the conveyors and message tubes penetrate fire rated walls, ceilings and floors. This project will address Office of Compliance (OOC) Deficiency #29-1 by removing the book conveyor system and pneumatic messenger systems, and repairing all systems as required with fire rated resulting openings.

Risk and Impact If Not Funded: If not funded, building occupants remain at risk due to inadequate fire protection as required by building and life safety codes

- The abatement plan to address the Office of Compliance will not be addressed.
- The potential for the spread of smoke and fire throughout the building can negatively affect occupants and LOC operations.

Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: Yes. **Client Request:** No. **Risk Assessment:** Not required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

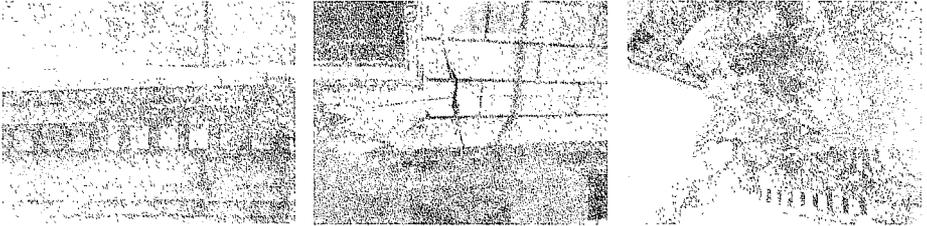
Task	Prior FY Funded	FY 2017 Requested	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	-	-	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	4,762	-	4,762
USCP Overtime	-	-	-	-	-	-
Total	-	-	-	4,762	-	4,762



Library Buildings and Grounds

Project Title: Exterior Masonry and Envelope Repairs, TJB

Request: \$2,149K



Project Description (Design): The entire masonry and stonework of the Thomas Jefferson Building is in need of repair, repointing and cleaning. The exfoliation and spalling stone of the façades and parapet walls as with a replacement of the current bird deterrent system must be addressed. In addition, cast iron window frames are rusting and staining the building and must be refinished. There are also areas at the balcony levels of the building where water infiltration has occurred. This project will produce the required construction documents for the repair, cleaning and restoration of the exterior façade and fenestration.

Risk and Impact If Not Funded: If not funded, continued deterioration of the exterior elements will pose serious safety threats.

Moisture penetration will continue to cause stone conditions to deteriorate and contribute to irreparable damage.

- Costly repairs will cause the irreplaceable loss of historic fabric.
- The Library's mission will be compromised due to water infiltration into interior spaces.

Cost of Recurring Operations: Additional maintenance funds will be required after project completion.

Citation Driven: No.

Client Request: No.

Risk Assessment: Included in request.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

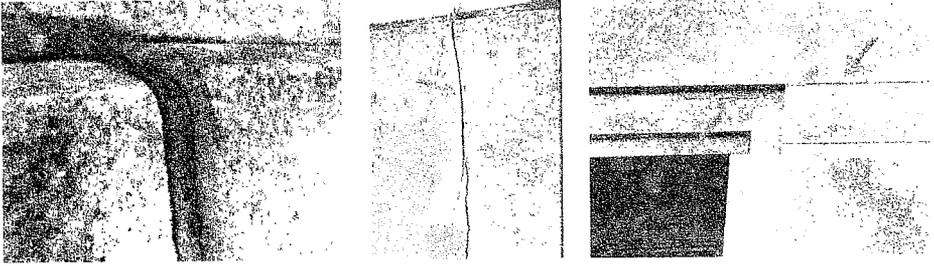
Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	226					-
Design				2,149		2,149
Construction (All Phases) ¹					16,000	16,000
USCP Overtime						-
Total	226	-	-	2,149	16,000	18,149

¹Construction costs based on study completed in 2017.

Library Buildings and Grounds

Project Title: Exterior Masonry and Envelope Repairs, JAB

Request: \$1,676K



Project Description (Design): Stone joints on the façade of the John Adams Building are open and existing sealant is not bonded to the stone. The entire building is in need of repointing and cleaning, and spalled stone at the upper levels and parapet wall needs to be repaired. In addition, sealant around all windows needs to be replaced, window frames must be cleaned and corroded steel shelf angles will also need to be replaced. This project will provide control joints in the facade as needed to prevent shifting. It will also repair and clean south facing stairs and walls along Pennsylvania Ave, repair of roof and parapet walls of the 5th floor setback and repointing of brick walls at the moat.

Risk and Impact If Not Funded: If not funded, exterior stone failure will endanger occupant and visitor well-being.

- Falling masonry can pose safety threats to occupants and visitors.
- Increased collateral damage will cause repair costs to increase if not addressed.

Cost of Recurring Operations: Additional maintenance funds will be required after project completion.

Citation Driven: No.

Client Request: No.

Risk Assessment: Included in request.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	176	-	-	-	-	176
Design	-	-	-	1,676	-	1,676
Construction - Stabilization ¹	7	-	-	-	-	7
Construction (All Phases)	-	-	-	-	13,000	13,000
USCP Overtime	-	-	-	-	-	-
Total	183	-	-	1,676	13,000	14,859

¹Stabilization funded through annual appropriations in FY 2017.

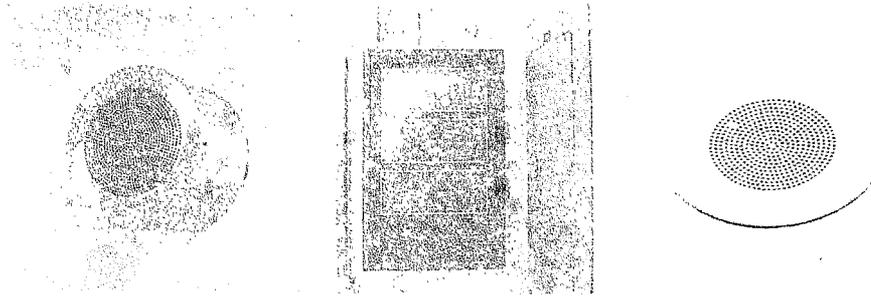
²Construction costs based on study completed in 2016



Library Buildings and Grounds

Project Title: Fire Alarm and Audibility Upgrade, JMMB

Request: \$1,622K



Project Description (Design): Based on occupant feedback and testing, notification throughout the building is currently deficient with regard to both audibility and intelligibility. The existing voice fire alarm system is also not capable of being upgraded to provide intelligible information during an emergency. This project will include the design, installation, and testing of a new voice fire alarm system. The new voice fire alarm system will include a fire alarm control panel, amplifiers distributed throughout the building, conduit and wiring, and speakers located throughout the building to comply with the audibility and intelligibility code requirements.

Risk and Impact If Not Funded: If not funded, this building will continue to face operational and life safety issues.

- Continued code deficiency for the voice fire alarm system will keep the building noncompliant (NFPA 101, NFPA 72).
- Building use will be limited and create the possibility of taking certain areas and spaces out of service. There is an increased risk to building occupants in the event of an emergency.

Cost of Recurring Operations: No additional costs anticipated.

Citation Driven: No. **Client Request:** No. **Risk Assessment:** Included in request.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	-	-	-	-	-	-
Design	-	-	-	1,622	-	1,622
Construction	-	-	-	-	TBD	TBD
USCP Overtime	-	-	-	-	-	-
Total	-	-	-	1,622	-	1,622

¹Design will determine future construction costs.



Library Buildings and Grounds

Project Title: **ESPC Management Program, LBG**

Request: **\$1,790K**



Project Description (Management): The project will provide funding for contracting, project management, construction management, commissioning services and other support personnel to oversee and manage the Energy Savings Performance Contract (ESPC) at the Library of Congress Buildings. The current ESPC project includes the design and construction of multiple Energy Conservation Measures (ECM) across the LBG's Capitol Hill and offsite facilities. The ESPC efforts will generate a large number of construction activities at the LBG. Work involves many different disciplines and the installation of several types of specialized equipment that must be integrated through the Building Automation System. This work needs to be executed without impacting mission critical operations of the Library of Congress and negatively impacting collections while enhancing the energy efficiency of the buildings. Additional benefits of the ESPC effort include modernization and replacement of aging infrastructure that would not be possible through the Lane Item Construction Project (LICP) process in the near term fiscal years. AOC must ensure the design and construction is properly and efficiently executed. The AOC does not have the resources to perform these tasks and must request funds to support additional personnel with the qualifications and technical knowledge to manage and oversee this effort. The AOC has selected an Energy Service Company (ESCO) as a partner to execute the ESPC effort. The costs associated with the management fees listed in the table below are estimates based on AOC's prior ESPC experience. As the design and construction schedules are developed in coordination with the ESCO, a more detailed estimate of the required resources will be generated. Future budget requests may be required depending on overall scope.

Risk and Impact If Not Funded: Without these funds and services, the AOC will be unable to adequately monitor and verify the proper execution of the design and construction for this project as well as minimize the government's overall risk from the financing arrangement.

Citation Driven: No.

Client Request: No.

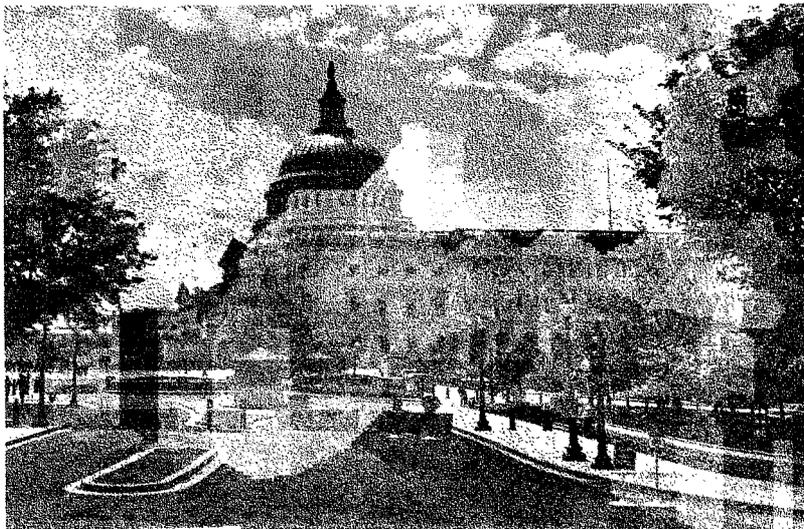
Risk Assessment: Not required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Project Management Oversight ¹	4,321	-	-	1,790	-	6,111
Total	4,321	-	-	1,790	-	6,111

¹ Funded via reprogramming of FY 2016/2020 LBG appropriated funds previously allocated for Phase III of the Direct Digital Controls (DDC) Upgrade, JMIMB
 Includes Contracting Officer, Project Manager, Scheduler, Construction Manager, Assistant Construction Manager, Junior Construction Manager, and Inspectors.

Capitol Police Buildings, Grounds and Security



AOC MISSION

To **serve** Congress and the Supreme Court, **preserve** America's Capitol, and **inspire** memorable experiences.

RESPONSIBILITIES IN SUPPORT OF AOC MISSION

The Office of Security Programs manages the Capitol Police Buildings, Grounds & Security (CPBG&S) appropriation and is responsible for the maintenance, care and operation of buildings, grounds and security enhancements of the United States Capitol Police (USCP) and AOC security operations. Jurisdiction facilities include the USCP Headquarters; Courier Acceptance Site; Vehicle Maintenance/Hazardous Device Unit Facility; Perimeter Security; USCP and Capitol Visitor Center kiosks; Canine (K-9) Facility; Chemical/Explosive Storage Facility; Interim Offsite Delivery Facility; Reservation 6G parking lot next to the Fairchild Building; a 12-acre site; and leased space within the Fairchild Building, the Government Printing Office, the Verizon Building and the lease of equipment space for four USCP Radio repeater towers.

The CPBG&S jurisdiction:

- Develops and manages AOC security policies and procedures.
- Leads AOC-wide resilience programs such as critical infrastructure, protective programs, Congressional continuity and emergency management.
- Liaises with the USCP Command Center during emergency and security incidents.
- Supports the Capitol Police Board and Joint Congressional Continuity Board.

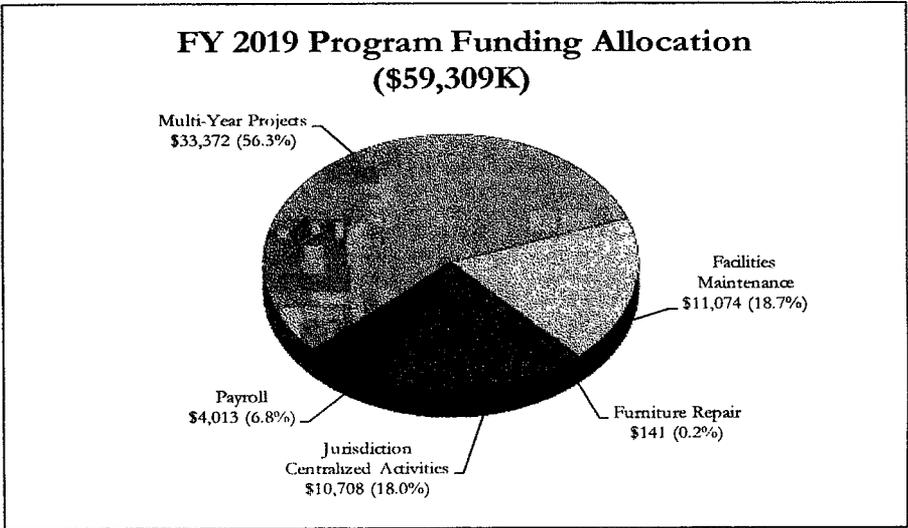
For a complete list of CPBG&S facilities, please refer to the "Areas of Responsibility Summary" tables in this Budget Request.



Capitol Police Buildings, Grounds and Security

PROGRAM SUMMARY

The Capitol Police Buildings, Grounds and Security (CPBG&S) jurisdiction/appropriation consist of two primary types of funding: Operating Budget (annual) and Multi-Year Projects Budget (5 years).



The **Operating Budget** request funds all costs associated with the daily care, maintenance and operation of its grounds and facilities, as well as various continuity, emergency administrative, safety, technical, planning, resilience and security functions. The budget is divided into four functional area Program Groups: Facilities Maintenance, Furniture Repair, Jurisdictional Centralized Activities and Payroll. In accordance with sound financial management practices, these Program Groups are reviewed and adjusted to reflect changing program and pricing needs.

- The **Facilities Maintenance** Program Group funding request provides annual building security related maintenance and operations services required throughout the AOC facilities. Services unique to CPBG&S include repair and preventive maintenance tasks for perimeter security elements such as kiosks (63), bollards (5,000); security fencing, walls and planters, maintenance of USCP radio repeater sites and uninterruptible power supply units, security infrastructure support and life-cycle replacement of barriers and support of all special events across the Capitol complex such as concerts, the State of the Union, public demonstrations and marches. All maintenance tasks are initiated and assigned through the work order system with an annual issuance of more than 12,000 scheduled preventive maintenance tasks and more than 2,000 corrective maintenance and service request work orders.



Capitol Police Buildings, Grounds and Security

PROGRAM SUMMARY *(continued)*

Additionally, the Facility Maintenance program group includes cleaning services for all CPBG&S facilities, including interior offices, restrooms, data centers, locker rooms, shower facilities, prisoner detention areas, inspection areas, dog kennels and security kiosks. The CPBG&S maintenance budget is evaluated against the industry standard cost per square foot based on the facility type and function of the space, and then tailored to meet the mission requirements of the jurisdiction.

- The **Furniture Repair** Program Group funding request involves furniture repairs and small purchases of new furniture. This program funds the installation, replacement, relocation, and/or repair of existing furniture, including procurement of routine materials and supplies, work and annual inventory of furniture items in support of the USCP, Office of Security Programs (OSP) personnel, the Alternate Facility and Continuity sites, as required. Furthermore, it provides for furniture replacement, relocation services and repair parts at a reduced level.
- The **Jurisdiction Centralized Activities** Program Group funding request supports mandatory lease payments, training, uniform allowances, safety apparel, energy management, Computer Aided Drafting services, facility planning, resilience and security and emergency preparedness. Additionally, this funding level supports the continuation of the Resilience and Security contract, which assists in the AOC's continuity, critical infrastructure and other planning and prepares the jurisdiction in case of an emergency by maintaining the Emergency Action Response Plan and performing tabletop exercises against the plan.
- The **Payroll** Program Group request funds the necessary salaries and benefits for employees specifically supporting the appropriation. This funding includes the 10 additional FTEs requested, which will enable the AOC to provide for facility, resilience and security program services at adequate levels in direct support of Congress, USCP and the AOC.

The **Multi-Year Projects Budget** request consists of major construction or system replacement requirements to support the USCP and House and Senate Sergeant at Arms' mission; Congressional continuity; fire, life-safety, and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs with a focus on energy savings. It also includes Minor Construction funds that provides the flexibility to respond to unforeseen requirements as generated from emergencies, the Members, Committees and other Architect of the Capitol clients.

Please refer to "Multi-Year Budget Request – Program Summary" for a detailed list of the requested major construction projects.



Capitol Police Buildings, Grounds and Security

AREAS OF RESPONSIBILITY SUMMARY:

ASSIGNED FACILITIES

Facility Name/Type	Location	Year Built or Acquired	Area (square feet)	Deferred Maintenance	Capital Renewal	Backlog
Headquarters Building	Washington, DC	1930	85,382	\$405,000	\$4,171,000	\$4,576,000
Vehicle Maintenance Facility	Washington, DC	1930	23,842	\$5,000	\$1,190,000	\$1,195,000
Courier Acceptance	Washington, DC	1980	5,229	\$0	\$0	\$0
Alternate Computer Facility (ACF)	Virginia	1983	345,282	\$8,263,000	\$32,633,000	\$40,896,000
Canine Facility	Washington, DC	1996	5,393	\$16,000	\$117,000	\$133,000
Fairchild Building	Washington, DC	2004	166,507	\$0	\$437,000	\$437,000
Interim Off Site Delivery	Washington, DC	2006	11,453	\$80,000	\$218,000	\$298,000
Security Kiosks	Washington, DC	Varies	6,298	\$0	\$10,393,000	\$10,393,000
Work Across Multiple Facilities	Washington, DC	Varies	Varies	\$0	\$510,000	\$510,000
			649,386	\$8,769,000	\$49,669,000	\$58,438,000

Notes:

Deferred Maintenance is defined as maintenance, repair or replacement work on existing facilities and infrastructure that is past due causing failure or partial failure.

Capital Renewal is defined as making replacements in kind to correct unacceptable conditions caused by aged building components prior to failure.

Backlog equals total Deferred Maintenance plus Capital Renewal expected to become Deferred Maintenance within a five year window.

Courier Acceptance, a facility condition assessment has not yet been completed.

Work Across Multiple Facilities include the Verizon SW Communication Center.

LEASED FACILITIES

Lease Type	Location	Area (square feet)	Leased from	Contract Award Date	Contract End Date	FY 2018 Total Cost	FY 2019 Total Cost	
Fairchild Building (office & parking) ¹	Washington, DC	120,655	Private Sector	Feb 2004	Feb 2019	\$5,966,265	\$6,028,162	
Government Publishing Office	Washington, DC	36,561	Federal Gov't	Oct 2005	Oct 2018	\$885,756	\$902,811	
Verizon Building	Washington, DC	6,085	Private Sector	Jul 2016	Jul 2021	\$170,948	\$176,526	
Radio Tower Repeater Sites ²	DC Metro Area	1,000	Private Sector	Aug 2012	Aug 2022	\$612,031	\$613,948	
						Total	\$7,635,000	\$7,721,447

Notes:

¹ FY 2018 Total Cost column includes \$430K for 12,600 square feet of additional lease space required.

² One Radio Tower Repeater Site is leased from the DC Gov't.



Capitol Police Buildings, Grounds and Security

TOTAL BUDGET REQUEST – FUNDING SUMMARY

Total Budget (\$000)					
Appropriation	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Operating Budget	17,533	17,500	17,533	25,937	8,404
Multi-Year Projects	2,500	312	2,500	33,372	30,872
Total	20,033	17,812	20,033	59,309	39,276

Operating Budget (\$000)					
Program Groups	FY 2017 Operating Plan	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Facilities Maintenance	7,686	7,519	8,095	11,074	2,979
Furniture Repair	53	38	53	141	88
Jurisdiction Centralized Activities	7,427	7,671	6,998	10,708	3,710
Payroll	2,367	2,272	2,387	4,013	1,626
Total	17,533	17,500	17,533	25,937	8,404

Total Budget by Object Class (\$000)					
Object Class Groups	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
11 Personnel Compensation	1,719	2,040	1,734	2,916	1,181
12 Personnel Benefits	647	768	653	1,097	445
21 Travel	12	13	12	19	7
22 Transportation of Things					
23 Rent, Communications & Utilities	6,545	7,220	6,537	9,974	3,437
24 Printing and Reproduction					
25 Other Contractual Services	10,836	11,953	10,823	33,946	23,123
26 Supplies and Materials	130	143	129	405	276
31 Equipment					
32 Land and Structures	145	160	144	10,952	10,807
42 Insurance Claims & Indemnities					
Total	20,033	22,296	20,033	59,309	39,276

¹ FY 2017 Personnel Compensation and Personnel Benefits include payroll and project-funded obligations. Actuals represent total obligations of funds incurred irrespective of the year of appropriation and can include reprogrammings/transfers from other appropriations.

² FY 2018/2019 Personnel Compensation and Personnel Benefits do not include project-funded payroll estimated obligations.



Capitol Police Buildings, Grounds and Security

TOTAL BUDGET REQUEST - ANALYSIS OF CHANGE

	FY 2019 Appropriation	
	FTE	Amount (\$000)
FY 2018 Estimate (FY 2017 Enacted)		20,033
Payroll Funded FTEs	16	
Non-Recurring Costs:		
Multi-Year Projects (FY 2017 Enacted).....		(2,500)
Total Program Decreases		(2,500)
Mandatory Increases:		
Payroll Related:		
FY 2018 Mandatory Payroll Related Costs.....		59
FY 2019 Cost-of-Living Adjustment of 2.6%.....		46
FY 2019 FLEHB Employer Contribution of 4.0%.....		6
FY 2019 Within Grade Increase.....		17
Total Payroll Related Costs		128
Non-Payroll Related:		
FY 2018 Non-pay Inflation Increase of 2.3%.....		208
FY 2019 Non-Pay Inflation Increase of 2.3%.....		270
CAO Mail Monitoring and Screening Services.....		150
Lease Escalation Costs.....		667
Total Non-Payroll Related Costs		1,295
Total Mandatory Increases		1,423
Other Program Increases (Mission Requirements):		
Realignment from House Office Buildings Jurisdiction Centralized Activities to Capitol Police Buildings & Grounds for O'Neill Ops Support		46
Facilities Maintenance Program.....		2,514
Security Support Payroll FTEs Increase.....	10	1,498
Operational Support Services.....		2,259
Additional Lease Space.....		430
Energy & Sustainability Support.....		234
Total Mission Related Costs	10	6,981
Multi-Year Projects:		
Chiller Replacement and Chilled Water System Expansion, Phase I, ACF.....		15,477
Barrier Lifecycle and Security Kiosk Repairs and Replacement, Phase III, OSP.....		8,300
Perimeter Security Fence Modification, OSP.....		4,595
Minor Construction.....		5,000
Total Other Program Increases	10	33,372
Net Increase/Decrease	10	39,276
FY 2019 Total Appropriation	26	59,309



Capitol Police Buildings, Grounds and Security

OPERATING BUDGET REQUEST - SUMMARY OF CHANGES

The Operating Budget component of the Capitol Police Buildings, Grounds & Security appropriation funds all costs associated with the daily care, maintenance and operation of its grounds and facilities. The budget is divided into four functional area Program Groups. In accordance with sound financial management practices, these Program Groups are reviewed and adjusted to reflect changing program and pricing needs. Increases that cannot be absorbed are requested through the budget process.

Operating Budget (\$000)						
Program Groups	FY 2018 Estimate	Program Realignment/Transfers	Mandatory Increases	Other Program Increases	FY 2019 Request	FY 2018/2019 Difference
Facilities Maintenance	8,095	46	419	2,514	11,074	2,979
Furniture Repair	53	-	4	84	141	88
Jurisdiction Centralized Activities	6,998	-	872	2,839	10,708	3,710
Payroll	2,387	-	128	1,498	4,013	1,626
Total	17,533	46	1,423	6,935	25,937	8,404

Program Changes Justification

The FY 2019 Operating Budget Request shows an increase of **\$8,404K** from the FY 2018 estimated level. It includes **\$1,423K** in mandatory pay and price increases, **\$6,935K** in other program changes and **\$46K** for funding realignment from the House Office Buildings for O'Neill support.

Program Realignment/Transfers

The funding increase of **\$46K** is a realignment from the House Office Building to provide operational security support services related to the acquisition of the O'Neill House Office Building.

Mandatory Increases

The funding increase to the baseline includes inflationary costs for pay and non-pay programs, as based upon guidance from the Congressional Budget Office, and lease escalation costs.

Other Program Increases

The funding increases to the baseline are required to bring the annual operating budget to the minimum level necessary to support the maintenance, care and operation of buildings, grounds, and security enhancements of the United States Capitol Police and Architect of the Capitol security operations.



Capitol Police Buildings, Grounds and Security

OPERATING BUDGET REQUEST (continued)

Payroll FTE Increase (\$1,498K)

The funding increase to the baseline is for 10 additional Full-Time Equivalent's (FTE). Additional funds are required for three Security Suitability Professionals, one Facility Operations Specialist, two Construction Security Coordinators/Megaproject, one Project Managers/Classified Projects, one Resilience Training, Testing & Exercise Specialist, one Security Specialist and one Suitability Assistant.

- Security Suitability Professionals:** These positions will fulfill the requirements under the new AOC security suitability program in direct response to the Capitol Police Board priorities outlined in a June 16, 2016 letter to the House Appropriations Committee. The new suitability program will manage the inherent risk posed by persons with trusted access to AOC facilities, information, systems and other personnel. The "insider threat" is identified as one of the greatest threats, if not the greatest threat, to national security. Currently, only an AOC applicant's recent history is reviewed under the employment suitability process. The current process creates a security vulnerability by potentially allowing employment of persons who, despite a history of criminal activity, or a track record of crimes of trust, to be acceptable to work for the AOC. The new AOC security suitability process includes a comprehensive review of an applicant's full history, background investigation, and an improved review of database records.
- Facility Operation Specialist:** This position will support the incremental Facility Management (FM) workload, serve as focal point for agency and inter-agency coordination of services and communication. This position will monitor and maintain the new computer-based systems in OSP facilities. Since 2010, the workload in FM has increased at an unsustainable rate due to the addition of new mission elements, such as the acquisition of the Verizon building and the five offsite USCP radio repeater sites. This proposed position will track the quality assurance and the quality controls inspection results for improvement, provide support to the FM team during special events and inclement weather situations, and assist in meeting the agency energy and strategic targets.
- Construction Security Coordinator/Megaproject:** This position coordinates security issues related to large "mega" AOC projects similar to the Cannon Renewal, Dorne Restoration, Russell Renovation, etc. This position will ensure construction security and USCP overtime payroll costs are developed and incorporated in the budget as well as coordinating security issues during the design and implementation of security projects. These large "mega" projects have unique security issues and long term durations spanning years that require a consistent and detailed understanding of the project and the security requirements. Examples of security issues are badging, material and equipment deliveries, security windows, and installation of alarms and other security elements. This position will serve as the single point of contact for all security related matters for these large/"mega" projects. Currently there are several "mega" projects actively occurring on the Campus requiring continual efforts to manage the security issues such as project specific badging, access for deliveries, security outages and schedule changes. There are also several "mega" projects under design and several "mega" project designs requested in the FY 2018/2019 Budget requests. These projects will require additional coordination. This position will work with the project teams to determine the impact on security during construction. This position serves as the single point of contact to coordinate projects between the USCP and AOC. This position will coordinate determinations of USCP overtime payroll costs and the estimation of security infrastructure costs resulting from the project.

Capitol Police Buildings, Grounds and Security



OPERATING BUDGET REQUEST (continued)

The coordination will reduce impacts to schedule and scope by addressing these items early and capturing pertinent information in the bid and budget documents. This position will also work during the construction and implementation phase of the projects to coordinate with USCP for facility access and to address any issues that arise.

- **Project Manager/Classified Projects:** This position will be responsible for serving as the general Project Manager for AOC on classified projects and programs. This position will provide general instructions regarding policies, priorities, and objectives to be met, and results to be achieved. They independently perform all management activities for assigned project/programs, keeping supervisors apprised of work progress and coordinating with others within and outside the Agency as appropriate. Refers policy questions and unusually significant problems or controversies to supervisors with recommendations. This position is responsible for the completion of work associated with project managers working on various program elements, forms and leads cross-functional interdisciplinary teams. Develops schedules, budgets, and milestones in coordination with functional elements of the stakeholders and customers. Monitors and maintains the projects'/program's milestone dates and budget throughout their life cycle. Manages the expenditure of project funds and performs analysis of excess or unfunded needs. Serves as spokesperson for the project/program and coordinates activities within and external to the Agency. Identifies actual or potential conflicts with outside elements, and resolves such problems, facilitates their resolution or elevates them for resolution.
- **Resilience Training, Testing & Exercise Specialist:** This position will be responsible for the developing, coordinating and leading various table top and functional exercises relating to critical infrastructure and continuity. The position will work with the House, Senate and other external agencies and Branches to coordinate various National level exercises like Eagle Horizon. They will also work with internal AOC jurisdictions to develop and test AOC's ability to support Continuity of Government (COG) events and AOC's Continuity of Operations (COOP) plans and abilities. This person will develop plans to exercise COOP and COG assets to ensure our readiness state to respond to events that will impact Congress' ability to perform its constitutional duties and AOC's mission to provide facilities to Congress.
- **Security Specialist**
 This position will be responsible for developing and maintaining security plans relating to personnel security, operations security and physical security programs. The position will support the development, integration and updating of various plans and programs relating to AOC Security Program. They will coordinate and facilitate the agency wide Controlled Unclassified Information document control training program. In addition, the position will coordinate AOC standards with the security plans and standards to ensure consistency. This position will require a thorough understanding and experience in writing plans and documents for various levels of operations. Examples of documents that will be developed and maintained are; operation plans on for National Special Security Events, and plans outlining accountability and coordination with existing AOC plans to resolve any conflicts. This position will support AOC in the USCP command center on a day to day basis and provide situational awareness.



Capitol Police Buildings, Grounds and Security

OPERATING BUDGET REQUEST (continued)

- **Suitability Assistant**

This position will be responsible for entering data into various databases used by the AOC, USCP, and investigative service provider(s), prepare fingerprints for processing via hard copy or electronic means, create and update records in the personnel security management system, record transmittal/receipt of documentation to and from the investigative service provider(s). The Suitability Assistant will scan background investigative documents and other case materials into the appropriate database, prepare cases for transmittal to an investigation service provider. They will also update case management spreadsheets, as appropriate, and be responsible for logging in the following reports received from investigative service provider(s): closed incomplete notices, case in process notices, unacceptable case notices, criminal reports, closed case transmittals, etc.

Facilities Maintenance Program (\$2,514K)

The CPBG&S maintenance budget is evaluated against the industry standard cost per square foot based on the facility type and function of the space then tailored to meet the mission requirements of the jurisdiction. The funding level requested is below the industry standard required to cover operations and maintenance of the facilities, and does not cover the life-cycle replacement of non-standard facility items, such as kiosk ballistic glass, HVAC systems and locker replacement in USCP locker rooms. Overall, the budget is aligned to support the Strategic Vision of the AOC; as well as the mission objectives of the United States Capitol Police (USCP), Senate, House of Representatives, Library of Congress, and other Legislative Branch agencies.

This level of funding will ensure our facilities functionality, operations and life span. Specific program increases are requested for Special Event funding, Facility Condition Assessment maintenance, the ongoing battery replacement program and the Fairchild Building maintenance increase.

USCP Special Event Support (\$72K)

Security posturing is ever changing based on intelligence information received and the threat level impacts from around the world. Based on this changing dynamic, USCP determines the security posture of special events and defines the security perimeter for each event based on the perceived threat level. The Office of Security Programs (OSP) deploys security elements for approximately thirty-two different special events each year, to include public events/races, summer concerts, demonstrations, protests and dignitary protection. Since 2010, USCP has increased the security requirements for events on the Capitol complex by more than 55% due to an escalation in violence both domestically and around the world. These increases directly impacted the summer concert series, substantially increasing the number of bike racks and jersey barriers for each event.

- **Alternative Computer Facility (ACF) South Wing –Facilities Maintenance (\$435K)**

Since the original purchase of the ACF facility in 2005, the South Wing portion of the building has been closed off with very minimal occupancy until recent developments redirected the use of the facility as a training center. With the build-out of the House and Senate Training Centers, the occupancy at the ACF has increased over the past twenty four months and is expected to continue to increase as office areas are utilized as "hot" telework sites for government employees. Prior to the House and Senate Training spaces being built, along with associated offices, only a basic level of maintenance was performed in the South Wing, with a primary focus on keeping the infrastructure intact and operational in expectation of future use. The recent, and expected continuation of growth in occupancy level in the South Wing has prompted the need to increase the maintenance activities to a higher level in order to support the facility growth. Currently, office spaces in the South Wing are unusable with deteriorated carpet, inoperable lights and a general closed-off storage appearance.



Capitol Police Buildings, Grounds and Security

OPERATING BUDGET REQUEST (continued)

This funding request is to support an increase in maintenance efforts in expectation of increased occupancy and use. It is common practice to "moth-ball" unnecessary portions of a building and even equipment. However, as in any case, prior to the reuse of said facilities or equipment, funding is required to bring those elements back into a usable condition. Additional funds are needed at the ACF in order to bring the South Wing back into a state of readiness in order to provide the anticipated services that will meet the needs and demands of OSP clients.

ACF South Wing – Custodial Services (\$52K): With the build-out of the House and Senate Training Centers, the occupancy at the ACF has increased over the past twenty four months and is expected to continue to increase as office areas are utilized as "hot" telework sites for government employees. Prior to the House and Senate Training spaces being built, along with associated offices, custodial services were provided only on an "as-needed" basis. The recent, and expected occupancy level in the South Wing has prompted the need to increase custodial service activities to a higher level in order to support the occupant needs. Currently, office spaces and rest room banks in the South Wing are not cleaned, floors are not vacuumed, and the area is generally dusty and dirty. This funding request is to support an increase in custodial services in expectation of increased occupancy and use. It is common practice to "moth-ball" unnecessary portions of a building and even equipment. However, as in any case, prior to the reuse of said facilities or equipment, funding is required to bring those elements back into a usable condition. Additional funds are needed at the ACF in order to bring the South Wing back into a state of readiness in order to provide the anticipated services that will meet the needs and demands of OSP clients.

CPBG&S - Facility Operation Support (\$791K): OSP provides facility maintenance and operation support services through a consolidated facility management contract. Basic building services are defined in the contract scope of work and are provided under a fixed contract cost. Reimbursable services are unpredictable and non-recurring tasks, or new facility services required either by clients or agency mandates. Reimbursable tasks that show a recurring pattern are added to the fixed contract base along with increased budget requirements. Reimbursable services that consistently exceed budgeted costs are evaluated and increased as appropriate to meet the demand or requirement. OSP is requesting a budget increase for facility operation support in order to offset cost overruns or unbudgeted services. This budget increase will allow for expanded maintenance coverage to a 24/7 service schedule. Expanded maintenance coverage is required to improve response to facility emergencies and issues that take place after normal business hours and on weekends. Additionally, there is a current need to expand custodial coverage for evenings and weekends in order to support the 24/7 operating hours of the USCP and the Verizon building. Episodes are increasing where custodial services are needed for continued cleaning and trash removal in buildings with 24/7 operations. Additionally, expanded custodial coverage is needed for specialty or sporadic services, such as cleaning of the detention area, rest rooms, or transport vehicles after an incident with a detainee. Without the additional cleaning staff and extended hours, offices, roll call rooms, and rest rooms remain in a state disarray and unsanitary condition until the next regularly schedule custodial shift arrives. This budget increase will cover the cost of maintenance with the expanded square footage at USCPHQ with the installation of a new fire pump room and equipment, as well as a new switchgear room.

Snow support services are vital, not only to keep OSP facilities operational, but to keep the Capitol complex operational as well. OSP's snow removal services have increased over the past five years, where services are being required more frequently and for extended durations. Over the last five years the cost for snow removal services have dramatically increased due primarily to harsher winters being experienced. In FY2016 alone, snow support services increased nearly 400% above what was budgeted and the increase is expected to continue.



Capitol Police Buildings, Grounds and Security

OPERATING BUDGET REQUEST (continued)

Andrews Federal Center – Property Maintenance (\$76K): Andrews Federal Center is an industrial park in Prince George’s County Maryland that supports private business operations, a WAMATA transfer and maintenance site, as well as a 12 acre parcel of land that AOC obtained and developed is now managed by a property management group. The recurring costs for the 12 acre parcel includes two elements; 1). Association dues, which covers roadway maintenance, lighting and snow removal, and 2). AOC property maintenance costs, which includes fence maintenance and grass cutting. Maintenance of the property ensures that the area is secure and free of illegal dumping and prevents trespassing. OSP is requesting an increase in the budget to cover the recurring costs of ownership for this parcel of land.

Jurisdiction Centralized Activities Program (\$2,839K)

Operational Support Services (\$2,259K)

The funding increases to the baseline are required for AOC-wide mission related support service requirements. More specifically the program increases are requested for:

Furniture to replace aged and damaged furniture, in addition OSP is working to prepare the ACF for an increase in occupancy as facility use is transitioning from a data center to a full services facility. Additionally, increased funding is needed to support several resilience functions such as: external emergency management, critical infrastructure management and Congressional Continuity of Government programs.

- **Resilience & Security Support Services (\$50K):** To support several resilience functions such as: external emergency management, critical infrastructure management and Congressional continuity programs. The AOC is embarking upon a concerted effort to identify and assess the critical infrastructure supporting Congressional essential functions, which will ensure future campus and building upgrades meet Congressional operational requirements. The AOC is becoming more involved in Congressional continuity planning and training such as maintenance and ownership of portable legislative clocks; facilities management liaison and oversight of selected off-campus facilities; and facility acquisition and logistics support for selected continuity exercises. In addition, this request supports AOC internal requests for security education, training and awareness associated with policies and procedures, such as documentation control, mail screening, operational security, special event support and other security functions.
- **Suitability Software Program (\$271K):** To fund an annual license fee for system updates, security patches, and licenses for the AOC’s new suitability management software suite. This software provides a secure management tool for handling and tracking the personnel information associated with the adjudication process for all of AOC’s employees and contractors. This software is a critical key element of our suitability process as it interfaces with OPM to provide a secure portal for information sharing. The program is in direct response to the Capitol Police Board priority to “enhance suitability screening for staff and contractors with access to sensitive areas” as identified in their letter to the House of Representatives Committee on Appropriations dated June 16, 2016. The procurement of the software program is intended to be funded with minor construction funds.



Capitol Police Buildings, Grounds and Security

OPERATING BUDGET REQUEST (continued)

- **Command Center Support (\$750K):** In the past few years, multiple incidences relating to critical infrastructure and security have required AOC to respond during normal working hours, nights, weekends and holidays. These incidents are reported through the USCP Command Center to the AOC for response and action. Because AOC does not have a continual presence in the USCP command center similar to both Sergeant at Arms, there is a delay in AOC response to address the issue, notify leadership, and provide situational awareness to our employees. Furthermore, not having AOC representation in the USCP command center results in an additional time consuming step for USCP as they currently call through a call list until they reach an individual to respond. This request supports an AOC representative trained in command center support to staff the USCP command center 24/7 to ensure AOC responsiveness to infrastructure incidence such as power outage and fluctuations, facility leaks, issues and damage, fallen trees, fire alarm activations, etc., as well as security incidence like suspicious package, active shooter and injury to the public and employees.

Life Safety and Emergency Notification (\$96K): The Joint Emergency Messaging and Notification System (JEMNS) is a combined effort with the House and Senate Sergeant at Arms, as well as USCP, to ensure consistent communications are sent across the complex to provide situational awareness using emergency alerts and notifications of emergencies such as active shooter, unauthorized aircraft, suspicious packages and other similar events. The Legislative Branch Organizations (LBO) Call Center and Family Assistance Center (FAC) are joint efforts with the House and Senate Sergeant at Arms as well as USCP where contracted services provide crisis management and disaster response services following a mass-casualty event. The LBO Call Center is a resource that friends and family of those working on or visiting Capitol Hill can use to obtain reliable incident information, status updates of family members, information on available family assistance services, and telephonic mental health support and referral services following a major incident that results in casualties. If an FAC is needed and established, it will be located near the affected area where loved ones can gather and receive support within a secure environment. Support will consist of a scalable mix of government (federal, state and local) and non-government (volunteer and faith-based services) to family members of the legislative branch community on Capitol Hill and visitors impacted by the event.

Energy and Sustainability Support (\$233K)

The funding increases to the baseline is required in support of the Energy and Sustainability Program in order to maintain and meet future energy and sustainability goals. As part of the Energy Independence and Security Act of 2007, the OSP implemented several projects and initiatives designed at reducing the energy footprint in assigned facilities.

Additional Lease Space (\$430K)

The funding increases to the baseline is required in support to the USCP at the GPO to accommodate an additional 6,950 square feet of space to house the USCP Radio Shop for 18 employees and contractors, as well as warehouse storage. Also, an additional 2,800 of office space is needed in the Fairchild Building to accommodate the OSP new suitability and facility management professionals.

Chief Administrative Officer (CAO) Mail Monitoring and Screening Services (\$150K)

Funds are required for AOC mail monitoring and screening services provided by the U.S. House of Representatives CAO.



Capitol Police Buildings, Grounds and Security

MULTI-YEAR BUDGET REQUEST – PROGRAM SUMMARY

The Capital Budget consists of major construction or system replacement requirements to address fire, life-safety, and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs, with a focus on energy savings. It also includes Minor Construction funds that provide jurisdictions with the flexibility to respond to unforeseen requirements as generated from emergencies, the Members, Committees and other Architect of the Capitol clients.

Multi-Year Budget by Project (\$000)	
	<u>Request Amount</u>
Line Item Construction Program Projects:	
Chiller Replacement and Chilled Water System Expansion, Phase I, ACF.....	15,477
Barrier Lifecycle and Security Kiosk Repairs and Replacement, Phase III, OSP.....	8,300
Perimeter Security Fence Modification, OSP.....	4,595
Total	28,372
Other Projects:	
Minor Construction.....	5,000
Total	5,000
Total Project Request	33,372

Minor Construction **\$5,000K**

The program increase of **\$2,500K** reflects the backlog of Facility Condition Assessments (FCA) and client facilities projects for the USCP, installation of infrastructure, facility modifications and other support to offsite continuity locations to support Congressional continuity, and other security, and emergency management projects as required. These projects exceed facility management annual funding thresholds and are either directly linked to ensuring the Facility Condition Index of the buildings are stabilized or improve, or are identified by the USCP as requested improvements. The funding level requested will address these requirements over a 5-year period ending in FY 2024.

Below are some of projects that drive this level of funding:

- HVAC system improvements (USCP HQ)
- Façade repair (USCP HQ)
- Fire detection and alarm system replacement (ACF)
- Critical Electrical Infrastructure Phase II (ACF)
- Emergency Power (67 K Street)
- USCP SCIF/Alternate Command Center
- Uninterruptible power supply system (USCP HQ)
- CRAC replacement, ACF

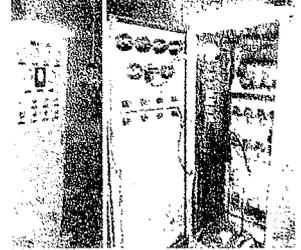
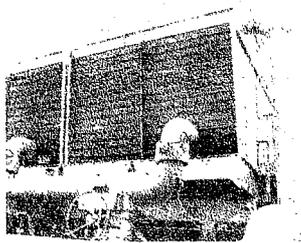
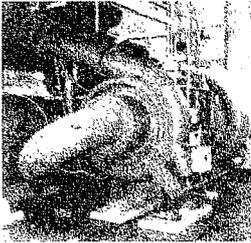
Risk and Impact If Not Funded: If not fully funded, AOC will not be able to address critical facility deficiencies, urgent single points of failure in the critical infrastructure that supports the USCP. The AOC will also not be able to support the Legislative Branch agencies requiring improvements at congressional continuity locations that are off of the Capitol Complex.

Capitol Police Buildings, Grounds and Security



Project Title: Chiller Replacement and Chilled Water System Expansion, ACF

Request: \$15,477K



Project Description (Construction): The existing original 1970s equipment units are deteriorated and at or near the end of their useful lives. Additionally, the units use R-11 refrigerant which is not environmentally friendly and is being phased out. Since the system is at the end of its useful life, maintenance is much more laborious and intensive. This project is the first phase of a multi-phase project to replace all chillers and associated distribution piping within the ACF chiller plant facility. Phase I replaces one of the aging chillers and associated equipment with two new smaller, more energy efficient units and upgrades the system from pneumatic to digital.

Risk and Impact If Not Funded: If not funded, there's an increased risk of the building being unable to carry out its mission.

- Of the existing chillers on site, one has failed and a second has had recent failures, leaving limited redundancy.
 - Potential failure could lead to the inability to cool the data center infrastructure.
- New chillers provide the necessary redundancy for the data center infrastructure.

Cost of Recurring Operations: No additional cost anticipated; however, recurring maintenance cost reductions are expected.

Citation Driven: No.

Client Request: No.

Risk Assessment: Complete.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 ¹ Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated ¹	Projected Requirement
Study						
Design (Phase I)	814					814
Construction (Phase I)				15,477		15,477
Construction (Phase II)					TBD	TBD
Construction (Phase III)					TBD	TBD
USCP Overtime						
Total	814	-	-	15,477	-	16,291

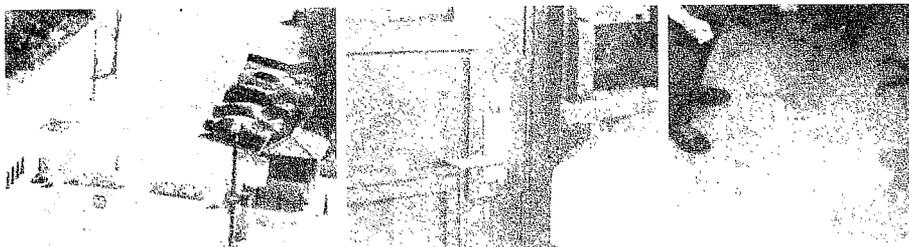
¹Construction costs for future phases are being determined.



Capitol Police Buildings, Grounds and Security

Project Title: Barrier Lifecycle and Security Kiosk Repairs and Replacement, Phase III, OSP

Request: \$8,300K



Project Description (Design-Build): Many of the campus perimeter security vehicle barriers and kiosks have reached their intended lifecycle. Barriers and kiosks could fail when needed to support U.S. Capitol Police's security mission. This phase of the project will replace 14 vehicle barriers, replace 5 kiosks, and repair 5 kiosks.

Risk and Impact If Not Funded: If not funded, there will be an increased risk of security threats and subsequent loss of life.

- If vehicle barriers fail, the Capitol complex facilities will be vulnerable to Vehicle-Borne Improvised Explosive Devices (VBIEDs).
- Security elements of perimeter security kiosks could fail to protect USCP officers which could lead to loss of life.

Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: No.

Client Request: Yes.

Risk Assessment: TBD.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded ¹	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study	-	-	-	-	-	-
Design	-	-	-	-	-	-
Construction (Phase I)	-	8,300	-	-	-	8,300
Construction (Phase II)	-	-	8,300	-	-	8,300
Construction (Phase III)	-	-	-	8,300	-	8,300
Future Phases ²	-	-	-	-	62,100	62,100
USCP Overtime	-	-	-	-	-	-
Total	-	8,300	8,300	8,300	62,100	87,000

¹ Reprogrammed funds from the US House of Representatives in FY 2017.

² Future FY anticipated costs shown are over the next seven years; however, additional costs are being developed.



Capitol Police Buildings, Grounds and Security

Project Title: Perimeter Security Fence Modification, OSP

Request: \$4,595K



Project Description (Construction): The existing fence system, surrounding parking lots across campus, was installed and certified. A subsequent test completed by a different federal agency revealed structural flaws in the system, causing it to lose its certification. This project will modify approximately 2,200 linear feet of elements of the deficient fence system, providing reinforcements to the anti-ram fence system to meet Capitol Police Board standards and requirements.

Risk and Impact If Not Funded: If not funded, there will be increased security vulnerability at the outer perimeter.

- The existing perimeter security elements will remain below current Capitol Police Board security standards.
- There is an increased probability of the secure outer perimeter being breached.

Cost of Recurring Operations: No additional cost anticipated.

Citation Driven: No.

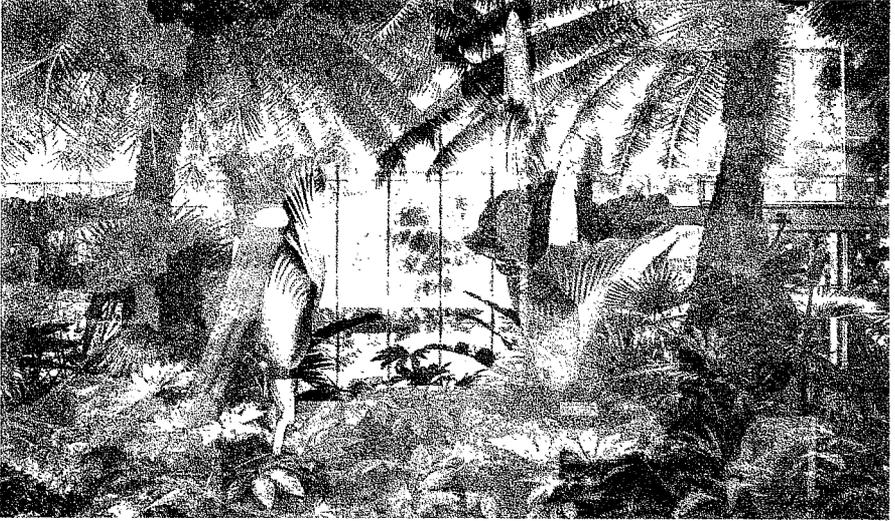
Client Request: No.

Risk Assessment: Not required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Projected Requirement
Study						
Design	100					100
Construction				4,595		4,595
USCP Overtime						
Total	100	-	-	4,595	-	4,695

Botanic Garden



AOC MISSION

To **serve** Congress and the Supreme Court, **preserve** America's Capitol, and **inspire** memorable experiences.

RESPONSIBILITIES IN SUPPORT OF AOC MISSION

The United States Botanic Garden (USBG) jurisdiction is responsible for the improvement, operation, care, and maintenance of: the USBG Conservatory; National Garden, Administration Building, Bartholdi Park and Fountain, heritage and other plant collections and the USBG Production Facility at D.C. Village. The USBG is an institution dedicated to demonstrating the economic, therapeutic, ecological, aesthetic and cultural importance of plants. The USBG is one of the leading botanic gardens worldwide that actively participates in the conservation of endangered species by maintaining live plants in their collection, sharing specimens with other collection and research institutions, collecting and studying wild plants and introducing rare plants to the horticultural trade.

The USBG jurisdiction:

- Provides Congress, the nation and the public with a wide range of unique and key professional expertise.
- Provides educational services; botanical and horticulture expertise; plant conservation; and sustainability initiatives.
- Provides public outreach to include: educational collaborative exhibits and publications; public/private partnerships to preserve plants, gardens and landscapes; and educational efforts regarding horticulture, sustainability and conservation.

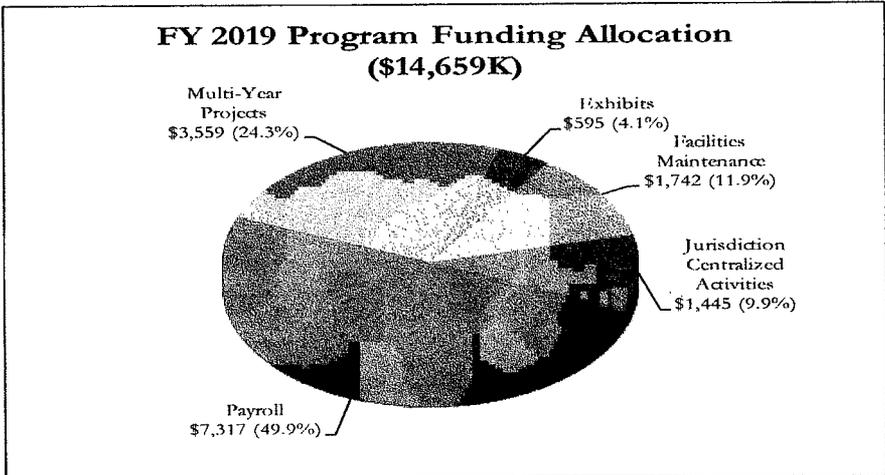
For a complete list of USBG facilities, please refer to the "Areas of Responsibility Summary" table in this Budget Request.



Botanic Garden

PROGRAM SUMMARY

The Botanic Garden (BG) jurisdiction/appropriation consists of two primary types of funding: Operating Budget (annual) and Multi-Year Projects Budget (5 years).



The **Operating Budget** request funds all costs associated with the daily care, maintenance and operation of its facilities. The BG budget is divided into functional area Program Groups: Exhibits (including seasonal displays); Facilities Maintenance (including horticulture and fine gardening); Jurisdiction Centralized Activities (including education, collaborations, partnerships and outreach), and Payroll.

- The **Exhibits** Program Group funding request provides for the fabrication, installation and purchase of supplies for public displays such as botany and plant exhibits, the holiday “train” exhibit, orchid exhibits, terrace exhibits and other temporary exhibits. Funding supports the holiday exhibit which runs from Thanksgiving through New Year’s Day and encompasses the highly anticipated holiday trains along with many plant-based building replicas such as the Capitol Building, Washington D.C. monuments, the White House, the Supreme Court Building, Botanic Garden Conservatory and other congressional buildings. The terrace exhibit runs from late spring to early fall. It provides educational programs and horticultural exhibits such as living walls, green roofs, botanical displays, pollinator demonstrations and gardens for the health and well being of visitors of all ages. The remaining funds are for the popular Orchids exhibit and other special exhibitions and displays.



Botanic Garden

PROGRAM SUMMARY (continued)

- The **Facilities Maintenance** Program Group funding request includes supplies, materials, maintenance contracts, safety and security system maintenance and cleaning contracts. This enables the performance of year-round and cyclical maintenance required of the Conservatory and Production Facility greenhouses. The Facilities Maintenance Program Group will continue to allow for the care and improvement of the outdoor gardens including those surrounding the Conservatory, the National Garden, Children's Garden, the Bartholdi Park Gardens and the Production Facility outdoor spaces. This program group also provides funds for the plants and horticultural material for displays, exhibits, shows, Congressional events and educational programs; as well as pest management and grounds maintenance such as lawn care and snow removal. This Facilities Maintenance funding provides for improvements in the irrigation systems, such as repair, maintenance and upgrades to ensure better functioning with lower labor costs. These irrigation systems are in the Conservatory, outdoor gardens and greenhouses. The Botanic Garden also must contract for the disposal of bulk and solid waste associated with the care of the gardens, plants and greenhouses. The continued popularity of the Botanic Garden as a destination place in Washington, D.C. adds to our annual number of visitors which requires increased expenses for cleaning and maintenance. Funds in this group are also used to update and maintain the physical safety and security of all USBG facilities for both visitors and staff, for example through the installation and maintenance of improved fall protection and security systems.
- The **Jurisdiction Centralized Activities** Program Group request encompasses non-discretionary costs such as vehicle maintenance, training and uniforms, personal safety equipment, as well as costs for fulfillment of its mission to demonstrate and educate people about the critical importance of plants. These funds include personal protective equipment, which allow USBG employees to complete their duties safely and without injury. Funds are included for education and outreach to teachers, students, garden clubs and the general public including printing educational and outreach materials and contracted visitor services. In a successful partnership program, the Botanic Garden works with nationally-recognized collaborators to address urgent areas of national significance, including caring for wild and cultivated plant resources, agricultural and food education, sustainable horticulture, landscaping and other innovative educational programs. Partnerships allow the Botanic Garden to have national impact through collaborations. The Botanic Garden will continue to develop collaborations for achieving goals in plant science education through scientific, artistic, and theatrical partnerships.
- The **Payroll** Program Group request funds salaries and benefits for employees specifically supporting the appropriation. This provides the capability to properly care for the Garden's facilities, fountains and gardens. The facilities are in constant need of repairs due to weather-related issues, aging, extremely high visitor numbers and environmental conditions. This payroll request enables the Botanic Garden to fulfill its mission to educate the public on the history, importance and care of plants. The Botanic Garden's staff is specialized in various program areas. For example, the maintenance mechanics are specialists in the care and maintenance of greenhouses, irrigation systems, fountains, and historic buildings. Horticulture employees are specialists in science, research, plant conservation, botany, taxonomy and plant care and culture. The public programs' staff provides expertise in areas such as signage, interpretation, communication, outreach, exhibits, displays and education.



Botanic Garden

PROGRAM SUMMARY (continued)

The **Multi-Year Projects Budget** request consists of major construction or system replacement requirements to address fire, life-safety, security issues, ADA and other accessibility requirements; deferred maintenance; capital renewal; capital improvement; and capital construction. The Multi-Year budgets allows for all necessary studies and designs, with a focus on energy savings, plant health and display and accessibility. It includes Minor Construction funds that provide jurisdictions with the flexibility to respond to unforeseen requirements as generated from emergencies, special events or demonstrations, Member requests, Committee directives and other AOC clients.

Please refer to "Multi-Year Budget Request - Program Summary" for a detailed list of the requested major construction projects.

AREAS OF RESPONSIBILITY SUMMARY:

ASSIGNED FACILITIES

Facility Name/Type	Location	Year Built or Acquired	Area (square feet)	Deferred Maintenance	Capital Renewal	Backlog
Administration Building	Washington, DC	1931	3,788	\$0	\$0	\$0
Bartholdi Park and Fountain	Washington, DC	1932	96,726	\$0	\$0	\$0
Conservatory	Washington, DC	1933	106,335	\$202,000	\$4,646,000	\$4,848,000
Production Facility Greenhouse & Headhouse	Washington, DC	1993	117,930	\$130,000	\$3,822,000	\$3,952,000
Production Facility Lath House	Washington, DC	1994	4,760	\$0	\$139,000	\$139,000
Production Facility Pesticide Storage	Washington, DC	1994	450	\$0	\$8,000	\$8,000
Storage Building	Washington, DC	2017	5,021	\$0	\$0	\$0
Production Facility Grounds	Washington, DC	Varies	Varies	\$0	\$0	\$0
			335,010	\$332,000	\$8,615,000	\$8,947,000

Notes:

Deferred Maintenance is defined as maintenance, repair or replacement work on existing facilities and infrastructure that is past due causing failure or partial failure.

Capital Renewal is defined as making replacements in kind to correct unacceptable conditions caused by aged building components prior to failure.

Backlog equals total Deferred Maintenance plus Capital Renewal expected to become Deferred Maintenance within a five year window.

Conservatory: undergoing a reassessment during time of reporting.

Storage Building: a facility condition assessment has not yet been completed.



Botanic Garden

TOTAL BUDGET REQUEST – FUNDING SUMMARY

Total Budget (\$000)					
Appropriation	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Operating Budget	10,013	9,978	10,013	11,100	1,087
Multi-Year Projects	4,054	-	4,054	3,559	(495)
Total	14,067	9,978	14,067	14,659	592

Operating Budget (\$000)					
Program Groups	FY 2017 Operating Plan	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Exhibits	499	479	499	595	96
Facilities Maintenance	1,664	1,714	1,656	1,742	86
Jurisdiction Centralized Activities	931	1,023	931	1,445	515
Payroll	6,919	6,762	6,927	7,317	390
Total	10,013	9,978	10,013	11,100	1,087

Total Budget by Object Class (\$000)					
Object Class Groups	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
11 Personnel Compensation	4,647	4,968	4,653	4,914	262
12 Personnel Benefits	2,272	2,429	2,274	2,403	128
21 Travel	41	48	41	42	1
22 Transportation of Things	-	-	-	-	-
23 Rent, Communications & Utilities	-	-	-	-	-
24 Printing and Reproduction	-	-	-	-	-
25 Other Contractual Services	3,519	4,127	3,515	3,615	99
26 Supplies and Materials	711	834	710	730	20
31 Equipment	40	46	40	41	1
32 Land and Structures	2,837	3,327	2,834	2,914	80
42 Insurance Claims & Indemnities	-	-	-	-	-
Total	14,067	15,779	14,067	14,659	592

¹ FY 2017 Actuals represent total obligations of funds incurred irrespective of the year of appropriation and can include reprogrammings/transfers from other appropriations. Personnel Compensation and Personnel Benefits include payroll and project-funded obligations.

² FY 2018/FY 2019 Personnel Compensation and Personnel Benefits do not include project-funded payroll estimated obligations.



Botanic Garden

TOTAL BUDGET REQUEST - ANALYSIS OF CHANGE

	FY 2019 Appropriation	
	FTE	Amount (\$000)
FY 2018 Estimate (FY 2017 Enacted)		14,067
Payroll Funded FTEs	68	
Non-Recurring Costs		
Multi-Year Projects (FY 2017 Enacted).....		(4,054)
Total Program Decreases		(4,054)
Mandatory Increases:		
Payroll Related:		
FY 2018 Mandatory Payroll Related Costs.....		183
FY 2019 Cost-of-Living Adjustment of 2.6%.....		136
FY 2019 FEHB Employer Contribution of 4.0%.....		21
FY 2019 Within Grade Increase.....		50
Total Payroll Related Costs		390
Non-Payroll Related:		
FY 2018 Non-pay Inflation Increase of 2.3%.....		79
FY 2019 Non-pay Inflation Increase of 2.3%.....		93
Total Non-Payroll Related Costs		172
Total Mandatory Increases		562
Other Program Increases (Mission Requirements):		
Operational Support Services.....		525
Total Mission Related Costs		525
Multi-Year Projects:		
Security Upgrade, BGC.....		959
Minor Construction.....		2,600
Total Program Increases		3,559
Net Increase/Decrease		592
FY 2019 Total Appropriation	68	14,659



Botanic Garden

OPERATING BUDGET REQUEST - SUMMARY OF CHANGES

The Operating Budget of the Botanic Garden appropriation funds all costs associated with the daily care, maintenance and operation of its grounds and facilities. The budget is divided into functional area Program Groups. In accordance with sound financial management practices, these Program Groups are reviewed and adjusted to reflect changing program and pricing needs. Increases that cannot be absorbed are requested through the budget process.

Operating Program (\$000)						
Program Groups	FY 2018 Estimate	Program Realignment/ Transfers	Mandatory Increases	Other Program Increases	FY 2019 Request	FY 2018/2019 Difference
Exhibits	499	-	26	70	595	96
Facilities Maintenance	1,656	-	86	-	1,742	86
Jurisdiction Centralized Activities	931	-	60	455	1,445	515
Payroll	6,927	-	390	-	7,317	390
Total	10,013	-	562	525	11,100	1,087

Program Changes Justification

The FY 2019 Operating Budget Request shows an increase of **\$1,087K** from the FY 2018 estimated level. It includes **\$562K** in mandatory pay and price increases, and **\$525K** in other program changes.

Mandatory Increases

The funding increase to the baseline includes inflationary cost for pay and non-pay programs based upon guidance from the Congressional Budget Office.

Other Program Increases

The funding increases to the baseline are required for AOC-wide mission related operational support service requirements. More specifically the program increases are for:

Exhibits Program (\$70K)

Every year, the USBG puts on a fantastic holiday display of trains, live plants and replicas of landmarks from Washington and other places. This cost increase is to maintain the high level of quality the USBG and its visitors expect and to expand the educational components of the exhibits (\$70K).

Jurisdiction Centralized Activities Program (\$455K)

Preservation of the USBG orchid collection. Orchids account for 30 percent of the Garden's accessioned plants and represent one of the most scientifically significant components of the collection. This increase will fund the highly at-risk native orchids of the United States (\$55K).

To provide interactive lessons to an additional 60,000 students who visit the USBG each year. Additionally, the USBG will expand a joint veterans' outreach program between the USBG and the American Veterans Disabled for Life Memorial to develop educational, job training, and therapeutic horticultural and agricultural programs for disabled veterans (\$400K).



Botanic Garden

MULTI-YEAR BUDGET REQUEST – PROGRAM SUMMARY

The Capital Budget consists of major construction or system replacement requirements to address fire, life safety and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs; with a focus on energy savings. It also includes Minor Construction funds that provide the Botanic Garden with the flexibility to respond to unforeseen requirements as generated from emergencies, the Members, Committees and other AOC clients.

Multi-Year Budget by Project (\$000)	
	<u>Request Amount</u>
Line Item Construction Program Projects:	
Security Upgrade, BGC.....	959
Total	959
Other Projects:	
Minor Construction.....	2,600
Total	2,600
Total Project Request	3,559

Minor Construction

\$2,600K

The program increase of **\$500K** reflects the required amount to sustain the necessary level of service for unforeseen construction and repair projects of the Botanic Garden appropriation. Below are examples of projects that require AOC support:

- Repair backflow valves systems at the Production Facility and Conservatory.
- Replace circulating pump systems associated with hot water and other water systems at the Production Facility, Conservatory and Administration Building.
- Replace rollup doors at the West Potting Hall of the Production Facility.
- Repair concrete floors at Production Facility and Conservatory.

Risk and Impact If Not Funded:

- Significant risk to stability of internal water systems, including the failure of valves that keep non-potable water from irrigation and fertilizer systems from entering potable water system. Failure of these systems could lead to a complete lack of potable water in several facilities, which would violate health codes.
- Significant risk of heating system failure leading to catastrophic loss of irreplaceable plant collections at both the Conservatory and Production Facility.
- Degradation or inoperability of loading doors leading to significant hazards for worker safety and inability to move plants in certain weather conditions, which could lead to loss of irreplaceable plant specimens.
- Flooring surfaces will be below required standards for proper horticultural facility hygiene which will lead to lack of proper cleanliness for a living plant collections facility and in the event of hazardous material release would lead to unacceptable risk to employees during cleanup and increased cost of cleanup operations.



Botanic Garden

Project Title: Security Upgrade, BGC

Request: \$959K



Project Description (Construction): The U.S. Botanic Garden is the only building on the National Mall that does not have a permanent police presence or screening procedure in place. Per United States Capitol Police (USCP) assessments, portions of the Conservatory perimeter security should be updated to better protect the building and its occupants. This project will provide necessary security upgrades to the building including the installation of a delayed egress system at eighteen doors, a remote control for a night mode and conduit for additional cameras.

Risk and Impact If Not Funded: If not funded, it will be more difficult for USCP to adequately protect staff and visitors during a security event.

- Undetected access to the USBG Conservatory may occur and result in harm of AOC staff, tourists, or priceless exhibits.

Cost of Recurring Operations: No additional costs anticipated.

Citation Driven: No. **Client Request:** Yes. **Risk Assessment:** Not required.

Funding Overview (\$000): The following chart summarizes the total projected funding requirement for the project. The amounts listed for individual project tasks are based on estimates and may be adjusted as the project proceeds.

Task	Prior FY Funded	FY 2017 Funded	FY 2018 Requested	FY 2019 Requested	Future FY Anticipated	Total Projected Requirement
Study	-	-	-	-	-	-
Design ¹	-	111	-	-	-	111
Construction	-	-	-	959	-	959
Total	-	111	-	959	-	1,070

¹11K from OSP Minor Construction funding



Capitol Visitor Center



AOC MISSION

To **serve** Congress and the Supreme Court, **preserve** America's Capitol, and **inspire** memorable experiences.

RESPONSIBILITIES IN SUPPORT OF AOC MISSION

The Capitol Visitor Center serves as the gateway for more than two million visitors each year to the Capitol.

As envisioned by Congress, the Capitol Visitor Center provides engaging tours of the Capitol, innovative programming, as well as the amenities and accessibility visitors expect in a secure, yet open, environment. The CVC's amenities include the Capitol Cafe and two Gift Shops.

The CVC provides its visitors with an informative short film on the history of the U.S. Capitol and an engaging Capitol Tour led by expertly trained guides. For those wanting a more in-depth experience, the CVC offers specialty tours highlighting the beautifully decorated halls of the senate and the complex civil rights history of Congress. In addition, the CVC presents specialized programs geared toward families and students or designed to complement temporary exhibits and historical events.

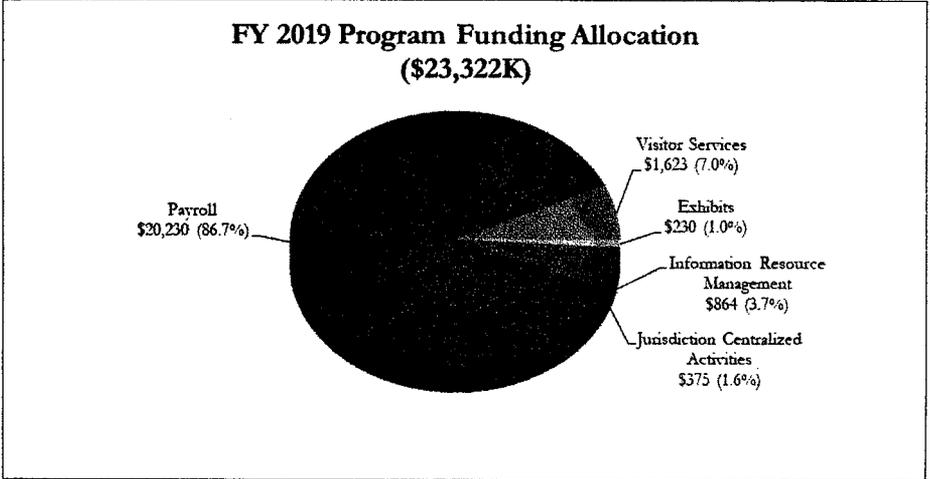
The CVC welcomes visitors from around the world and its team is dedicated to fulfilling the mission of "Working together for Congress to inform, involve and inspire every visitor to the United States Capitol."



Capitol Visitor Center

PROGRAM SUMMARY:

The Operating Budget for the Capitol Visitor Center appropriation funds all costs associated with the daily operation of its facilities. The budget is divided into functional area Program Groups: Information Resource Management, Jurisdiction Centralized Activities, Payroll, Visitor Services and Exhibits.



The **Operating Budget** request funds all costs associated with the daily care, maintenance and operation of the Capitol Visitor Center (CVC) in support of congressional operations. The CVC provides direct support to ensure efficient operations and maintenance of its facilities. The CVC operating budget is divided into four functional area program groups: Information Resource Management, Jurisdiction Centralized Activities, Payroll, and Visitor Services.

- The **Exhibits** Program Group request includes funding to support high-quality exhibit rotations and to maintain the operational aspects of Exhibition Hall. This request also includes funding for Exhibition Hall education, public programs, exhibit conservation and supplies.
- The **Information Resource Management** Program Group request provides the funds for information technology software, hardware and services specific to the CVC. This request includes funding for the Advanced Reservation System used by Congress and the public to book tours. The CVC also manages reservations for the two Congressional Meeting Rooms, the Congressional Auditorium and other event spaces in the CVC.
- The **Jurisdiction Centralized Activities** Program Group request provides funding for training needed to maintain the technical expertise and world-class customer service the CVC staff provides to visitors. This request also includes funding for uniforms for Visitor Services staff, Capitol Tour Training provided to the congressional community and emergency preparedness.



Capitol Visitor Center

PROGRAM SUMMARY (continued)

- The **Payroll Program Group** request funds salaries and benefits for employees. The funding requested pays for Congressional Support Services (including normal and special request services provided to Congress, congressional staff and the public); Leadership; Central Jurisdiction Support Services and Visitor Services. The Visitor Services component is comprised of: Restaurant and Catering Services (activities associated with providing food service and support, managing the contract with the foodservice provider and ensuring quality restaurant and special event service operations on a daily basis); Exhibit Services (activities associated with public exhibits, events, education and public programs); Gift Shop Services (activities associated with managing and maintaining Gift Shops within the CVC, including those activities provided by sales, inventory, merchandising and management staff); and Visitor Services (activities associated with tours, special events and visitor assistance provided by the Visitor Guides, Visitor Assistants, schedulers and Visitor Services management staff).
- The **Visitor Services Program Group** request funds CVC Operations Support. This request includes funding for general operations support; to provide annual maintenance and replacement of the listening devices used by the Guides and visitors during tours; maintenance of the radios used by the Visitor Services staff; and maintenance of a fleet of shuttles. This request also includes funding for audio-visual support to include all annual maintenance contracts and replacement part requirements for the audio-visual equipment in the Congressional Auditorium, the Congressional Meeting Rooms, Exhibition Hall and other public spaces. This request also includes funding for public awareness to include graphic design support and the printing of visitor brochures and educational materials. Finally, the request includes funding for planning and evaluation activities to include resources needed to monitor visitor satisfaction.



Capitol Visitor Center

TOTAL BUDGET REQUEST – FUNDING SUMMARY

Total Budget (\$000)					
Appropriation	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Operating Budget	20,557	20,512	20,557	23,322	2,765
Multi-Year Projects	-	-	-	-	-
Total	20,557	20,512	20,557	23,322	2,765

Operating Budget (\$000)					
Program Groups	FY 2017 Operating Plan	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
Exhibits	225	229	225	230	5
Information Resource Management	726	937	726	864	138
Jurisdiction Centralized Activities	358	345	358	375	17
Payroll	18,277	17,841	18,277	20,230	1,953
Visitor Services	971	1,160	971	1,623	653
Total	20,557	20,512	20,557	23,322	2,765

Total Budget by Object Class (\$000)					
Object Class Groups	FY 2017 Enacted	FY 2017 ¹ Actual Obligations	FY 2018 ² Estimate	FY 2019 ² Request	FY 2018/2019 Difference
11 Personnel Compensation	12,835	13,208	12,835	14,206	1,371
12 Personnel Benefits	5,442	5,600	5,442	6,023	581
21 Travel	18	31	18	24	6
22 Transportation of Things	-	-	-	-	-
23 Rent, Communications & Utilities	-	-	-	-	-
24 Printing and Reproduction	29	51	29	39	10
25 Other Contractual Services	1,590	2,772	1,590	2,157	567
26 Supplies and Materials	62	108	62	84	22
31 Equipment	582	1,014	582	789	207
32 Land and Structures	-	-	-	-	-
42 Insurance Claims & Indemnities	-	-	-	-	-
Total	20,557	22,782	20,557	23,322	2,765

¹ FY 2017 Personnel Compensation and Personnel Benefits include payroll and project-funded obligations. Actuals represent total obligations of funds incurred irrespective of the year of appropriation and can include reprogramming/transfers from other appropriations.

² FY 2018/2019 Personnel Compensation and Personnel Benefits do not include project-funded payroll estimated obligations.



Capitol Visitor Center

TOTAL BUDGET REQUEST - ANALYSIS OF CHANGE

	FY 2019 Appropriation	
	FTE	Amount (\$000)
FY 2018 Estimate (FY 2017 Enacted)		20,557
Payroll Funded FTEs	215	
Mandatory Increases:		
Payroll Related:		
FY 2018 Mandatory Payroll Related Costs.....		473
FY 2019 Cost-of-Living Adjustment of 2.6%.....		365
FY 2019 FEHB Employer Contribution of 4.0%.....		51
FY 2019 Within Grade Increase.....		133
Total Payroll Related Costs		1,023
Non-Payroll Related:		
FY 2018 Non-pay Inflation Increase of 2.3%.....		53
FY 2019 Non-Pay Inflation Increase of 2.3%.....		59
Total Non-Payroll Related Costs		112
Total Mandatory Increases		1,135
Other Program Increases (Mission Requirements):		
Visitor Services Payroll FTEs Increases.....	10	543
Educational Services Payroll FTEs Increase.....	3	387
Visitor Services		600
Information Resource Management.....		100
Total Program Increases	13	1,630
Net Increase/Decrease	13	2,765
FY 2019 Total Appropriation	228	23,322



Capitol Visitor Center

OPERATING BUDGET REQUEST - SUMMARY OF CHANGES

The Operating Budget of the Capitol Visitor Center funds all costs associated with the operation and administration of the CVC. The budget is divided into functional area Program Groups. In accordance with sound financial management practices, these Program Groups are reviewed and adjusted to reflect changing program and pricing needs. Increases that cannot be absorbed are requested through the budget process.

Operating Budget (\$000)						
Program Groups	FY 2018 Estimate	Program Realignment/ Transfers	Mandatory Increases	Other Program Increases	FY 2019 Request	FY 2018/2019 Difference
Exhibits	225	-	5	-	230	5
Information Resource Management	726	-	38	100	864	138
Jurisdiction Centralized Activities	358	-	17	-	375	17
Payroll	18,277	-	1,023	930	20,230	1,953
Visitor Services	971	-	53	600	1,623	653
Total	20,557	-	1,135	1,630	23,322	2,765

Program Changes Justification

The FY 2019 Operating Budget Request shows an increase of **\$2,765K** from the FY 2018 estimated level. It includes **\$1,135K** in mandatory pay and price increases, **\$1,630K** in other program changes.

Mandatory Increases

The funding increase to the baseline includes inflationary costs for pay and non-pay programs, as based upon guidance from the Congressional Budget Office.

Other Program Increases

Payroll (930K)

The funding increase to the baseline is for 13 FTE's for Visitor Services and Educational Services, which provides a quality tour experience, wayfinding and mobility assistance to 2.4 million visitors a year from all over the world. Since its opening, the Capitol Visitor Center has welcomed and provided world-class customer service to over 20 million visitors. The CVC has experienced a 12.5 percent increase in visitors from 2016 to 2017. Visitor Services works closely with the U.S. Capitol Police to ensure the safety of the visitors, the building and the artifacts. Visitor Services also supports key events such as Inaugurations, State of the Union addresses, Congressional Gold Medal ceremonies and holiday events such the Memorial Day and 4th of July concerts. Additionally, Visitor Services offers specialty tours to include Dome tours to Members of Congress and their guests, Halls of the Senate, Freedom Fighters in the Capitol collection and Stories from the Old Senate Chamber. Visitor Services also supports Capitol Tour training for congressional staff and educational programming for school groups, families and the general public.



Capitol Visitor Center

OPERATING BUDGET REQUEST (continued)

Information Resource Management (IRM) (\$100K)

- **Contractor Support IRM – Asset Management (\$50K):** Conversion from existing CVC Digital Asset Management (DAM) system (Portfolio) to AOC's DAM vendor, Widen Collective. Moving the ten-year-old CVC Library to the cloud would allow for the database to be web-based expanding access for CVC staff increasing productivity while meeting ITD security requirements. Additionally, this move would reduce duplicative efforts for staff needing to search in two separate databases to locate photos and other assets. A one-time conversion process would need to be executed by Widen to convert the current large digital asset library files into the Widen DAM and maintain critical meta-data. Subsequent years would only require licensing fees.
- **Advance Reservation System Improvements (\$50K):** This project is required to make improvements to the Advanced Reservation System. Currently, inefficiencies exist between the reporting and communications between Visitor Assistants and Guides stationed in different parts of the CVC. This project would provide tools to enhance communications in coordinating tour logistics as changes occur, without requiring personnel to abandon their assigned station. Furthermore, it will allow parties to input more timely and accurate information into our reporting systems. This prevents errors and provides better analysis on visitor counts and demographics.

Visitor Services (\$600K)

- **General Operations Support – Translations and Foreign Language Audio Guides (\$400K):** The United States Capitol is an international tourist destination. Among the millions of visitors each year, thousands are from foreign countries. Many of the international visitors visit the Capitol each year to experience firsthand the symbol of our democracy. Currently, the CVC provides translated brochures for visitors available in thirteen languages, and allows foreign speaking visitors to participate in tours while reading along in the translated brochures. To further enhance the visiting experience of foreign visitors, the Committee encourages the CVC to explore the feasibility of making listening devices available in additional foreign languages.
- **General Operations Support – Visitor Survey (\$200K):** The visitor survey will monitor visitor ratings of overall experiences, safety and security, helpfulness of staff, attentiveness of staff, cleanliness of restrooms, ease of reserving tours, seating availability in the restaurant, variety of menu items, display of gift shop merchandise, ability to navigate gift shop, responsiveness of guides, and other factors that will allow us to evaluate the effectiveness of visitor programs and our staff interactions. These metrics are vital to focus CVC improvements toward deficiencies in training, adjust procedures, and determine funding levels.

LIBRARY OF CONGRESS
FISCAL 2019 BUDGET JUSTIFICATION
SUBMITTED FOR USE OF THE COMMITTEES ON APPROPRIATIONS





TABLE OF CONTENTS

LIBRARY OF CONGRESS OVERVIEW FISCAL 2019	1
ORGANIZATION CHART	7
SUMMARY TABLES	9
<u>LIBRARY OF CONGRESS, SALARIES AND EXPENSES</u>	17
OFFICE OF THE LIBRARIAN	21
<i>Fiscal 2019 Program Changes</i>	24
Librarian's Office.....	29
Office of the Chief Financial Officer.....	39
Integrated Support Services.....	43
OFFICE OF THE CHIEF INFORMATION OFFICER	47
<i>Fiscal 2019 Program Changes</i>	49
LIBRARY SERVICES	53
<i>Fiscal 2019 Program Changes</i>	56
Associate Librarian for Library Services.....	58
Acquisitions and Bibliographic Access.....	64
Collections and Services.....	68
Preservation.....	73
Technology Policy.....	79
NATIONAL AND INTERNATIONAL OUTREACH	81
LAW LIBRARY	87
<i>Fiscal 2019 Program Changes</i>	89
OFFICE OF THE INSPECTOR GENERAL	95
<i>Fiscal 2019 Program Changes</i>	97
<u>COPYRIGHT OFFICE, SALARIES AND EXPENSES</u>	101
<i>Fiscal 2019 Program Changes</i>	104
COPYRIGHT BASIC	109
COPYRIGHT LICENSING DIVISION	115
COPYRIGHT ROYALTY JUDGES	119

CONGRESSIONAL RESEARCH SERVICE, SALARIES AND EXPENSES	123
<i>Fiscal 2019 Program Changes</i>	125

BOOKS FOR THE BLIND AND PHYSICALLY HANDICAPPED, SALARIES AND EXPENSES	129
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REIMBURSABLE FUNDS	135
REVOLVING FUNDS	137
LIBRARY OF CONGRESS FISCAL 2019 APPROPRIATIONS LANGUAGE	141
APPENDICES	145
Appendix A: Information Technology Modernization Update	146
Appendix B: Hosting Facilities Challenge – Data Center Migration Plan Update	148
Appendix C: American Folklife Center and Veterans History Project	150
Appendix D: Overseas Offices, Cooperative Acquisitions Program	153
Appendix E: Acquisition of Library Materials by Source Fiscal 2013 – Fiscal 2017	161
Appendix F: Library of Congress Mass Deacidification Project	162
Appendix G: Teaching with Primary Sources (TPS)	164
Appendix H: Copyright Office – Estimated Value of Materials Transferred to the Library in Fiscal 2017	167
Appendix I: Copyright Office Modernization	169
Appendix J: Fiscal 2018 – 2023 Facility Project Plan	172
ARCHITECT OF THE CAPITOL – LIBRARY BUILDINGS AND GROUNDS	179

LIBRARY OF CONGRESS OVERVIEW

FISCAL 2019

The Library of Congress is submitting its fiscal 2019 appropriations request to the Congress in alignment with the priority of the 14th Librarian of Congress: to expand access to the Library so that more of its resources are readily available onsite and online to Members of Congress and the American people. The fiscal 2019 appropriations request continues implementation of a modernization process across the Library to expand access, provide superior customer service, and ensure proper stewardship of the national collection.

The Library will continue to be guided by its mission and the current strategic plan's focus on service, collections, creativity, and collaboration. In addition, it will be guided by the planning concepts developed through the Library's Envisioning 2025 initiative. Launched in the spring of 2017 with the aim of more clearly communicating the Library's role and users and determining the direction moving forward, the envisioning work has set the foundation for the Library's next strategic plan.

Through its envisioning activities that included an opportunity for input from all staff, the Library more clearly defined its role in American life as that of a place for memory, knowledge, and imagination:

MEMORY – Acquire, sustain and provide access to a unique universal collection

KNOWLEDGE – Provide authoritative and objective research, analysis and information

IMAGINATION – Inspire and encourage creativity, promote and protect the work of American creators

The Library's direction forward, as defined in *Envisioning 2025*, will be more "user-centered." The Congress will always be the Library's foremost user, supporting intellectual freedom and democratic exchange and their legislative and representational duties. Users also encompass creators, inclusive but not limited to copyright users and stakeholders; individual learners of any age who seek understanding and knowledge through the Library's collections and services; and connectors, or external communities such as libraries, schools, or other groups and institutions that connect users to the Library.

The fiscal 2019 budget request includes program investments necessary to fulfill the Library's role and move forward on the intent to be more user-centered. This request builds on and continues the modernization efforts initiated in 2017, and the fiscal 2018 request which carried a message of positioning the Library for the future, of information technology (IT) modernization, a strong workforce, and increased access. The Library continues to embrace modernization, not only of its IT but of its workforce, infrastructure, and collections stewardship.

All three aspects of the Library's role – **MEMORY**, **KNOWLEDGE**, and **IMAGINATION** – are interconnected and point toward effectively expanding access to its users. Program requests reinforce the Library's role in these three areas as well as strengthen the **SHARED CAPACITY** necessary for its role.

Memory

Libraries collect materials for the purpose of providing access to users. The Library of Congress is unique in its universal collection and today is focusing on opening and expanding access in a variety of ways that users need it, whether in person, online or through other means.

The Library's staff is essential to fulfilling its **MEMORY** role – acquiring, sustaining, and providing access to a unique universal collection. Over the past several years, the Library's staffing levels and other resources have been slowly degrading due to an unavoidable need to absorb mandatory increasing costs. Increased costs have been borne primarily by reducing FTE, but also by decreasing support in areas such as custodial services. From 2010 to 2017 the Library absorbed 76.5 percent of its mandatory pay related and price level increases. Since 2010, FTE usage has been reduced by 11.6 percent, from 3,573 to 3,158 in 2017. Replacing years and decades of specialized expertise lost to retirement and other reasons without acquiring and developing new staff has exacted a toll in terms of increasing backlogs and reduced services in some areas. In the fiscal 2017, 2018, and 2019 budget submissions, all requests for FTE funding have been strategically focused on replacing work/skill capacity in critical areas.

The slow erosion of staff expertise is increasingly affecting stewardship of Library collections. For example, staff attrition and the growing acquisition of the personal papers of national leaders and the records of leading national organizations as they became available has increased the processing arrearage in Library Services' special format collections by 75 percent since 2006, reaching more than 28 million items in 2017. The unprocessed materials -- the Herman Wouk papers, the NAACP and NAACP Legal and Educational Fund papers, the Caspar Weinberger papers, the Alvin Ailey dance archive, and hundreds of other collections -- are among the Library's most unique and valued. They are stored in tens of thousands of containers of many sizes and shapes, in varying condition and order, largely as received. Without organization and proper description these collections will remain inaccessible to users.

The Library is using digitization and other technologies to expand access to MEMORY as effectively as possible with fewer staff. A robust digitization strategy is one effective way to expand access to some material. The Copyright Office seeks to implement a plan to continue the digitization of copyright records and to make searchable the largest card catalog of records of copyright ownership in the world. This massive body of work documents the scope of copyright, ownership, transactions, security interests, bequests of intellectual property, and the term or expiration of protection. The approximately 62 million copyright records are essential to both copyright owners and those who wish to license or otherwise use their works. The digitization of these highly valued records provides not only for secure second copies but also facilitates increased access and usability for a wide variety of users at lower costs. The Law Library similarly seeks to implement a long-term digitization strategy that will allow researchers unrestricted online access to select high-value materials that are now only available in its physical collections. Principal collections include the U.S. Serial Set, an official, bound collection of reports and documents of the House and Senate, and U.S. Supreme Court Records and Briefs. This work will open unprecedented access to these core legal materials across diverse user communities.

The Copyright Office, along with its responsibilities for copyright registration, law and policy services, acts as a conduit for the Library, providing copyright deposits for its collections. With the advent of technology the nature of the copyright deposits is continuing to change, in addition to steady receipt of physical deposits, a large portion of newer deposits are now received in digital form. Currently physical copyright deposits are stored in several locations at significant cost. An opportunity exists to more efficiently store and manage these materials through site consolidation. The first step will be to conduct an inventory of Copyright Office deposit storage locations to prepare for future consolidation of copyright records and materials from several locations to one, reducing the overall footprint, providing for unified material handling, filling customer requests more efficiently, reducing long-term costs, and meeting the Copyright Office's physical deposit storage requirements under title 17. The Architect of the Capitol is preparing in fiscal 2018 a program of requirements study to assess possible inventory consolidation sites. A future budget request for a complete relocation of copyright records and deposits will follow completion of the inventory and program of requirements study.

Program requests associated with MEMORY include:

Special Collection Arrearage Reduction (\$4.019 million/40 FTE across seven Library Services divisions)

- Provide staffing, including archivists, preservation and conservation specialists, technicians, a supervisor and a transporter of unprocessed materials, as well as contract support, to increase significantly the Library's special collections processing capacity. The FTE will allow the Library to process more than 3 million special format items per year and to reduce the arrearage by approximately 750,000 items per year, ensuring proper stewardship of and access to these collections.

Searchable Historic Copyright Records (\$5 million)

- Complete digitization of all copyright ownership records in a variety of formats dating from 1870. The initiative, begun on a smaller scale in 2010, provides search capabilities and migrates and manages records that will become part of a new, modern Public Records Catalog IT system. Near-term plans call for data capture from card catalog records and digitization of thousands of record books and microfilm reels.

Law Library Strengthening Capacity – Digitization (\$0.823 million/3 FTE)

- Provide digital projects staffing to implement a long-term digitization strategy to increase online access to select Law Library analog collections in two areas: 1) public domain U.S. legal and legislative materials not available online free of charge; and 2) unique foreign law materials not subject to copyright restrictions and not free of charge to users.

Copyright Warehouse Move Preparation (\$1.328 million)

- Provides contractor support to conduct an inventory of its several warehouse locations to set the stage for future consolidation of multiple off-site storage locations into one location.

Knowledge

Knowledge to provide authoritative and objective research, analysis, and information is an attribute deeply rooted in the Library. As the result of attrition, gaps in expertise have become acute in critical areas that affect not only the Library's service to its customers but also its ability to modernize and address future needs. The Library must acquire and develop a future workforce, particularly to meet the need for more analytical, intellectual, and less processing-focused work.

In a prominent example, the Congressional Research Service has lost 13 percent of its FTE since 2010, and some 23 percent of CRS staff will be eligible to retire in fiscal 2018. Because CRS has not been able to replace staff one-to-one as they retire or leave for other reasons, it is challenged to ensure continuity in subject matter expertise. As a result, there are increased risks of gaps in the scope of analysis, less-than-full coverage in high-demand areas, less timely responses, and diminished ability effectively to perform its statutory functions. Restoring staff capacity and replenishing and diversifying analytical expertise will also be important in ensuring that CRS' investments in technology reach their greatest potential.

Over the past decade, the Law Library has similarly suffered staff attrition that has strained its ability to address increasingly complex legal inquiries from the Congress, and other national and international legal institutions. Increased complexity and numbers of legal inquiries require high levels of legal expertise in the Law collections. Restoration of staff capacity and experience needs to be a priority. In addition, the Copyright Office needs to bolster its legal staffing to meet expanding legal responsibilities, including regulatory and policy updates made necessary by the IT modernization of the Copyright Office and improvement in the functionality of the registration process. The legal aspects of copyright registrations, licensing, regulations and policies are continuing to become increasingly complex as information mediums expand.

Program requests associated with KNOWLEDGE include:

CRS Strengthening Capacity (\$2.743 million/20 FTE)

- Restore 20 analysts, economists, attorneys and research assistants, replenishing and diversifying analytical expertise to broaden the capacity and subject area scope to meet demand in existing and emerging legislative issues in areas of significant congressional interest.

Law Library Strengthening Capacity – Staff Expertise & Foreign Specialists (\$0.933 million/7 FTE)

- Provide staffing with critical foreign legal and language expertise to cover jurisdictions including Canada, the European Union, the Netherlands, and the Nordic countries. Current staff does not have legal education in these countries and must often work with translations rather than primary materials. Staffing includes legal research assistance, writer/editor support, and three Library technicians to support collection accessioning, maintenance, preservation, and retrieval.

Legal Staffing, Copyright Office (\$0.562 million/3 FTE) – fiscal 2018 re-request

- Bolster the Copyright Office's small team of legal professionals responsible for interpreting the Copyright Act and other matters of Title 17 for the Register of Copyrights, writing legal briefs, conducting hearings, publishing policy reports, attending international meetings, and participating on U.S. delegations on intellectual property, among other functions.

Imagination

The Copyright Office, which protects the work of American creators, is central to the Library's IMAGINATION role. Continued IT modernization efforts are a focus in fiscal 2019, aligned with the revised IT Modernization Plan developed in coordination with the Office of the Chief Information Officer. The fiscal 2019 request for an enterprise solution completes, over five years, the development of modernized copyright systems that began with key IT infrastructure and networking requests in the fiscal 2017 and fiscal 2018 budget submissions.

Like other parts of the Library, the Copyright Office has experienced significant staffing shortages. Approximately 25 percent of the registration examiner workforce was lost in 2012/2013 during sequestration, when many took advantage of the Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment offer. Since that time, processing time increased from 4.8 months in 2012 to 9.2 months in fiscal 2017 for paper claims and 2.4 months to 6.8 months for online claims. In response to increased backlogs, a plan to restore the examiner workforce capacity has begun with the addition of 20 examiners in 2016 that are now having a positive impact. Fifteen examiners were requested in fiscal 2018 and an additional 15 are requested in fiscal 2019. The additional staffing requested will restore the workforce to a level sufficient to examine the approximately 500,000 applications received every year from American creators requesting protection of their works. This newly restored examiner workforce will ultimately implement the more modern registration system of the future.

Program requests associated with IMAGINATION include:

Copyright Modernization Enterprise Solution (\$12.121 million in fiscal 2019, \$53.9 million over 5 years/8 FTE)

- Provide 1) continued development of the Next Generation Registration System which will deliver workflow automation across most Copyright Office functional areas; 2) final development, pilot and launch of the Copyright Office's first online recordation system, replacing paper-based processes; 3) creation and installation of a new Enterprise Document Management System, in coordination with the Office of the Chief Information Officer, supplying a centralized document repository and additional levels of document security; and 4) additional staffing for the Copyright Modernization Office.

Registration Staffing, Copyright Office (\$2.059 million/15 FTE) – addition to the 15 FTE requested in fiscal 2018

- Fully restore staffing in the Registration Program to 2012/2013 levels by adding two supervisors and thirteen registration specialists to increase productive capacity, speed claims processing time, reduce the backlog, and maintain the high quality level that the Congress, the courts, and the public expect in the national registration system.

Public Records and Recordation, Copyright Office (\$1.1 million in fiscal 2019 and 2020 for contractor support) – 2017 re-request

- Provide temporary contractor support to aggressively address an approximately 16-month recordation backlog that must be reduced before data is migrated to a new, modernized recordation system slated for deployment in calendar 2019. The temporary contractor support to reduce the backlog will enable permanent staff to maintain current operations at the same rate while becoming proficient in the new automated recordation system.

Shared Capacity

The fiscal 2019 budget request includes targeted requests to strengthen shared operating capacity to better and more cost-effectively support and fulfill the Library's memory, knowledge, and imagination roles. These support functions range from facilities and computer workstations to contract management and FTEs to hosting the Legislative Branch Financial Management System as a shared service for eight legislative branch partner agencies.

SHARED CAPACITY across the Library:

With a significant increase in the number of contracts processed as well as complexity driven by IT modernization, the Office of Contracts and Grants Management and the Office of the Inspector General are requesting additional staff. The increase in work volume for the limited staff, together with the need for specialized expertise, primarily in IT contracting and auditing, has heightened risk in this complex area. Workload in the Office of Contracts, for example, increased from 650 contract actions in fiscal 2015 to 900 in fiscal 2017. The Office of the Inspector General workforce since 2011 was reduced from 18 to 14 FTE while at the same time the scale and scope of audit and evaluation oversight for the Library's IT activities have significantly increased.

Along with FTE, services for the Library have been decreased as the result of rising costs. Custodial services, for example, have slowly reduced as the Library absorbed inflationary increases in contracted custodial labor rates. Stewardship of the Thomas Jefferson Building's public spaces and reading rooms has slipped, with cleanliness at times reaching level 3, or "casual inattention" as defined by the Association of Physical Plant Administrators. Increased contract costs have resulted in a lower degree of cleanliness in non-public spaces, which are now generally maintained at level 3 and level 4, termed "moderate dinginess," in "an environment lacking normal cleanliness." In 2011, the Library was able to maintain cleanliness at level 2, "ordinary tidiness." In the Madison Building, trash pickup has dropped from three times a week in 2011 to once a week beginning in 2016. Reduction in services erodes the facilities' infrastructure, such as flooring, paneling, steps, and doors, in addition to its effects on health and safety for staff, visitors and the national collection.

Program requests associated with SHARED CAPACITY across the Library include:

Strategic Contract Operations (\$1.064 million/6 FTE)

- Fill key positions to address the increased volume of contracts and strengthen IT expertise to process more complex information technology acquisitions in support of Library modernization. The request responds to 2017 Inspector General Audit findings and recommendations to establish a fully developed acquisition infrastructure. A request for six additional FTE is planned for fiscal 2020.

Audit Staff and Contracting, Office of the Inspector General (\$0.302 million/1 FTE) -- 2018 re-request

Strengthen audit and evaluation oversight of the increasing number of complex IT contracts to ensure that the Library achieves maximum return on information technology investments. Also provides contracted IT audit specialist expertise.

Facility Services - Custodial Services (\$1.9 million) – fiscal 2018 re-request

- Restore custodial services, through an addition to base funding, to 2011/2012 acceptable quality levels using performance standards based on guidelines developed by the Association of Physical Plant Administrators. Increase cleaning frequency, ensuring proper stewardship of the Library's physical plant. In addition, provide necessary custodial services for Ft. Meade Module 5, which opened in fiscal 2018.

Workstation Centralization Support (\$0.250 million)

- In conjunction with the Library's IT centralization efforts, this initiative will centralize the procurement of workstations within OCIO. This will enhance a more robust workstation procurement program to help maintain an average age of four or five years for each workstation which will provide the latest technologies and increase workforce productivity. A robust centralized workstation procurement process will replace a decentralized, ad hoc process led by service units dependent on the availability of funds.

SHARED CAPACITY across the Legislative Branch:

The Legislative Branch Financial Management System (LBFMS), hosted by the Library as a shared service for the legislative branch, was initiated by congressional direction in 2009 to achieve cost savings by centralizing financial system data and operations within the Library's financial system environment. It is now the core accounting and contracting system for the Library, U.S. Capitol Police, Architect of the Capitol, Congressional Budget Office, Office of Compliance, Open World Leadership Center, Medicare Payment Advisory Commission, and, in October 2018, the Government Accountability Office. Cost avoidance averages an annual \$2.5 million combined, compared to operating separate systems through federal shared services providers. Between 2015 and 2017, the number of users of the system has increased by 44 percent and the number of transactions processed by 140 percent. In spite of the success of LBFMS to the legislative branch, the growth in the system, its increased complexity, and the responsibilities to shared services partners, have driven needs in two areas: additional management and system standardization. Dedicated oversight and management are required to address shared issues and keep the LBFMS viable as a shared service for the legislative branch. Because the LBFMS is highly visible and a critical piece of the Library's own infrastructure, a deputy financial systems officer is needed to manage internal financial system operations and staff, allowing the financial systems officer to focus full time on overseeing outward-facing issues affecting shared services partners. Additionally, investment is needed over four years to standardize business processes across the participating agencies, decreasing the need for costly customizations over time and ensuring that the LBFMS has the right capabilities in the long term. The request also funds the increased hosting costs driven by growth in the number of LBFMS users.

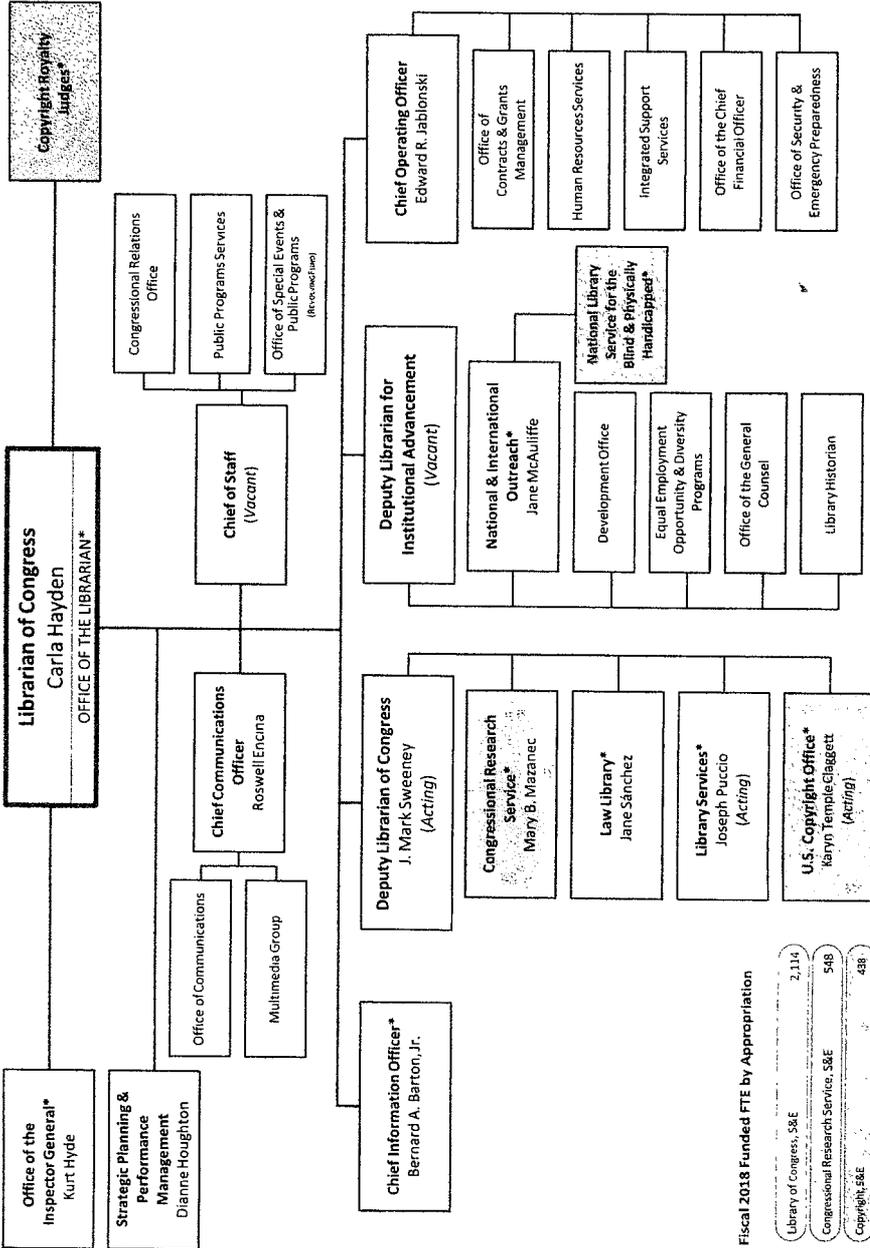
Program requests associated with SHARED CAPACITY across the legislative branch include:

System Improvements and Standardization of the Legislative Branch Financial Management System (LBFMS) (\$1.344 million/1 FTE)

Address expansion of the LBFMS by process standardization across shared services agencies, adequately funding increased hosting costs, and providing staffing to manage internal Library financial system operations to allow dedicated oversight and management for LBFMS.

In closing, the fiscal 2019 budget request is the tactical embodiment of the fresh strategic envisioning taking place in the Library to become more "user centered" by embracing the roles of MEMORY, KNOWLEDGE and IMAGINATION. Being guided by these concepts will lead to an efficient expansion of the user base, provide superior service to the Congress and American public, and ensure proper stewardship of the national collection. The fiscal 2019 budget request furthers the modernization efforts of recent budget requests, not only IT modernization, but modernization in several areas that will substantially increase access and improve customer service.

Description	Funding	FTE	Library service unit	Page #
Memory				
Special Collection Arrearage Reduction	\$4.019 million	40	Library Services (across 7 divisions)	56
Searchable Historic Copyright Records	\$5.000 million	0	Copyright	105
Law Library Strengthening Capacity - Digitization	\$0.823 million	3	Law Library	89
Copyright Warehouse Move Preparation	\$1.328 million	0	Copyright	108
Knowledge				
Strengthening CRS Capacity	\$2.743 million	20	Congressional Research Service	125
Law Library Strengthening Capacity - Staff Expertise & Foreign Specialists	\$0.933 million	7	Law Library	90
Legal Staffing – 2018 re-request	\$0.562 million	3	Copyright	107
Imagination				
Copyright Modernization Enterprise Solution	\$12.121 million fiscal 2019; \$53.9 million over 5 years	8	Copyright	104
Registration Staffing	\$2.059 million	15	Copyright	106
Public Records and Recordation (Contractor Support) – non-recurs in 2021; 2017 re-request	\$1.100 million in fiscal 2019 and 2020	0	Copyright	107
Shared Capacity				
Strategic Contract Operations Support	\$1.064 million	6	Chief Operating Officer	25
Audit Staff and Contracting – 2018 re-request	\$0.302 million	1	Office of the Inspector General	97
Facility Services - Custodial Services – 2018 re-request	\$1.900 million	0	Chief Operating Officer	27
Workstation Centralization Support	\$0.250 million	0	Chief Information Officer	49
System Improvements and Standardization of the Legislative Branch Financial Management System (LBFMS)	\$1.344 million	1	LOC + 7 other Legislative Branch Agencies	24



Fiscal 2018 Funded FTE by Appropriation

Library of Congress, S&E	2,114
Congressional Research Service, S&E	548
Copyright, S&E	438
Books for the Blind & Physically Handicapped, S&E	110
Total	3,210

* Program, Project, Activity (PPA)



SUMMARY TABLES

LIBRARY OF CONGRESS

Library of Congress Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan	Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change	
	Operating Plan		Actual Obligations			Funded FTE	\$	Funded FTE	\$		Funded FTE
	Funded FTE	\$	Actual FTE	\$	%						
Library of Congress, S&E											
Office of the Librarian	388	\$ 83,639	365	\$ 82,822	372	\$ 84,243	379	\$ 91,107	7	\$ 6,864	8.1%
Office of Chief Information Officer	267	106,865	242	105,206	278	108,907	278	112,764	0	3,857	3.5%
Library Services	1,296	213,455	1,232	212,119	1,261	209,544	1,301	220,844	40	11,100	5.3%
National and International Outreach	129	29,778	120	24,634	116	28,989	116	30,179	0	1,190	4.1%
Law Library	86	20,286	84	17,262	76	15,245	86	17,129	10	1,884	12.4%
Office of Inspector General	12	2,994	11	2,961	11	2,974	12	3,373	1	399	13.4%
Total Budget, LC, S&E	2,178	\$467,017	2,054	\$445,004	2,114	\$449,902	2,172	\$475,196	58	\$25,294	5.6%
CDS & LAW Offsetting Collections		- 6,350		0		- 6,350		- 6,000		350	- 5.5%
Total, Approp, LC, S&E	2,178	\$450,667	2,054	\$445,004	2,114	\$443,552	2,172	\$469,196	58	\$25,644	5.8%
Copyright Office, S&E											
COP Basic	436	\$ 61,701	381	\$ 59,962	409	\$ 55,145	435	\$ 79,132	26	\$23,987	43.5%
COP Licensing	24	5,531	23	3,251	23	5,493	23	5,568	0	75	1.4%
COP Royalty Judges	6	1,593	6	1,545	6	1,582	6	1,738	0	156	9.9%
Total Budget, CO, S&E	466	\$ 68,825	410	\$ 64,758	438	\$ 62,220	464	\$ 86,438	26	\$24,218	38.9%
Basic Offsetting Collections		- 33,619		0		- 33,391		- 37,391		- 4,000	12.0%
Basic Prior Year Unobligated		6,179		0		0		4,328		- 4,328	0.0%
Licensing Offsetting Collections		5,531		0		5,493		5,568		75	1.4%
CRJ Offsetting Collections		- 398		0		- 395		- 505		- 110	27.8%
Total, Approp, CO, S&E	466	\$ 23,098	410	\$ 64,758	438	\$ 22,941	464	\$ 38,646	26	\$15,705	68.5%
Congressional Research Service, S&E											
CRS, S&E	615	\$107,946	582	\$107,781	548	\$107,212	568	\$113,621	20	\$ 6,409	6.0%
Books for the Blind and Physically Handicapped, S&E											
BBPH, S&E	118	\$ 50,248	112	\$ 50,179	110	\$ 49,907	110	\$ 51,192	0	\$ 1,285	2.6%
Total Resource Summary, LC											
Total Budget	3,377	\$684,035	3,158	\$667,722	3,210	\$669,241	3,314	\$726,447	104	\$57,206	8.5%
Total Offsetting Collections		52,077		0		- 45,629		- 53,792		- 8,163	17.9%
Total Appropriations, LC	3,377	\$631,958	3,158	\$667,722	3,210	\$623,612	3,314	\$672,655	104	\$49,043	7.9%

**Library of Congress
Resource Summary
Analysis of Change**

(Dollars in Thousands)

Appropriation/PPA	Fiscal 2018 CR Operating Plan	Fiscal 2019							Fiscal 2019 Total Request
		Mandatory Pay Increases	Price Level	Sub-total	Non- Recur	Current Services Request	Program Increases	Total Net Change	
Library of Congress, S&E									
Office of the Librarian	\$ 84,243	\$ 1,802	\$ 753	\$ 2,555	\$ 0	\$ 86,798	\$ 4,309	\$ 6,864	\$ 91,107
Office of Chief Information Officer	108,907	1,757	1,850	3,607	0	112,514	250	3,857	112,764
Library Services	209,544	5,499	1,582	7,081	0	216,625	4,019	11,100	220,644
National & International Outreach	28,989	509	681	1,190	0	30,179	0	1,190	30,179
Law Library	15,245	364	115	479	- 350	15,374	1,755	1,884	17,129
Office of Inspector General	2,974	81	16	97	0	3,071	302	399	3,373
Total Budget, LC, S&E	\$449,902	\$10,012	\$ 4,997	\$15,009	-\$350	\$484,561	\$10,635	\$25,294	\$475,196
CDS & Law Offsetting Collections	6,350	0	0	0	0	6,000	0	350	6,000
Total Approp, LC, S&E	\$443,552	\$10,012	\$4,997	\$15,009	-\$350	\$458,561	\$10,635	\$25,644	\$469,196
Copyright Office, S&E									
COP Basic	\$ 55,145	\$ 1,535	\$ 282	\$ 1,817	\$ 0	\$ 56,962	\$22,170	\$23,987	\$ 79,132
COP Licensing	5,493	75	0	75	0	5,568	0	75	5,568
COP Royalty Judges	1,582	40	116	156	0	1,738	0	156	1,738
Total, Budget, CO, S&E	\$ 62,220	\$ 1,650	\$ 398	\$ 2,048	\$ 0	\$ 64,268	\$22,170	\$24,218	\$ 86,436
Basic Offsetting Collections	- 33,391	0	0	0	0	- 33,391	- 4,000	- 4,000	- 37,391
Basic Prior Year Unobligated Balance	0	0	0	0	0	0	- 4,328	- 4,328	4,328
Licensing Offsetting Collections	5,493	75	0	75	0	- 5,568	0	75	5,568
CRJ Offsetting Collections	395	0	110	110	0	- 505	0	- 110	505
Total, Approp, CO, S&E	\$ 22,941	\$ 1,575	\$ 288	\$ 1,863	\$ 0	\$ 24,804	\$13,842	\$ 15,705	\$ 38,646
Congressional Research Service, S&E									
CRS, S&E	\$107,212	\$ 3,216	\$ 460	\$ 3,666	\$ 0	\$110,878	\$ 2,743	\$6,409	\$113,621
Books for the Blind and Physically Handicapped, S&E									
BBPH, S&E	\$ 49,907	\$ 452	\$ 833	\$ 1,285	\$ 0	\$ 51,192	\$0	\$ 1,285	\$ 51,192
Total, Library of Congress									
Total Budget	\$669,241	\$15,330	\$6,878	\$22,008	-\$350	\$690,899	\$35,548	\$67,206	\$726,447
Total Offsetting Collections	- 45,629	75	110	185	0	- 45,464	- 8,328	- 8,163	- 53,792
Total Appropriations	\$623,612	\$15,255	\$6,568	\$21,823	-\$350	\$645,435	\$27,220	\$49,043	\$672,655

Library of Congress
Summary by Object Class
(Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
00.0 Lapse Reserve	\$ 500	\$ 0	\$ 722	\$ 725	+\$ 3	0.4%
Total, Lapse Reserve	\$ 500	\$ 0	\$ 722	\$ 725	+\$ 3	0.4%
11.1 Full-time permanent	\$315,576	\$313,227	\$320,832	\$340,748	+\$19,916	6.2%
11.3 Other than full-time permanent	7,645	6,889	6,657	6,882	+ 225	3.4%
11.5 Other personnel compensation	5,102	5,295	3,839	3,977	+ 138	3.6%
11.8 Special personal services payment	480	314	409	423	+ 14	3.4%
12.1 Civilian personnel benefits	102,009	100,745	104,122	111,544	+ 7,422	7.1%
13.0 Benefits for former personnel	145	94	164	164	0	0.0%
Total, Pay	\$430,957	\$426,564	\$436,023	\$463,738	+\$27,715	6.4%
21.0 Travel & transportation of persons	1,916	1,374	1,846	1,897	+ 51	2.8%
22.0 Transportation of things	456	216	444	456	+ 12	2.7%
23.1 Rental payments to GSA	6,669	6,542	5,729	5,891	+ 162	2.8%
23.2 Rental payments to others	1,152	1,084	3,045	3,122	+ 77	2.5%
23.3 Communication, utilities & misc charges	19,094	17,244	23,467	23,971	+ 504	2.1%
24.0 Printing & reproduction	3,244	2,989	3,197	3,267	+ 70	2.2%
25.1 Advisory & assistance services	38,571	38,987	38,694	40,615	+ 1,921	5.0%
25.2 Other services	43,622	36,261	35,621	44,306	+ 8,685	24.4%
25.3 Other purch of gds & services from gov acc	12,471	14,383	17,514	28,910	+ 11,396	65.1%
25.4 Operation & maintenance of facilities	7,354	7,693	7,315	9,369	+ 2,054	28.1%
25.5 Research & development contracts	255	1	254	260	+ 6	2.4%
25.6 Medical care	16	16	27	27	0	0.0%
25.7 Operation & maintenance of equipment	20,458	20,298	18,373	19,851	+ 1,478	8.0%
25.8 Subsistence & support of persons	78	0	328	334	+ 6	1.8%
26.0 Supplies & materials	6,560	6,338	6,555	6,925	+ 370	5.6%
31.0 Equipment	83,479	81,831	62,966	65,040	2,074	3.3%
41.0 Grants, subsidies & contributions	7,090	5,746	6,890	7,497	+ 607	8.8%
42.0 Insurance claims & indemnities	11	7	4	4	0	0.0%
44.0 Refunds	5	0	5	5	0	0.0%
94.0 Financial Transfers	77	148	222	237	+ 15	6.8%
Total, Non-Pay	\$252,578	\$241,158	\$232,496	\$261,984	+\$29,488	12.7%
Total, Library of Congress	\$684,035	\$667,722	\$669,241	\$726,447	+\$57,206	8.5%

Library of Congress
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	3,210	\$669,241
Non-recurring Costs:		
Termination of Law Library GLIN offsetting collection program		350
Total, Non-recurring Costs	0	350
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		8,690
Annualization of January 2018 pay raise @ 2.29%		2,520
Within-grade increases		2,033
Transit subsidy monthly increase from \$255 to \$260		57
One extra day 261 vs. 260		1,737
Foreign Service Nationals (FSN) pay adjustment		293
Total, Mandatory Pay and Related Costs	0	15,330
Price Level Changes:		6,678
Program Increases:		
OCFO System Improvements and Standardization of LBFMS	1	1,344
OCGM Strategic Contract Operations	6	1,064
ISS Facility Services - Custodial Services		1,900
OCIO Workstation Centralization Support		250
Library Services Special Collection Arrearage Reduction	40	4,019
Law Library Strengthening Capacity - Digitization Effort	3	823
Law Library Strengthening Capacity - Staff Expertise & Foreign Specialists	7	933
OIG Audit Staff and Contracting	1	302
Copyright Office Modernization Enterprise Solution	8	12,121
Copyright Office Searchable Historic Records		5,000
Copyright Office Registration Staffing	15	2,059
Copyright Office Legal Staffing	3	562
Copyright Office Public Records and Recordation		1,100
Copyright Office Warehouse Move Preparation		1,328
CRS Strengthening Capacity	20	2,743
Total, Program Increases	104	35,548
Net Increase/Decrease	104	\$ 57,206
Total Budget	3,314	\$726,447
Total Offsetting Collections and CO Prior Year Unobligated Balances	0	- 53,792
Total Appropriation	3,314	\$672,655

Library of Congress

Staffing Summary - On-Board/FTEs

Direct Funded by Appropriation/PPA	On-Board	FTEs				
	Fiscal 2017 Year-end Actual Staff	Fiscal 2017 Actual FTE Usage	Fiscal 2018 CR Funded FTE	Fiscal 2019 Funded FTE Request	Fiscal 2019 Total FTE Request	Change
Library of Congress, S&E						
Office of the Librarian	363	365	372	7	379	7
Office of Chief Information Officer	248	242	278	0	278	0
Library Services	1,270	1,232	1,261	40	1,301	40
National and International Outreach	133	120	116	0	116	0
Law Library	85	84	76	10	86	10
Office of the Inspector General	11	11	11	1	12	1
Total, Library of Congress, S&E	2,110	2,054	2,114	58	2,172	58
Copyright Office, S&E						
COP Basic	412	381	409	26	435	26
COP Licensing	25	23	23	0	23	0
COP CRJ	6	6	6	0	6	0
Total, Copyright Office, S&E	443	410	438	26	464	26
Congressional Research Service, S&E						
CRS, S&E	593	582	548	20	568	20
Books for the Blind and Physically Handicapped, S&E						
BBPH, S&E	124	112	110	0	110	0
Total, Library of Congress						
Total, Library of Congress	3,270	3,168	3,210	104	3,314	104

Library of Congress
Fiscal 2019 Supplemental Data on Mandatory Pay Increases

(Dollars in Thousands)

Category	LC, S&E	CO, S&E	CRS, S&E	BBPH, S&E	Total
1. Jan. 2019 Locality-based Comparability Pay Raise	\$ 5,623	\$ 945	\$1,860	\$262	\$ 8,690
2. Annualization of Jan 2018 Raise	1,619	282	543	76	2,520
3. Within-grade increases	1,306	228	438	61	2,033
4. Transit Subsidy Increase	38	7	11	1	57
5. One Extra Day	1,133	188	364	52	1,737
6. Foreign Service Nationals (FSN) Pay Adjustment	293	0	0	0	293
Total Mandatory Pay Increases	\$10,012	\$1,650	\$3,216	\$452	\$15,330

Explanation of Calculations

1. January 2019 pay raise calculated at 1.95% of pay base. (CBO Pay Rate of 2.6% X 9 months or 75%).
2. Annualization of January 2018 pay raise calculated at .5725% of pay base. (Actual rate of 2.29% X 3 months or 25%).
3. Within-grade (WIG) increases calculated against current on-board staff eligible for WIGs during fiscal 2019.
4. Increase in transit subsidy monthly maximum to \$260, per IRS Revenue Procedure 2017-58. The Library's current transit subsidy base is funded at a monthly maximum of \$255.
5. One extra day. Fiscal 2018 has 260 days and fiscal 2019 has 261 days.
6. Pay adjustment for overseas foreign service nationals. Computation based on individual country inflation rates, provided by IMF DataMapper Dataset World Economic Outlook. Country rates used for fiscal 2019 are as follows: Brazil - 4.1%; Egypt - 13.5%; Kenya - 5%; India - 4.8%; Pakistan - 5.0%; and Indonesia - 3.7%.

Library of Congress
Fiscal 2019 Supplemental Data on Price Level Increases

(Dollars in Thousands)

Category	LC, S&E	CO, S&E	CRS, S&E	BBPH, S&E	Total
1. General inflationary increase	\$2,758	\$313	\$285	\$798	\$4,154
2. Field Office inflationary increase	275	0	0	0	275
3. Acquisitions of library materials inflation	539	0	0	0	539
4. Software maintenance	955	85	165	35	1,240
5. National Film Preservation Foundation grant	470	0	0	0	470
Total Price Level Increases	\$4,997	\$398	\$450	\$833	\$6,678

Explanation of Calculations

1. General inflationary increase calculated using CBO rate of 2.1% of non-pay base for fiscal 2019 (except as noted below).
2. Inflationary non-pay increase for overseas field offices. Computation based on individual country inflation rates, provided by IMF DataMapper Dataset World Economic Outlook. Country rates used for fiscal 2019 are as follows: Brazil - 4.1%; Egypt - 13.5%; Kenya - 5%; India - 4.8%; Pakistan - 5.0%; and Indonesia - 3.7%.
3. Inflationary rate for acquisition of library materials determined by annual study and/or actual historical rates. Rates used for fiscal 2019 are as follows: Books for the Law Library - 2.83%; Books for the General Collections (GENPAC) - 2.97%.
4. Software maintenance inflationary increase calculated using actual historical rate of 15% of software maintenance base.
5. Per P.L. 114-217, Sec.2, (b)(1), increase grant to the National Film Preservation Foundation from \$530,000 to authorization level of \$1 million.

Library of Congress
Total Funds Available - All Sources
(Dollars in Thousands)

	Fiscal 2017 Actual	Fiscal 2018 CR Operating Plan	Fiscal 2019 Request
Total Appropriations			
Library of Congress	\$667,722	\$669,241	\$726,447
AOC - Library Buildings and Grounds	27,464	47,080	85,305
Subtotal, Appropriations	\$695,186	\$716,321	\$811,752
Receipts (Actual Collected and Estimated)			
Sales of catalog cards and publications	\$ 2,683	\$ 6,000	\$ 6,000
Collections to Global Legal Information Network	0	350	0
Copyright fees	33,619	33,391	37,391
Copyright basic prior year unobligated balances	6,179	0	4,328
Licensing and CRJ fees	5,929	5,888	6,073
Subtotal, Receipts	\$ 48,410	\$ 45,629	\$ 53,792
Non-Appropriated Funds			
Gift and Trust Funds ¹	\$ 9,415	\$ 14,685	\$ 14,549
Revolving Fund Revenue (Actual & Estimated)	87,948	90,214	92,387
Reimbursable Activities (Actual & Estimated)	2,793	2,800	3,800
Subtotal, Non-Appropriated Funds	\$100,156	\$107,699	\$110,736
Total Funds Available			
Total	\$843,752	\$869,649	\$976,280

¹Includes new gift and trust fund contributions and income realized. excludes prior-year carryover funds.

Library of Congress
Statement of Receipts
(Dollars in Thousands)

	Fiscal 2017 Actual	Fiscal 2018 Estimate	Fiscal 2019 Estimate
Statement of Receipts, Treasury Department General Fund Account			
Other miscellaneous receipts	\$180	\$250	\$250
Total Receipts into General Fund Account	\$180	\$250	\$250
Statement of Receipts, Payments to Copyright Owners			
Receipts from fees, Digital audio recording devices and media (DART)	\$ 8	\$ 8	\$ 7
Receipts from interest on investments in public debt securities (DART)	6	-	-
Total Receipts into Special Fund Account	\$ 14	\$ 8	\$ 7



LIBRARY OF CONGRESS, SALARIES AND EXPENSES

Library of Congress, Salaries & Expenses Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations								
	Funded FTE	\$	FTE Usage	\$	Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	
Office of the Librarian	388	\$ 83,639	365	\$ 82,822	372	\$ 84,243	379	\$ 91,107	7	\$ 6,864	8.1%
Office of Chief Information Officer	267	106,865	242	105,206	278	108,907	278	112,764	0	3,857	3.5%
Library Services	1,296	213,455	1,232	212,119	1,261	209,544	1,301	220,644	40	11,100	5.3%
National and International Outreach	129	29,778	120	24,634	116	28,989	116	30,179	0	1,190	4.1%
Law Library	86	20,286	84	17,262	76	15,245	86	17,129	10	1,884	12.4%
Off of Inspector General	12	2,994	11	2,961	11	2,974	12	3,373	1	399	13.4%
Total Budget, LC, S&E	2,178	\$457,017	2,054	\$445,004	2,114	\$449,902	2,172	\$475,196	58	\$25,294	5.6%
CDS & Law Offsetting Collections		- 6,350				- 6,350		- 6,000		350	-5.5%
Total Appropriation, LC, S&E	2,178	\$450,667	2,054	\$445,004	2,114	\$443,552	2,172	\$469,196	58	\$25,644	5.8%

Library of Congress, Salaries and Expenses
Summary By Object Class
(Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
00.0 Lapse Reserve	\$ 500	\$ 0	\$ 497	\$ 500	+ 3	0.6%
Total, Lapse Reserve	\$ 500	\$ 0	\$ 497	\$ 500	+\$ 3	0.6%
11.1 Full-time permanent	\$199,649	\$198,233	\$207,360	\$218,785	+\$11,425	5.5%
11.3 Other than full-time permanent	5,298	4,594	4,750	4,910	160	3.4%
11.5 Other personnel compensation	3,588	3,751	2,372	2,461	+ 89	3.8%
11.8 Special personal services payment	445	236	374	387	+ 13	3.5%
12.1 Civilian personnel benefits	65,265	64,391	67,755	72,060	+ 4,305	6.4%
13.0 Benefits for former personnel	80	64	99	99	0	0.0%
Total, Pay	\$274,325	\$271,269	\$282,710	\$298,702	+\$15,982	5.7%
21.0 Travel & transportation of persons	1,330	981	1,269	1,306	+ 37	2.9%
22.0 Transportation of things	387	184	398	409	+ 11	2.8%
23.1 Rental payments to GSA	3,882	3,746	2,667	2,734	+ 67	2.5%
23.2 Rental payments to others	838	771	2,733	2,804	+ 71	2.6%
23.3 Communication, utilities & misc charges	17,671	16,124	22,306	22,775	+ 469	2.1%
24.0 Printing & reproduction	1,883	1,776	1,858	1,899	+ 41	2.2%
25.1 Advisory & assistance services	31,494	32,445	32,001	33,781	+ 1,780	5.6%
25.2 Other services	25,490	20,018	24,350	25,580	+ 1,230	5.1%
25.3 Other purch of gds & services from gov acc	10,723	11,150	10,770	11,093	323	3.0%
25.4 Operation & maintenance of facilities	7,343	7,682	7,307	9,361	+ 2,054	28.1%
25.6 Medical care	16	16	27	27	0	0.0%
25.7 Operation & maintenance of equipment	17,607	17,458	15,482	16,630	+ 1,148	7.4%
26.0 Supplies & materials	2,183	1,919	2,030	2,285	+ 255	12.6%
31.0 Equipment	54,162	53,563	36,376	37,567	1,191	3.3%
41.0 Grants, subsidies & contributions	7,090	5,746	6,890	7,497	+ 607	8.8%
42.0 Insurance claims & indemnities	11	8	4	4	0	0.0%
44.0 Refunds	5	0	5	5	0	0.0%
94.0 Financial transfers	77	148	222	237	+ 15	6.8%
Total, Non-Pay	\$182,192	\$173,735	\$166,895	\$175,994	+\$ 9,299	5.6%
Total, Library of Congress, S&E	\$457,017	\$445,004	\$449,902	\$475,196	+\$25,294	5.6%

Library of Congress, Salaries and Expenses
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	2,114	\$449,902
Non-recurring Costs:		
Termination of Law Library GLIN offsetting collection program		- 350
Total, Non-recurring Costs	0	- 350
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		5,623
Annualization of January 2018 pay raise @ 2.29%		1,619
Within-grade increases		1,306
Transit subsidy monthly increase from \$255 to \$260		38
One extra day, 261 vs. 260		1,132
Foreign Service Nationals (FSN) pay adjustment		293
Total, Mandatory Pay and Related Costs	0	10,011
Price Level Changes:		4,998
Program Increases:		
OCFO System Improvements and Standardization of LBFMS	1	1,344
OCGM Strategic Contract Operations	6	1,064
ISS Facility Services - Custodial Services		1,900
OCIO Workstation Centralization Support		250
Library Services Special Collection Arrearage Reduction	40	4,019
Law Library Strengthening Capacity - Digitization Effort	3	823
Law Library Strengthening Capacity - Staff expertise & Foreign Specialists	7	933
OIG Audit Staff and Contracting	1	302
Total, Program Increases	58	10,635
Net Increase/Decrease	58	\$ 25,294
Total Budget	2,172	\$475,196
Total Offsetting Collections	0	- 6,000
Total Appropriation	2,172	\$469,196



Office of the Librarian

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

Office of the Librarian Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations								
	Funded FTE	\$	FTE Usage	\$	Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	%
Librarian	225	\$41,351	211	\$40,156	225	\$44,306	231	\$46,829	6	\$2,523	5.7%
OCFO	55	11,926	52	11,918	50	11,401	51	13,086	1	1,685	14.8%
ISS	108	30,362	102	30,748	97	28,536	97	31,192	0	2,656	9.3%
Total, Office of the Librarian	388	\$83,639	366	\$82,822	372	\$84,243	379	\$91,107	7	\$6,864	8.1%

Office of the Librarian
Summary By Object Class
(Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operat- ing Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
00.0 Lapse Reserve	\$ 500	\$ 0	\$ 497	\$ 500	+\$ 3	0.6%
Total, Lapse Reserve	\$ 500	\$ 0	\$ 497	\$ 500	+\$ 3	0.6%
11.1 Full-time permanent	36,175	36,080	36,331	38,471	+ 2,140	5.9%
11.3 Other than full-time permanent	836	514	619	640	+ 21	3.4%
11.5 Other personnel compensation	309	464	390	403	+ 13	3.3%
11.8 Special personal services payment	0	33	0	0	0	0.0%
12.1 Civilian personnel benefits	12,130	11,906	11,267	12,135	+ 868	7.7%
13.0 Benefits for former personnel	80	65	100	100	0	0.0%
Total, Pay	\$49,530	\$49,062	\$48,707	\$51,749	+\$3,042	6.2%
21.0 Travel & transportation of persons	77	79	147	150	+ 3	2.0%
22.0 Transportation of things	11	2	14	14	0	0.0%
23.1 Rental payments to GSA	3,866	3,731	2,667	2,734	+ 67	2.5%
23.2 Rental payments to others	502	469	253	258	+ 5	2.0%
23.3 Communication, utilities & misc charges	472	451	532	543	+ 11	2.1%
24.0 Printing & reproduction	262	282	264	269	+ 5	1.9%
25.1 Advisory & assistance services	3,228	4,954	4,174	5,384	+ 1,210	29.0%
25.2 Other services	10,803	8,320	12,149	12,439	+ 290	2.4%
25.3 Other purch of gds & services from gov acc	2,725	3,176	3,265	3,334	+ 69	2.1%
25.4 Operation & maintenance of facilities	7,336	7,670	7,302	9,356	+ 2,054	28.1%
25.6 Medical care	16	16	26	27	+ 1	3.8%
25.7 Operation & maintenance of equipment	1,878	2,055	1,639	1,678	+ 39	2.4%
26.0 Supplies & materials	254	242	298	304	+ 6	2.0%
31.0 Equipment	2,176	2,313	2,305	2,364	+ 59	2.6%
42.0 Insurance claims & indemnities	3	0	4	4	0	0.0%
Total, Non-Pay	\$33,609	\$33,760	\$35,039	\$38,858	+\$3,819	10.9%
Total, Office of the Librarian	\$83,639	\$82,822	\$84,243	\$91,107	+\$6,864	8.1%

Office of the Librarian
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	372	\$84,243
Non-recurring Costs:	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		1,071
Annualization of January 2018 pay raise @ 2.29%		290
Within-grade increases		234
Transit subsidy monthly increase from \$255 to \$260		6
One extra day, 261 vs. 260		201
Total, Mandatory Pay and Related Costs	0	1,802
Price Level Changes		753
Program Increases:		
OCFO System Improvements and Standardization of LBFMS	1	1,344
OCGM Strategic Contract Operations	6	1,065
ISS Facility Services - Custodial Services		1,900
Total, Program Increases	7	4,309
Net Increase/Decrease	7	\$ 6,864
Total Budget	379	\$91,107
Total Offsetting Collections	0	0
Total Appropriation	379	\$91,107

Fiscal 2019 Program Changes: \$ 4.309 million

System Improvements and Standardization of LBFMS: \$1.344 million/ 1 FTE

The Library is requesting \$1.344 million to address growth and the increased workload and provide better customer service to the legislative branch agency beneficiaries. It has been a long term vision of the Legislative Branch Appropriations Committees that all legislative branch agencies obtain core financial accounting system services through one shared environment. The responsibility for implementing this vision was delegated to the Library of Congress to establish, manage, and grow a single shared environment called the Legislative Branch Financial Management System (LBFMS). To date LBFMS services are shared by eight Legislative Branch agencies, including the Library. Currently, the LBFMS financial system is CGI Federal's Momentum version 7.4 software and is hosted by CGI Federal in their Infrastructure as a Service (IaaS) FedRAMP cloud for Production, Pre-Production, Staging, Training, and Development environments. While the growth in LBFMS utilization has provided significant cost avoidance across the Legislative Branch, the growth in the number of agencies served and the volume of financial transactions have increased the Library's operating cost.

The increased utilization of LBFMS currently provides the financial system and selected financial services for the following agencies: Library of Congress, Architect of the Capitol (AOC), Congressional Budget Office (CBO), Medicare Payment Advisory Commission (MEDPAC), Office of Compliance (OOC), Open World Leadership Center (OWLC), and U.S. Capitol Police (USCP). Most recent, the Government Accountability Office (GAO) has migrated to LBFMS, going live in October 2017.

In fiscal 2016, Congress directed the Library to perform a strategic study for the LBFMS. The strategic study identified funding deficiencies for LBFMS-Momentum operations and support. It identified the need for an Independent Validation & Verification contractor for upgrades and migrations as well as a need to standardize business processes across the legislative branch agencies. The study results also indicated a need for additional hosting, system operations, training, and documentation support. This request identified a need for \$370,000 in recurring costs and \$3,000,000 spread out as \$750,000 over four years to accomplish the business process standardization. The \$750,000 contractual effort would standardize business processes providing a more efficient, user friendly system and will be non-recurred in fiscal 2023, after completion.

The LBFMS study also demonstrated the cost avoidance generated (average of \$2.5 million annually combined) from operating LBFMS shared services compared to all of the legislative branch agencies using an executive branch Federal Shared Service Provider. This demonstrates the tremendous value the LBFMS system is currently providing. Making

these additional investments will accommodate recent growth and improve the system operations over the next 10 years.

Additional Oversight Capacity

Additional management oversight capacity and structure change is also needed to effectively operate the LBFMS. Stemming from the operational growth to eight agencies served, the responsibilities to those agencies have also grown to a point that necessitates a dedicated focus to the shared services agencies LBFMS needs. Most shared services operations in the federal government have separate staff managing the shared service program and the cross-serviced application they provide for their customer base. The Library has reached this point; for effective management, it is time to scale and structure the workload in two directions: 1) a focus specifically on shared service agency issues and; 2) internal financial systems operations, upgrades and vendors. Therefore, adding a Deputy Financial Systems Officer would allow the Financial Systems Officer to focus on the shared service program and outward-facing shared services issues among LBFMS partner agencies, while the Deputy would manage internal Library financial system operations. This structure change would enable the new Deputy Financial Systems Officer to focus on system upgrades and LBFMS issues internal to the Library. Of the total request the new position would include \$213,000 in recurring costs for salary, transit and training, and a one-time \$11,000 cost to build and furnish an office for the deputy position will be non-recurred in fiscal 2020.

The position requested is as follows:

1. Deputy Financial Systems Officer (one – GS 15)

Manage the internal Library operations regarding agency-wide financial systems; supervise the Financial Systems Office; and ensure Library operations are running smoothly to allow the Financial Systems Officer to concentrate on outward facing matters.

The LBFMS is a high-visibility operation as well as a critical piece of the Library's infrastructure. Oversight capacity for LBFMS shared service operations, Momentum contracts, and the Financial Systems Office staff has not kept pace with this growth. The Financial Systems Officer is responsible for addressing all multi-agency issues from shared services partner agencies and from Library users, as well as for ten direct reports and seven Momentum on-site contractor staff. In the last few years, the increased number of agencies and users on the system has made managing the LBFMS for the cross-servicing activities a full-time requirement. Also the increased complexity of system upgrades that take place every two years require more focused attention than can be sustained with the current one-person oversight structure. Additional oversight

capacity and structure change will ensue with the next financial systems support acquisition is managing multiple vendors to support the system as the Library plans to issue a multi-award IDIQ contract. Coordinating and managing multiple contractors that compete against each other for work will increase the administrative and project management demands on the Financial Systems Officer as COR.

The added deputy position would supervise four Momentum support desk staff and one systems accountant and provide dedicated oversight and support for Library-specific financial systems issues. The deputy would also assist the Financial Systems Officer as a backup COR for approximately \$5.3 million per year in Momentum task orders, interface with

OCIO, and act in the Financial Systems Officer's place when needed. The Financial Systems Officer would continue to supervise three financial reporting and two systems interface staff that support cross-service operations.

Continuing a one-deep, single oversight structure jeopardizes the performance of the LBFMS not only for the Library but for the legislative branch. Although the LBFMS is legislative branch-wide, the Library hosts the system and is responsible for its operation. Initiating this dual responsibility structure by adding a deputy position will enhance oversight capacity of the growing scope of LBFMS and provide a structure compatible with recent growth in service.

Strategic Contract Operations:

\$1.064 million/ 6 FTE

The Office of Contracts and Grants Management (OCGM) acquires key services to preserve, maintain, and deliver Library collections; support operations, exhibits and events to display and highlight collections; and develop and enhance a diverse spectrum of information technology (IT).

To fulfill these responsibilities, the Library is requesting six FTE and \$1.064 for their salaries and pay related benefits to provide OCGM additional capacity to recruit, develop, and maintain an expert workforce; produce sound policies and procedures to guide the Library's acquisition workforce; redefine and streamline processes to effectively fulfill the business needs of the modernizing Library; and implement practical technology solutions to promote efficient operations. In recent years the Library has taken crucial steps to improve the quality of contracts and expertise of contracting staff, implement tools to assess key performance measures, implement effective acquisition policies, and enhance outreach and communications.

The Library investment in information technology contracts has increased significantly, from 650 contract actions in fiscal 2015 to 998 contract actions in fiscal 2017. Concurrently, information technology contracts have become more complex, involving multiple-award contracts among which firms assemble teams to compete for agile development engagements to bring the most effective technologies to bear for diverse programs ranging from IT Security, audio-visual cinematography, copyright licensing and registration, data harvesting, digitization, and web services closely knit to emerging social media technologies.

The Library contracting function experiences a high volume of work for the staff available at the enacted budget level, impacting recruiting and retention. A benchmark analysis of fiscal 2016 federal acquisition offices indicates that the number of contract actions completed per contract staff member is among the highest among federal agencies and that the amount budgeted for contract personnel is among

the lowest. The contract office funding and staffing level does not support policy or analytical support staff, which causes executive leadership to be involved in most every aspect of daily operations including developing and implementing policy, developing and providing formal training, gathering and analyzing performance data, and overseeing daily operations. This level of involvement impedes the Director's ability to provide the strategic direction and oversight necessary to improve operations and address longstanding problems. Current staffing does not enable the Director to oversee training for the entire acquisition workforce, which includes contracting staff and non-contracting staff throughout the Library who of necessity assume greater role in managing contracts. The lack of a comprehensive and formalized contract training program increases the risk of poorly developed contracts, ineffective business practices, and insufficient contract oversight.

In fiscal year 2012 and again in fiscal 2017, the Library of Congress Inspector General (IG) found that the Library did not establish a fully developed acquisition infrastructure within OCGM, did not organize the acquisition function to operate strategically, and did not properly align and integrate roles and responsibilities. Specifically, the IG found that current OCGM staffing did not permit proper delegation of duties and execution of strategic initiatives resulting in the Director of OCGM being involved in every aspect of daily operations. This included developing and implementing policy, developing and providing formal training, gathering and analyzing performance data, and overseeing daily operations. The IG found that this level of involvement by the Director impedes his ability to provide the strategic direction and oversight necessary to improve operations and address longstanding problems. The IG recommended that the Library fill key senior leader and staff-level vacancies to improve execution of strategic initiatives and management of the organization and daily operations, including a Chief of Contracts and a Policy Analyst.

In the September 2017 Semi-Annual Report to the Congress, the IG recommended that the Library identify the key strategic and operating attributes of well performing contracting operations and develop a strategy to implement them at the Library. The Library engaged procurement experts and customers across federal government agencies to determine these attributes. The resulting analysis of cost-to-spend data shows that OCGM's 1.04% rate is less than half that of a 2.12% federal median based on GSA benchmarking of 24 executive agencies. The analysis shows that Library contract staff completes on average 116 contract actions annually, higher than the federal median of 109. Among agencies with a similar volume of contracting actions (less than 5,000 annually), the Library has the highest number of contracting actions per specialist, with more than double the next highest small agency, Office of Personnel Management, which reports 54 contracting actions per specialist. Filling these requested senior positions would position the Library to recognize the operating efficiencies experienced at other agencies more adequately funded.

To address these staffing issues, in fiscal 2018 the Library will recruit and fill the Chief of Contract Operations position to oversee the execution of the Library's contract operations to ensure compliance with Library and Federal policy and regulations and applicable legal and ethical guidelines. This position will enable the Library to assess and balance contract workload across contracting teams and service unit contracting officer representatives (CORs) and ensure staff resources are optimized to address the Library's future business needs.

In fiscal 2019 the Library is requesting FTEs and funding for the Chief of Policy and Information, contracting officers and support staff for a Modernization team. The additional staff will only raise the Library's cost-to-spend ratio to approximately 1.5%, still significantly below the federal median, while reducing the contract actions per specialist to 95, maintaining the highest levels of efficiency among small agencies while dramatically increasing strategic support in fulfillment of the Library's mission.

The Chief of Policy and Information will deploy policies and procedures to improve contract operations; serves as the Library's acquisition career manager for contracting and service unit staff; manages contract information systems, performance measures and data; and implements the contract compliance review program. The Chief of Policy and Information will implement a comprehensive professional development and training program for OCGM staff and CORs and develop and oversee contract administration procedures to ensure consistent and successful contract execution and management, including a quality assurance program to identify deficiencies and implement effective corrective actions. The position will enable the Library

to address recruitment, retention and acquisition staff development to support fulfillment of the Library's mission and goals. The position will enable the Library to maintain and publish key information to enable the Library to monitor and improve all aspects of acquisition from advance planning through contract performance. The position will enable OCGM automate key steps in the acquisition process and more effectively assess and address risks and controls.

The increase in volume and velocity of technology-related contract workload is expected to quicken as the Library evolves and executes strategies to modernize and render access to the collections in a digital environment. The Modernization team will enable the Library to support a long-term focus on the acquisition of goods and services to bring and maintain the most effective technologies for the Library's diverse operating environment.

The positions that this funding request are as follows:

1. **Chief of Policy and Information (one - GS 15)**
The Chief of Policy and Information will deploy policies and procedures, oversees career management, information systems, performance measures, data, and compliance for the Library's Acquisition Workforce.
2. **Modernization Team - Contract Officer (two - GS 14) and Contract Specialist (three - GS 13)**
Foundation of the Modernization Team will enable the Library to pivot to a forward-looking acquisition cycle and address the on-going demand for specialized technical contract expertise.

The addition of the senior positions will enable the Library to:

- Establish a more robust and agile information technology support team to continue to modernize the Library's environment, adapt state of the art technologies to secure the network, and employ iterative system development models to ensure systems are responsive to the increasing demands of today's tech savvy Library patrons;
- Deploy robust policies and procedures to improve contract development and client service and transfer institutional knowledge to buffer the Library against the historically high attrition rates in the contracting career field;
- Enhance the knowledge and competency across the Library acquisition workforce through targeted recruitment, retention, and development policies;
- Implement a robust contract training and development program for Library's acquisition workforce, to include contracting officers, contracting specialists, procurement analysts, and CORs. Produce an interactive OCGM Client Manual that illustrates the primary concepts and functions underlying a COR's responsibilities;
- Implement a stakeholder communications plan that includes quarterly leadership calls and Library procurement listserv announcements that will provide key information

to all interested stakeholders:

- Expand and report on key performance measures and align them with risk mitigation activities;
Formally institute COR performance standards and reporting procedures and align them with program/project management competencies to focus on key performance

ties and improve acquisition planning and management Library-wide; and

Optimize the use of electronic tools available through the Momentum Acquisition module to include electronic file capability, more robust reporting, and performance metrics.

ISS Facility Services - Custodial Services:

\$1.900 million

In fiscal 2019 the Library is requesting \$1.9 million to meet current facility support services for an expanding Library. In 2018 the Library will open Ft. Meade Module 5, the first expansion since 2009. At the same time, in its efforts to manage costs, the Library has experienced degraded levels of custodial services. In 2017, the Library's Integrated Support Services (ISS) expended more funds on custodial services than in 2011, but for a much lower level of cleanliness. This degradation of purchasing power is a result of sequestration, rescission reductions, the absorption of inflationary contracted custodial labor rates and consumer price index level increases for all non-custodial goods and services.

The slow reduction in spending power over the last several years has led to gradual, but mounting cutbacks in custodial and non-custodial program activities over time. This includes extending the life-cycle replacement for material handling equipment by 30% and eliminating 40% of the planned upgrades to the enterprise management technology used for asset and space management, and absorbed a 20% staffing decrease. Improved asset management and tracking was identified in both the General Accountability Office Information Technology Audit of March 2015 as well as a financial audit finding in the 2016 fiscal audit. As the Library modernizes its current facilities to meet existing and growing collections, ISS continues to incur inflationary increases that reduces spending power for custodial services forcing a reduction in services or reduction in staff to current and future locations.

The custodial service levels risk further decline without an adjustment to base funding due to anticipated increases in fiscal 2019 custodial services costs. To return to the 2011 level of service, and incorporate the additional cleaning associated with Ft. Meade Module 5, it is estimated that a total budget of \$9.3 million would be required, about \$1.9 million higher than current levels.

The Library uses the Association of Physical Plant Administrators (APPA) standards for facility cleanliness and appearance. The appearance levels objectively evaluate the cleanliness of the facilities and correspond to the amount of resources required to produce a given level of appearance. These standards are utilized when developing the cleaning and contractual plans for facility management. The applicable

five-appearance levels range from APPA Level 1, the highest level, to APPA Level 5 as described below:

- Level 1 – Orderly spotlessness, a show quality cleaning for a prime facility.
 - Floors shine and all vertical and horizontal surfaces have a freshly cleaned or polished appearance.
 - Washroom tile and fixtures gleam and are odor-free.
 - Trash containers are empty and clean.
- Level 2 – Ordinary tidiness, this is the level at which cleaning should be maintained.
 - Floors and base moldings shine and/or are bright and clean. There can be up to two days' worth of dirt, dust, stains or streaks.
 - All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with close observation.
 - Washroom tile and fixtures gleam and are odor-free. Trash containers are empty and clean.
- Level 3 – Casual inattention, while not totally acceptable, it has yet to reach an unacceptable level of cleanliness.
 - Corresponding reduction in dusting, trash removal to twice a week.
 - Vacuuming once every 10 days.
 - Above the floor cleaning only monthly.
- Level 4 – Moderate dinginess, is an environment lacking normal cleanliness. Areas become unacceptable.
 - Floors are swept clean, but there is an obvious build-up of dust and dirt in corners and along walls.
 - All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints and marks that will be difficult to remove.
 - Trash containers have old trash, are stained, and smell sour.
- Level 5 – Unkempt neglect, the facility is always dirty, with cleaning accomplished at an unacceptable level; just-in-time cleaning.
 - Floors and carpets are dirty with visible wear.

- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges and fingerprints.
- Trash containers overflow, are stained, and smell sour.

In 2011, roughly \$7.4 million bought the Library an APPA Level 2 state of cleanliness. In the following years, the custodial budget has remained relatively flat, forcing an acceptance of lower service levels due to inflationary increases.

The Library, with no option to re-compete outside the current contractor and no alternative to paying for the increases in accord with the contractors' collective bargain agreements, has endeavored to creatively focus resources and reduce service where possible. To absorb cost increases, the Library has selectively reduced cleaning frequencies and accepted lower performance level from a consistent Level 2 to Levels 3 and 4 in non-public spaces. Public facing spaces such as the Thomas Jefferson Building (TJB) public spaces and the Little Scholars Child Development Center remain at Level 2; all other spaces have been reduced to absorb these cost increases.

The TJB, the Library's most publicly trafficked building with 1.56 million annual visitors, has been maintained as close to APPA Level 2 as could be afforded with an occasional slippage to Level 3 "casual inattention". The Child Development Center has maintained a sanitary facility and its accreditation status with the National Association for the Education of Young Children (NAEYC).

The Library is providing minimal services at the APPA Level 3, "casual inattention", for its other public spaces and reading rooms, including the Main Reading Room, the James Madison Memorial Building (JMMB) and John Adams Building (JAB).

In the JMMB and JAB non-public building spaces, the standard varies between Level 3 and Level 4. In the reading rooms, as in the TJB, above the floor cleaning occurs only twice per week. In the support spaces and offices, these services are even further degraded compared to similar spaces in the Jefferson Building, with glass cleaning only twice per month and trash pick-up no more than twice per week. Additionally, restrooms are only cleaned once a day with an additional supply service provided to only one third of the 148 restrooms.

A reduction in custodial service levels does not only raise immediate concerns with health and sanitation, odor and pest management. The persistent reduction in services also erodes the infrastructure of the facilities, the buildings' flooring, paneling, steps and doors and the elevators' thresholds, doors and cabs become increasingly degraded without adequate custodial services.

The projections for custodial services in fiscal 2019 anticipate price increases that may result in further cost containment measures that will impact the levels of service. In order to achieve Level 2 equivalent outcomes for the Library's buildings, an additional \$1.9 million is required. The increase in services would increase cleaning frequency in the JMMB and JAB Reading Rooms, public space above floor cleaning, increase cleaning and midday servicing in the restrooms and support the new Ft. Meade Module 5. Additional funds would also provide daily "spot cleaning" and "detailed cleaning" as needed. A renewed effort toward performance-based services would provide an effective increase in the level of service and maintain the overall cleanliness of the facilities.



Librarian's Office

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

Librarian's Office Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
00.0 Lapse Reserve	\$ 500	\$ 0	\$ 497	\$ 500	+\$ 3	0.6%
Total, Lapse Reserve	\$ 500	\$ 0	\$ 497	\$ 500	+\$ 3	0.6%
11.1 Full-time permanent	21,470	21,541	22,848	24,375	+ 1,527	6.7%
11.3 Other than full-time permanent	712	390	507	524	17	3.4%
11.5 Other personnel compensation	208	363	268	278	10	3.7%
11.8 Special personal services payment	0	18	0	0	0	0.0%
12.1 Civilian personnel benefits	7,376	7,195	6,736	7,382	+ 646	9.6%
Total, Pay	\$29,766	\$29,507	\$30,359	\$32,559	+\$2,200	7.2%
21.0 Travel & transportation of persons	65	70	117	120	+ 3	2.6%
22.0 Transportation of things	10	1	14	14	0	0.0%
23.3 Communication, utilities & misc charges	270	254	176	179	+ 3	1.7%
24.0 Printing & reproduction	200	230	197	201	4	2.0%
25.1 Advisory & assistance services	646	1,155	1,147	1,171	+ 24	2.1%
25.2 Other services	5,679	4,779	7,396	7,586	+ 190	2.6%
25.3 Other purch of gds & services from gov acc	1,687	1,397	1,502	1,533	+ 31	2.1%
25.7 Operation & maintenance of equipment	1,346	1,418	1,486	1,521	+ 35	2.4%
26.0 Supplies & materials	148	139	167	171	+ 4	2.4%
31.0 Equipment	1,031	1,206	1,244	1,270	26	2.1%
42.0 Insurance claims & indemnities	3	0	4	4	0	0.0%
Total, Non-Pay	\$11,085	\$ 10,649	\$13,450	\$13,770	+\$ 320	2.4%
Total, Office of the Librarian	\$41,351	\$40,156	\$44,306	\$46,829	+\$2,523	5.7%

**Librarian's Office
Analysis of Change**
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Budget	225	\$44,306
Non-recurring Costs:	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		706
Annualization of January 2018 pay raise @ 2.29%		183
Within-grade increases		148
Transit subsidy monthly increase from \$255 to \$260		4
One extra day, 261 vs. 260		128
Total, Mandatory Pay and Related Costs	0	1,169
Price Level Changes		289
Program Increases:		
OCGM Strategic Contract Operations	6	1,065
Total, Program Increases	6	1,065
Net Increase/Decrease	6	\$ 2,523
Total Budget	231	\$46,829
Total Offsetting Collections	0	0
Total Appropriation	231	\$46,829

Librarian's Office

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$46.829 million** for the Office of the Librarian and the Office of the Chief Operating Officer in fiscal 2019. This is an increase of \$2.523 million, or 5.7 percent, over fiscal 2018. This increase represents \$1.458 million for mandatory pay related and price level increases, and a program change of \$1.064 million and six FTEs for Strategic Contract Operations.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations								
	Funded FTE	\$	FTE Usage	\$	Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	%
LIBN	225	\$41,351	211	\$40,156	225	\$44,306	231	\$46,829	6	\$2,523	5.7%

PROGRAM OVERVIEW

The Office of the Librarian provides leadership to the Library, overseeing the implementation and management of the Library's mission to support the Congress in fulfilling its constitutional duties and to further the progress of knowledge and creativity for the benefit of the American people. The Librarian of Congress and the Deputy Librarian of Congress provide executive management to the Library service units, which include the Congressional Research Service, Law Library, Library Services, National and International Outreach, and the U.S. Copyright Office. The Librarian of Congress chairs the Library's Executive Committee (EC).

The Office of the Librarian is directly responsible for the following offices:

Congressional Relations Office (CRO): Develops and implements the Library's legislative and congressional outreach strategies for a majority of Library operations and events and coordinates a variety of services for the Congress. CRO serves as the Library's communications point of contact for congressional oversight committees.

Development Office (DEV/O): Directs a strong, sustainable fundraising program for the Library of Congress to support priority initiatives. The Development Office translates fundraising priorities into compelling opportunities for philanthropic support. Fundraising initiatives are centered on the tenets of the Library's mission: collecting, preserving and making accessible the world's knowledge for the benefit of current and future generations of students, teachers, scholars and learners around the nation and across the globe.

Office of Equal Employment Opportunity and Diversity Programs (EEO/DP): Promotes an environment of fairness and inclusion in the workplace by providing Library-wide leadership and guidance on the implementation of

equal employment opportunity (EEO), alternative dispute resolution, diversity management, and employee-related disability accommodations. The office also ensures access to Library training and programs by coordinating interpreting services for Library employees and patrons.

Multimedia Group (MMG): Provides digital creation and reformatting support to the Library's service units, offering complete production cycle services and assisting service unit personnel in the development of local capabilities. Specific services of the Multimedia Group include: high resolution still image scanning; digital format conversion; video capture, digitization and editing; and presentation integration.

Office of Communications (OC): Maintains, develops, enhances, and expands the Library's communications and public affairs functions with the Congress, the American public, news media, and Library employees.

Office of the General Counsel (OGC): Provides legal counsel to Library management on operations, programs, and initiatives; represents the Library in legal proceedings and negotiations; manages the Library's systems of regulations; and serves as the Library's ethics office.

Office of Special Events and Public Programs (OSEPP): Coordinates and manages events that support the mission of the Library and showcase its programs, collections, and exhibitions.

Public Program Services Office (PPS): Responsible for facilitating and supporting all events in the Library's public event spaces by providing accurate and timely scheduling, staffing, resources, and on-site services.

Strategic Planning and Performance Management Office (SPPM): Facilitates and manages Library-wide strategic and annual planning, organizational performance management

and assessment, and risk and internal control management activities, helping the Library better envision and manage to meaningful results.

The Office of the Librarian also provides direct oversight to the Office of the Chief Information Officer (OCIO) and the Office of the Chief Operating Officer (OCCO).

The OCCO, a service unit under the Office of the Librarian, provides leadership and coordination of support functions of the Library of Congress in compliance with statutory and regulatory requirements. OCCO is comprised of Human Resources Services (HRS), Office of Chief Financial Officer (OCFO), Office of Contracts and Grants Management (OCGM), Integrated Support Services (ISS), and the Office of Security and Emergency Preparedness (OSEP). OCFO and ISS are described separately in this document. The OCIO was under OCCO, however, became a separate and distinct Program, Project Activity (PPA) reporting directly to the Librarian in early fiscal 2017.

Fiscal 2017 Accomplishments

The Office of the Librarian in fiscal 2017 provided leadership to the Library, including providing executive management to the Library service units, chairing the Library's EC and providing direct oversight of OCIO and OCCO activities. Highlights from offices within the Office of the Librarian in fiscal 2017 are summarized here.

CRO engaged in numerous activities to support the new 115th Congress and the 45th Presidential Inauguration. Approximately 1780 Members attended 175 Library events during the year. An entirely new *Guide to Library of Congress Resources* and "Services Quick-Reference Card" was distributed in person to all Members of the new Congress, the leadership, and congressional committee offices. CRO contacted all new Members to offer briefings on Library programs and services that can assist them with their constitutional and representational responsibilities. The office continued to maintain effective relationships between Congress and the Library through the 2017 Congressional Dialogues dinner series, the Library of Congress Caucus, and enhanced outreach about Library programming. New legislative proposals and requests for approvals were presented to the Committee on House Administration, the Senate Committee on Rules and Administration, and the Joint Committee on the Library. CRO met and communicated with oversight committee staff on issues of interest, including providing briefings and site visits to Library facilities. CRO assisted with preparations for the 2018 budget hearings; kept congressional offices and committees informed about Library programs, resources, services, and events; and provided thorough and timely responses to congressional inquiries. CRO continued to coordinate use of Library space by congressional offices for meetings and social events. CRO continued to provide email and social media templates for Members' office staff to easily communicate

with their constituents about Library programs and resources. Library senior managers were updated on a regular basis about legislative issues and congressional activities affecting service units and consulted about projects affecting the Library's service to the Congress. CRO maintained an updated intranet site (LCnet), which is available exclusively to Members of Congress and their staff for obtaining information and services from the Library. CRO collaborated with the Visitor Services Office (VSO) to launch a new cloud-based constituent tour reservation system which allows congressional staff to make bookings in real time and receive an immediate confirmation. CRO also conducted wide outreach about the improved scheduling system, briefing leadership and congressional staff.

DEV/O led efforts to raise private funds to support signature initiatives and events that serve the Congress and the nation. These activities also made the Library's collections and resources more accessible to its varied users. A total of \$7.2 million in restricted funds was raised for Library initiatives. Funding supported such projects as: the National Book Festival; Congressional Dialogues; key exhibitions; literacy initiatives including the Literacy Awards and Letters About Literature; expansion of hours for the Young Readers Center; Kluge Center chairs; and the Gershwin Prize for Popular Song. A total of \$1.225 million was raised in unrestricted funds (from a goal of \$900,000). This result was due to successful recruitment for the Library's leading private sector support group, the James Madison Council. During the fiscal year, 11 new members were added to the Council; new members reflected a much more diverse constituency in terms of race, ethnicity, age and geography.

EEO/DP worked with HRS to update the Strategic Diversity Plan workforce assessment for fiscal 2017. This resulted in improved data standardization, collection techniques and analysis that will enable Library management to identify actionable strategies for elimination of barriers in the workplace.

EEO/DP supported service unit compliance with EEO requirements by conducting outreach, briefings and mandatory training for supervisors and managers. Training was offered quarterly for new supervisors and managers. In response to service unit requests, EEO/DP conducted training on Unconscious Bias, Leveraging Diversity, Micro Inequities, and on Emotional Intelligence and conducted training in Conflict Resolution for Supervisors and Managers as well as Conflict Resolution training sessions for staff. EEO/DP presented training on Alternative Dispute Resolution at the Supervisor and Manager Forum.

In fiscal 2017, EEO/DP updated procedures for the office management of the Library's disability and accommodation services. The office conducted numerous consultations with both staff and management on reasonable accommodation issues. The office conducted a training session for supervisors and managers on the Americans with Disabilities Act (ADA).

EEO/DP continued to provide all Library of Congress staff members with a non-adversarial forum to address workplace issues including offering confidential consultation services to all staff. Counselors/conveners use mediation, diplomacy, ombudsman functions, counseling and neutral fact finding to aid disputants in defining, and correcting, underlying causes of workplace conflict. In line with both the Administrative Dispute Resolution Act and the Library's strategic goals and objectives, EEO/DP is committed to facilitating solutions among the parties to a dispute on issues ranging from alleged discrimination to interpersonal conflicts among coworkers. EEO/DP facilitated solutions on issues ranging from alleged discrimination to interpersonal conflicts among coworkers in accordance with the Administrative Dispute Resolution Act. EEO/DP conducted over 300 consultations regarding employee workplace issues, managed an inventory of 65 cases and closed 30 cases.

EEO/DP facilitated six knowledge building events for Library employees. Subject areas included Diversity and Inclusion, Disability Awareness, and Cultural Heritage Awareness. These programs fostered an inclusive workplace where diversity and individual differences and values are leveraged to achieve the vision and mission of the Library. EEO/DP also provided technical assistance to the Library's employee resource groups in the provision of cultural awareness programs and heritage events.

MMG filmed, edited, captioned and packaged 430 multimedia productions including lectures, concerts, conferences, Town Hall and All Hands meetings, Supervisor and Manager Forums and symposia; facilitated 37 live-streamed events to the Library's Facebook and YouTube channels; provided more than 1100 hours of recorded content which included 74 evening events and 24 weekend events; and produced special Library promotional materials, training videos and content for external media dissemination.

MMG produced a video for incoming congressional members, highlighting all of the Library's facilities and resources available, and a promotional video for the National Recording Registry; provided coverage of and produced a promotional video for the National Book Festival; live-streamed coverage of 21st Poet Laureate Juan Felipe Herrera's Closing Lecture, the Daniel K. Inouye Distinguished Lecture Series, the National Book Festival Main Stage Announcement, 22nd Poet Laureate Tracy K. Smith's Inaugural Reading, 2017 National Book Festival Gala, featuring a MMG-produced video honoring the late Denis Johnson, and appearances by Rep. John Lewis, Associate Justice Ruth Bader Ginsburg, and Cokie Roberts at the Young Readers Center.

MMG supported the Library's outreach activities, including a series of pop-up events and special programs during the fiscal year. This included production coverage of "Bibliodisotheque," featuring a Q&A with Tim Gunn and Gloria Gaynor's live concert and interview with the Librarian; Wonder Woman Lynda Carter's participation in

"Library of Awesome"; and the creation of a preview reel for the "Summer Movies on the Lawn" series. Other specially-produced programs in support of Library initiatives included videos highlighting the Library's public access facilities for the blind and physically handicapped, the Junior Fellows Intern Program and the Year End Giving Campaign.

OC provided public relations and media support to more than 40 Library initiatives, including major exhibitions, new online collections, and annual announcements and events such as the National Film and Recording Registries, the Gershwin Prize for Popular Song and the National Book Festival. The office issued more than 140 news releases, published more than 200 blog posts, managed and grew social media accounts including Twitter, Facebook and Instagram, developed and executed paid media campaigns, and published the Library of Congress Magazine. The Office capitalized on the arrival of the new Librarian with extensive interviews and profiles in outlets such as the New Yorker, the New York Times Book Review, NPR and other outlets. Examples of the extensive earned media stories this year also include a Today Show profile of the institution, a Washington Post series about World War I collection materials, a joint appearance by the Librarian and Poet Laureate on CBS This Morning, and a Good Morning America segment on the digitization of the papers of Alexander Hamilton. The office took over responsibilities for managing the loc.gov home page content, reducing the bounce rate from 35 to 20 percent. The office also published the *Annual Report of the Librarian of Congress*, managed an all-staff town hall meeting, published the weekly staff *Gazette* newsletter and published quarterly communications from the Librarian for staff.

OGC responded to more than 1,200 formal and hundreds more informal requests from Library units and managers for legal opinions, including many sensitive and confidential questions posed by senior Library officials. OGC supported many important Library actions and initiatives, a sampling of which includes: acquisition of the Howland Album (Tubman photo) jointly with the Smithsonian Institution; agreement with the National Museum of the American Indian for Veterans History Project outreach to Native Americans; agreement with the National Archives and Records Administration and the University of Virginia for connecting Library collections and Founders.gov transcripts and annotations; legal support for Library events such as the Congressional Dialogues, Library of Awesome, Summer Film Festival, National Book Festival, and the Gershwin Prize for Popular Song; complete reorganization of Library of Congress Regulations (LCRs) and launch of new LCR web page; new LCRs for information technology (IT) governance; privacy assessments of Library IT systems; contracting for a new data center; and other IT modernization.

OSEPP marked its fourteenth year of operation under the authority of a revolving fund. During the year, the office coordinated 477 events representing a 20 percent increase from fiscal 2016. Some of these were either multi-day events

or events involving additional subevents in multiple locations. Highlights include the fall and spring James Madison Council events; programs related to the Literacy Awards; the Gershwin Prize for Popular Song concert honoring Smokey Robinson; the National Film Preservation Board, the National Recording Preservation Board and Trust Fund Board meetings; inaugural events for the Presidential Inaugural Committee and Speaker Paul Ryan; temporary exhibitions on Presidential Treasures, Pride in the Library, and Library of Awesome; six Congressional Dialogue dinners and six Kluge Conversations for Members of Congress; the Daniel K. Inouye lecture; World War I and Drawing Justice exhibition opening events; readings by the Poet Laureate; the ASCAP concert and reception; Bibliodisothèque events featuring Tim Gunn and Gloria Gaynor; five summer teacher institutes; summer series of six films on the lawn; the National Book Festival gala and event; and the NEA Heritage Awards Ceremony. Throughout the year, OSEPP coordinated 150 congressional events for Members of Congress—including the Speaker of the House—and various committees and caucuses.

In March 2017, the Librarian of Congress announced a new events framework for the Library of Congress, designed to result in a more cohesive, strategic and impactful public events program. The goal was to generate big thinking, thorough execution and greater excitement about events at the Library. The new framework was the result of recommendations developed during the previous year by a Library-wide working group that examined all aspects of Library event planning and related processes; researched policies and best practices at other institutions; and provided specific recommendations about the Library's event structure to ensure that all programs strategically support the Library's core mission. OSEPP began implementation of the new framework and succeeded in creating an improved decision-making structure concerning public events at the Library of Congress. Outcomes of the new events protocol include: increased transparency, focused resources on strategic partnerships, improved consistency in execution and a better flow of communication.

SPPM developed and facilitated a Library-wide envisioning initiative to set the Library's strategic direction through fiscal 2025. This initiative, known as Envisioning 2025, lays the foundation for the development of the Library's new Fiscal 2019 – 2023 Strategic Plan. The office also successfully piloted a new integrated risk management and internal control framework and completed transition of this new framework to all service units, resulting in the first Library-wide inventory of strategic and operational risks (Library of Congress Risk Register). The Risk Register will enable the Library to build a more robust enterprise-wide process fully integrated with its planning, performance management, and decision-making processes. The office continued its work to improve the Library's approach to setting and tracking meaningful goals and targets. In fiscal 2017 Library service units identified 75 Library-level Annual Performance Goals

(APGs) with 83 performance targets to monitor the progress and impact of the Library's work. Sixteen of those 75 goals were designated as EC-Priority goals, deemed most critical to be reviewed and discussed by the Library's EC and receive the joint commitment of the committee members to ensure success.

OCGM supported the Library's programs, initiatives, technology infrastructure, facility projects and collection management. The office awarded 3,148 contract actions. Grants, awards and fellowship actions for a variety of scholarly purposes totaled 171 actions valued at \$11.2 million. The office expanded the streamlined ordering processes for Library activities to include direct ordering by service units under Library contracts for braille and audio book production, shipping and customs clearance for collections, audiovisual support for Library concerts, film preservation, hazardous waste disposal, health services, translation services, and purchases for the Library's gift shop. The office negotiated innovative, Library-wide and Legislative branch-wide contracts for information technology lifecycle support, software assurance, strategic consulting, and domestic and international shipping. As a result of these initiatives and operational efficiencies the Library awarded 29 percent more contract actions and 15 percent more dollars than in the prior fiscal year.

HRS partnered with service units via the Human Capital Advisory Board (HCAB) established by the Library's EC to ensure the Library acquires, develops, and retains a diverse, engaged workforce proficient with the competencies (behavioral attributes) needed to accomplish the unique mission of each service unit. The office partnered with the Office of Personnel Management to conduct an assessment of the Library's information technology workforce to identify requirements to close gaps in critical technical competencies. This included launching a new Senior Leadership Development Program (SLDP) that provides continuous, focused opportunities to develop employee proficiency levels with the core leadership competencies to serve as potential successors for leadership positions. The office also standardized procedures that empowered the Library to exceed its goals for timely completion of workforce performance evaluations; developed and implemented an automated tool that enabled the office to shorten the time to hire by over 30 percent from fiscal 2016; and collaboratively developed a strategic management plan that defines human capital strategies, objectives, and annual milestones aligned with the Library's strategic priorities for fiscal 2018 through 2022.

OSEP continued to implement controls and measures to protect the Library's high-value collection areas and other assets. Security assessments of four collection storage and processing areas were completed. The office started the implementation of a new personnel security program initiative to enhance background investigations for employees and non-employees who access the Library's IT network, by

ensuring that all network users are held to equivalent Library and national background investigations standards. To bolster personnel security program efficiency, plans were put into place to procure and utilize an off-the-shelf case management system to streamline workflow, and enable implementation of government-wide background investigation reforms. Improvements were made to the Library's Continuity of Operations Planning (COOP) programs by training and exercising 75 percent of essential personnel on COOP functions.

Placing the utmost importance on information technology modernization, OCIO was realigned in early fiscal 2017 and established as a separate and distinct PPA reporting directly to the Librarian. The Librarian issued a memorandum on November 28, 2016 that directed all Library technology activities be centrally coordinated through OCIO.

Fiscal 2018 Priority Activities

The Office of the Librarian will continue to oversee Library management, programs and activities and track the progress made on established fiscal 2017 priorities.

CRO will continue to engage in numerous activities supporting the 115th Congress. The office will maintain and strengthen effective relationships between Congress and the Library, through the Congressional Dialogues dinner series, the Library of Congress Caucus, and enhanced outreach about Library programming. CRO will continue to work with the Committee on House Administration, the Senate Committee on Rules and Administration, and the Joint Committee on the Library on legislative initiatives and requests for approvals. The office will continue to meet and communicate with oversight committee staff on issues of interest, including providing briefings and site visits to Library facilities. CRO will assist with preparations for the 2019 budget hearings; keep congressional offices and committees informed about Library programs, resources, services, and events; and provide thorough and timely responses to congressional inquiries. CRO will continue to coordinate the use of Library space by congressional offices for meetings and social events. The office will continue to expand its use of email and social media templates for Members' office staff to easily communicate with their constituents about Library programs and resources. Senior managers will be informed about legislative issues and congressional activities affecting the Library and consulted about projects affecting the Library's service to the Congress. CRO will continue to update and maintain its intranet site (LCnet), made available exclusively to Members of Congress and their staff for obtaining information and services from the Library, and will continue to support the constituent tour reservation system created for the use of congressional staff.

DEV/O will continue to support the Librarian's efforts to raise funds for a broad range of programs including acquisitions and development of the collections, exhibitions,

internships, symposia, conferences, and scholarly programs. The office will also work with the Librarian and an outside consultant to secure necessary resources to expand fundraising capabilities and to implement a capital campaign. DEV/O will continue to ensure internal coordination of fundraising activities within the institution; strengthen the James Madison Council through increased diverse membership and contributions; and foster increased support for the Library among foundations, corporations, and individuals; and enhance the presence of fundraising information and giving opportunities on the Library's web site. Lastly, the office will initiate a broad-based, multi-channel year-end fundraising campaign for the institution (the first in its history), in order to engage the Library's constituency.

EEO/DP will continue to coordinate diversity programming events and learning sessions to promote a workplace environment of fairness and inclusion. EEO/DP will implement and update benchmarks set forth in the multi-year Strategic Diversity Plan to achieve and preserve workforce diversity at the Library and will continue to serve as a non-adversarial forum to address workplace issues by providing alternative dispute resolution and EEO counseling services. The office will continue to make Library programs and events accessible to employees and members of the public through its Interpreting Services Program. Priorities for fiscal 2018 include setting benchmarks for reporting consultation figures and accommodation requests. New standard operating procedures include setting up an electronic file system for ADR and EEO complaints. This will ensure continuity of operations in the event of a situation requiring work done away from the Capitol Hill complex. The office is also setting benchmarks for reporting trend analysis to Library leadership. EEO/DP will continue to offer training quarterly for new supervisors and managers. In fiscal 2018, EEO/DP will conduct Anti-Harassment training for Library supervisors and managers and for Library staff.

MMG will continue to film, edit, caption and package multimedia productions including lectures, concerts, conferences, Town Hall and All Hands meetings, Supervisor and Manager Forums and symposia; facilitate live-streamed events to the Library's Facebook and YouTube channels; and produce special Library promotional materials, training videos and content for external media dissemination. To date, fiscal 2018 activities have included providing multimedia support for the Gerstwin Prize, which included an interview with Lady Gaga, and production coverage of a conversation between the Librarian and noted director Christopher Nolan.

MMG will continue to investigate methods and technologies to get content to the Web as quickly as possible and develop a strategy for providing public address services. MMG is involved in a major project to overhaul the complete Master Control Room. The intent is to streamline the entire broadcast network interface and achieve an accelerated communications flow during recording sessions throughout

the Library.

MMG will replace current fiber transmitters for advanced multipurpose camera fiber transceivers. These new transceivers consist of a unit that attaches to the back of cameras (Sony V-Mount), and a base station that will be installed in the control room. This is a long-term solution will serve the Library for at least the next 10 years. MMG will also incorporate an intercom system that is designed to individually talk and listen to persons in the control room, camera operators, persons calling in over a telephone line and interconnects to other intercom systems.

OC will continue to provide public relations and media support to Library programs and initiatives, with special emphasis on enhanced diversity in media outreach and reviewing and improving use of social media for audience engagement; produce publications and digital content for multiple channels; manage internal communications efforts and provide Library-wide communications and oversight, with special emphasis on developing and publishing a new web presence for the Library's development efforts.

OGC will continue to provide legal counsel to Library management on operations, programs, and initiatives; represent the Library in legal proceedings and negotiations; manage the Library's systems of regulations; and serve as the Library's ethics office. The office will also support the Library in its fiscal 2018 initiatives. This will include supporting regular national programs such as the National Book Festival and the Gershwin Prize for Popular Song; ongoing activities such as updating LCRs; and new initiatives such as enhancing visitor and patron access to Library facilities and collections, and delivering enhanced services to Library constituencies.

OSEPP will complete the merger of the PPS office into its operations. PPS handles all event scheduling and furniture setup for the Library's public meeting spaces; coordinates logistics and catering requirements with either OSEPP or directly with clients exempt from working with OSEPP such as staff-only events; liaises with support services and other agencies such as the Architect of the Capitol to coordinate proper event service; and conducts vendor oversight. PPS supports 4,000 events annually including those coordinated by OSEPP as well as staff-only events. The two offices have historically worked closely on the planning and execution of events; however, they were organized in different service units of the Library. The primary reasons for this merger include facilitating better communication; increasing efficiency and reducing redundancy; streamlining processes and procedures; maximizing resources; and improving and expanding service to the Congress, the Library and external organization clients. As a result of the merger, OSEPP will focus on updating employee position descriptions and relevant LCRs and implementing new procedures.

SPPM will facilitate the development and publication of the Library of Congress Fiscal 2019 – 2023 Strategic Plan, including setting clear metrics to track progress to the

plan. The office will also work with Library service units to strengthen the organizational performance management framework, and complete integration of the risk management and internal control process into the Library's broader planning and performance management framework. For fiscal 2018, Library service units developed 46 APGs, 11 of which were determined to be a priority for the EEC. Four of these EC-Priority goals are shared by two or more service units, reflecting the importance of cross-service unit partnerships to drive success. The 11 EC-Priority APGs include 18 performance targets, which will be monitored and discussed via quarterly performance meetings. As well, each EC-Priority goal will be highlighted in an EC meeting over the course of the year.

OCCGM will continue to improve the time to complete procurement actions to facilitate effective planning for execution of the Library's procurement budget; implement a comprehensive recruiting strategy to ensure service delivery to Library components through knowledgeable and responsive staff and streamlined operations; enhance the knowledge and skills of the Library-wide acquisition workforce through the delivery of a competency-based training curriculum; and strengthen contract execution and oversight through implementation of risk-based controls addressing contract performance management.

HRS will continue to perform its core functions to meet customers' needs and will partner with the HCAB to ensure continued standardization of Library-wide human resources processes and procedures, to identify goals for assessing employee competencies needed to accomplish the unique mission of each service unit, and to launch the Library's succession management strategy by identifying the mission-critical positions with the greatest succession management risks for the Library. The office will develop and implement a new program to conduct workforce competency assessments and close competency gaps, improve workforce performance, ensure Library-wide continuity of operations in mission-critical and leadership positions, and ensure the workforce is aligned to meet each service unit's annual business priorities. The office will also develop a strategy to achieve greater transparency, consistency, and effectiveness with workforce performance-related awards and recognition, and will pilot an automated workforce performance management system that keys the performance goals of individual senior level employees directly to agency and service unit annual performance goals. The office will continue to build on recent improvements to the hiring process and, resources permitting, will expand use of hiring flexibilities and recruitment and retention incentives to attract diverse, highly-qualified candidates and integrate them quickly and efficiently into the workforce; and upgrade the Library's learning management system to begin systematically measuring the competencies of the Library's workforce.

OSEP will enhance the Library's collections security program;

protect facilities, staff, and other assets; and strengthen the Library's emergency preparedness program; conduct four assessments of high-security collections storage and processing areas; upgrade emergency communications staff notifications by implementing the Joint Emergency Mass Notification System; continue to implement the personnel security employment suitability program initiative to enhance background investigations for employees and non-employees who access the Library's IT network by ensuring all network users are held to equivalent Library and national background investigations standards; and with OCIO, finalize the process to procure an off-the-shelf case management system that will improve program efficiency, streamline the workflow, and enable the implementation of government-wide background investigation reforms.

Fiscal 2019 Priority Activities

CRO will engage in numerous activities to support the new 116th Congress. A new *Guide to Library of Congress Resources* and "Services Quick-Reference Card" will be distributed to all Members of the new Congress and congressional committees. CRO will contact all new Members to offer briefings on Library programs and services that can assist them with their constitutional and representational responsibilities. The office will continue to maintain effective relationships between Congress and the Library through special events, the Library of Congress Caucus, and enhanced outreach about Library programming. CRO will present new legislative proposals and requests for approvals to the Committee on House Administration, the Senate Committee on Rules and Administration, and the Joint Committee on the Library. CRO staff will meet and communicate with oversight committee staff on issues of interest, including providing briefings and site visits to Library facilities. The office will assist with preparations for the 2020 budget hearings; keep congressional offices and committees informed about Library programs, resources, services, and events; and provide thorough and timely responses to congressional inquiries. CRO will continue to coordinate use of Library space by congressional offices for meetings and social events. CRO will continue to provide email and social media templates for Members' office staff to easily communicate with their constituents about Library programs and resources. Library senior managers will be informed about legislative issues and congressional activities affecting their service units, and will be consulted about projects affecting the Library's service to the Congress. CRO will continue to update and maintain its intranet site (LCnet), made available exclusively to Members of Congress and their staff for obtaining information and services from the Library, and will continue to support the constituent tour reservation system created for the use of congressional staff.

DEV/O will support the Librarian's efforts to raise funds for a broad range of programs including acquisitions and development of the collections, exhibitions, internships,

symposia, conferences, and scholarly programs. The office will also continue work with the Librarian and an outside consultant to secure necessary resources to expand fundraising capabilities and to launch a capital campaign; ensure internal coordination of fundraising activities within the institution; strengthen the James Madison Council through increased diverse membership and contributions; foster increased support for the Library among foundations, corporations, and individuals; and build on the fiscal 2018 broad-based, multi-channel year-end fundraising campaign for the institution in order to engage the Library's constituency.

EEO/DP will continue to coordinate diversity programming events and learning sessions to promote a workplace environment of fairness and inclusion. EEO/DP will implement the 2019 Strategic Diversity Plan to achieve and preserve workforce diversity at the Library, including reporting out on the various benchmarks and goals set out in the plan. EEO/DP will continue to serve as a non-adversarial forum to address workplace issues by providing alternative dispute resolution and EEO counseling services. The unit will continue to make Library programs and events accessible to employees and members of the public through its Interpreting Services Program. The office will report trend analysis to Library leadership.

MMG will continue to film, edit, caption and package multimedia productions including lectures, concerts, conferences, Town Hall and All Hands meetings, Supervisor and Manager Forums and symposia; facilitate live-streamed events to the Library's Facebook and YouTube channels; and produce special Library promotional materials, training videos and content for external media dissemination.

MMG will continue to investigate methods and technologies to get content to the web as quickly as possible. One such technology is an Enterprise Media Asset Management System, which would allow MMG to more easily and efficiently perform all the daily tasks of media management, from ingest to editing and playout. For instance, users would be able to check the availability and status of media files directly from their desktops, instantly confirming where media files and any clips are being used. This system would help staff, from multiple divisions across the Library, work together as creatively and efficiently as possible. The solution integrates with non-linear editing, scheduling, playout, analytics and content delivery networks. The content can be accessed by thousands via multiple rights-managed application programming interfaces (APIs).

OC will continue to provide public relations and media support to Library programs and initiatives; produce publications and digital content for multiple channels; manage internal communications efforts; and provide Library-wide communications and oversight.

OGC will continue to provide legal counsel to Library management on operations, programs, and initiatives;

represent the Library in legal proceedings and negotiations; manage the Library's systems of regulations; and serve as the Library's ethics office. The office will support the Library in the fiscal 2019 activities it undertakes in support of the new Library of Congress Fiscal 2019 – 2023 Strategic Plan.

OSEPP will have fully implemented the recommendations of the Library-wide Events Committee approved by the Librarian of Congress. OSEPP will coordinate all public events at the Library of Congress and will be responsible for all aspects of event planning and protocol as well as scheduling and servicing events held by Library staff, congressional offices and outside organizations. Priorities include realizing the goals and outcomes envisioned by the Library-wide Events Committee and fulfilling the new mission of the events program to create opportunities for making connections between the Library of Congress and diverse constituencies.

SPPM will launch the Library of Congress Fiscal 2019 – 2023 Strategic Plan, and continue to work with service units as they complete development and publication of operational plans to align with the new strategic plan. The office will also track and report on performance metrics to the plan, as well as continue its multi-year work to strengthen the Library's overall organizational performance management framework and risk management and internal control support processes. With the strategic plan complete, the office will take on the review and expansion of its planning framework to fit what are expected to be more aligned Library-wide planning activities. Finally, SPPM will work with the Office of the Chief Financial Officer to develop the Library's envisioned unified planning system.

OCGM will continue to improve responsiveness and quality of contracts and staff, including streamlined ordering procedures and effective monitoring of key performance measures. The office will execute strategic initiatives to continue to improve management and operations through a more robust contract organization including a specialized contract team focused on acquisition and delivery of the highly-complex information technology required to

modernize the Library. The requested funding increase to support staffing needs will enable the Library to improve execution of strategic initiatives and improve retention of the Library's acquisition workforce, hone expertise, and deploy a more efficient procurement process.

HRS will continue to perform its core functions to meet customers' needs. The office will implement a methodology for incorporating succession management into an annual workforce plan based on assessment of employee proficiency levels with the core competencies (behavioral attributes) needed to accomplish the unique mission of each service unit; administer competency assessments to identify pools of potential successors for positions identified as mission-critical; and continue to implement and expand leadership and supervisory training programs to build Library-wide proficiency with the core leadership competencies needed to drive employee engagement, innovation, and productivity. The office will implement a strategy to achieve greater transparency, consistency, and effectiveness with workforce performance-related awards and recognition; and, resources permitting, will continue expansion of hiring flexibilities and recruitment and retention incentives to attract diverse, highly-qualified candidates and integrate them quickly and efficiently into the workforce. If the automated workforce performance management system piloted in fiscal 2018 is successful, the office will expand its use in fiscal 2019 to cascade senior level employees' performance goals and targets to supervisors and other segments of the workforce.

OSEP will continue to enhance the Library's collections security program; protect facilities, staff, and other assets, and strengthen the Library's emergency preparedness awareness and training and COOP programs. The office will further implement the personnel security employment suitability initiative to enhance background investigations for employees and non-employees. Working with OCIO, the Personnel Security Office will procure and implement the case management system to enhance personnel security program efficiency, streamline the workflow, and enable the implementation of government-wide background investigation reforms.



Office of the Chief Financial Officer

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

Office of the Chief Financial Officer Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$ 5,823	\$ 5,802	\$ 5,530	\$ 5,872	+\$ 342	6.2%
11.3 Other than full-time permanent	117	118	112	116	4	3.6%
11.5 Other personnel compensation	32	36	53	55	2	3.8%
12.1 Civilian personnel benefits	1,871	1,857	1,852	1,978	126	6.8%
13.0 Benefits for former personnel	80	65	100	100	0	0.0%
Total, Pay	\$ 7,923	\$ 7,878	\$ 7,647	\$ 8,121	+\$ 474	6.2%
21.0 Travel & transportation of persons	2	2	3	3	0	0.0%
23.3 Communication, utilities & misc charges	3	2	3	3	0	0.0%
24.0 Printing & reproduction	8	6	8	8	0	0.0%
25.1 Advisory & assistance services	2,307	3,541	2,416	3,589	+ 1,173	48.6%
25.2 Other services	1,308	8	1,304	1,331	27	2.1%
25.3 Other purch of gds & services from gov acc	1	1	3	3	0	0.0%
25.7 Operation & maintenance of equipment	365	469	0	0	0	0.0%
26.0 Supplies & materials	6	8	16	16	0	0.0%
31.0 Equipment	3	3	1	12	+ 11	1100.0%
Total, Non-Pay	\$ 4,003	\$ 4,040	\$ 3,754	\$ 4,965	+\$1,211	32.3%
Total, Office of the Chief Financial Officer	\$11,926	\$11,918	\$11,401	\$13,086	+\$1,685	14.8%

Office of the Chief Financial Officer
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	50	\$11,401
Non-recurring Costs:	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		151
Annualization of January 2018 pay raise @ 2.29%		44
Within-grade increases		36
Transit subsidy monthly increase from \$255 to \$260		1
One extra day, 261 vs. 260		30
Total, Mandatory Pay and Related Costs	0	262
Price Level Changes		79
Program Increases:		
OCFO System Improvements and Standardization of LBFMS	1	1,344
Total, Program Increases	1	1,344
Net Increase/Decrease	1	1,685
Total Budget	51	\$13,086
Total Offsetting Collections	0	0
Total Appropriation	51	\$13,086

Office of the Chief Financial Officer

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$13.086 million** for the Office of the Chief Financial Officer in fiscal 2019, an increase of \$1.685 million, or 14.8 percent, over fiscal 2018. This increase represents \$0.341 million for mandatory pay related and price level increases, and a program change of \$1.344 million and one FTE for System Improvements and Standardization of the Legislative Branch Financial Management System (LBFMS).

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change			
	Operating Plan		Actual Obligations								
	Funded FTE	\$	FTE Usage	\$	Funded FTE	\$	Funded FTE	\$	%		
OCFO	55	\$11,926	52	\$11,918	50	\$11,401	51	\$13,086	1	\$1,685	14.8%

PROGRAM OVERVIEW

The Office of the Chief Financial Officer (OCFO) is responsible for the formulation, execution, and presentation of the Library's budget and provides accounting, travel, disbursing, financial systems, and financial reporting services for the Library's appropriated, gift, trust, revolving, and reimbursable funds. This office serves as liaison for the Library of Congress with the House and Senate Committees on Appropriations, Office of Management and Budget, Department of the Treasury, and Government Accountability Office in areas relating to financial functions. OCFO hosts the Legislative Branch Financial Management System (LBFMS) for seven agencies (Library of Congress, United States Capitol Police (USCP), Congressional Budget Office (CBO), Architect of the Capitol (AOC), Office of Compliance, Open World Leadership Center (OWLC), and the Medicare Payment Advisory Commission (MEDPAC), and two congressional funds (Capitol Preservation Commission Fund and Senate Preservation Fund). In fiscal 2018 the Government Accountability Office (GAO) will become the eighth agency integrated into LBFMS shared services.

Fiscal 2017 Accomplishments

Early in fiscal 2017, financial data from MEDPAC was migrated into the LBFMS, making it the seventh agency to join the system. Throughout the year, OCFO coordinated extensively with the GAO to prepare for the migration of its financial data to the LBFMS in fiscal 2018. The LBFMS (Momentum system) upgrade initiated in fiscal 2016 went live in June 2017. To prepare for the solicitation in fiscal 2018 of a new support contract with an optimal operating model for the LBFMS, an evaluation of the federal financial systems marketplace was conducted. The study included a cost analysis and comparison of LBFMS operating costs to other shared service providers along with recommendations and a roadmap for LBFMS improvements.

The shared asset management system, Maximo, was upgraded and a single instance was created for use by AOC and USCP. Following a decision by the membership of the LBFMS Steering Committee, the governance board composed of representatives of all shared services agencies, the agency leads for the Maximo application was transitioned to AOC and USCP from the Library. In addition, GAO was named the agency lead for the new e-Travel application and initiated a contract available for all legislative branch agencies to issue task orders to use this software as a service application. GAO also developed an interface between the e-Travel application and the LBFMS for the fiscal 2018 migration to the system. The LBFMS Steering Committee determined that naming agency leads for Maximo and e-Travel was the best way to move forward with managing the applications.

OCFO and Office of Chief Information Officer (OCIO) jointly completed an assessment of options for improving the Financial Reporting System's (FRS) capabilities with a strategy for improving this utility application as a tool for Library management and users. Additionally, the OCFO and OCIO jointly initiated an assessment of planning workflows, performance management and reporting processes, and supporting automation tools across the Library to identify potential opportunities for the consolidation and systematic integration of planning activities. The ultimate goal is to establish a Unified Planning Solution that integrates various planning activities by taking an inventory of the Library's core planning processes, tools and systems, and mapping the dependencies between them.

OCFO also worked closely with OCIO to identify modifications to the LBFMS (Momentum) and the budget system for tracking IT costs to significantly improve the accuracy of reported investment spending against planned investments. Significant work was also done with OCIO, the service units, and OGC to formulate a plan for IT centralization, including restructuring the financial

databases and establishing reimbursable accounts to enable the centralization of GS 2210 Information Technology Management personnel from service units to OCIO.

The Budget Office provided oversight of the Library's 2017 funding execution navigating an extended continuing resolution to ensure the Library successfully resourced all missions and priorities. Additionally the Budget Office coordinated the formulation, submission and congressional review of the fiscal 2018 budget request. Finally the Budget Office began initial work on the fiscal 2019 budget request. In fiscal 2017 OCFO also completed a successful audit of its 2016 financial statements. This was the 20th consecutive clean audit for the Library.

The Indirect Cost Committee (ICC) and affected service units reviewed the fiscal 2016 report on the program and initiated implementation of agreed-upon recommendations aimed at improving the process for calculating indirect cost rates.

In fiscal 2017, OCFO transitioned to using the U.S. Treasury for its disbursing activities to U.S. vendors to achieve administrative efficiencies, reduce costs, improve contingency planning, and align with government best practices. Initial work also began to process foreign currency payments online by International Treasury Services (ITS.gov), with the U.S. Treasury paying all transaction fees associated with processing international payments. Testing of ITS.gov will begin early in fiscal 2018.

Fiscal 2018 Priority Activities

Operation of the financial system and hosting the LBFMS will continue to be a major focus. At the beginning of fiscal 2018, migration of GAO's financial data to the LBFMS will be completed and the agency will become the eighth LBFMS shared services partner. With full integration and assimilation of GAO, the LBFMS will provide financial management system services to all but one of the legislative branch agencies, the U.S. Government Publishing Office. An e-Travel interface developed for GAO's migration will be tested for integration into the Momentum financial system in fiscal 2019 for use by the Library, CBO, MEDPAC, & OWLC. The e-Travel system will automate and streamline manual processes and provide a fully consistent application of agency travel policies and procedures. The performance efficiency and availability of the Momentum system will be evaluated to ensure that service level standards are met for the Library and LBFMS agencies. At the end of the year, a new five-year support contract for the Momentum financial system will be awarded that will reduce operational risk and cost. Work will also begin on the planning, design, and initial configuration for the next upgrade of the LBFMS. Improvements in the existing FRS will be made in anticipation of an upgrade or replacement to the system beginning in fiscal 2020.

The Budget Office will continue to work closely with Library service units providing oversight to the execution of fiscal 2018 funding as well as prepare, submit, and present the fiscal 2019

budget. Initial preparations for the fiscal 2020 budget will be also commence late in the year. The Library will complete its audit of the 2017 financial statements.

In continued collaboration with OCIO, OCFO will conduct further assessment of the Unified Planning Solution to create a detailed framework, and will perform market research to support the integration of planning processes and tools identified as candidates for replacement or consolidation. OCIO and OCFO will also continue to collaborate to strengthen and implement systematic coding structures within the financial and budget systems that will support tracking of IT investment planning and execution data.

The earlier work of the ICC to review indirect cost calculation methodologies will inform the rate calculation for the Library. The effort will improve the indirect cost calculation process, which will strengthen engagement, fairness and understanding in the distribution of the funds, which help to support the Library's infrastructure activities.

Fiscal 2019 Priority Activities

OCFO will continue to perform its core functions of Library financial management and liaison with the House and Senate Committees on Appropriations and other federal agencies, and will continue to focus on operating the financial system and hosting the LBFMS. At the beginning of the fiscal year, the e-Travel system interface will be implemented for the Library, CBO, MEDPAC, and OWLC. Configuration and testing of an upgrade to the latest version of Momentum will take place in 2019, with implementation in fiscal 2020.

In recognition of the growth in shared services, from four agencies in 2015 to eight, from 900 users to 1,300 in fiscal 2018 (a 44 percent increase), and from 620,000 transactions to 1.5 million in fiscal 2018, a funding request for \$1.33 million and one FTE over five years was submitted for fiscal 2019. The request funds business process standardization across Legislative Branch agencies and other system improvements that in the long term will decrease system upgrade costs and production support costs. The request also adds one FTE, a Deputy Financial Systems Officer, to supervise and oversee support for Library-specific systems, allowing the financial systems officer to focus on outward-facing shared services management of the LBFMS, as well as a base increase to cover the increase in hosting costs as the number of users increases.

The Budget Office will continue to work closely with Library service units providing oversight to the execution of fiscal 2019 funding as well as prepare and submit the fiscal 2020 budget. Initial preparations for the fiscal 2021 budget will commence late in the year. The Library will complete its audit of the 2018 financial statements.

Additionally, an acquisition strategy will be developed jointly with OCIO to implement an upgrade or replacement for the FRS. An acquisitions strategy will also be prepared for the Unified Planning Solution.



Integrated Support Services

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

Integrated Support Services Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$ 8,882	\$ 8,737	\$7,954	\$8,224	+\$ 270	3.4%
11.3 Other than full-time permanent	6	6	0	0	0	0.0%
11.5 Other personnel compensation	69	64	69	71	+ 2	2.9%
11.8 Special personal services payment	0	15	0	0	0	0.0%
12.1 Civilian personnel benefits	2,883	2,854	2,678	2,775	+ 97	3.6%
Total, Pay	\$11,840	\$11,676	\$10,701	\$11,070	+\$ 369	3.4%
21.0 Travel & transportation of persons	10	8	26	27	+ 1	3.8%
23.1 Rental payments to GSA	3,866	3,731	2,667	2,734	67	2.5%
23.2 Rental payments to others	502	469	253	258	+ 5	2.0%
23.3 Communication, utilities & misc charges	198	194	353	360	7	2.0%
24.0 Printing & reproduction	54	46	59	60	+ 1	1.7%
25.1 Advisory & assistance services	275	258	612	625	+ 13	2.1%
25.2 Other services	3,817	3,532	3,449	3,522	73	2.1%
25.3 Other purch of gds & services from gov acc	1,038	1,779	1,760	1,797	+ 37	2.1%
25.4 Operation & maintenance of facilities	7,336	7,670	7,302	9,356	+ 2,054	28.1%
25.6 Medical care	16	16	26	27	+ 1	3.8%
25.7 Operation & maintenance of equipment	167	169	153	156	+ 3	2.0%
26.0 Supplies & materials	100	96	115	118	+ 3	2.6%
31.0 Equipment	1,143	1,104	1,060	1,082	+ 22	2.1%
Total, Non-Pay	\$18,522	\$19,072	\$17,835	\$20,122	+\$2,287	12.8%
Total, Integrated Support Services	\$30,362	\$30,748	\$28,536	\$31,192	+\$2,656	9.3%

**Integrated Support Services
Analysis of Change**
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	97	\$28,536
Non-recurring Costs:	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		214
Annualization of January 2018 pay raise @ 2.29%		62
Within-grade increases		50
Transit subsidy monthly increase from \$255 to \$260		2
One extra day, 261 vs. 260		43
Total, Mandatory Pay and Related Costs	0	371
Price Level Changes		385
Program Increases:		
ISS Custodial Services Program Base Funding Adjustment		1,900
Total, Program Increases	0	1,900
Net Increase/Decrease	0	\$ 2,656
Total Budget	97	\$31,192
Total Offsetting Collections	0	0
Total Appropriation	97	\$31,192

Integrated Support Services

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$31.192 million** for Integrated Support Services in fiscal 2019, an increase of \$2.656 million, or 9.3 percent, over fiscal 2018. This increase represents \$0.756 million for mandatory pay related and price level increases, and a program change of \$1.900 million for the Custodial Services Program Base Funding Adjustment.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations		Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	%
	Funded FTE	\$	FTE Usage	\$							
ISS	108	\$30,362	102	\$30,748	97	\$28,536	97	\$31,192	0	\$2,656	9.3%

PROGRAM OVERVIEW

Integrated Support Services (ISS) is responsible for the day-to-day long-term management and oversight of facility operations, space utilization planning, occupational health, logistics, construction planning and management, asset management, and safety services. In partnership with the Architect of the Capitol (AOC), ISS ensures that Library buildings and grounds are maintained for staff, visitors, and the collections.

Fiscal 2017 Accomplishments

ISS successfully supported all service units by continuing to provide day-to-day and long-term management of facility operations, space utilization planning, occupational health, logistics, construction planning and management, asset management, and safety services.

Facility Operations included:

- In conjunction with the AOC, completed Ft. Meade Module 5;
- In conjunction with the AOC, completed 100% design drawings for Ft. Meade Module 6 and initiated the schematic design of Ft. Meade Module 7;
- Completed logistics operation moving plan and preparation for the move in 1st quarter of fiscal 2018 from Landover Annex (LCA) to Cabin Branch, Maryland, consolidating the remaining Landover collections and deposits operations to the upper level of LCA;
- Initiated four compact shelving projects in Library Services. Developed a maintenance program for out-of-warranty compact shelving;
- Initiated renovation of the National Library for the Blind and Physically Handicapped (NLS) location at Taylor Street;

- In conjunction with the AOC, initiated the program of requirements for the 501 First Street SE site to become the permanent home for NLS. This is the former location of the House Page dormitory;
- Achieved the final stages of the Modernized Music Division's secure storage facility, with completion schedule for fiscal 2018;
- Awarded a second design/build compact shelving contract covering Quad C for the Law Library; and
- In conjunction with the AOC, initiated construction of the Law Library secure storage vault, the last of the four secure storage vaults to be built in the Madison Building.

Fiscal 2018 Priority Activities

ISS will continue to support all service units by providing day-to-day and long-term management of facility operations, space utilization planning, occupational health, logistics, construction planning and management, asset management, and safety services.

Facility Operations will:

- Continue the design of Ft. Meade Module 7 in preparation for future funding;
- Complete the move of logistics operations from LCA to the interim storage facility. LCA operations will occupy less than 50 percent of previous occupancy space;
- Complete installation of the Music Division compact shelving and secure vault;
- Support the AOC's development of a plan of requirements for the United States Copyright Office deposit storage;
- Complete phase 1 of the Prints and Photographs and Geography and Maps compact shelving projects;

- Continue the redesign planning of the 501 First Street SE facility for potential NLS relocation, with 50% design drawings completed in fiscal 2018;
- Continue construction of the Law Library secure storage facility;
- In conjunction with the operational consolidation project, initiate redesign of the OCIO operations locations;
- Complete the NLS facility renovation at Taylor Street;
- Complete the Veterans History Project move to the Jefferson Building making it more accessible;
- Plan the Library's Conservation Lab modernization;
- In conjunction with the AOC, execute the Madison Data Center Uninterruptable Power Supply replacement project; and
- Support the AOC's efforts in planning and installing energy-efficient products throughout the Library buildings.

Fiscal 2019 Priority Activities

ISS efforts will continue to provide day-to-day and long-term management of facility operations, space utilization planning, occupational health, logistics, construction planning and management, asset management, and safety services. The additional focus on resolving storage capacity challenges throughout the Library buildings will continue as planned.

Fiscal 2019 facility operations will focus on the development of NLS facility at 501 First Street and the physical relocation of the consolidation of OCIO operations. To ensure the Library's buildings are maintained in the best possible condition, ISS requested additional funds in fiscal 2019 for custodial services. The funds will be used to sustain an environmentally clean and healthy environment for staff and visitors.

The Library's current facility plan can be found in the appendix section of this budget justification (Appendix J). This provides further details on the Library's plans to update and modernized the facilities agency-wide.



Office of the Chief Information Officer

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

Office of the Chief Information Officer Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$ 30,500	\$ 30,091	\$ 37,719	\$ 39,003	+\$1,284	3.4%
11.3 Other than full-time permanent	222	136	161	167	+ 6	3.7%
11.5 Other personnel compensation	164	210	194	200	+ 6	3.1%
11.8 Special personnel services payment	65	53	41	43	+ 2	4.9%
12.1 Civilian personnel benefits	9,654	9,554	12,170	12,629	+ 459	3.8%
Total, Pay	\$ 40,605	\$ 40,044	\$ 50,285	\$ 52,042	+\$1,757	3.5%
21.0 Travel & transportation of persons	60	33	50	51	+ 1	2.0%
22.0 Transportation of things	1	0	0	0	0	0.0%
23.2 Rental payments to others	0	0	2,100	2,144	44	0.0%
23.3 Communication, utilities & misc charges	16,565	15,176	21,065	21,507	+ 442	2.1%
24.0 Printing & reproduction	60	49	51	53	+ 2	3.9%
25.1 Advisory & assistance services	18,372	18,911	17,441	17,807	+ 366	2.1%
25.2 Other services	122	66	247	252	+ 5	2.0%
25.3 Other purch of gds & services from gov acc	0	10	10	10	0	0.0%
25.7 Operation & maintenance of equipment	13,057	12,742	10,874	11,721	+ 847	7.8%
26.0 Supplies & materials	69	41	49	51	2	4.1%
31.0 Equipment	17,954	18,134	6,735	7,126	+ 391	5.8%
Total, Non-Pay	\$ 66,260	\$ 65,162	\$ 68,622	\$ 60,722	+\$2,100	3.6%
Total, Office of the Chief Information Officer	\$106,865	\$105,206	\$108,907	\$112,764	+\$3,857	3.5%

Office of Chief Information Officer
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	278	\$ 108,907
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		1,013
Annualization of January 2018 pay raise @ 2.29%		296
Within-grade increases		239
Transit subsidy monthly increase from \$255 to \$260		5
One extra day, 261 vs. 260		204
Total, Mandatory Pay and Related Costs	0	1,757
Price Level Changes		1,850
Program Increases:		
OCIO Workstation Centralization Support	0	250
Total, Program Increases	0	250
Net Increase/Decrease	0	\$ 3,857
Total Budget	278	\$112,764
Total Offsetting Collections	0	0
Total Appropriation	278	\$112,764

Fiscal 2019 Program Changes: \$0.250 million

Workstation Centralization Support: \$0.250 million

The Library is requesting funding of \$250,000 to obtain 100 workstations (including laptops) for the new FTEs requested in fiscal 2019 as part of a new centralized, consistent approach to workstation procurement under the Office of the Chief Information Officer (OCIO). In addition to providing the initial workstations for the new FTEs, this funding will also provide the foundation for ongoing support for future technical refresh of all the Library's workstations.

Before IT centralization, each service unit funded and procured its own workstations as funds were available, typically at the end of the fiscal year through resource reallocation. With uncertain funding, the Library could not plan for workstation refreshment across the agency. Replacement for aging workstations has been ad hoc, dependent on the resources and competing priorities of the service unit.

Although technology consultants advise that workstations

(both desktops and laptops) in cost-conscious organizations be replaced every four years,⁽¹⁾ the average age of workstations at the Library is eight years. As workstations age, they become unreliable and slow, and experience higher rates of hardware failure. Out-of-date technology reduces productivity, increases help desk support requirements, and increases security risks of an increasingly mobile workforce.

A robust workstation replacement program will maintain an average age of four or five years. It will in addition support effective deployment of upgrades, allow a consistent procurement schedule, help the Library keep up with changing end-user technologies, reduce total inventory, and decrease the range of equipment that must be supported – all improving workstation management and accountability.

The funding requested for the workstation procurement program is associated with the following programmatic increase requests:

⁽¹⁾ Source: Gartner: "Recommended Life Spans for Mobile, PC and Other Endpoint-Computing Devices" July 2016

Service Unit	Programmatic Increase	Number of Staff	Associated Cost	Page Number
Librarian's Office	System Improvements and Standardization of LBFMS	1	\$ 2,500	24
Librarian's Office	Strategic Contracting Operations	6	15,000	25
Library Services	Special Collection Arrearage Reduction	36	90,000	56
	<i>Four Transporters*</i>	4	0	
Law Library	LAW Strengthening Capacity - Digitization	3	7,500	89
Law Library	LAW Strengthening Capacity - Staff & Foreign Spec.	7	17,500	90
Office of the Inspector General	Expanded OIG Information Tech. Audit Capabilities	1	2,500	97
Copyright	Modernization - Enterprise Solution	8	20,000	104
Copyright	Registration Staffing	15	37,500	106
Copyright	Legal Staffing	3	7,500	107
Congressional Research Service	CRS Strengthening Capacity	20	50,000	125
Total		104	\$250,000	

* The four Transporter positions were not included in the calculation because their positions do not require workstations.

Office of the Chief Information Officer

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$112.764 million** for the Office of Chief Information Officer in fiscal 2019, an increase of \$3.857 million, or 3.5 percent, over fiscal 2018. This increase represents \$3.607 million for mandatory pay related and price level increases, and a program change of \$0.250 million for the OCIO Workstation Centralization Support.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 Enacted Budget		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations								
	Funded FTE	\$	FTE Usage	\$	Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	%
OCIO	267	\$106,865	242	\$105,206	278	\$108,907	278	\$112,764	0	\$3,857	3.5%

PROGRAM OVERVIEW

The Library of Congress of the 21st century will set a path to optimize existing Information Technology (IT) resources and integrate advanced technology to support the daily work for the Congress, the creative community, the Library's service units, and the public. The IT vision is to deliver continuous uninterrupted digital services and enable the Congress and the American people to maximize use of the Library's resources and services. The Office of the Chief Information Officer (OCIO), via the IT domain, manages IT as a strategic resource across the Library by providing the IT strategic direction, leadership, services, and capabilities that deliver the IT vision of the Library of Congress.

Fiscal 2017 Accomplishments

Following the Library's IT Investment Management (ITIM) process, the Librarian of Congress approved the fiscal 2017 Agency IT Investment Plan in October of 2016. The agency-wide IT plan focused specifically on improving critical data center infrastructure, security protections of the Library's IT assets and information, and continued IT service unit support services that enable the Library's core mission and business capabilities.

The fiscal 2017 OCIO Investment Plan outcomes are summarized within the four goals established in the IT Strategic Plan. The Library of Congress IT Strategic Plan, initiated in fiscal 2016, links to the Library's Strategic Plan for fiscal 2016 through 2020.

Goal 1: Provide Strategic Direction and Leadership

To address Inspector General (IG) and Government Accountability Office (GAO) recommendations, the OCIO made significant improvements to IT management, IT governance processes and accountability. By September of 2017, six GAO public audit, 52 non-public recommendations and 18 OIG audit recommendations were closed. OCIO

promulgated 10 Library of Congress Regulations (LCRs) and drafted an additional six LCRs focused on improvements in agency-wide IT governance processes. This included promulgating IT project management life cycle and systems development life cycle best practices to avoid cost overruns, mitigate risks, and minimize schedule slippages. In collaboration with Human Resource Services, the OCIO also engaged the Office of Personnel Management to complete a survey and gap analysis of IT specialist competencies at the Library. The study will inform the Library on priority investments needed to narrow the skills gap identified.

Goal 2: Deliver Business-Driven Capabilities

With the funding provided by the Congress in fiscal 2017 for the Hosting Facilities Challenge, the OCIO successfully awarded a data center transformation support contract for application rationalization and migration planning. Application rationalization will involve analysis and assessment of the applications identified as candidates for migration within the application portfolio to determine feasibility and optimal approach to migration. This contract will support the implementation of key projects to transition data center operations from the aging James Madison Building Primary Computing Facility (PCF) to a hybrid hosting model, directly supporting all service units. The target hybrid hosting environments will include a Library managed data center, cloud services, and shared services.

Since 2016, the OCIO has improved system availability and the stability of the Library's IT infrastructure significantly. The OCIO strengthened its response capabilities by upgrading monitoring tools and notification alerts with the goal of identifying problems before IT customers know there is a problem. With this dynamic response capability, OCIO will be able to take immediate action to recover from an incident quickly by automatically failing over to the Library's alternate facilities and rapid restoral of mission services.

The OCIO focused on strengthening its service unit partnerships with the goal to meet or exceed current IT service performance standard. In addition, the OCIO continued to improve the transparency and understandability of the IT services portfolio to internal business customers. By following Information Technology Infrastructure Library (ITIL) best practices for IT Service Management (ITSM), the OCIO focused on better aligning IT services with the needs of Library stakeholders. The OCIO completed a baseline inventory of existing IT services and began identifying potentially duplicative IT service agency-wide. A significant milestone in 2017 was the creation of an agency Project Management Office (PMO) which will provide for centralized development and oversight of Library IT projects.

In service to Congress, the OCIO continued to integrate the specialized functions from the Legislative Information System (LIS) into Congress.gov. The OCIO also launched a new home page for the loc.gov public web site, alongside a set of user interface improvements that upgraded the site's overall visual design, mobile responsiveness, and accessibility.

Goal 3: Improve IT Investment Management

The OCIO continued to mature enterprise-wide IT investment planning by ensuring focus on operational IT service delivery requirements. The OCIO applied consistent cost estimation methodologies for application development and related infrastructure services across business support investments. Linkages between IT investment planning, acquisitions planning, project planning, and budgetary processes were tightened. The OCIO also began refining enterprise-wide IT expenditures data categorizations captured in the Library's authoritative financial system. A preliminary Technology Business Management (TBM) framework based on TBM Towers and Sub-Towers taxonomy was established that will better position OCIO to track fiscal 2018 IT investments using the TBM towers framework. The TBM Towers and Sub-Towers are the IT domains that provide basic building blocks of IT services and applications. This IT financial management approach is consistent with the direction taken by the Office of Management and Budget in its newly released capital planning guidance to federal agencies for fiscal 2019.

Goal 4: Strengthen Protection for Systems and Information

IT often magnifies the unintended consequences of human error or the intentional consequences of malicious behavior. The OCIO remained vigilant against these risks by following the National Institute of Standards and Technology (NIST) best practices and promoting proactive, disciplined, and rigorous risk avoidance. The OCIO continued to implement GAO and IG security-related audit recommendations. The OCIO integrated consistent security planning, risk management, common controls, and remediation actions into IT planning and infrastructure operations. The OCIO, in collaboration with the Strategic Planning and Performance Management Office, piloted an enterprise risk management

program intended to be rolled out to the rest of the Library service units. As a result of the fiscal 2017 funding and FTEs provided by the Congress, the OCIO centralized, within the OCIO, the Information System Security Officers (ISSO) security functions in the agency with direct reporting to the Chief Information Security Officer. In addition, the role of the Authorizing Official was moved from the service units to OCIO strengthening the IT Security program with a senior level official possessing an information technology and IT security background.

As directed in the Explanatory Statement accompanying the Division I—Legislative Branch Appropriations Act, 2017, the OCIO successfully completed a Federally Funded Research and Development Center contract to assess requirements and constraints in implementing multi-factor authentication for the Library and Legislative Branch agencies. With the funding support provided by the Congress, the OCIO awarded a two-factor authentication contract to enhance protections for access to sensitive Library resources. This action will increase the Library's security posture by requiring an access token or card in addition to user passwords for all Library users.

Fiscal 2018 Priority Activities

Data Center Transformation

To support the Library's legislative branch partners and external users, the Library needs reliable, secure, and high-performance data communications and information processing infrastructure. Therefore, the Library plans to transition data center operations from the aging PCF to its hybrid hosting model. The primary focus of the support contract is to complete rationalization of all IT systems and applications and identify target hosting environments; plan and build out capacities at the Library's managed data center. This includes procurement, installation, and configuration of network, software, and hardware components. The OCIO also will procure a lease agreement for data connectivity to the new hosting facility, and analyze network bandwidth requirements between locations.

Centralization and Governance

The Librarian issued a memo on November 28, 2016, that directed all Library technology activities be centrally coordinated through the OCIO to enable more effective management and optimization of the Library's technology investments. By consolidating these technology activities, the Library will move in the direction that auditors and appropriators have recommended for the past several years to centralize the Library's IT operations and resources. Centralization ultimately supports the timely, efficient, and optimal delivery of digital services by the Library to the Congress and the America people. Centralization will avoid inefficiencies of duplication of oversight, project management, infrastructure, storage and networking, thereby enhancing the Library's efforts to modernize its IT systems and capabilities. The OCIO has begun implementing an interim centralized

organizational structure and establishing funding and IT service delivery models to ensure optimal support of the Library's services. The OCIO will initiate IT planning by validating IT service delivery requirements throughout the Library to ensure IT resources deployed ultimately serve the Library's strategic and mission goals.

Because of the integrated nature of service unit business delivery and OCIO provisioning of IT resources, OCIO will focus on superior customer service through superior service delivery to the service units. One of the anticipated benefits of IT centralization is that it will allow the Library's service units to devote increased focus to business objectives relying on enterprise-wide IT services and capabilities provided by OCIO. For example, the OCIO is transitioning to an IT Service Management (ITSM) tool to consolidate IT service desk operations and provide an easy-to-use self-serve portal to customers. The OCIO also has centralized ISSO responsibilities in OCIO and no longer expect service units to perform the IT security-related tasks associated with their business systems.

The OCIO will continue to implement central governance and management improvements related to IT acquisition policies, data, and systems to identify duplications and reduce inefficiencies. The OCIO will promulgate directives supporting the ITIM, ITSM, and Business Continuity/ Disaster Recovery LCRs and develop additional IT management LCRs that address IT governance gaps. To advance IT investment transparency and accountability agency-wide, the OCIO will further mature IT Financial Management (ITFM) and expand TBM capabilities. To narrow the IT staff skills gap identified by the OPM and HRS skills gap analysis, the OCIO will begin addressing the recommendations by focusing on needed investments in staff training.

IT Security

To improve IT security monitoring and assessment, OCIO will deploy multi-factor authentication to improve the Library's IT security posture. The OCIO will review and update the IT security documentation for Library IT systems to assure that systems are accurately protected and implement system configuration scans for all Library IT systems to enable discovery of vulnerabilities. To improve the Library's recovery and contingency planning, the OCIO will update the disaster recovery plan that documents the IT resources needed to recover each of the Library's business essential functions. The OCIO will update IT Contingency Plans of the Library's IT systems. The OCIO also will undergo disaster recovery exercises for all of Library's major IT systems.

Digital Strategy

OCIO will begin recruiting for a Digital Strategy Director to coordinate the articulation and envisioning of digital strategies of the Library.

Fiscal 2019 Priority Activities

Data Center Transformation

The OCIO will continue to follow the data transformation roadmap established in fiscal 2018. The OCIO will implement a phased transition of all Library IT production systems, application, and services from the PCF into target hosting environments. The Library will transform its technology infrastructure with a focus on high levels of availability, redundancy, scalability, and business continuity. OCIO's goal is to enable a higher level of service availability independent of infrastructure location. *For additional data center transformation plan details, see Appendix B.*

IT Modernization

To the extent discretionary funding is identified, high priority focus will be on IT infrastructure modernization throughout the agency. The OCIO will support business applications modernization efforts of the Library's service units (and the Copyright IT modernization effort specifically) within the broader agency-wide modernization effort. This includes adopting cloud-based services where beneficial (infrastructure, platform, and software), supporting an increasingly mobile work force, and narrowing IT work force skills gap.

Centralization and Governance

With the anticipated completion of IT centralization transition initiated in fiscal 2017, the OCIO will gain better views of IT spending data and seek agency-wide cost optimization opportunities and mature the Library's IT governance policies. Cost optimization and improved IT governance of ongoing IT operations and management will allow OCIO to re-direct, where feasible, a higher percentage of the agency's total available IT resources towards development, modernization, and enhancements. By completing centralization of all information technology functions such as IT investments, IT methodologies, processes and policy, acquisitions management, project management, and portfolio management, Library service units will benefit from a focused professional IT workforce that can convert their business requirements into technical business support capabilities.

Digital Strategy

In fiscal 2019, the Digital Strategy Director, hired in fiscal 2018, will lead the assessment and adoption of innovation/emerging technologies, tools, and platforms with minimal operating risks, increased potential for improved cost efficiencies, and maximum customer value. The OCIO is drafting a Library digital strategy to define how the Library uses technology to implement and advance business strategies in support of the Library's strategic envisioning effort. This digital strategy, addressing use of virtual assistance, virtual augmented reality, crowd sourcing, machine learning, and digital collections, will convey the Library's vision for using technology to fulfill its mission, and will reflect the highest priority digital activities within the context of an updated Library strategic plan.



Library Services

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

Library Services Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change					
	Operating Plan	Actual Obligations									
	Funded FTE	\$	FTE Usage	\$	Funded FTE	\$	Funded FTE	\$	%		
Associate Librarian for Library Services (ALLS)											
ALLS	104	\$ 19,989	88	\$ 18,239	92	\$ 19,685	92	\$ 20,427	0	\$ 742	3.8%
American Folklife Center	23	3,144	20	3,123	20	3,101	25	3,605	5	504	16.3%
Veterans History Project	15	2,283	13	2,101	17	2,262	17	2,337	0	75	3.3%
Total, ALLS	142	\$ 25,416	121	\$ 23,463	129	\$ 25,048	134	\$ 26,369	5	\$ 1,321	5.3%
Acquisitions and Bibliographic Access (ABA)											
Total, Acq & Bib Acc	433	\$ 71,021	423	\$ 70,109	428	\$ 69,562	428	\$ 71,455	0	\$ 1,893	2.7%
Purchase of Library Materials	0	16,216	0	19,364	0	15,606	0	16,740	0	1,134	7.3%
Total, ABA	433	\$ 87,237	423	\$ 89,473	428	\$ 85,168	428	\$ 88,195	0	\$ 3,027	3.6%
Collections and Services (CS)											
Collections & Services	621	\$ 77,786	594	\$ 76,466	609	\$ 77,322	643	\$ 83,455	34	\$ 6,133	7.9%
Total, Collections & Services	621	\$ 77,786	594	\$ 76,466	609	\$ 77,322	643	\$ 83,455	34	\$ 6,133	7.9%
Preservation (PRES)											
Preservation	100	\$ 17,516	94	\$ 17,217	95	\$ 16,543	96	\$ 17,125	1	\$ 582	3.5%
Mass Deacid Prgm	0	5,500	0	5,500	0	5,463	0	5,500	0	37	0.7%
Total, Preservation	100	\$ 23,016	94	\$ 22,717	95	\$ 22,006	96	\$ 22,625	1	\$ 619	2.8%
Total, Library Services (LS)											
Total, Library Services	1,296	\$213,455	1,232	\$212,119	1,261	\$209,544	1,301	\$220,644	40	\$11,100	5.3%

Library Services
Summary By Object Class
(Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$111,174	\$110,552	\$112,676	\$119,009	+\$ 6,333	5.6%
11.3 Other than full-time permanent	3,234	3,033	3,207	3,316	+ 109	3.4%
11.5 Other personnel compensation	2,855	2,748	1,439	1,495	+ 56	3.9%
12.1 Civilian personnel benefits	36,398	35,965	37,644	39,978	+ 2,334	6.2%
Total, Pay	\$153,661	\$152,298	\$154,966	\$163,798	+\$ 8,832	5.7%
21.0 Travel & transportation of persons	922	704	792	820	+ 28	3.5%
22.0 Transportation of things	368	180	375	385	+ 10	2.7%
23.1 Rental payments to GSA	16	16	0	0	0	0.0%
23.2 Rental payments to others	336	301	380	401	+ 21	5.5%
23.3 Communication, utilities & misc charges	562	424	375	388	+ 13	3.5%
24.0 Printing & reproduction	1,392	1,338	1,377	1,408	+ 31	2.3%
25.1 Advisory & assistance services	6,844	6,912	7,542	7,623	+ 81	1.1%
25.2 Other services	10,717	8,883	8,999	9,673	+ 674	7.5%
25.3 Other purch of gds & services from gov acc	7,403	7,465	6,892	7,143	+ 251	3.6%
25.4 Operation & maintenance of facilities	7	13	5	6	+ 1	20.0%
25.7 Operation & maintenance of equipment	2,642	2,643	2,943	3,204	+ 261	8.9%
26.0 Supplies & materials	1,750	1,527	1,573	1,819	+ 246	15.6%
31.0 Equipment	26,658	29,167	23,009	23,643	+ 634	2.8%
41.0 Grants, subsidies & contributions	100	100	94	96	+ 2	2.1%
94.0 Financial transfers	77	148	222	237	+ 15	6.8%
Total, Non-Pay	\$ 59,794	\$ 59,821	\$ 54,578	\$ 56,846	+\$ 2,268	4.2%
Total, Library Services	\$213,455	\$212,119	\$209,544	\$220,644	+\$11,100	5.3%

Library Services
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	1,261	\$209,544
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		2,989
Annualization of January 2018 pay raise @ 2.29%		872
Within-grade increases		704
Transit subsidy monthly increase from \$255 to \$260		22
One extra day, 261 vs. 260		619
Foreign Service Nationals (FSN) pay adjustment		293
Total, Mandatory Pay and Related Costs	0	5,499
Price Level Changes		1,582
Program Increases:		
Library Services Special Collection Arrearage Reduction	40	4,019
Total, Program Increases	40	4,019
Net Increase/Decrease	40	\$ 11,100
Total Budget	1,301	\$220,644
Total Offsetting Collections	0	0
Total Appropriation	1,301	\$220,644

Fiscal 2019 Program Changes: \$4.019 million

Special Collection Arrearage Reduction: \$4.019 million/ 40 FTE

The Library requests \$4.019 million and 40 FTEs to support processing of the arrearage in special collections. This request provides for additional archivists, specialists and technicians to enable a focused reduction of the arrearage that has grown by 75 percent since 2006 (more than 28 million items). This initiative represents the implementation of a long term effort to arrest and reduce these increases. Reducing the arrearage will increase access substantially by increasing the number of items readily available to researchers. This initiative involves hiring 40 staff across seven divisions as well as funds for contract support to supplement processing and inventory, and housing and transport supplies for the processed materials. The additional staffing, contract, and equipment resources will position the Library to process more than 3 million special format items per year and reduce its arrearage by approximately 750,000 items per year, effectively doubling the rate of special collection materials processing. Assuming collection growth rates and calculated processing rates remain constant, by fiscal year 2028 the percentage of special collections in arrearage would drop from 16% to 10%, and the number of items in arrears would drop from about 28 million to below 20 million.

The Library's special format collections (one-of-a-kind manuscripts, pictures, music, images, and sound recordings) are among its most valued materials, numbering an estimated 125 million items. These unique archival collections are part of a multi-generational effort to document the development and progress of American history and culture, providing users with an irreplaceable research resource. Upon arrival at the Library these collections become part of the unprocessed arrearage, largely inaccessible to researchers while awaiting extensive processing work required or collections security and access.

The percentage of Library special collection items in the unprocessed arrearage slowly climbed over the last decade (from 11.8 to 16 percent of the entire collection), due to staff attrition and the need to acquire the personal papers of national leaders and the records of leading national organizations as they became available. As a result, the arrearage count has increased from about 16 million items in 2006 to more than 28 million items in 2017. Spread across hundreds of collections, the unprocessed material is stored in tens of thousands of containers of many sizes and shapes, in varying condition and order, largely as received.

Processing priority will be based on a combination of collection research value, anticipated user demand, and

collection size and complexity. Items processed as part of this effort will come from a variety of collections including the NAACP and the NAACP Legal and Educational Defense Fund, the Caspar Weinberger Papers, the Herman Wouk Papers, the Alvin Ailey Dance Archive, and the Toni Frissell rights-free photo archive of World War II, sports, and fashion.

The following 40 positions will provide the archival, technical, support and management resources needed to significantly increase our special collections processing capacity:

1. Two Supervisors (one – GS 13 Team Leader and one – GS 13 Assistant Section Head)

The influx of new employees would strain current supervisor/staff ratios. The new Team Leader and Assistant Section Head will supervise, manage and direct the additional staff and special collections processing work.

2. Fifteen Archivists (one – GS 12, two - GS 11, and twelve - GS 9)

Archivists are the primary processors of the special collection materials and as such have responsibility for the analysis, evaluation, organization, arrangement, and description of the materials, as well as perform initial housing and preservation work. They have extensive subject and format expertise, allowing them to efficiently process the materials and contextualize them within the rest of the Library's collections. The multiple grades and grade ranges reflect the varying levels of expertise required by the Divisions and their collections in arrears.

3. Two Digital Conversion Specialists (two – GS 9)

Though this effort is largely restricted to analog non-digital materials, for selected formats and divisions it is significantly more efficient to carry out portions of the digital work concurrent to other processing. These Digital Conversion Specialists' work will include processing portions of collections received in digital formats and creating digital surrogates of items too fragile to serve in original analog form.

4. One Preservation Specialist (one – GS 9)

Doubling the rate of special collection materials processing will double the amount of preservation supplies needed. The Preservation Specialist will be responsible for ordering these materials and managing their storage, distribution, and disposal.

5. **Fifteen Processing and Archives Technicians (four – GS 7 Technicians, six – GS 6 Processing Technicians, three - GS 6 Archives Technicians, and two - GS 5 Processing Technicians)**

Technicians support Archivists in processing special collection materials, assisting in the analysis, evaluation, organization, arrangement, and description of the materials, as well as initial housing and preservation work. The multiple grades and grade ranges reflect the varying levels of expertise required by the Divisions and their collections in arrears.

6. **One Digital Conversion Technician (one – GS 6)**

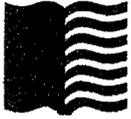
The Digital Conversion Technician will assist the Digital Conversion Specialist in limited processing of digital materials and creation of digital surrogates.

7. **Four Transporters (four – WG 6)**

The Transporters will be responsible for bringing unprocessed collections from on-or off-site storage to collection processing areas, for placing processed collections in their permanent storage locations, and for making necessary shelving shifts.

Ongoing contracting funds of \$605,196 will support collections processing, inventory services, housing supplies and \$202,400 will support administrative costs as well as travel and training associated with the requested FTE funding.

An increased investment in processing the special collection arrearses will bring significant benefits to collection security, conservation, discovery and availability. The Library's unprocessed arrearses are the kind of cultural heritage assets that inspire people to learn more. Bringing these collections out of the backlog will help them develop new ideas and create new works.



Associate Librarian for Library Services

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

Associate Librarian for Library Services Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$12,883	\$12,661	\$13,062	\$13,785	+\$ 723	5.5%
11.3 Other than full-time permanent	75	163	176	182	+ 6	3.4%
11.5 Other personnel compensation	193	139	166	172	+ 6	3.6%
12.1 Civilian personnel benefits	4,009	3,987	4,162	4,437	+ 275	6.6%
Total, Pay	\$17,160	\$16,950	\$17,566	\$18,576	+\$1,010	5.7%
21.0 Travel & transportation of persons	229	154	196	200	+ 4	2.0%
22.0 Transportation of things	90	54	90	91	+ 1	1.1%
23.3 Communication, utilities & misc charges	190	131	92	94	+ 2	2.2%
24.0 Printing & reproduction	368	344	365	373	+ 8	2.2%
25.1 Advisory & assistance services	439	568	587	599	+ 12	2.0%
25.2 Other services	3,030	2,008	2,599	2,664	+ 65	2.5%
25.3 Other purch of gds & services from gov acc	110	204	274	280	6	2.2%
25.7 Operation & maintenance of equipment	1,237	1,350	1,374	1,548	174	12.7%
26.0 Supplies & materials	182	93	167	170	3	1.8%
31.0 Equipment	2,281	1,507	1,644	1,678	+ 34	2.1%
41.0 Grants, subsidies & contributions	100	100	94	96	+ 2	2.1%
Total, Non-Pay	\$ 8,256	\$ 6,613	\$ 7,482	\$ 7,793	+\$ 311	4.2%
Total, Associate Librarian for Library Services	\$25,416	\$23,463	\$25,048	\$26,369	+\$1,321	5.3%

Associate Librarian for Library Services
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	129	\$25,048
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		356
Annualization of January 2018 pay raise @ 2.29%		104
Within-grade increases		84
Transit subsidy monthly increase from \$255 to \$260		2
One extra day, 261 vs. 260	0	72
Total, Mandatory Pay and Related Costs	0	618
Price Level Changes		302
Program Increases:		
Library Services Special Collection Arrearage Reduction	5	401
Total, Program Increases	5	401
Net Increase/Decrease	5	\$ 1,321
Total Budget	134	\$26,369
Total Offsetting Collections	0	0
Total Appropriation	134	\$26,369

Associate Librarian for Library Services

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$26.369 million** for the Office of the Associate Librarian for Library Services in fiscal 2019, an increase of \$1.321 million, or 5.3 percent, over fiscal 2018. This increase represents \$0.920 million for mandatory pay related and price level increases, and program changes of \$0.40 million and five FTEs for Library Services Special Collection Arrearage Reduction.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change			
	Operating Plan		Actual Obligations								
	Funded FTE	\$	FTE Usage	\$	Funded FTE	\$	Funded FTE	\$	%		
LS_ALLS	142	\$25,416	121	\$23,463	129	\$25,048	134	\$26,369	5	\$1,321	5.3%

PROGRAM OVERVIEW

The Office of the Associate Librarian for Library Services (ALLS) plans, coordinates, and leads the activities of four Library Services (LS) directorates: Acquisitions and Bibliographic Access (ABA), Collections and Services (CS), Preservation (PRES), and Technology Policy (TECH). Additionally, ALLS is the organizational location of the Collection Development Office (CDO), the American Folklife Center (AFC) and the Veterans History Project (VHP). CS has administrative responsibilities for AFC and VHP.

Under the leadership of the Associate Librarian, ALLS programs use a framework for LS program management to meet four service unit-specific core responsibilities regarding the Library's universal collection of knowledge and creativity:

- Building the National Collection – expanding the Library's universal collection through the selective acquisition of materials of enduring value in a wide range of formats, both physical and digital.
- Stewarding of the National Collection – attentively addressing the collection's storage, security, and preservation needs, serving as a trusted institution for the stewardship of the nation's cultural heritage for current and future users.
- Creating, Managing and Distributing National Collection Metadata – creating, managing and distributing standards-based metadata to organize and describe Library collections and other content throughout their life-cycle, done in a way that is widely disseminated and used by organizations and partners worldwide.
- Sharing the National Collection – ensuring that the Library's unparalleled universal collection of knowledge and

creativity is easily available for both research and lifelong learning through on-site and online services.

ALLS also carries out activities related to enabling infrastructure, providing the operational support necessary to carry out core responsibilities and meet goals and objectives.

The Associate Librarian manages LS programs by providing cross-unit guidelines, goals, and performance standards and by working with the directors and other LS managers to develop and execute service unit policies. These efforts include leading and managing the formulation of the annual budget through an assessment of internal priorities and operational considerations, tracking trends and key indicators, and managing performance planning.

ALLS leadership and administrative staff collaborate with the entire Library to execute its programs and represent LS, as a whole, in interactions with the Library's other service units as well as in the Executive, Operations, and other Library-wide committees. Outside of the Library, the Associate Librarian is a principal representative to both national and international library, information, and related industry groups.

CDO performs a variety of policy, administrative, coordination and analytical tasks to ensure that the Library's collections policies are in place and the resulting analog and digital collections acquired or selected reflect the appropriate breadth and depth of knowledge available in all media, languages, and regions of the world.

AFC preserves and presents American folklife by building and maintaining a multi-format ethnographic archive documenting traditional expressive culture. Staff efforts involve acquisitions, collection development, preservation, publication, and public programming. There are over 5 million items in AFC collections representing all 50 U.S. states, the District of Columbia, Guam, Puerto Rico,

American Samoa, the U.S. Virgin Islands, as well as a wide range of international communities. VHP provides inspiration and instruction to foster a nationwide volunteer effort for individuals to donate oral histories of veterans, from World War I through the current conflicts. It also preserves and presents the materials that comprise this important national archive. VHP's collection contains submissions from every state, includes the US territories, and is the largest oral history project of its kind in the United States. Appendix C provides additional information.

Fiscal 2017 Accomplishments

ALLS' highest priorities continued to be acquiring, describing, securing, serving and preserving the Library's record of America's creativity and the world's knowledge regardless of format, providing the most effective methods of connecting users to the collections and providing leadership and services to the library and information communities. ALLS continued to manage the assessment of funding priorities during the annual budget formulation process based on internal priorities and operational considerations.

In order to better align critical functions and core capabilities, ALLS began detailed planning efforts to merge its Administrative Services Office and TECH to create a new Office of the Chief Operating Officer (OCOO) by producing a reorganization package for the Librarian. OCOO will have the combined responsibilities of the two groups, including managing the budget, human resources, strategic planning, business analysis, the Library's integrated library system, and digital general collections. OCOO will serve as the principal liaison with other Library infrastructure units for Information Technology (IT), human resources, and budget activities and will consist of two divisions, the Integrated Library System Program Office (ILSPO) and Digital Collections Management and Services (DCMS) with three teams (Business Analysis, Financial Management, and Human Resources). The reorganization package was approved by the Librarian of Congress at the end of the fiscal year, with implementation scheduled for the start of fiscal 2018.

To respond to changes in publishing formats that are challenging the Library's ability to maintain a universal collection of American knowledge and creativity, LS actively worked with the Copyright Office to expand the types of digital content acquired through the eDeposit program. A group was tasked to explore feasibility of receiving newspaper ePrints under group registration: they successfully conducted a pilot program, a decision was made to develop a permanent program, and by the end of the fiscal year a Notice of Proposed Rulemaking was developed for publication.

Today's modern linked data environment requires new tools and systems. The Library is the leader of the BIBFRAME (bibliographic framework) initiative, an effort to explore the transition from the long established Machine Readable Cataloging (MARC) format via the creation of a new bibliographic data model and vocabulary optimized for use

on the Web. Therefore the Library is preparing for future changes in communication of bibliographic information by continuing consultation with other libraries, disseminating tools, and training its staff. ALLS supports work done on this effort throughout the organization, which this year included updating editor tools so they are sufficiently stable to support the BIBFRAME 2.0 Pilot for seven formats: printed books, printed serials, maps, printed music, moving images, pictorial materials, and sound recordings.

As part of an Annual Performance Goal to mitigate the risks associated with access and security of the Library's unprocessed collections, a team consisting of several staff from special collection divisions as well as others from across Library Services gathered data on historic and current collection arrearages and physical, preservation, and inventory control measures useful in managing them. The result was a final report submitted to ALLS. The Special Collection Arrearage Reduction program request is submitted for fiscal 2019 based upon findings from the report.

Ft. Meade Module 5 construction activities were completed and the Library began moving in collections. The new space is already slated to be filled by approximately 1.2 million prepared volumes from the Landover Center Annex and special collections materials from multiple Library storage locations. Design and a cost-estimate of Ft. Meade Module 6 are complete, and the \$45 million construction cost for the module was included in the Architect of the Capitol (AOC)'s fiscal 2018 budget request. Design of Ft. Meade Module 7 started in September 2017. Working with other Library units and with AOC staff, ALLS has also focused on loading collections into the Cabin Branch interim collection storage facility, with 475 pallets of unprocessed collection materials and over 500,000 volumes moved there over the year.

CDO continued its ongoing program of cyclical reviews and updates of the Library's Collections Policy Statements. Staff also continued work toward the development of a consolidated collections usage reporting system for both analog and digital collections by evaluating two electronic resources tools and acquiring and piloting use of business intelligence software. The unit was also responsible for developing the multi-year Digital Collecting Plan, which was approved in January, and led its initial implementation. CDO completed its assessment of foreign newspapers coverage and reformatting, and recommendations were issued.

AFC continued celebrations of its 40th anniversary with a December 2016 special event featuring Kentucky collections materials and a concert in the Coolidge Auditorium by award-winning bluegrass artist Dale Ann Bradley. The Center acquired 38 new collections, totaling 277,930 items, which document expressive culture across the U.S. and around the world. Additionally, AFC put several large collections of field documentation online (featuring 305,881 items), including thousands of photos, sound recordings, and manuscripts. AFC staff produced 10 concerts, 14 lectures, and five

significant collaborative events; awarded six fellowships; produced 104 blog posts and 469 social media posts; and engaged fully in a range of reference and outreach activities.

VHP received 4,335 collections and, as the law HR4511 was enacted, incorporated the 2016 Gold Star Families Voices Act into its collecting charter. The VHP web site attracted 3 million page views, and the Project's social media efforts achieved notable strides, including the launch of a dedicated Facebook page, and the first live-stream of a panel discussion on Post Traumatic Stress Disorder (PTSD), which garnered 12,000 viewers through Facebook and YouTube. Among other successes, VHP played a major role in the national observance of the 100th anniversary of World War I (WWI), submitting over 30 collections for inclusion in the Library's WWI exhibit. Additionally, the Project expanded outreach to the Committee on House Administration's Wounded Warrior Fellowship Program (HAC-WWF), Gold Star Families, and Native American Veterans through a collaboration with the National Museum of the American Indian.

Fiscal 2018 Priority Activities

As its primary focus, ALLS will continue to build, steward, and share the National Collection, as well as collect, manage and distribute metadata relating to it. ALLS will also continue to manage its enabling infrastructure, including the assessment of funding priorities during the annual budget formulation based on internal priorities and operational considerations.

ALLS will continue an orderly transfer of collections to Ft. Meade Module 5 preservation storage. Deliberate participation in the design process for Ft. Meade Module 7 will continue, as well as pursuance of ways to optimize remaining storage spaces on Capitol Hill.

LS intends to extend the reach of the collections, and an important part of that work is a continued effort to reduce arrearsages. Consisting primarily of unprocessed special format materials (manuscripts, moving images, pictures, printed music, and sound recordings), these items are in storage, come with only collection level-records, and are essentially unavailable for public use. Building upon the report completed in fiscal 2017 and informed by monthly reporting from several special collection divisions, the work will involve planned collection processing, a study and reallocation of storage space to accommodate upcoming processing, and implementation of mitigation plans submitted by selected divisions in early fiscal 2018.

LS will continue to increase the number of e-journals acquired while extending copyright mandatory deposit to e-books and expanding its program to acquire e-books from publishers participating in the Cataloging in Publication program. It will continue to capture important and often ephemeral web sites at the expanded pace set in fiscal 2017. LS also expect to begin accepting newspaper ePrints (PDFs) into its collections in lieu of microfilm deposits under group registration.

The Library will advance its work as the leader of the BIBFRAME initiative, continuing work and consultation with other libraries, disseminating tools, and training its staff. During the year it will complete its analysis of BIBFRAME Pilot Phase Two and share analysis and outcomes with the library and information community.

LS will maintain its commitment to pursue a universal scope of collecting during a time of unprecedented cultural output and disruptive technology. Early in the year, ALLS will implement the approved reorganization of OCOO, merging its Administrative Services Office and TECH. Additionally, under the current Library initiative to consolidate IT management and IT Management Series staff, LS will complete a Memorandum of Understanding to realign individual staff as well as its Automation Planning and Liaison Office division under the Library's Office of the Chief Information Officer (OCIO). Once these activities are completed, TECH will be abolished.

Thanks to Congressional support for a new Digital Content Management unit (DCMS) within Library Services, DCMS is in a position to aggressively manage the growing digital collections not currently under the care of a custodial division and to provide support to other divisions acquiring rapidly increasing numbers of digital items. DCMS will continue its collaboration with OCIO to expand support for ingest, management, preservation, and access to digital content in a variety of formats. The division will refine and further document the business requirements for digital content management and investigate options for providing secure on-site patron access to copyrighted digital materials.

ILSPO will issue a Request for Information to replace the Integrated Library System (ILS) and the Electronic Resource Management System (ERMS) with a single Library Services Platform to acquire, describe, and provide access to the Library's collections.

CDO will focus on projects of wide impact, including the continued rollout of the Digital Collecting Plan, and the permanent program to review and update Collections Policy Statements. Further aspects of the consolidated collections usage reporting system will be realized with routine, standardized reports being available for multiple segments of the collections. Targeted reformatting actions will be taken based on the foreign newspapers assessment that was completed in fiscal 2017.

AFC will contribute to the depth and breadth of the Library's research collections in key format, subject, and language areas, and towards that end AFC staff will work with CDO to update the division's acquisition strategy document. To extend collections access, AFC staff will compile 8 new online encoded archival description finding aids, 700 accession and catalog records, and 90 name authority records. AFC will provide timely on-site and off-site use of Library collections by circulating items, serving people in the reading rooms, introducing collections to people in group visits, and

responding to research questions in a timely manner. AFC will also advance new scholarship and creativity through outreach activities that receive favorable feedback from the public, such as: 75 publications, including articles, blog posts, podcasts, and books; 25 public programs approved by the Standing Events Committee and provided by division staff or invited speakers, including lectures, symposia, concerts, film showings, and collection displays; and 15 enriching developmental projects for interns and fellows. Of major importance for public programming will be the reconfiguration of space in the Thomas Jefferson Building, rooms G50-52, into an AFC/VHP welcome center and reception area.

VHP will continue to expand outreach efforts, focusing on increasing participation of those veterans that are underrepresented in the archive in terms of geography, conflict, branch, service, gender, race, faith, and national background, for example Native Americans, African-Americans, Hispanics, and those otherwise identified to be of interest by researchers. Efforts will include additional outreach in support of Gold Star Families, the United States Service Academies, expanded outreach to the U.S. House of Representatives Committee on House Administration's Wounded Warrior Fellowship Program (HAC-WWF), and the National Museum of the American Indian veteran initiatives. Additionally, VHP will continue to pilot projects that expand capacity for born-digital acquisitions, such as a study of the current content management systems.

Fiscal 2019 Priority Activities

ALLS will continue to build, steward, and share the National Collection, as well as collect, manage and distribute metadata relating to it. ALLS will also continue to manage the assessment of funding priorities during the annual budget formulation process based on internal priorities and operational considerations.

The orderly transfer of collections to Ft. Meade Module 5 and the Library's Cabin Branch interim collection storage facility will continue. Reduction of the service unit's arrearages will continue within existing resources, focusing on the largest and most significant collections held by the special collections divisions.

LS will continue to establish and standardize its OCOO, with a focus on improving operations, executing the budget and hiring plans, facilities, strategic planning, risk management, and mission plans for ILSPO and DCMS. With new staff

onboard, DCMS will have an expanded capacity and capability to aggressively manage the Library's rapidly growing digital collections, and will focus on expanding operations and increasing the acquisition and processing of materials that exist only in digital form. DCMS will continue to collaborate with OCIO to expand support for ingest, management, preservation, and access to digital content in a variety of formats; to identify application development and infrastructure priorities aligned with anticipated digital content streams; and to implement secure onsite patron access to copyrighted works and other rights-restricted digital materials. ILSPO will issue a Request for Proposal for a next generation Library Services Platform to replace legacy systems used to acquire, describe, and provide access to the Library's collections.

CDO plans to continue its focus on efforts that have a meaningful broad impact on the Library. Foremost will be its leadership in the continuing phased implementation of the Library's Digital Collecting Plan. Other CDO projects will include the review and updating of Collections Policy Statements and implementation of the consolidated collections usage reporting system, with interactive reports being made available to an expanded range of internal stakeholders.

Contingent on the fiscal 2019 funding request focusing on arrearage reduction, AFC will dedicate additional staffing resources to collection arrearage reduction. Based on results of a fiscal 2018 survey of analog audio-visual materials, AFC will actively pursue preservation digitization support with a goal of comprehensive digitization of its collection. Additionally, AFC staff will prepare multiple collections from the "field survey" and Occupational Folklife projects for online access; expand its digital presence through blog posts, social media, and podcasts; and produce innovative public programming both on-site and off-site.

Moving towards its 20th anniversary, VHP will focus on program planning that highlights past accomplishments as well as goals and priorities for future collection. As in the past, VHP will continue to engage in collecting and highlighting U.S. veterans' experiences, particularly seeking out those that are underrepresented and identified to be of interest to researchers. Additionally, VHP will implement recommendations from the fiscal 2018 collections content management system assessment as well as develop tools and manage systems to better incorporate born-digital collections and items, such as accessioning workflows to increase streams for voluntary participation in the Project.



Acquisitions for Bibliographic Access

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

Acquisitions and Bibliographic Access Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$43,209	\$42,873	\$42,915	\$44,489	+\$1,574	3.7%
11.3 Other than full-time permanent	385	358	524	542	18	3.4%
11.5 Other personnel compensation	1,577	1,592	827	863	+ 36	4.4%
12.1 Civilian personnel benefits	13,441	13,298	13,768	14,274	+ 506	3.7%
Total, Pay	\$58,612	\$58,121	\$58,034	\$60,168	+\$2,134	3.7%
21.0 Travel & transportation of persons	475	401	408	427	+ 19	4.7%
22.0 Transportation of things	218	127	236	244	+ 8	3.4%
23.1 Rental payments to GSA	16	16	0	0	0	0.0%
23.2 Rental payments to others	336	301	380	401	+ 21	5.5%
23.3 Communication, utilities & misc charges	325	246	267	278	+ 11	4.1%
24.0 Printing & reproduction	60	58	65	69	+ 4	6.2%
25.1 Advisory & assistance services	523	501	768	784	+ 16	2.1%
25.2 Other services	2,263	2,147	2,012	2,059	+ 47	2.3%
25.3 Other purch of gds & services from gov acc	7,161	7,133	6,500	6,742	242	3.7%
25.4 Operation & maintenance of facilities	7	13	5	5	0	0.0%
25.7 Operation & maintenance of equipment	193	191	103	115	+ 12	11.7%
26.0 Supplies & materials	317	299	318	332	+ 14	4.4%
31.0 Equipment	16,654	19,771	15,850	16,334	484	3.1%
94 0 Financial transfers	77	148	222	237	+ 15	6.8%
Total, Non-Pay	\$28,625	\$31,352	\$27,134	\$28,027	+\$ 893	3.3%
Total, Acquisitions and Bibliographic Access	\$87,237	\$89,473	\$85,168	\$88,195	+\$3,027	3.6%

Acquisitions and Bibliographic Access
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	428	\$85,168
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		1,046
Annualization of January 2018 pay raise @ 2.29%		305
Within-grade increases		247
Transit subsidy monthly increase from \$255 to \$260		8
One extra day, 261 vs. 260		235
Foreign Service Nationals (FSN) pay adjustment		293
Total, Mandatory Pay and Related Costs	0	2,134
Price Level Changes		893
Program Increases	0	0
Net Increase/Decrease	0	\$ 3,027
Total Budget	428	\$88,195
Total Offsetting Collections	0	0
Total Appropriation	428	\$88,195

Acquisitions and Bibliographic Access

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$88.195 million** for Acquisitions and Bibliographic Access in fiscal 2019, an increase of \$3.027 million, or 3.6 percent, over fiscal 2018. This increase supports mandatory pay related and price level increases.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations								
	Funded FTE	\$	FTE Usage	\$	Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	%
LS_ABA	433	\$87,237	423	\$89,473	428	\$85,168	428	\$88,195	0	\$3,027	3.6%

PROGRAM OVERVIEW

The Acquisitions and Bibliographic Access (ABA) Directorate acquires digital and physical materials for the Library's collections and makes them accessible to the Congress, on-site researchers, and Library web site users. ABA provides leadership, policy, standards, and training nationally and internationally and mitigates risks to the Library's collections through inventory and physical security controls. ABA administers the Books for the General Collections (GENPAC) funding that supports the acquisition of book and serial publications, online content, special format, and domestic and foreign materials of legislative and research value. For the Law Library, ABA serves as the purchasing agent for the separate fund for the purchase of law collections (Books Law) materials.

ABA's direct services to publishers and libraries include distributing surplus books to nonprofit institutions nationwide, leading the 1000-plus member Program for Cooperative Cataloging (PCC), acquiring library materials from developing countries for United States libraries on a cost recovery basis, and managing the Cataloging-in-Publication (CIP) and Dewey Decimal Classification programs. ABA administers the Library's six overseas offices – located in Brazil, Egypt, India, Indonesia, Kenya, and Pakistan – that acquire, catalog, and preserve collections from over 75 countries with developing economies. During the past year, ABA has provided professional training and coursework to staff onsite and remotely for a variety of needs, such as training to apply the new cataloging data exchange standard BIBFRAME, training in subject analysis and cataloging, and in Internet searching skills to support reference service.

Fiscal 2017 Accomplishments

Bolstered by approvals for new hires, ABA continued to give priority to cross-training staff for increased efficiency and output in acquisitions and bibliographic access duties.

Divisions mounted formal training sessions to accommodate current and newly hired staff to carry out additional tasks. With concentrated assistance from the Architect of the Capitol (AOC), the space reconfiguration stemming from the 2008 ABA reorganization was completed. Staff moved into reconfigured spaces that will aid in improved workflows and increased production for current and newly hired staff. ABA continued to make progress in developing BIBFRAME (Bibliographic Framework) to replace the Machine Readable Cataloging (MARC) standard for capturing online bibliographic data, the standard that the Library created more than 40 years ago and that is used by libraries worldwide. ABA continued to solidify BIBFRAME version 2.0, based on feedback from internal and external constituents. ABA launched BIBFRAME Pilot 2 to continue testing the efficacy of BIBFRAME. Pilot 2 involved the original 45 cataloging staff responsible for a variety of languages and formats, with the addition of twenty more staff. Pilot 2 supported the Library's continued provision of technical support and leadership for BIBFRAME implementation within the library community. Bibliographic access efforts included staff's cataloging 286,067 items and fully executing the GENPAC and Books Law funding (over \$23 million). ABA worked closely with the Collection Development Office (CDO) that manages the growth of the Library's collections to meet congressional and long-term research needs. Part of that work involved helping CDO in its aim to review annually a portion of the Library's Collections Policy Statements. ABA continued revamping the CIP program, expanding its inclusion of e-books in the program, with 854 publishers participating (over 100 more than in fiscal 2016). The number of partner libraries that supply bibliographic records needed by the Library remained steady at 32 and Program for Cooperative Cataloging (PCC) membership increased to over 1,000 (from 959 in fiscal 2016). ABA and its overseas offices executed the sixth year of a contract with the Council for American Overseas Research Centers to provide an

alternative and less costly approach to collecting materials from West Africa, acquiring 4,321 items. The new Overseas Field Office Replacement System (OFORS), installed in all six offices over the past two fiscal years, continued to increase functionality across all offices, with continued retirement of their legacy systems. OFORS replaces more than 20 outdated systems with a single online system that supports collection development, collection acquisitions, initial bibliographic control, billing, and inventory for the Library and for its Cooperative Acquisitions Program participants, and meets current standards for information technology security. The overseas offices also continued to expand their ability to acquire content and web resources that are important to the Congress from less developed areas of the world. The offices were declared independent in their cataloging and authorized at the end of the fiscal year to ship to Capitol Hill fully cataloged items ready to add to the collections without further work by staff in Washington. This change also provides more direct support to Cooperative Acquisitions Program (CAP) participants.

Fiscal 2018 Priority Activities

ABA will continue to focus on redeploying staff to areas of need caused by attrition, along with integrating new hires into the Directorate's mission work. ABA will target acquisition of approximately 1,700,000 collection items by purchase, exchange, gift, copyright deposit, transfer from other agencies, and cataloging in publication. ABA will fully execute the GENPAC and Books Law funding and provide cataloging access to approximately 270,000 collection items. ABA will make a decision concerning its alternative approach to collecting materials from West Africa and determine options for the future, after comparing results of the five-year collaboration that concluded in fiscal 2017 with the costs and effectiveness of hiring commercial bibliographic representatives in West Africa directly. The overseas offices will continue to eliminate most of the remainder of their legacy systems while simultaneously implementing the replacement system, OFORS, for managing the offices' acquisitions work. ABA will wind down its contract for OFORS functional design deliverables. ABA will assess BIBFRAME Pilot 2 to solidify BIBFRAME as the long-term replacement for the MARC format for cataloging data. The results of Pilot 2 will strengthen version 2.0 for future internal and external use. ABA will continue working collaboratively with the Online Computer Library Center – the largest

bibliographic entity in the world – to assure that BIBFRAME data can be shared among libraries and on the Web. In addition, ABA will collaborate with various institutions testing BIBFRAME as their implementation of linked open data. Key among these institutions is Stanford University as well as a group of Ivy League universities (Columbia, Cornell, Harvard, and Princeton). ABA will also engage with the vendor community to expand BIBFRAME adoption. ABA will continue to support CDO's efforts to enable the Library better to assess the quality and depth of its collections.

Fiscal 2019 Priority Activities

In collaboration with CDO, ABA will continue to focus on judicious stewardship of funding and human resources to ensure successful acquisition and processing of relevant digital and non-digital materials in all formats from all parts of the world for the Library's collections and for use by the Congress. CDO and ABA will give continued focus on augmenting serial subscriptions, since periodicals offer latest content on cutting-edge topics well before books addressing the same topics can be issued. ABA will sustain its focus on the exchange aspect of building the Library's collections, mindful of the need to lessen the stress on GENPAC funds. ABA will proceed with growing the intake of e-books, and increasing the number of CIP cataloging partner institutions, all with the goal of augmenting the availability of bibliographic data for the Library and beyond. ABA's continued focus on BIBFRAME will assure that the new standard takes hold and that the program meets the Library's need to accept and share bibliographic data between the library community and the Web community, while ABA will continue forging partnerships with the vendor community and Stanford University and others that will also pilot BIBFRAME to complement the Library's testing. ABA will offer more refined BIBFRAME tools with increased functionality for broader library community use. Training a larger group of staff will begin, including staff from the overseas offices, to take part in BIBFRAME activities. Infrastructure setups that will be necessary to expand BIBFRAME implementation will be considered, including possible special budgetary requests. The overseas offices will continue refining acquisitions processes to improve their fit with the Library's collecting policies that CDO is reviewing annually. The anticipation is that the offices will continue to gain efficiencies resulting from full installation of OFORS and the phase out of most of the remaining legacy systems.



Collections and Services

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

Collections and Services Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$47,830	\$47,807	\$49,146	\$52,861	+\$3,715	7.6%
11.3 Other than full-time permanent	2,415	2,145	2,142	2,215	+ 73	3.4%
11.5 Other personnel compensation	986	910	396	410	14	3.5%
12.1 Civilian personnel benefits	16,335	16,107	16,945	18,376	+ 1,431	8.4%
Total, Pay	\$67,566	\$66,969	\$68,629	\$73,862	+\$5,233	7.6%
21.0 Travel & transportation of persons	195	128	168	172	+ 4	2.4%
22.0 Transportation of things	60	0	50	51	+ 1	2.0%
23.3 Communication, utilities & misc charges	44	47	10	10	0	0.0%
24.0 Printing & reproduction	61	34	50	51	+ 1	2.0%
25.1 Advisory & assistance services	271	282	685	700	+ 15	2.2%
25.2 Other services	5,060	4,455	3,886	4,436	550	14.2%
25.3 Other purch of gds & services from gov acc	18	15	19	19	0	0.0%
25.7 Operation & maintenance of equipment	880	799	1,080	1,146	66	6.1%
26.0 Supplies & materials	762	656	655	874	+ 219	33.4%
31.0 Equipment	2,869	3,081	2,090	2,134	+ 44	2.1%
Total, Non-Pay	\$10,220	\$9,497	\$8,693	\$9,593	+\$ 900	10.4%
Total, Collections and Services	\$77,786	\$76,466	\$77,322	\$83,455	+\$6,133	7.9%

Collections and Services
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	609	\$77,322
Non-recurring Costs:	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		1,375
Annualization of January 2018 pay raise @ 2.29%		401
Within-grade increases		324
Transit subsidy monthly increase from \$255 to \$260		10
One extra day, 261 vs. 260	0	270
Total, Mandatory Pay and Related Costs	0	2,380
Price Level Changes		226
Program Increases:		
Library Services Special Collection Arrearage Reduction	34	3,527
Total, Program Increases	34	3,527
Net Increase/Decrease	34	\$ 6,133
Total Budget	643	\$83,455
Total Offsetting Collections	0	0
Total Appropriation	643	\$83,455

Collections and Services

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$83.455 million** for Collections and Services in fiscal 2019, an increase of \$6.133 million, or 7.9 percent, over fiscal 2018. This increase represents \$2.606 for mandatory pay related and price level increases, and a program change of \$3.527 million and 34 FTEs for Library Services Special Collection Arrearage Reduction.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan	Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change	
	Operating Plan		Actual Obligations			Funded FTE	\$	Funded FTE	\$		
	Funded FTE	\$	FTE Usage	\$	FTE					\$	FTE
LS_CS	621	\$77,786	594	\$76,466	609	\$77,322	643	\$83,455	34	\$6,133	7.9%

PROGRAM OVERVIEW

The Collections and Services Directorate (CS) has direct responsibility for more than 160 million of the 164 million items in the Library of Congress collections. International in scope, these collections represent a uniquely rich array of human experience, knowledge, creativity, and achievement, touching on almost every realm of endeavor from government and science to the arts and history. CS recommending officers build these collections by selecting new material each year. As a result, Congress, federal agencies, and the public have access to up-to-date information through books, maps, newspapers, magazines, and electronic databases and also to such valuable historical content as rare books and manuscripts.

Archivists, catalogers, and collection managers in CS are the primary stewards for the collection. These professionals organize, house, and describe the special-format materials, from the unique personal papers of national leaders and irreplaceable photographic documentation to singular sheet music, sound recordings, and moving images. CS divisions continue to play a critical role in collection security and inventory control, which includes all aspects of preparing and transferring general and special collections from the overcrowded Capitol Hill buildings to the Library's state-of-the-art preservation storage modules at Ft. Meade and other off-site storage facilities. A reorganization of Collections Access, Loan and Management Division approved in fiscal 2017 will transfer many of the collection management responsibilities to a new division in the Preservation Directorate, while transferring public service responsibilities to the Humanities and Social Sciences Division.

Sharing the collections by providing timely reference services and research guidance is another major CS responsibility. This work involves answering questions on-site and off-site in a timely manner, guiding people to information resources that they did not know existed, and teaching people how to find

relevant data. Steady participation in digitization projects also increases public access to the most fragile and heavily used research collections, with a priority placed on rights-free Americana. The knowledgeable librarians in CS meet congressional, federal government, and public information needs by connecting people to collections through 17 research centers on Capitol Hill and through the Ask-A-Librarian email service, interlibrary loan, online research guides, and social media channels. CS librarians are experts in many different subjects and languages and are also leaders in such important fields as geographic information systems, audio and moving image preservation. CS also actively encourages both new scholarship and inspires creative and innovative work by organizing public programs that connect users to the Library's collections, and by hosting numerous interns and fellows each year who work with Library staff and collections.

Each CS division has broad scopes of operations that contribute directly to all of the core activities of Library Services – build, steward, and share the National Collection while contributing to description of the collection holdings (also known as metadata). The 15 CS divisions fall into three categories that identify which part of the vast Library collections they focus on:

- **General Collections:** Humanities & Social Sciences, and Science Technology & Business and Collection Access, Loan & Management divisions;
- **Area Studies:** African & Middle Eastern; Asian; European; and Hispanic divisions; and
- **Special Collections:** American Folklife Center (AFC) and Veterans History Project (VHP); Geography & Map; Manuscript; Motion Picture, Broadcasting, and Recorded Sound; Music; Prints & Photographs; Rare Book & Special Collections, including Children's Literature Center; and Serial & Government Publications divisions.

The Library's National Audio-Visual Conservation Center

referred to as the Packard Campus and located in Culpeper, Virginia, preserves and provides access to a comprehensive collection of the world's audio-visual heritage of moving images and recorded sound. This special facility, with dedicated systems for born-digital acquisitions, digital preservation reformatting, and playback-on-demand reference service, significantly increases the number of digitized audio-visual collections available each year.

Fiscal 2017 Accomplishments

In fiscal 2017 CS focused on four areas:

- Expanding capacity to store both physical and digital collections securely and safely, working closely with the Associate Librarian for Library Services. CS divisions worked collaboratively to efficiently transfer collections from Capitol Hill and Landover Center Annex (LCA) to the interim collection storage facility at Cabin Branch (CB), Maryland. Ft. Meade Module 5 received a certificate of occupancy on September 29, 2017 and CS divisions began the transfer of Ft. Meade-compatible containers from LCA and CB. CS divisions worked with AOC to support planning for an AOC fiscal 2018 budget request for the first double-size module, Ft. Meade Module 6.
- Increasing online content so that more of the collections are available for users 24/7 without having to come to Washington, DC. For example, the historical newspaper web site *Chronicling America* added more than 1.1 million pages resulting in full-text access to a total of 12.2 million newspaper pages published between 1789 and 1925, representing 2,312 selected newspapers in 41 states, Puerto Rico, and the District of Columbia. The site also hosts almost 459,000 pages in non-English ethnic press published in the U.S., including German, Croatian, Danish, Finnish, French, Icelandic, Italian, Polish, and Slovenian, Spanish and Swedish.
- Assessed unprocessed arrears in special collections to determine whether current controls adequately assess the risks of arrearage for access and security of the Library's unprocessed collections. The report, *Special Collection Backlogs: An Assessment of Unprocessed Arrears at the Library of Congress*, was submitted to the Associate Librarian for Library Services and will inform management decisions during fiscal 2018 and beyond as the Library addresses access and security risks to the nation's collections due to a backlog of unprocessed collections.
- Increasing access to reference and research guidance services through expanded collection and reference orientations with the opening of a new Research Orientation Center in Thomas Jefferson Building (TJB), room LJ-139B, in October 2016. Additionally, a new reader-registration station was added in the TJB which gave researchers the opportunity to interact with a reference librarian and receive research guidance to navigate the Library's online and on-site reference centers and resources. CS

divisions worked to implement a cooperative agreement between the Library and the five United States Service Academies for customized research orientations, ongoing research consultations with reference specialists, assigned study spaces, loan privileges, and other cooperative outreach efforts with students from the academies. Research sessions were planned for October 2017 for the first time with area high school students.

To relieve overcrowding in the Capitol Hill book stacks, 508,428 single volume monographs were transferred to CB. All pallets of unprocessed Gold collections were also moved from LCA to CB. The Library processed 605,952 items under its Retrospective Holdings Integrity Program bringing the total items reviewed and updated and/or processed for transfer off-site or to fixed location to 8.9 million items. The number of volumes housed off-site at Ft. Meade, CB, and LCA totaled 5.85 million items.

CS helped build the Library's collections by identifying and addressing critical areas of knowledge and creativity not included in the mandatory copyright deposit program. The international area studies holdings were kept current by recommending the purchase of selected titles in many languages. CS staff also actively expanded the digital collections by recommending more electronic databases for subscription access, receiving electronic-only serials through mandatory deposit, and pursuing such born-digital works as geospatial data sets, oral histories, and architectural drawings. CS improved on-site and off-site access to the Library's collections by ingesting 4.7 million master digital files. The creation of another 93 online finding aids for archival collections also improved access, with a total of more than 2,400 finding aids now guiding researchers to more than 64.5 million manuscripts and related materials. The creation of more than 100,000 catalog records also improved access to such special format materials as music, maps, pictures, moving images, and sound recordings.

In fiscal 2017, CS circulated more than 900,000 physical items within the Library and provided more than 300,000 answers to reference questions in person, by phone, by letter, and by email. A total of 757,535 items were downloaded by researchers from select, major electronic databases in the Library's collections to provide relevant information in a timely manner. Remote users benefited from online conferences, which facilitated research through the Library's web site. Staff also encouraged use of the collections by organizing and participating in hundreds of on-site public lectures, symposia, concerts, film series, and other programs, including the popular open houses for the Main Reading Room.

The Packard Campus added capacity to the systems that support the safe acquisition, secure storage, and accurate retrieval of thousands of digital audio and video files. By the end of the year, 8.444 PB (petabytes) of collections content comprised of 1,247,078 files were stored in the

Digital Archive of the Packard Campus Data Center. The increased usability and memory capacity of these systems enabled the Packard Campus to begin the American Archive of Public Broadcasting Project in fiscal 2016 and add another 8,374 files to that collection, as well as 2,234 Senate floor proceedings in fiscal 2017. The acquisition of *Saturday Night Live* born-digital production quality files directly from the production company, rather than relying on the DVD-R via copyright, is anticipated to become an increasingly important acquisition method. Packard Campus added 45,299 files of reformatted audiovisual items to extend the usefulness of collection materials and support long term preservation of the collections. The largest installation of compact shelving for Recorded Sound collections since the initial installation over 10 years ago essentially completes the Recorded Sound vaults on the 2nd floor of the Collections Building.

Fiscal 2018 Priority Activities

To secure both general and special collections, CS staff will continue to process, inventory, and track hundreds of thousands of items each year. Priorities include working with Preservation Directorate to manage the efficient transfer of books and special collection items between the Capitol Hill Campus and off-site storage facilities, and to ensure the security and accessibility of those collections. CS staff, the Preservation Directorate, other Library staff, and the Architect of the Capitol (AOC) staff will work closely together during the planning for the construction of Ft. Meade Module 6. CS will seek to adopt findings and implement recommendations of *Special Collection Backlogs: An Assessment of Unprocessed Arranges at the Library of Congress*, which was submitted to the Associate Librarian for Library Services on September 29, 2017, so that more of these unique historical resources can be made available through regular reference service.

CS will strive to build the collections by identifying and addressing critical areas of knowledge and creativity not included in the mandatory copyright deposit program. Recommending the purchase of selected titles in many languages will keep the international area studies holdings up-to-date. CS staff will also continue to expand the digital collections by recommending more electronic databases for subscription and pursuing born-digital works such as geospatial data sets.

CS will conduct an overview and analysis of the objectives, strategies, budget, work, workflows, reporting, and interdependencies of the CS divisions and examine opportunities to reorganize the directorate's structure. CS will align organization structure and staff resources with strategic priorities to ensure the most efficient and cost-effective reference and research services, as well as access to collections, both on-site and via the Internet. Improving the researcher experience will include completing the design phase for combining the moving image, recorded sound, and music research centers into a single service point. Increased use of social media and research orientation sessions will expand

awareness of available collections and services.

The Packard Campus will focus primarily on maintaining current operational capabilities and continuing the development of projects designed to meet the demand for electronic content acquisitions and transfers. The ingestion of content in the American Archive of Public Broadcasting will continue. For the preservation labs, the Packard Campus will keep current migration production systems operating, targeting acquisition of new and used equipment required to maintain current production levels and replacing key systems that have reached their end-of-life status. The Film Preservation Laboratory will report regularly on progress with the transition from film duplication to increased digital duplication.

Fiscal 2019 Priority Activities

CS will continue to focus on building the general, area studies, and special collections; organizing and describing both physical and digital information resources; securing and preserving these collections; and actively serving the record of America's creativity and the world's knowledge. CS will seek the most effective methods of connecting users to the collections regardless of location and format.

Working with Preservation Directorate during the anticipated construction of Ft. Meade Module 6 will remain a high priority for CS; as will transferring hundreds of thousands of volumes from CS' special and general collections divisions to both the interim collection storage facility at CB and Ft. Meade Module 5 and installing compact shelving to increase collection storage capacity on Capitol Hill. CS staff will also actively assist in the building of the Library's digital collections by recommending and converting analog collections, identifying and acquiring electronic resources from external sources, receiving electronic-only serials through mandatory deposit, and identifying other electronic-only works.

CS will align organization structure and staff resources with strategic priorities to ensure efficient and cost-effective reference and research services, as well as access to collections, both on-site and via the Internet, and to improve the researcher experience—including combining the moving image, recorded sound, and music research centers into a single service point. CS will also continue to facilitate staff exposure to emerging research themes and methodologies to integrate these into best practices for archiving and reference services.

The Packard Campus will continue transitioning successful startup projects into standard operations and maintenance at the facility while building new operational capabilities in fulfillment of its mission. The Packard Campus will also keep current migration production systems operating by targeting acquisition of new and used equipment required to maintain current production levels and replacing key systems that have reached their end-of-life status.



Preservation

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

Preservation Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$ 7,252	\$ 7,211	\$ 7,553	\$ 7,875	+\$322	4.3%
11.3 Other than full-time permanent	360	367	366	378	+ 12	3.3%
11.5 Other personnel compensation	100	107	49	51	+ 2	4.1%
12.1 Civilian personnel benefits	2,614	2,572	2,769	2,891	+ 122	4.4%
Total, Pay	\$ 10,326	\$ 10,257	\$10,737	\$11,195	+\$458	4.3%
21.0 Travel & transportation of persons	22	21	20	20	0	0.0%
23.3 Communication, utilities & misc charges	2	0	6	6	0	0.0%
24.0 Printing & reproduction	903	902	897	916	19	2.1%
25.1 Advisory & assistance services	5,611	5,561	5,502	5,540	+ 38	0.7%
25.2 Other services	365	273	502	514	+ 12	2.4%
25.3 Other purch of gds & services from gov acc	114	113	99	101	+ 2	2.0%
25.7 Operation & maintenance of equipment	332	303	385	394	+ 9	2.3%
26.0 Supplies & materials	488	480	433	442	9	2.1%
31.0 Equipment	4,853	4,807	3,425	3,497	+ 72	2.1%
Total, Non-Pay	\$12,690	\$12,460	\$11,269	\$11,430	+\$161	1.4%
Total, Preservation	\$23,016	\$22,717	\$22,006	\$22,625	+\$619	2.8%

**Preservation
Analysis of Change**
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	95	\$22,006
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		212
Annualization of January 2018 pay raise @ 2.29%		62
Within-grade increases		50
Transit subsidy monthly increase from \$255 to \$260		2
One extra day, 261 vs. 260	0	42
Total, Mandatory Pay and Related Costs	0	368
Price Level Changes		160
Program Increases:		
Library Services Special Collection Arrearage Reduction	1	91
Total, Program Increases	1	91
Net Increase/Decrease	1	\$ 619
Total Budget	96	\$22,625
Total Offsetting Collections	0	0
Total Appropriation	96	\$22,625

Preservation

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$22.625 million** for the Preservation Directorate in fiscal 2019, an increase of \$0.619 million, or 2.8 percent, over fiscal 2018. This increase represents \$0.528 for mandatory pay related and price level increases, and a program change of \$0.091 million and one FTE for Library Services Special Collection Arrearage Reduction.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations		Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	%
	Funded FTE	\$	FTE Usage	\$							
LS_PRES	100	\$23,016	94	\$22,717	95	\$22,006	96	\$22,625	1	\$619	2.8%

PROGRAM OVERVIEW

The Preservation (PRES) Directorate ensures long-term access to the intellectual content of the Library's collections, in their original format or by reformatting materials when original media become obsolete or unusable. PRES accomplishes this through direct treatment of collection items and through a broad base of stewardship activities that support the collections as a whole. PRES staff perform item-level corrective treatment of rare or at-risk special collection materials including photographs, manuscripts, maps, prints, books, audio-visual works and other collection items. PRES staff treat general and reference collections materials; prepare newly acquired collections and serials for commercial binding and shelving; support microform, paper facsimile, and digital reformatting programs; and administer the Mass Decadification Program (see Mass Decadification Appendix F). PRES also conducts preventive conservation activities involving housing and stabilization of collections of all kinds on Capitol Hill, at the Library's Packard Campus, Ft. Meade, and at the interim storage facility at Cabin Branch (CB), Maryland.

All program activities are executed in the context of large-scale preservation strategies to mitigate deterioration and extend the lives of collection items, including environmental monitoring and control; inventory control and storage facility management; safe transportation, packaging, and materials handling; security assessments and collection surveys; and care and handling training, which includes a continuous 365 day program for collections emergency response and recovery. PRES scientists support these efforts through testing and quality assurance programs; conducting research and forensic analysis to identify materials and reduce risks to collection materials; and developing standards and specifications to increase the longevity and usability of the Library's collections.

Fiscal 2017 Accomplishments

PRES completed more than nine million preservation actions that kept the Library's high value, high use and/or at-risk items accessible through binding, conservation, mass decadification, and reformatting. PRES staff rehoused more than 33,000 manuscripts, maps, photographs, and other items to prevent their deterioration, and surveyed or assessed more than 1.2 million items to understand threats to the Library's collections and plan appropriate treatments. Two million collection items benefited from the actions of the Motion Picture, Broadcasting, and Recorded Sound Division's reformatting program and the New Delhi Field Office's preservation microfilm program. A reorganization approved in fiscal 2017 will create a new Collections Management Division (CMD) within PRES, drawn from the existing Collections Access, Loan and Management Division (CALM). CMD's primary responsibilities are inventory management of general collection volumes, collections maintenance and security, collections space management, and operation of the Library's storage facilities activities that closely align with the work of current PRES Divisions.

The Binding and Collections Care Division (BCCD) continued to streamline and rebalance its services to support the evolving usage patterns in the general and research collections with a focus on serials binding, the mass decadification program, just-in-time conservation treatments for Congressional loans, and use-driven monographic binding. BCCD provides core support for PRES through maintenance of the Research and Reference Collection (RRC) and extensive collaborative support in digitization, assessment, emergency response, and collection housing projects.

PRES completed the base year and initiated the first option year of a new multi-year contract for the Library's Mass Decadification Program, which includes treatment options

for bound volumes and manuscript sheets. The new contract began in June 2016, following the end of the 2011 contract. This new indefinite delivery/indefinite quantity (IDIQ) contract controls the increase in costs so that production can keep pace with the most pressing Library needs. In fiscal 2017, PRES deacidified 192,660 book equivalent volumes and 589,857 sheets.

The Preservation Reformatting Division (PRD) reformatted nearly six million pages through its contract vendors and by division staff on-site. PRD continued reducing the Library's backlog of brittle materials and transferred master negatives from Capitol Hill to Ft. Meade. PRD continued to expand its digital reformatting capability, including a 22 percent increase in digitization of public domain monographs that are otherwise not available for use, and the initiation of a pilot for production scale digitization of foreign newspapers. PRD's tangible media project grew substantially and fills an important role by capturing digital data off of a variety of obsolescent media including optical disks, magnetic media, and flash drives, and moving them to the Library's storage servers.

The Preservation Research and Testing Division (PRTD) provides analytical, quality assurance services, and conducts scientific research into numerous aspects of preservation. In fiscal 2017, PRTD extended its collaboration with national and international research programs, partners in industry, and colleagues in the cultural heritage sector to advance the expertise and skills of new preservation researchers. Development of the Center for Library Analytical Scientific Samples (CLASS) continued, with a goal to facilitate exchange of scientific research data and reference sample sets.

The Conservation Division (CD) completed 30,000 treatments and housed 27,000 items in high-quality preservation housing. In addition to actively improving the condition of the collections through treatment and housing, CD continued to coordinate collection emergency response services for the Library and provide archival processing supplies used by all custodial divisions. CD plays an important role in the assessment and stewardship of the Library's most prominent collections, such as the National Treasures collection which received significant use by Members and distinguished scholars. During fiscal 2017, CD supported the acquisition and treatment planning for a number of important new acquisitions, including the Howland Album, a joint acquisition with the Smithsonian's National Museum of African American History and Culture that features the oldest known photograph of Harriet Tubman.

The Library was honored with the 2017 Distinguished Award for Achievement in the Field of Conservation by the American Institute for the Conservation of Artistic and Historic Works (AIC). In granting this distinction, AIC especially noted the work of CD and PRTD for training generations of conservators who have gone on to serve with distinction in cultural institutions throughout the

United States and for creating and sustaining programs that have greatly benefited conservators, such as the Topics in Preservation Series (TOPS) and the Visiting Scholars and Scientists Program.

CD and PRTD worked closely with Architect of the Capitol (AOC) on the design of the Music Instrument and Treasures Secured Storage Facility (SSF), selection of building materials for Ft. Meade storage modules, and optimization of Library storage environments. These collaborations have established environmental targets that are tailored to the preservation needs of the collections and also feasible to attain for Capitol Hill campus buildings, given the mechanical capability of the building systems and any limitations imposed by the building structure. The environmental data collected and analyzed over many years have identified mechanical systems in need of upgrade and created opportunities for substantial energy savings.

PRES advanced the Library's leadership role in cultural heritage preservation through a variety of programs. PRES continued to serve as the International Federation of Library Association (IFLA)'s Preservation Regional Center for North American Institutions; gave presentations at meetings of the American Library Association (ALA), AIC and other professional organizations; and provided a variety of lectures and symposia, including participation in ALA's Preservation Week and frequent TOPS lectures that are webcast to a broad audience of preservation and conservation professionals. The PRES web site continued to serve as the primary means for sharing information off-site, and updates over the past year included information useful to libraries recovering from natural disasters, such as guidelines for handling water damaged materials and collections insurance valuation tables. PRES sent representatives to a variety of interagency efforts to support cultural heritage in the United States and abroad, including the Federal Emergency Management Association (FEMA)'s Heritage Emergency National Task Force (HENTF) and the State Department's Cultural Heritage Coordinating Committee (CHCC).

Fiscal 2018 Priority Activities

With current funding levels, PRES will continue to be selective in addressing preservation needs of the Library's collections by taking approximately nine million preservation actions for books, serials, maps, prints, photographs, and other high value, high use, rare, or at-risk items, helping to keep the collections usable and accessible through binding, conservation, mass deacidification, reformatting, and rehousing. During the course of fiscal 2018, CMD will be fully integrated into PRES. This realignment places end-to-end responsibility for the care and good stewardship of collections within a single directorate and creates opportunities to attain better scale and efficiency in several areas of core work, such as collections storage, housing, security, and inventory management.

PRES will coordinate major conservation and collections care efforts in the Library through assessment and treatment of collections, preparing collection items for display or digitization, training custodial staff in safe handling of collections, and providing the needed preservation supplies for use in the treatment labs and for the custodial divisions to address collection arrearsages. Support for safe and secure storage of collections will be a point of focus with the integration of CMD. Following successful testing and delivery, PRES expects the completed installation of the new case for the Gutenberg Bible, and will work with custodial divisions, the Office of Security and Emergency Preparedness, and AOC to bring online additional SSF for designated collections. PRES will continue to provide collections emergency response services and subsequent stabilization and recovery activities.

Mass deacidification efforts will target sustained treatment of both bound volumes and manuscript sheets, given the large and growing number of archival collections held by the Library. The current contract controls the increase in production costs so treatment of collection materials are in line with the most pressing needs across PRES.

PRES will continue environmental monitoring of collection storage and exhibition spaces and deepen the Library's consultative work with Integrated Support Services and the AOC in order to optimize mechanical equipment and facilities services in ways that extend the life expectancy of the Library's collections. PRES will make a significant investment of its time and expertise to work with AOC's Energy Savings Performance Contract to ensure that the Library's facilities provide the greatest possible preservation benefits at reduced overall cost and with an eye to increasingly predictable and sustainable costs over time. PRES will continue to work with Library staff and AOC as we move forward with the construction of Fr. Meade Module 6, assuming funding has been approved. PRES will continue to inventory and manage collections to ensure collections security and access on Capitol Hill as well as off-site storage locations.

With the integration of CMD, PRES will process, inventory, and manage general collection materials and those special collections materials stored off-site. Priority programs for CMD include: removing 25,000 additional service copies from the Library's collections; transferring approximately 500,000 items from Capitol Hill to CB; and transferring 50,000 containers of general and special format collections to Fr. Meade Module 5.

The goal for preservation reformatting, including the combined efforts of PRD and the Library's overseas offices, will be approximately 8.2 million pages, a five percent increase over fiscal 2017. PRD will complete a production pilot project to investigate digital preservation reformatting of foreign newspapers and develop a transition roadmap to shift from preservation microfilming to a fully digital reformatting process.

PRES will continue to support mitigating risk to collections and the stabilization of collection materials through the three main programmatic areas of long-term research, analytical service requests, and the quality assurance program, mitigating risk to collections and the stabilization of collection materials. PRTD research projects include minimally invasive testing for collection materials, analysis of building materials, and quality assessment of supplies and materials, which will continue to advance our ability to care for collections and respond to emerging issues. Industry and academic partnerships will continue, and the results of this research and analytical work will expand and enhance the CLASS database. PRES will work with the Office of Chief Information Officer (OCIO) to make this resource accessible online so that it can have the greatest possible benefit to scientists and conservators worldwide.

PRES will continue its international leadership role in cultural heritage preservation by sharing developments with professional organizations, such as ALA, AIC, IFLA, and the Federal Library and Information Network (FEDLINK), as well as through participation in FEMA HENTF, CHCC, and other groups focused on protection of cultural heritage in the wake of armed conflict or natural disaster. PRES will continue to offer educational programs that support the preservation and conservation needs of American cultural heritage institutions, including participation in Preservation Week, new installations in TOPS, and providing preservation information through the Library's web site.

Fiscal 2019 Priority Activities

PRES will continue to focus available preservation resources on those items that are either most at-risk, needed for exhibition, or in need of stabilization or repair prior to digitization. With CMD fully integrated, PRES will engage in benchmarking the current state of inventory control, security, and storage environments for all Library collections to ensure that service levels in all these areas are maintained or improved over time. PRES anticipates that current funding levels will support 9 million preservation actions across books, serials, maps, prints, photographs, or other high value, high use and/or at-risk items, and the inventory and transfer of approximately 500,000 items to the Library's preservation facilities at Ft. Meade.

PRES will continue to coordinate major conservation and collections care efforts and services in the Library through assessment and treatment of collections, training custodial staff in safe handling of collections, preparing collection items selected for display or digitization, providing the needed preservation supplies for divisions to address collection arrearsages, and coordinating responses and subsequent activities to ensure the stabilization and recovery of collection items in the case of emergency events. PRES will continue to provide environmental monitoring to collection storage, exhibition spaces and new construction facilities. If cost evaluation is finalized in fiscal 2018 and funds are available

to the AOC, PRES will begin a phased renovation process to bring the conservation laboratories and workspaces up to date.

The goal for binding will remain steady at approximately 120,000 volumes, based on expected funding support, and the mass deacidification target of one million sheets treated, given the large number of archival collections held by Manuscripts and other divisions. The estimated goal for preservation reformatting, including the combined efforts of PRD and the Library's overseas offices, will be approximately eight million pages. Provided PRES reaches a successful conclusion of the prior year digital newspaper reformatting pilot project, availability of funding, and a delivery infrastructure, PRES will initiate its film to digital transition plan and begin production at a moderate scale to digitally reformat foreign newspapers.

PRES will complete the occupancy of Ft. Meade Module 5 during fiscal 2019, and subject to funding approval, will

continue to participate in Ft. Meade Module 6 construction meetings with other Library units and the AOC. CMD will continue to transfer collections from Capitol Hill to CB. In fiscal 2019, an additional 500,000 items are scheduled for transfer to this facility.

PRES will continue its national and international leadership role in cultural heritage preservation by sharing developments with professional organizations, such as ALA, AIC, IFLA, and FEDLINK, as well as through participation in Preservation Week and new installments in the TOPS. Developments in preservation research and further collaborations with academic, industry and other heritage institution partners will advance the knowledge base that preservation professionals draw on to mitigate risk to collections. PRES will continue its collaboration with OCIO on a production application of the Library's CLASS, strengthening the Library's leadership role in an established preservation network, and improving the depth of preservation information available through the Library's web site.

Technology Policy

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

PROGRAM OVERVIEW

The Technology Policy (TECH) Directorate coordinates information technology policy and operations for Library Services (LS) and supports information systems, most notably, the Library's integrated library system and online catalog. TECH also provides workstation hardware and software support for LS; coordinates analog to digital conversion of collection materials; manages the Library's Web harvesting program; and supports the acquisition and management of digital collections content through technical guidelines and assistance to Library staff.

TECH works closely with the Library's Office of the Chief Information Officer (OCIO) to articulate business needs, prioritize Information Technology (IT) investments, monitor systems, and ensure full compliance with the Library's information technology security measures, Web standards, and enterprise architecture.

The directorate is comprised of three divisions:

Automation and Planning Liaison Office (APLO): Supports LS computer workstations and telecommunications needs, and serves as the liaison to OCIO for end user support. APLO also coordinates the procurement and management of hardware and software assets.

Integrated Library System Program Office (ILSPO): Manages the multiple systems that support basic library functions of acquiring, cataloging, inventorying, circulating, and providing access to materials in the collections or available through subscriptions. ILSPO also provides analysis and reports of bibliographic information.

Digital Collections Management and Services (DCMS): Provides services and support for digital collections including establishing digital collections management policies and best practices, digitization support, metadata generation and remediation, preparing content for presentation, content ingest and transfer assistance, Web harvesting, and creation of format-specific preservation guidelines. DCMS also manages digital collections not otherwise under curatorial control.

Fiscal 2017 Accomplishments

In fiscal 2017, the Library's Office of the Chief Operating Officer reorganization package was approved. This reorganization merged the Administrative Services Office and TECH, including two of the three divisions listed above (DCMS and ILSPO) and the three Administrative Services

teams. TECH will be abolished in fiscal 2018 and the DCMS and ILSPO divisions formerly under TECH will report to the Library Services Chief Operating Officer within the office of the Associate Librarian for Library Services (ALLS).

In fiscal 2017 TECH began to build out DCMS, filling the division chief and Digital Content Management section supervisor positions. Additional Congressional funding for FTE approved in the fiscal 2017 budget allowed the division to move ahead with posting the newly funded positions. DCMS staff in Information Technology Management Series (2210 positions) who were performing non-technical tasks were moved into the more appropriate librarian series.

DCMS continued to refine its business requirements for digital collections management, and worked with OCIO to develop an approach to performance requirements and tracking. In addition, DCMS continued to collaborate with OCIO to expand tools and services in support of high priority digital collecting projects.

A working group was formed under the newly established eCollections Steering Group to support the Library's plan to accept PDF copies of newspapers under Copyright group registration in lieu of microfilm. The number of e-journal titles acquired through mandatory deposit rose to 3,429, while 10,951 e-books were acquired through CIP.

The Integrated Library System Program Office (ILSPO) kicked off Phase One of the Next Generation Library Services Platform (LSP) Project. Subject matter experts representing all service units received a briefing on the project and guidelines on how they will handle market research and identify business needs for the next LSP.

Fiscal 2018 Priority Activities

Library IT centralization activities necessitated a re-examination of LS's organization. In order to better align critical functions and core capabilities, LS will implement the approved reorganization of TECH directorate in fiscal 2018. TECH is being abolished and two of its three divisions, DCMS and ILSPO, will merge into the office reporting to the Library Services Chief Operating Officer.

The third TECH division, APLO, will be moved into OCIO as part of Library-wide IT centralization for increased IT efficiency, governance, and accountability.

The activities of DCMS and ILSPO for fiscal 2018 and 2019 are discussed in the Library Services, Associate Librarian for Library Services (ALLS) Overview.



National and International Outreach

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

National and International Outreach Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Budget	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11 1 Full-time permanent	\$12,089	\$11,996	\$11,396	\$11,741	+\$ 345	3.0%
11.3 Other than full-time permanent	442	429	586	604	18	3.1%
11.5 Other personnel compensation	152	150	152	157	5	3.3%
11 8 Special personal services payment	380	150	332	344	12	3.6%
12.1 Civilian personnel benefits	3,892	3,862	3,671	3,800	+ 129	3.5%
Total, Pay	\$16,955	\$16,587	\$16,137	\$16,646	+\$ 509	3.2%
21.0 Travel & transportation of persons	243	150	229	233	4	1.7%
22 0 Transportation of things	6	1	8	8	0	0.0%
23 3 Communication, utilities & misc charges	59	60	319	320	+ 1	0.3%
24.0 Printing & reproduction	127	69	108	110	+ 2	1.9%
25.1 Advisory & assistance services	2,062	496	2,173	2,182	+ 9	0.4%
25 2 Other services	1,204	984	1,093	1,145	52	4.8%
25 3 Other purch of gds & services from gov acc	572	480	585	589	4	0.7%
25.7 Operation & maintenance of equipment	17	12	16	16	0	0.0%
26 0 Supplies & materials	80	80	76	77	+ 1	1.3%
31 0 Equipment	1,458	69	1,445	1,447	+ 2	0.1%
41.0 Grants, subsidies & contributions	6,990	5,646	6,795	7,401	606	8.9%
44 0 Refunds	5	0	5	5	0	0.0%
Total, Non-Pay	\$12,823	\$ 8,047	\$12,852	\$13,533	+\$ 681	5.3%
Total, National and International Outreach	\$29,778	\$24,634	\$28,989	\$30,179	+\$1,190	4.1%

**National and International Outreach
Analysis of Change**
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	116	\$28,989
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		295
Annualization of January 2018 pay raise @ 2.29%		86
Within-grade increases		69
Transit subsidy monthly increase from \$255 to \$260		2
One extra day, 261 vs. 260		57
Total, Mandatory Pay and Related Costs	0	509
Price Level Changes		681
Program Increases	0	0
Net Increase/Decrease	0	\$ 1,190
Total Budget	116	\$30,179
Total Offsetting Collections	0	- 6,000
Total Appropriation	116	\$24,179

National and International Outreach

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$30.179 million** for the National and International Outreach program in fiscal 2019, an increase of \$1.190 million, or 4.1 percent, over fiscal 2018. This increase supports mandatory pay related and price level increases.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations								
	Funded FTE	\$	FTE Usage	\$	Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	%
National and International Outreach	102	\$15,334	95	\$15,226	91	\$14,643	91	\$15,590	0	\$ 947	6.5%
Cataloging Distribution Service	16	6,000	15	2,689	14	5,959	14	6,000	0	41	0.7%
Teaching with Primary Sources	11	8,444	10	6,719	11	8,387	11	8,589	0	202	2.4%
Total, NIO	129	\$29,778	120	\$24,634	116	\$28,989	116	\$30,179	0	\$1,190	4.1%

PROGRAM OVERVIEW

National and International Outreach (NIO) service unit was created in fiscal 2015 to bring together many of the public-facing programs and activities that advance the Library of Congress' important role as a national cultural institution and a major asset for continuous learning. To provide more effective program management of resources, NIO consolidated its funding structure for fiscal 2018 appropriated activities to improve the efficiency of financial and administrative support services. NIO works to facilitate collaboration among the Library's public engagement efforts, foster partnerships with other prominent cultural and academic institutions, and raise awareness about, and use of, the expertise of the Library and the richness of its collections by Congress, the American people, and the world.

NIO is charged with developing, managing, and overseeing a broad and diverse set of programs and services. These include activities that promote:

- The Library's role in American culture and creativity;
- Operations that function as revenue-based enterprises and services; and
- Scholarly and educational initiatives that benefit those who visit the Library both in person and virtually.

NIO's activities are coordinated through three directorates: National Programs (NP), National Enterprises (NE), and Scholarly and Educational Programs (SEP). These directorates encompass 19 programs, including major Library events such as the National Book Festival and Gershwin Prize; programs with a nationwide reach, such as National Library Service for the Blind and Physically Handicapped; and divisions that work to promote reading, expand access to

knowledge, foster digital innovation and showcase the Library and its work to the nation and the world. NIO programs are supported by both appropriated and non-appropriated funding.

Fiscal 2017 Accomplishments

In fiscal 2017 NIO worked to expand and strengthen its role as the service unit responsible for the Library's public and scholarly functions. The Visitor Services Office (VSO) in SEP leveraged its highly trained volunteer docents to welcome 1.56 million people (10% more than fiscal 2016), and deliver 8,000 tours for approximately 150,000 Members' constituents, students, professionals, foreign dignitaries, and the general public. To showcase the Library's treasures, the Interpretive Programs Office (IPO) opened two major exhibitions ("Echoes of the Great War: American Experiences of World War I" and "Drawing Justice: the Art of Courtroom Illustration"), several smaller exhibits and short-term displays, and maintained a program of regular education and outreach. IPO spearheaded the design and implementation of three special "pop-up" exhibits ("President Inaugural", "Pride in the Library", and "Library of Awesome"). This is a new, short-term model of public engagement, which provides direct access to Library treasures on topics of wide interest.

Expanding awareness of and access to, the Library's collections remained a top priority. NIO organized the Library's first outdoor summer film festival – showcasing the Library's preservation efforts and the National Film Registry with the screening of six modern classics. The Educational Outreach division hosted five Summer Institutes for teachers, and awarded \$5.4 million in competitive grants, supporting effective use of digitized primary sources in K-12 classrooms. The division also merged with the Library's Young Readers

Center to incorporate the best practices of Teaching with Primary Sources (TPS) in all LOC children's programming. The John W. Kluge Center – the Library's scholar in-residence center – facilitated extended access to the Library's collections for six senior chairs and 20 doctoral and post-doctoral fellows. The Center also hosted 33 scholarly events for the benefit of the U.S. Congress, policymakers, and the public, showcasing Library collections and expertise. Notably, the Center launched a series of targeted events to bring the expertise of top thinkers from around the country, like former U.S. Ambassador McFaul and David Brooks, into the reach of Members of Congress and congressional staff.

During fiscal 2017, NP had a prominent role in developing signature events for the Library. For example, the 17th annual National Book Festival (NBF) held at the Washington Convention Center on September 2, 2017. The Festival attracted an estimated crowd of 100,000 to a program with over 110 authors, including main stage appearances by David Baldacci, Thomas L. Friedman, Diana Gabaldon, Michael Lewis, David McCullough, Condoleezza Rice and J.D. Vance. Each main stage event was streamed live on Facebook to more than 1.3 million viewers, a festival first. The Gershwin Prize for Popular Song, another example of a Library signature event. This event drew significant attention with a star-studded concert honoring Smokey Robinson in November 2016, and the announcement in June 2017 of Tony Bennett as the next recipient.

NP also worked to increase the visibility of the Library's digital activities and resources and enhance digital innovation through the National Digital Initiatives (NDI) program. NDI launched LC-Labs, a website to host experimental initiatives and to invite the public to engage with digital collections. NDI also fostered ongoing partnerships with the National Endowment for the Humanities (NEH), the Smithsonian, the Mellon Foundation, George Washington University and others.

National Library Services for the Blind and Physically Handicapped (NLS), in NP, added an additional 17,000 titles to the Braille and Audio Reading Download (BARD) site to support Americans who cannot use traditional reading material. NLS clients can now access a total of 114,000 titles in braille and recorded form. NLS also launched a new and improved website, initiated a pilot of new braille eReaders, and completed a multi-year analog-to-digital conversion project that has made 40,000 legacy titles digitally available. NLS also initiated an external strategic review of its services, its patrons, and the appropriate operating model for the next decade and beyond.

Finally, the Library's self-supporting programs within NE provided a wide range of services to the Library and its constituents. The Cataloging Distribution Service (CDS) introduced free bulk access to the Library's MARC Distribution Services records through its new "MARC Open Access" – the world's largest public release of bibliographic records (25 million records).

Fiscal 2018 Priority Activities

In fiscal 2018, NIO will continue to work to advance the Library's role as a national cultural institution and a major asset for continuous learning, including expanding the reach of the Library and strategic partnerships.

Given the trends of the past several years, the Library expects to welcome nearly two million visitors. VSO will develop new themed programs, including a Spanish language public tour. IPO will open a major exhibition: "Baseball Americana," and will plan two forthcoming exhibitions about the centennial of the Women's Suffrage Movement, and George Washington and George III, the latter in partnership with England's Royal Collections Trust and Archive.

NIO will continue to oversee signature Library events, including the 18th National Book Festival on September 1, 2018, and the 10th Gershwin Prize Award Ceremony.

Educational efforts will continue to be a priority for NIO. The Educational Outreach office will invigorate the on-site experiences and online initiatives of the Young Readers Center, expand the reach and the impact of the TPS Regional Program, and broaden the Library's K-12 outreach efforts across the curriculum and grade spectrum. The Center for the Book (CFB) will commission a five-year study to evaluate the efficacy of its Literacy Awards program and refine, promote, and expand the Letters about Literature program. During her term as the 22nd Poet Laureate Consultant, Tracy K. Smith will explore the impact of poetry on residents of rural communities and the Poetry and Literature Center will expand its outreach to youth poets. The Kluge Center will continue to host top-thinkers from around the world, and build on 2017 congressional engagements with additional opportunities for Members of Congress and staff. The Center will also move forward with awarding a Kluge Prize for Achievement in the Study of Humanity.

NDI will work with Library Services and the Office of the Chief Information Officer to develop a platform for crowdsourced transcriptions and tagging of Library collections. NDI will also work with OCIO to manage the Library's Congressional Data Challenge, inviting high school students and adults to make digital products helping to explore Congressional information. Over the course of the year, NDI will continue to develop LC-Labs (labs.loc.gov), using material from Jer Thorp the Library's first "Innovator in Residence" and other initiatives.

NIO will continue to optimize performance across all units in business processes, customer satisfaction, financial performance, and to encourage the learning and growth of staff while strengthening and growing partnerships and collaborations. Notably, the Publishing Office will release *America's Greatest Library: An Illustrated History of the Library of Congress*, the first new book on Library history since 2012; and complete the pilot phase of the Library e-Book Publishing Program with the digitization of 100 titles.

NLS will conclude a strategic planning effort to develop a next-generation strategy to meet changing demand and demographics that will leverage enabling technologies and the Government Accountability Office (GAO) recommendations. Additionally, NLS will implement a multimedia campaign utilizing radio, television, print, and web-based media outlets to raise awareness and use of NLS services.

Fiscal 2019 Priority Activities

NIO will work to continue expanding the reach of the Library and strategic partnerships in fiscal 2019, striving to ensure the ongoing success of signature Library activities while building new ways for the public to engage with Library staff and the collections.

Possible initiatives will include planning to enhance the Library of Congress visitor experience, an improved retail experience, and new collaborations to promote the Library's digital collections. In partnership with Library Services and the Office of the Chief Information Officer, NDI will focus on developing capacity for digital humanities and digital scholarship using Library collections to help patrons explore and engage with the Library's collections in new and creative ways. IPO will open a major exhibition on women's suffrage, and continue planning the forthcoming exhibition about George Washington and George III. NLS will continue a 3-5 year implementation plan to modernize, rationalize

and expand the reach of its service based on the findings of the strategic planning efforts. NLS also will continue the assessment of the eReader pilot and prepare for the introduction of braille eReaders (refreshable braille devices) into the NLS program. The CFB will strengthen partnerships with federal and state agencies, literacy associations, librarians, and booksellers to increase support for affiliated state centers. The CFB will expand efforts to fight illiteracy and promote reading across the lifespan by continuing to disseminate private funds to effective literacy organizations and by partnering with the NLS to promote accessibility as essential to the advancement of literacy. Through primary source-based programs, publications, on-site experiences, and online initiatives, Educational Outreach/TPS/Young Readers Center will inspire in children, parents, caregivers, and educators a love of reading and research; and engage audiences in creating and sharing knowledge using Library collections. The Kluge Center will continue to host in residence scholars to make significant, sustained use of Library collections; and hold events for the benefit of the U.S. Congress, policymakers, and the public, with the goal of showcasing Library collections and expertise. NE's self-supporting programs will serve a greater number of clients with research and retail services, assisted procurement and training, and publications, providing leadership throughout the federal government, as well as expanding marketing and partnership opportunities to increase awareness, sales, and revenue.



Law Library

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

Law Library Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$ 8,382	\$ 8,287	\$ 7,629	\$ 8,766	+\$1,137	14.9%
11.3 Other than full-time permanent	448	373	149	154	5	3.4%
11.5 Other personnel compensation	93	146	88	91	3	3.4%
12.1 Civilian personnel benefits	2,754	2,681	2,496	2,930	+ 434	17.4%
Total, Pay	\$11,677	\$11,487	\$10,362	\$11,941	+\$1,579	15.2%
21.0 Travel & transportation of persons	19	14	50	51	+ 1	2.0%
22.0 Transportation of things	2	1	1	1	0	0.0%
23.3 Communication, utilities & misc charges	10	10	10	11	+ 1	10.0%
24.0 Printing & reproduction	32	30	48	49	+ 1	2.1%
25.1 Advisory & assistance services	33	65	48	49	1	2.1%
25.2 Other services	2,575	1,746	1,811	2,008	+ 197	10.9%
25.3 Other purch of gds & services from gov acc	23	18	16	16	0	0.0%
26.0 Supplies & materials	18	18	22	22	0	0.0%
31.0 Equipment	5,897	3,873	2,877	2,981	+ 104	3.6%
Total, Non-Pay	\$ 8,609	\$ 5,776	\$ 4,883	\$ 5,188	+\$ 305	6.2%
Total, Law Library	\$20,286	\$17,262	\$15,245	\$17,129	+\$1,884	12.4%

Law Library
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	76	\$15,245
Non-recurring Costs:		
Termination of Law Library GLIN offsetting collection program		- 350
Total, Non-recurring Costs:	0	350
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		209
Annualization of January 2018 pay raise @ 2.29%		61
Within-grade increases		49
Transit subsidy monthly increase from \$255 to \$260		2
One extra day, 261 vs. 260	0	42
Total, Mandatory Pay and Related Costs	0	363
Price Level Changes		115
Program Increases:		
Law Library Strengthening Capacity - Digitization Effort	3	823
Law Library Strengthening Capacity - Staff Expertise & Foreign Specialists	7	933
Total, Program Increases	10	1,756
Net Increase/Decrease	10	\$ 1,884
Total Budget	86	\$17,129
Total Offsetting Collections	0	0
Total Appropriation	86	\$17,129

Fiscal 2019 Program Changes: \$ 1.755 million

To ensure the Law Library continues to meet the needs of Congress, serve the Supreme Court, the judiciary, the executive branch and full universe of legal constituents, the Library is requesting \$1.755 million to support 10 FTEs and contractor support to implement a robust digitization strategy to increase online access to its collections; to add high quality custodial service capacity in response to increased demand for law collection materials; and to enhance capacity for

increasing volume and complexity for foreign language and foreign law initiatives.

The Law Library of Congress is the guardian and steward of the world's largest law collection of primary U.S. materials (bills, laws, orders, court decisions, regulations), and foreign legal titles from around the world. Increasing access and service capacity un-taps the inherent value of these massive collections.

LAW Strengthening Capacity - Digitization Effort: \$0.823 million/ 3 FTE

The Law Library endeavors to implement a long-term digitization strategy that will increase access to the Law Library's vast collections, products, and services. The digitization strategy is centered on two types of materials: 1) public domain U.S. legal and legislative materials not available online free of charge; and 2) unique foreign law materials not subject to copyright restrictions and not free of charge. To exponentially increase access is the primary goal of the digitization strategy. Expanding online access will allow researchers to independently address increasingly complex research questions. Currently, researchers must come to the Library to access public domain legal materials only available at the Library; in the Library's tangible collection or by paid subscription/behind paywalls. Select digitization of these materials will increase the free flow of Law collections directly benefiting citizens and researchers, liberating tangible and for-pay subscription titles from existing constraints.

In the near term, the Law Library intends to focus on critical, historical U.S. legal and legislative titles to ensure citizens have unimpeded access to governing activity and laws. Providing free access to U.S. legal materials also benefits a global public, serving as a model of transparency and democratic governance. There is also a pressing need for staff with specialized skills to manage and process born-digital materials in order to improve access and findability on the Library's web site.

Digitization Contract Support

To promote free access to authentic, official, public legal information in cooperation with other federal agencies (NARA, GPO, etc.), the Law Library has set a goal of scanning approximately two million pages per year and is requesting \$496 thousand in contractual support to achieve this effort. This funding will non-recur as follows: \$96 thousand in fiscal 2023, and \$400 thousand in fiscal 2031.

As the designated repository of Congressional documents, the Law Library will focus initial efforts on important historical congressional and public domain materials. Two massive collections targeted for digitization, the *U.S. Serial Set* and the *Supreme Court Records and Briefs* are untapped treasure troves, if made freely available online, will unleash

easy access to multitudes of curious citizens, historians, legal practitioners, and scholars. The *U.S. Serial Set* is an official, bound collection of reports and documents of the House and Senate of the U.S. Congress. Its contents include detailed information on a wide array of subjects as varied as studies of wages and prices; immigration; women and child labor; unemployment; national security; conduct of war; and civil rights. Key historical initiatives are also documented, providing riveting contemporary accounts of many efforts that changed our nation. The *U.S. Supreme Court Records and Briefs* include documents related to court cases heard by the Supreme Court including landmark decisions widely taught in U.S. history and civics classes, and is heavily used by legal practitioners. The Law Library is one of few institutions holding a complete print bound collection of *U.S. Supreme Court Records and Briefs*. Currently, beyond those institutions with print copies, it is only available online by paid subscription.

Digitization FTE Funding

Creating digital surrogates and descriptive metadata provides online, universal, 24/7 access and delivery. To prepare and convert critical items from physical collections to digital format, increased staff capacity in the Law Library's Digital Resources Division (DRD) is required. Digital lifecycle planning includes the development of entirely new workflow requirements and dedicated staff to ensure long-term sustainability and accessibility via uniform application of metadata to enable discovery of digital objects. The Library requests \$327 thousand and three FTEs to enhance future digitization efforts.

1. Digital projects coordinator (one – GS 12)

The digital projects coordinator will serve as a project planner for this work: planning, coordinating, and implementing digitization efforts undertaken by the Law Library; develop proposals and project plans; oversee project implementation; support efforts to publish digital content to the Web; and provide oversight for digital conversion projects to ensure that technical and quality standards are met.

2. Metadata technicians (two – GS 7)

Metadata technicians will create law-specific descriptive and other metadata for digital legal materials that are converted from the Law collections or acquired through other means, to ensure they are fully accessible. As the scale of digitization increases, metadata technicians will also

train interns and temporary employees to create metadata based on Library metadata standards. They will serve on the Law Library's controlled vocabulary committee; apply the Library's rigorous metadata standards and practices; and provide guidance for specific projects (such as remediation efforts) related to metadata.

LAW Strengthening Capacity - Staff Expertise: \$0.933 million/ 7 FTE

In fiscal 2019 the Library requests \$933 thousand to support seven FTEs and contract funding to strengthen its existing capacity by augmenting to meet the increasing needs of Congress, and all other legally-mandated clients for legal information. Over the past decade, the Law Library has suffered staff attrition that has strained its ability to address increasingly complex questions from its patron, while providing the highest quality custodial services for its collection.

The Law Library of Congress acquires, processes, maintains, preserves, and provides access to the world's largest collection of legal materials—over 2.94 million volumes. The collection includes legal materials for nations around the world and many rare historical treasures. The Law Library's staff of American and multilingual foreign attorneys and law librarians leverage collection materials and their personal expertise to respond to thousands of legal research requests each year. The Library maintains a roster of world-class legal scholars and law practitioners to provide foreign and comparative law expertise on an *ad hoc* basis. The Law Library engages their expertise when requests from Congress, the Supreme Court, or executive branch agencies demand it. Payment for work by contract is based on the length of each research product, using the pay schedule established by the Library of Congress. Recent requests have focused on an analysis of a law's implementation and application by Turkish courts, and a review of the validity of specific provisions of a 1925 US-Iranian treaty. These requests are increasing, are increasingly complex, and require in-depth analysis. Quick response turnaround is often required, and requests may be for countries for which the Law Library lacks specialists.

Digital and Physical Collection Stewardship (Three FTE)

The Law Library continues receiving many print titles, microforms, and tangible media such as CD-Roms. At the same time, it is facing an increase in the volume of born-digital and digitized legal materials. These materials require additional and substantively more complex processing and preservation methods. Although the range and number of custodial tasks has multiplied over the past decade, staffing numbers have dwindled. Without additional staff to handle the continuous influx of tangible, print materials and the growing number of born-digital titles, the Law Library is challenged to maintain a standard of the highest quality collection care and patron service.

The Library requests funding to support three FTE to perform the following tasks:

1. Law collections lead library technician (one – GS 9)

A lead library technician will provide training and oversight for all aspects of collection accessioning, maintenance, preservation, and retrieval. As more digital items arrive, this individual will assist in defining and implementing new workflows to ensure a seamless integration of tangible print and digital materials, ensuring the highest-quality patron access.

2. Law collections technician (one – GS 7)

To strengthen law collection stewardship, an additional library technician will perform a range of custodial duties related to collection accessioning, maintenance, preservation, and retrieval. Responsibilities include the ongoing physical inventory of existing collection items; sorting, arranging, and shelving incoming materials; shifting, processing, and updating collection titles; and preserving collection items by preparing materials for binding, microfilming, or digitization. In addition, this technician will retrieve legal materials for Law Library patrons.

3. Law collections development/special collections support technician (one – GS 9)

The collection development section of the Collection Services Division (CSD) currently lacks the support of a dedicated library technician, to ensure newly-received reference materials are processed and available promptly. This technician will provide primary support for working with the rare law book collection (includes Canon and Roman law). Only one-third of the rare law book collection is currently inventoried. The technician will complete the full inspection and inventory, will assist in the acquisition of new titles, maintain the foreign law reference collection, and assist in cataloging to provide better access.

Foreign Law Expertise (Four FTE)

In addition, the Law Library is in need of foreign legal and language expertise. The number of inquiries from complex jurisdictions is increasing, driving the need for additional foreign law expertise to adequately meet the Law Library's mission. The Law Library's Global Legal Research Directorate (GLRD) supports government with complex foreign, comparative and international research and guidance and is staffed by foreign and American-trained lawyers, who are

multilingual, legal analysts, reference librarians, and editorial staff who conduct foreign, comparative, and international legal research. GLRD staff produces timely and authoritative research reports in a variety of formats for members of Congress, the judiciary, and the executive branch, utilizing the world's most comprehensive collection of legal materials. Law Library reports are available to the public through the Law Library's web site, www.law.gov. The Law Library's research reports require language and jurisdictional legal expertise. Often, the reports and memoranda are cited by courts, scholars, and referenced as authoritative sources in news reports. The foreign law specialists also play a critical role in acquiring, maintaining and developing the Law Library's unparalleled foreign law collections for their jurisdictions. In particular, the number of requests for comparative law and policy research is increasing for Canada, and for the European Union (EU), Netherlands and Nordic countries. Retaining part-time contract support for this research is unsustainable as research requests increase. In addition, part-time contract work requires additional review by government staff to certify the work product because legal research guidance cannot be delegated to non-Library staff. With increased numbers of written reports for Congress, legal research reports for the Law Library's Global Legal Monitor and the blog, the Law Library needs additional legal jurisdictional support.

The Executive Branch's reliance on the Law Library's foreign law expertise is steadily increasing. To illustrate, the number of requests for legal opinions from the federal executive branch agencies in fiscal 2017 was 40 percent higher than four years earlier. Generally client requests have very short deadlines, due to pressing work requirements. At any given time, each foreign law specialist is simultaneously working on 7 - 9 research requests. Inquiries received are also increasingly complex, requiring a detailed familiarity with substantive law, the legal framework, and published works of foreign jurisdictions. To ensure accuracy and authoritativeness, the number of foreign legal publications that must be reviewed and recommended for the collection is constantly growing. Client expectations for product formats are also changing, with increased demand for tables, maps, and graphics to better illustrate and demonstrate results in research reports. Presently, the Law Library does not have the staff needed to cover certain jurisdictions of growing, critical interest areas to Congressional clients.

The Law Library requests four FTE to perform the following tasks:

1. Foreign law specialists (two – GS 13)

Two additional foreign law specialists are needed to provide coverage for the following, often requested, jurisdictions: (1) Canada; and (2) European Union, Netherlands, and Nordic countries. These jurisdictions are particularly important from a comparative law and policy perspective. Currently, due to reduced funding, we have instituted contract consultants to respond to questions for those jurisdictions. Before the final report can be sent to the requestor, additional internal review by federal staff is required to certify the accuracy of the work product. Meanwhile, questions for those jurisdictions are increasing, averaging more than 30 requests annually for Canada and 60 for the European Union and Nordic countries. In addition, contract staff cannot monitor and develop materials for their countries, which is required of all foreign legal specialists on-staff. Current staff does not possess legal education from Canada, EU, Netherlands and the Nordic Countries, and must often work with translations rather than primary legal materials.

2. Legal research fellow (one – GS 7)

This will be an annual recurring temporary position (one appointment each year) to a recent LLM graduate of a U.S. law school. Working under the guidance of a specific foreign law specialist, the legal research fellow will work on foreign, comparative, and international law in areas of Congressional interest. The fellow will contribute to all Law Library products in the area of his/her responsibility and will assist in developing the Law Library's online products and print collections related to the assigned jurisdiction(s).

3. Writer/Editor (one – GS 12/13)

A writer/editor is needed to provide legal editorial support for the Global Legal Research Division, to address the increase in volume of the Law Library's written reports, greater variety and complexity of content (requesting more maps and graphics), new technological opportunities, and greater editorial involvement in Library-wide digitization efforts. This writer/editor will provide graphic design and web publishing expertise, not currently available in the division.

Law Library

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$17.129 million** for the Law Library program in fiscal 2019, an increase of \$1.884 million, or 12.4 percent over fiscal 2018. This increase represents \$0.478 million for mandatory pay related and price level increases, and program changes of \$1.756 million – [\$0.823 million and three FTEs] for Strengthening Capacity – Digitization Effort, and [\$0.933 million and seven FTEs] for Strengthening Capacity – Staff Expertise & Foreign Specialists. This is offset by non-recurs of \$0.350 million for termination of the Law Library GLIN offsetting collection program.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations								
	Funded FTE	\$	FTE Usage	\$	Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	%
Law Library	86	\$17,584	84	\$13,443	76	\$12,561	86	\$14,369	10	\$1,808	14.4%
Purch of Lib Mater	0	2,702	0	3,819	0	2,684	0	2,760	0	76	2.8%
Total, LAW	86	\$20,286	84	\$17,262	76	\$15,245	86	\$17,129	10	\$1,884	12.4%

PROGRAM OVERVIEW

The Law Library of Congress (Law Library) provides the Congress with timely, comprehensive research for foreign, comparative, international and U.S. law. The Law Library not only serves the Members of Congress, but has assembled a staff of experienced foreign and American-trained lawyers and law librarians to interpret complex and dynamic legal issues for all three branches of government including the federal judiciary, and executive branch agencies. To support these efforts, the Law Library has amassed the world's largest, unparalleled collection of domestic, foreign and international legal material, of more than 240 foreign and international jurisdictions. The collection consists of authoritative legal sources in original languages, with more than 2.92 million volumes and three million micro-format items. The massive collections and skilled staff enable the Law Library of Congress to provide a wealth of legal research, reference products and services for all three branches of government and the entire nation.

While the Law Library is highly responsive to the time-sensitive and complex needs of its primary customers, the Congress and Supreme Court, it also serves many other key constituents such as the practicing bar, state and local governments, American businesses, scholars, journalists, and others with legal research and reference needs.

Law Library professionals provide timely, expert legal analysis, research, testimony, training on federal and legal legislative history research, briefings and orientations in response to requests by Members of Congress and committee staff, justices of the Supreme Court, other Federal and state judges, and attorneys at federal agencies. Many of the Law Library's lawyers have been trained outside of the U.S., in addition to obtain-

ing advanced degrees from U.S. law schools and American bar affiliations. They incorporate knowledge of the legal systems, vernacular language, and socio-cultural context of the countries and regions of the world for which they are responsible.

The Law Library acquires, maintains, organizes, preserves, and provides access to a comprehensive legal collection in both print and digital formats, building collections of necessary research materials through purchase, copyright deposit, exchange, federal or state transfer. The collection supports legal research done by both the Law Library and the Congressional Research Service.

The Law Library is a key player in developing and maintaining the currency of content in Congress.gov, the authoritative legislative information system for the Congress and the public. The Law Library also develops electronic information products that provide access to historical and contemporary legal, legislative, administrative, and judicial documents. The Library creates research and collection guides that focus on legal research techniques, issues, and events. Ensuring accuracy, authenticity, authoritativeness, and comprehensiveness of legal documents is a challenge the Law Library manages on a daily basis, enabling the highest quality of objective research and maintaining a legal collection encompassing countries and regions of strategic importance to the Congress.

Fiscal 2017 Accomplishments

In fiscal 2017, the Law Library prepared 459 legal research reports, special studies and memoranda for the legislative branch, of which 339 were in response to inquiries from Congress. Foreign law specialists provided Members of Congress with reports related to many pressing U.S. legislative issues

including a worldwide survey of legislation on war crimes, genocide, and crimes against humanity; taxation of financial transactions; sanctions applicable to U.S. defense contractors; implementation of extradition treaties; status of children of undocumented migrants; artist's release rights; laws regulating broader market participation in flood insurances.

In addition to Congress, the Law Library prepared 416 research reports for executive and judicial branch agencies, and the U.S. bar. The Law Library answered 18,162 inquiries in its reading room, on the phone or electronically. Its Public Services division answered 3,425 inquiries through Ask a Librarian, the Library's virtual reference service. The Law Library also conducted 196 seminars and orientations on legal and legislative research for nearly 3,000 participants. In fiscal 2017 the Law Library increased online access to digitized law collection materials: 22 volumes (1925-1988) of the *U.S. Code*, and 542 volumes (1754-2004) of the *U.S. Reports*. These volumes were not previously available online free of charge to researchers. An additional collection of NTSB case findings (888 documents) were digitized and will be available on the Law Library's web site in 2018, also at no cost. Finally, free public accessibility has been assured for users of the *Indigenous Law Portal* through software that creates permanent hyperlinks to resource documents as they are added.

The Law Library continued to expand its use of social media as its Twitter followers increased to 68,146. The Twitter account @Congress.gov grew to 48,731 followers, up 52% from the previous year. The Law Library's Facebook page followers reached 36,232 as the Law Library continued to offer Rich Site Summary (RSS) feeds and email alerts to notify subscribers about the availability of selected resources, and upcoming events and training. The Law Library's blog, *In Custodia Legis*, published 227 posts and recorded 580,599 page views. *In Custodia Legis* consistently ranks among the highest number of page views each month among all Library blogs. It was also named as one of the "American Bar Association (ABA) top 100 legal blawgs" for three consecutive years, from 2014-2016. The *Global Legal Monitor*, a continually updated online publication covering legal news and developments worldwide, received 632,884 page views. The *Guide to Law Online*, an annotated portal of internet sources of interest to legal researchers, had 558,670 page views.

Finally, three year funding was approved in the fiscal 2017 budget which will enable the Law Library to continue the replacement of shelving in the Law Library's collection storage area. The new shelving will modernize the storage providing a significant increase in access and capacity.

Fiscal 2018 Priority Activities

In fiscal 2018, the Law Library will continue to provide support to the time-sensitive and complex needs of the Congress, the Supreme Court, and other key constituents including the executive branch agencies and courts. In addition, the Law

Library will improve its integrated workflow and content management systems so the Law Library can provide better and more targeted services that correspond to the legislative agenda and major policy issues. In order to reach a wider audience, the Law Library will expand the curriculum of online and in-person classes that its legal reference librarians and foreign law specialists provide to Congressional staff, executive branch staff, federal librarians, academic and other public researchers. Training sessions will focus on Law Library collections and services; Congress.gov, Law.gov, and other federal legislative and legal information systems; and how to perform legal research using U.S. and foreign law resources. The Law Library will continue expanding the digitization of law collections to better meet the demand for online access to these collections. The Law Library will continue improving access to the law collection by bringing insufficiently classified volumes up to modern classification standards (K Class).

As previously mentioned, in the fiscal 2017 enacted budget, Congress appropriated three year funding authority of \$4,039,000 to replace the compact shelving in the James Madison Memorial Building (JMMB) sub-basement stacks. This upgrade is necessary to replace current shelving systems in place beyond their predicted lifespan. The new shelving will increase access and solve personnel safety issues. Commencing in 2018, replacement of Quad C shelving (second of four compact shelving quadrant spaces in the JMMB sub-basement) will modernize the systems and improve retrieval times and access to the law collection. It will enable retrieval of collection materials that cannot currently be served because they are stored on inaccessible shelving carries. Upon completion of Quad C shelving replacement, future requests will be submitted to replace compact shelving in the remaining two quadrants. The Library and the Architect of the Capitol will complete construction of a secure storage facility (SSF) to house more than 50 percent of Law Library's rare legal materials in a temperature and humidity controlled environment. At the same time, the Law Library will continue efforts to inventory and control the remaining 65 percent of its rare material collection.

Fiscal 2019 Priority Activities

In fiscal 2019, the Law Library will continue providing support to the time-sensitive and complex needs of the Congress, the Supreme Court, executive branch agencies, courts, practicing bar, state and local governments, American businesses, scholars, journalists, and those with legal research needs. Demand is anticipated to remain high. Contingent upon funding requested in fiscal 2019, the Law Library will engage a digitization strategy as part of the Library's overall digitization strategy to increase online access to major parts of its collection, such as the *U.S. Serial Sets* and *Supreme Court Records and Briefs*. Additionally, the Law Library will endeavor to enhance capacity to address increasingly complex questions requiring foreign language and foreign

law expertise, and address the increased demand for legal and legislative research training sessions. The Law Library will also continue to classify volumes to K Class. At the current level of effort, the goal is to complete the Law collection reclassification by country, subject, and form of material before fiscal 2024. Until classification is complete, legal material is less secure and is less accessible to scholars, practitioners, and the general public. The entirety of the K Class cataloging schedule has been developed. However, reclassifying remaining Law Library titles to the expanded K Class and sub-classes is required to ensure access to materials previously difficult to find in the world's largest collection of domestic, foreign and international legal material, from more than 240 foreign and international jurisdictions.

The Law Library will continue its robust teaching/training efforts, providing seminars and orientations on legal and legislative research to a varied group of patrons, including Congress, government agencies, professional organizations, academic institutions, and the public. Teaching staff conduct four different classes (Introduction to Legislative Research; Leg-

islative History Research; Statutory Research, and the newly introduced Tracing Federal Regulations) for congressional staff attending the Congressional Legal Instruction Program (CLIP) 24 times per year. Also, teaching staff conduct classes related to varied issues of drafting U.S. legislation for visiting groups of foreign scholars. The Law Library plans to step-up to more live interactive webinars featuring enhancements to Congress.gov and Law.gov. and "how to" do legal and legislative research.

Staff will continue presenting the seminar "How to Conduct FREE Legal Research Online" at the ABA annual meeting as part of the ABA Division for Public Services presentation schedule. Likewise, staff will provide educational presentations and briefings at local law schools and at federal government agencies in the DC metro region. The Law Library will solicit and analyze training feedback from Members of Congress and congressional staff to implement enhancements where needed. Also, the Law Library will continue a variety of outreach efforts and commemorative occasions, including Human Rights Day, Constitution Day, and Law Day.



Office of the Inspector General

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

Office of the Inspector General

Summary By Object Class

(Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$1,329	\$1,227	\$1,609	\$1,795	+\$186	11.6%
11.3 Other than full-time permanent	115	108	28	29	1	3.6%
11.5 Other personnel compensation	16	33	110	114	4	3.6%
12.1 Civilian personnel benefits	437	423	507	588	+ 81	16.0%
Total, Pay	\$1,897	\$1,791	\$2,254	\$2,526	+\$272	12.1%
21.0 Travel & transportation of persons	10	4	2	2	0	0.0%
23.3 Communication, utilities & misc charges	3	3	6	6	0	0.0%
24.0 Printing & reproduction	10	7	10	10	0	0.0%
25.1 Advisory & assistance services	955	1,106	623	736	+ 113	18.1%
25.2 Other services	67	19	50	63	13	26.0%
25.3 Other purch of gds & services from gov acc	0	0	1	1	0	0.0%
25.7 Operation & maintenance of equipment	13	8	10	11	+ 1	10.0%
26.0 Supplies & materials	11	11	12	12	0	0.0%
31.0 Equipment	20	7	6	6	0	0.0%
42.0 Insurance claims & indemnities	8	8	0	0	0	0.0%
Total, Non-Pay	\$1,097	\$1,170	\$ 720	\$ 847	+\$127	17.6%
Total, Office of the Inspector General	\$2,994	\$2,961	\$2,974	\$3,373	+\$399	13.4%

Office of the Inspector General
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	11	\$2,974
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		47
Annualization of January 2018 pay raise @ 2.29%		14
Within-grade increases		11
One extra day, 261 vs. 260	0	9
Total, Mandatory Pay and Related Costs	0	81
Price Level Changes		16
Program Increases		
OIG Audit Staff and Contracting	1	302
Total, Program Increases	1	302
Net Increase/Decrease	1	\$ 399
Total Budget	12	\$3,373
Total Offsetting Collections	0	0
Total Appropriation	12	\$3,373

Fiscal 2019 Program Changes: \$ 0.302 million

OIG Audit Staff and Contracting:

\$0.302 million/ 1 FTE

The Library requests funding of \$302 thousand to expand the Office of the Inspector General's (OIG) Information Technology (IT) audit efforts. The request includes \$100 thousand for contractor support funding for additional IT audit expertise and \$202 thousand to support one FTE. The additional staff auditor will increase OIG's internal coverage of IT operations and will provide the flexibility to respond to issues and unforeseen management requests that occur outside of the audit plan. The OIG has made significant contributions to Library management by identifying many internal control and management oversight weaknesses directly related to IT assets, investments, and operations. However, the growth in magnitude of the Library's IT activities in comparison to current OIG resources justify this request to ensure OIG has the ability to continue to identify and address the greatest IT risks and vulnerabilities facing the Library.

The OIG must increase its audit and evaluation oversight of the Library's IT operations and strategic direction to ensure IT investments are implemented efficiently and effectively and do not incur waste, fraud, and abuse. To ensure the Library achieves the maximum return on its IT investments, OIG must increase its monitoring of the Library's IT practices. The OIG accomplishes some of this monitoring through contracting with IT specialists. However, given the vast dependency of the Library on IT, the OIG must expand both its in-house technical capabilities and contract coverage to ensure the Library accomplishes the management, governance, and security improvements required.

Since 2011 the OIG workforce has reduced from 18 to 14 FTE while the scale and scope of the Library's IT activities have significantly increased. The requested funding will provide OIG with a flexible, but balanced resource approach toward managing the audit requirements presented by the

Library's current and near-term IT risks and vulnerabilities. An additional IT staff person will enable the OIG to expand its IT efforts and more effectively manage its IT audit contracts. The additional funding for an IT audit contract subject matter experts is necessary to ensure OIG has access to the various IT subject matter specialties required in the IT environment.

OIG Information Technology Audit Roles and Audit Production

The IT Audit Director develops the IT audit plan in consultation with the Inspector General and manages the IT audit function. This includes supervising internally staffed IT audit projects and oversight of contracted IT audit projects. As part of the OIG management team, the IT Audit Director meets frequently with Library and service unit officials regarding IT audit issues and report findings.

The requested funding would support one FTE to allow OIG to expand its capacity in the IT audit realm by being able to hire the following position:

1. IT Auditor (one – GS 14)

The requested IT Auditor will conduct in-house IT audits under the supervision of the IT Audit Director. The IT Auditor will assist in developing short term in-house audit programs also under the review and approval of the IT Audit Director. The requested funding includes a recruitment bonus, student loan repayment, and ongoing training of totaling \$22,000; of which the recruitment bonus of \$10 thousand will be non-recurred in fiscal 2020.

With the requested funding, the OIG projects that it will complete three IT audits per year using OIG staff and an additional three IT audit projects completed by contractors; a total of six completed IT audits per year.

Office of the Inspector General

LIBRARY OF CONGRESS, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$3.373 million** for the Office of the Inspector General in fiscal 2019, an increase of \$0.399 million, or 13.4 percent, over fiscal 2018. This increase represents \$0.097 million for mandatory pay related and price level increases, and a program change of \$0.302 million and one FTE for Audit Staff and Contracting.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change			
	Operating Plan		Actual Obligations								
	Funded FTE	\$	FTE Usage	\$	Funded FTE	\$	Funded FTE	\$	%		
OIG	12	\$2,994	11	\$2,961	11	\$2,974	12	\$3,373	1	\$399	13.4%

PROGRAM OVERVIEW

The Office of the Inspector General (OIG) serves as an advisor to the Library on issues related to financial management, internal control, operations, and investigations. Semiannually, the OIG reports formally to the Congress while interacting with congressional committees on an ongoing basis. The *Library of Congress Inspector General Act of 2005* established the Library's OIG as an independent, objective office within the Library to conduct and supervise audits and investigations. The Act directs the OIG to provide leadership and to coordinate and recommend policies to promote economy, efficiency, and effectiveness at the Library.

The OIG divides its work organizationally into two units: the Audits and the Investigations Divisions. The Inspector General (IG) plans, manages, and directs the operations of the OIG with the assistance of a full-time legal counsel and a full-time administrative assistant. The Audits Division conducts financial and performance audits of Library programs and operations and responds to special requests about Library operations from congressional committees. The Investigations Division performs administrative, civil, and criminal investigations concerning fraud, conflict of interest, and other misconduct involving Library employees, contractors, and grantees. It also operates a confidential hotline, for both Library staff and the public, to report fraud, waste, and abuse.

Fiscal 2017 Accomplishments

During fiscal 2017, the Audits Division focused on evaluating Library activities that occurred in three of the five areas that the IG reported to the Congress as the Library's *Top Management Challenges (TMCs)*. Those areas included Information Technology (IT) infrastructure; digital strategic planning and execution; and contracting. The Audits Division completed three IT-related reports that identified

areas needing improvement, including a significant assessment of the IT system architecture, availability, and contingency planning documentation for the Library's most critical business systems. The IT Audit Director oversaw complex IT audit contracts, developed risk-based IT audit plans, managed in-house IT audits, and consulted with senior level management on IT strategic, technical, and organizational issues. Organizationally, the IG looked to fill two vacant auditor positions.

In other work, the Audits Division issued an interim report on the Library's purchase card program that identified several areas that required immediate action and stronger oversight. These areas included out-of-date policies and procedures, required compliance reviews not implemented as designed, and program data that needed to be better managed. The OIG also reviewed the Library's internal controls for gift funds. The audit results determined that the Library has internal controls that serve as a baseline for gift fund management related to receipts, budgeting stewardship, and supervisory review. OIG made recommendations to strengthen the Library's control environment to ensure it makes timely gift deposits, provides donors proper donation instructions, and performs reconciliation of donation data. The Division also issued a report on an evaluation of the Library's preservation program related to mass deacidification activities. The OIG determined that the Library is committed to using the funds Congress appropriates annually for performing mass deacidification activities.

The Audit Division successfully completed statutorily required oversight of the Library's financial statements audit for fiscal 2016 and additionally provided oversight for the Open World Leadership Center's (Open World) fiscal 2016 financial statements audit under an interagency agreement with Open World. In total, the Audits Division issued nine reports.

The OIG obligated seven percent of its budget for IT consulting assistance as part of its strategy to leverage budgetary resources using IT contractors to obtain the widest body of IT expertise. When considering mandated audit requirements for funding the Library's annual financial statements audit and future audit planning, the OIG will continue to invest in IT consulting expertise. To be fully effective in addressing ongoing IT issues, the OIG determined it would dedicate approximately 18 percent of its discretionary budgetary resources towards IT-expert audit assistance. As the OIG successfully fills staff vacancies, it will require additional funding to sustain the same level of IT audit coverage in future years.

The Investigations Division's efforts included opening 12 investigations and closing four, while forwarding four investigations to Library management for administrative action. In addition, 95 hotline communications were acted upon. The Investigations Division staffing includes four FTEs. Organizationally, the IG filled two vacant special agent positions. To maintain its investigative coverage after experiencing significant turnover, the Division employed, on a temporary basis, two highly experienced retired annuitants, one from the FBI and the other from the OIG of a large executive agency.

Fiscal 2018 Priority Activities

During fiscal 2018, the Audits Division will continue to assist Library management by concentrating its efforts on two *TMCs*, IT infrastructure and contracting. The OIG notified the Library via memorandum in September 2017 that it will be evaluating the steps taken to make improvements in these areas. The OIG looks to change its strategy and invest at least 18 to 21 percent of its budgetary resources towards IT contract audit expertise, and initiate in-house IT audits under the new IT Audit Director. During early 2018, the Audits Division will initiate a review of several of the Library's contracts and finish an extensive follow-up evaluation of the Library's progress in curing the systemic weaknesses reported in the fiscal 2012 audit of the contracting function. Additionally, the Audit Division will begin performing an annual audit of the Copyright Office Licensing Division's fund balance, along with auditing its cash receipts and disbursements for the applicable year. The remainder of the Audit Division work will be focused on using its enterprise-wide risk analysis as well as mandated oversight of the Library's financial statements audit.

The Investigations Division will continue its work in fighting fraud against the Library, pursue hotline complaints and

employee misconduct, and identify and prevent misuse of Library resources. During fiscal 2018, the IG will finalize the hiring of a permanent Assistant Inspector General for Investigations.

Fiscal 2019 Priority Activities

During fiscal 2019, the Audits Division will continue to focus its efforts on the areas it has identified as the Library's *TMCs*. Those areas are strategic planning and performance management, digital services and collections, IT infrastructure, collections storage, and contracting. However, given the importance of IT to the Library at both the strategic and operational levels, the IG believes it must increase the OIG's oversight of this area to ensure that the Library continues to improve the effectiveness and efficiency of its IT activities. The Audits Division's emphasis on IT directly supports the Library's Strategic Plan strategy to "deploy a dynamic, state-of-the industry technology infrastructure that follows best practices and standards."

The IG anticipates operating with a full staff in fiscal 2019, which will eliminate the prior years' options for reprogramming funding from staff vacancies to contract for critical IT special projects and IT contractor expertise. The OIG's audit planning and budgetary analysis indicates that it should invest 18 to 20 percent of its budget towards IT contract assistance to provide adequate coverage of the IT infrastructure challenges facing the Library. This is especially important in light of the planned comprehensive IT organizational changes for fiscal years 2018 and 2019 that will pose additional risks to IT operations during the transition period.

To assure adequate and effective IT audit coverage, the OIG resubmitted a 2018 fiscal request for funding for a staff IT auditor and for IT audit contract services. This additional funding will ensure that the Audits Division maintains coverage of the Library's efforts to improve control over its *TMCs* and fulfills other mandated audit requirements including responding to all congressional requests for information and special projects and oversight of the Library's financial statements audit. The Audits Division will also continue its annual audit of the Copyright Office Licensing Division.

The Investigations Division will continue its work in combating internet and computer crime. It will also continue to fight major fraud against the Library, pursue hotline complaints and employee misconduct, and identify and prevent misuse of Library resources.



COPYRIGHT OFFICE, SALARIES AND EXPENSES

Copyright Office, Salaries & Expenses Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations		Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	
	Funded FTE	\$	FTE Usage	\$							
COP Basic	436	\$61,701	381	\$59,962	409	\$55,145	435	\$79,132	26	\$23,987	43.5%
COP Licensing Division	24	5,531	23	3,251	23	5,493	23	5,568	0	75	1.4%
COP Royalty Judges	6	1,593	6	1,545	6	1,582	6	1,738	0	156	9.9%
Total, COP, S&E	466	\$68,825	410	\$64,758	438	\$62,220	464	\$86,438	26	\$24,218	38.9%
COP Basic Off. Coll.		- 33,619		0		- 33,391		- 37,391		- 4,000	12.0%
COP Basic Unobligated Bal.		6,179		0		0		4,328		- 4,328	0.0%
COP Licensing Off. Coll.		5,531		0		5,493		5,568		75	1.4%
COP Royalty Judges Off. Coll.		- 398		0		- 395		- 505		- 110	27.8%
Total Appropriation, COP, S&E	466	\$23,098	410	\$64,758	438	\$22,941	464	\$38,646	26	\$ 15,705	68.5%

Copyright Office, Salaries and Expenses
Summary By Object Class
(Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$35,058	\$34,488	\$34,933	\$38,788	+\$ 3,855	11.0%
11.3 Other than full-time permanent	585	518	563	582	+ 19	3.4%
11 5 Other personnel compensation	874	845	864	894	+ 30	3.5%
12.1 Civilian personnel benefits	11,486	11,212	11,433	12,881	+ 1,448	12.7%
13.0 Benefits for former personnel	25	8	25	25	0	0.0%
Total, Pay	\$48,028	\$47,071	\$47,818	\$53,170	+\$ 5,362	11.2%
21.0 Travel & transportation of persons	194	78	192	199	+ 7	3.6%
22.0 Transportation of things	6	1	6	6	0	0.0%
23.2 Rental payments to others	314	314	312	319	+ 7	2.2%
23.3 Communication, utilities & misc charges	417	278	412	432	+ 20	4.9%
24.0 Printing & reproduction	418	380	491	501	+ 10	2.0%
25.1 Advisory & assistance services	3,351	4,023	1,559	1,592	+ 33	2.1%
25.2 Other services	8,312	6,410	4,949	12,334	+ 7,385	149.2%
25.3 Other purch of gds & services from gov acc	1,484	849	1,657	12,519	+ 10,862	655.5%
25.7 Operation & maintenance of equipment	721	662	686	799	+ 113	16.5%
26.0 Supplies & materials	305	196	303	327	+ 24	7.9%
31.0 Equipment	5,275	4,496	3,835	4,240	+ 405	10.6%
Total, Non-Pay	\$20,797	\$17,687	\$14,402	\$33,268	+\$ 18,866	131.0%
Total, Copyright Office, S&E	\$68,825	\$64,758	\$62,220	\$86,438	+\$ 24,218	38.9%

Copyright Office, Salaries and Expenses
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	438	\$62,220
Non-recurring Costs:	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		945
Annualization of January 2018 pay raise @ 2.29%		282
Within-grade increases		228
Transit subsidy monthly increase from \$255 to \$260		7
One extra day, 261 vs. 260		188
Total, Mandatory Pay and Related Costs	0	1,650
Price Level Changes		398
Program Increases:		
Copyright Office Modernization Enterprise Solution	8	12,121
Copyright Office Public Records and Recordation		1,100
Copyright Warehouse Move Preparation		1,328
Copyright Searchable Historic Records		5,000
Copyright Legal Staffing	3	562
Copyright Registration Staffing	15	2,059
Total, Program Increases	26	22,170
Net Increase/Decrease	26	\$ 24,218
Total Budget	464	\$ 86,438
Total Offsetting Collections and Unobligated Balances	0	-47,792
Total Appropriation	464	\$ 38,646

Fiscal 2019 Program Changes: \$ 22.170 million

The U.S. Copyright Office (USCO) proposes six programmatic increases for fiscal 2019. Included in the proposals is a request for funding for continued modernization of USCO's IT systems and applications, which has been jointly developed in coordination with the Library's Office of the Chief Information Officer (OCIO). As described in the modernization framework outlined in the recently published "Modified USCO Provisional IT Modernization Plan", the modernization proposal would provide funding for a USCO Copyright Modernization Office, which will work alongside the OCIO's project management office to ensure USCO's modernization aligns with its mission and operational strategies. Development

activities would focus on the next generation registration system, and public release of a modernized recordation application. Additional proposals align with the goal of USCO modernization through a focus on improving the efficiency of operations, including modernizing regulations, reevaluating workflows, and ensuring appropriate numbers of highly-trained staff so that backlogs are reduced.

The USCO proposes a balanced approach to funding the requests by drawing on 1) USCO prior-year unobligated fee balances, 2) an increase to the annual offsetting collections authority cap for fiscal 2019, and 3) additional appropriated funds.

Fiscal 2019 Program Change Requests, Copyright BASIC (Dollars in Thousands)

Program Changes	Requested Funding Sources			
	Appropriations	Offsetting Collections	Prior Year Unobligated Balances	Total
Copyright Modernization - Enterprise Solution	\$6,121	\$ 4,000	\$2,000	\$12,121
Searchable Historic Records	4,000	0	1,000	5,000
Registration Staffing	2,059	0	0	2,059
Legal Staffing	562	0	0	562
Public Records and Recordation	1,100	0	0	1,100
Warehouse Move Preparation	0	0	1,328	1,328
Total Program Changes	\$13,842	\$4,000	\$4,328	\$22,170

Copyright Modernization - Enterprise Solution: \$12.121 million/ 8 FTE

The U.S. Copyright Office (USCO) is requesting funding in fiscal 2019 to continue Information Technology (IT) modernization activities. This request was developed in coordination with Library's Office of the Chief Information Officer (OCIO) to continue modernization efforts as described in the Revised USCO IT Modernization Plan, which outlines a multi-year roadmap to enhance USCO systems. Fiscal 2019 funding will provide for continued development of the next generation registration system and the recordation system, work on the data management initiative, and additional staffing for the Copyright Modernization Office (CMO).

The USCO is requesting eight FTE and \$12.121 million to recur for five years. Annual funding and budget authority of \$12.121 million is derived from the following sources: a \$4 million increase in offsetting collections authority, authority to use \$2 million in prior year unobligated balances, and \$6.121 million in appropriated funding, for a total of \$60.6 million over the five years. A total of \$6.709 million will non-recur in fiscal 2024 from the following sources: \$4 million from offsetting collections authority; \$2 million

from prior year unobligated balances authority; and \$0.709 million from appropriated funding. At that time, most of the development will be complete, and \$5.412 million will remain for ongoing operations and maintenance of the new systems. Specifically for fiscal 2019: the next generation registration system, which forms the backbone of the USCO enterprise solution, is planned for continued development of both the frontend (public portal) and backend applications. The new registration system will provide workflow automation across most USCO functional areas.

USCO will also finalize development activities and prepare for a pilot and final launch of the USCO's first automated recordation system. This system will replace the USCO's current paper-based, manual recordation services and will enable web-based recordation submissions, create an updated workspace for USCO staff to review and validate submissions, and utilize a modular design to allow efficient growth, development, and integration of other USCO enterprise solution modules.

Staffing of the CMO and support offices to include the following positions:

1. **Program Manager (one – GS 15)**
The CMO Program Manager will ensure modernization efforts are planned, executed, and delivered in a manner to meeting the USCO strategic and business goals.
2. **Project Managers (two – GS 13)**
The two CMO Project Managers will focus their efforts on providing project management in the context of meeting USCO's business needs. CMO project managers will lead business/mission-specific projects (e.g., engaging internal and external stakeholder related to change management efforts, accessing organizational readiness to cut-over to the target state systems, etc.).
3. **Business Analysts (two – GS 12)**
The two CMO business analysts will serve as level 3 CORs, providing both vendor management and contract analytical support.
4. **Communications Director (one – GS 14)**
The Communications Director would be assigned to the USCO Office of Public Information and Education and would be responsible for developing and implementing short and long-range communications planning to inform external stakeholders and the public about technology modernization and other activities involved in modernization of the USCO.
5. **Budget and Procurement Analysts (one - GS 12 and one - GS 8)**
The analysts, assigned to the USCO's Chief Financial Officer's office, will absorb the additional workloads that will accompany the modernization efforts of the USCO. The budget analyst will provide support for the additional reporting requirements required as part of the oversight of the modernization budgets. The procurement analyst will serve as a primary government purchase cardholder and

work with the CMO and the USCO offices to expeditiously deliver supplies and services best obtained through micro-purchase transactions.

The USCO requests that these funds remain in baseline funding through fiscal 2023. As the systems are fully developed and modernized, with a target of fiscal 2023, it is estimated that approximately \$6.7 million will non-recur in fiscal 2024. The remaining funds will remain in the base and shift to operations and maintenance support of the newly modernized systems. Through the development years the Library's OCIO will employ an "agile development" strategy that will be able to roll out various capabilities as they are realized. USCO will enter into an Intra-agency agreement with the Library's OCIO for implementation and oversight of this product. This will allow USCO to leverage the collaboration of resources and the use of the multiple funding sources under the USCO appropriation.

This effort is necessary because major regulatory changes required to effectively examine, register, protect, document, and license copyright interests and information in the digital age cannot be accomplished effectively with the USCO's current technology. Industries at the core of the U.S. digital economy—from video game developers to mobile device manufacturers, from movie studios to internet streaming companies, from music creators to online music services—depend upon rapidly changing and innovative IT systems. Without funding for comprehensive modernization to accommodate these industries, the USCO will fail in its key goal to fully support the vibrant copyright marketplace. For example, the USCO is currently unable to offer the ability to register works through mobile devices or apps, or to connect via an API to search public data in real time because the USCO registration system is tied to a proprietary product that, even if updated, could not permit the kind of flexibility needed for the national copyright system to stay current. Thus USCO has critical need for updated systems and agile development.

Searchable Historic Records:

\$5.000 million

The U.S. Copyright Office (USCO) is an office of public record and maintains the largest catalog of records of copyright ownership in the world. The USCO's Public Records Catalog includes both electronic and physical records in a variety of formats, dating from 1870 through today. USCO records are essential to both copyright owners and those who wish to license or otherwise use the works. The USCO records document such things as the scope of copyright, ownership, transactions, security interests, bequests of intellectual property, and the term or expiration of protection. The Historical Records Program has two primary goals:

- 1) Securing historic records through digitization; and

- 2) Making these records available online in an easily searchable format.

This request continues efforts ongoing since 2010 to complete the digitization of all USCO records, provide federated search capabilities, and migrate and manage records that will become part of a new, modernized Public Records Catalog IT system. The USCO is requesting \$5 million annually for seven years. Funding for the project is derived from the following sources: authority to use \$1 million in prior year unobligated balances and \$4 million in appropriated funding, for a total of \$5 million.

Fiscal 2019 specific outcomes are expected to include the data capture from card catalog records and digitization of

thousands of record books and microfilm reels.

Due to changes in technological advances in digitization, USCO awarded a contract in fiscal 2017 for an analysis of alternatives (AoA) for the historical records project. The report on alternatives will be available in mid-fiscal 2018.

While the results of this analysis are unlikely to impact the current year request, they may create adjustments to the amount the USCO requests to recur in out years. Completing

the project of converting physical records into electronic and taking current electronic records in a variety of formats and making them consistent and searchable dating back to 1870, the USCO will need an estimated seven years and the \$5 million annual funding would non-recur in fiscal 2026. The non-recur schedule in fiscal 2026 would be \$1 million of prior year unobligated balances and \$4 million in appropriated funding.

Registration Staffing:

\$2.059 million/ 15 FTE

The U.S. Copyright Office (USCO) is requesting \$2.059 million increase in appropriated funding to support 15 FTEs to strengthen the Registration Program examining capability and its management, quality control, and training capabilities. Processing times of copyright applications is often used as an important metric for USCO customers. The average processing time for claims filed on paper applications was 4.8 months in December 2012, when the Registration program has more examiners, the average processing time for paper applications in fiscal 2017, when the Registration program had few examiners, was 9.2 months. The average processing time for claims filed online via eCO also has increased, rising from 2.4 months in December 2012 to 6.8 months in fiscal 2017. The addition of copyright examiners in fiscal 2016 and 2017 together with the use of overtime has helped to maintain the incoming workflow, arrest the backlog growth, and modestly begin to reduce both the backlog of workable claims and the processing times. The 15 new examiners requested in fiscal 2018 will continue to positively impact this process, although the training program for examiners is extensive and time-consuming. The examiner training course also requires that existing examiners forego examining claims to train and mentor the new staff members. New examiners do not reach full productivity until the last three months of the year-long training process. Even after the hiring of 15 examiners in fiscal 2018, the number of full-time registration examiners needed to timely examine the annual volume of incoming copyright applications and aggressively reduce the backlog will continue to be below necessary levels. The requested 15 examiners in fiscal 2019 will most likely be the final hiring tranche. This action is expected to fully restore the Registration Program's examiner staff to a sufficient level to effectively examine the approximately 500,000 applications received every year and maintain the proper quality levels that the Congress, the courts, and the public expect in the national registration system.

Increasing the number of examiners and supervisors will provide an examiner workforce capable of training new examiners that replace the natural attrition of veteran examiners while sustaining normal operations. This level of workforce will also have the capacity to engage special projects related to emerging and known issues in registration, work

with the USCO Office of the General Counsel on updates to Office regulations and the Compendium of U.S. Copyright Office Practices to reflect changes to Office practice, and contribute substantive expertise to the development of a new 21st century copyright registration system.

While the impact of the new staff will be felt piecemeal as new examiners graduate from training; over time, the following benefits will accrue:

- When the rigorous year-long training of new examiners is completed, the Registration Program's productive capacity and substantive quality will increase in relation to the number of examiners and supervisors added;
- The throughput of claims in-process will be reduced, so that applicants will receive certificates faster, backlogs will reduce;
- Regulations related to fee services will be updated more effectively to improve the customer experience and help safeguard the legal rights of copyright claimants; and
- Timely updates to the USCO's Compendium of U.S. Copyright Office Practices will be ensured. The Compendium is relied upon not only by USCO staff, but also by the public filing registration applications and the courts to determine applicable USCO practice when according administrative deference to the USCO regarding any particular registration certificate on which it must opine.

The requested staffing is as follows:

1. Supervisor (two – GS 13)

The supervisor will allow the USCO to increase the number of teams tasked with examining copyright applications, which will enhance productivity and result in faster processing times while maintaining desired quality levels for fee paying customers.

2. Registration Specialists (thirteen – GS 12)

The specialists will provide subject matter specific expertise under the current law and practices as well as in the future as copyright registration policy and practices become updated.

Legal Staffing:**\$0.562 million/ 3 FTE**

The U. S. Copyright Office (USCO) is requesting \$562 thousand in appropriated funding and three FTEs for one GS-15 Senior Attorney, one GS-14 Attorney Advisor, one GS-11 Paralegal, and associated costs such as training and travel. The additional legal expertise is needed to bolster the USCO's ability to meet expanding legal responsibilities, including a variety of regulatory and policy updates necessitated by IT modernization of the USCO, as well as the overall functionality of the registration process.

The specific responsibilities of the requested staff are:

1. Paralegal (one – GS 11)

The paralegal will assist with legal research and other tasks in support of the attorney of the USCO.

2. Attorney (one - GS 15 and one – GS 14)

The attorneys will advise USCO management, including the Register of Copyright and the General Counsel on legal issues that may include assisting in updating the rules and regulations regarding copyright under title 37 Code of Federal Regulations.

The USCO legal team is a small staff of professionals responsible for interpreting the Copyright Act and other matters of Title 17 for the Register of Copyrights, writing legal briefs, conducting hearings, publishing policy reports, attending international meetings, and participating in U.S. delegations on intellectual property negotiations. Legal staff serves as counsel to USCO divisions regarding copyright law, regulations, and USCO practices and also advises Congress, executive branch agencies, and courts on matters of copyright administration and policy — portfolios that match the state of modern copyright law in both increased complexity and volume. For example, the legal staff has initiated a number of rulemakings directed at modernizing the USCO's regulations related to registration and recordation, and has reviewed other legal documents, including multiple chapters of the Compendium of Copyright Office Practices and USCO circulars, to address nuanced areas of copyright law brought into relief by our era of technological advances and

to lay the groundwork for IT modernization. This increased workload is expected to be sustained. The legal staff has also provided increased advice on litigation matters resulting from the importance of copyright in the global digital economy. This legal work has a major impact on the legal rights and economic interests of the public and the ability of Congress and the executive branch to complete work on copyright law and trade issues each year.

The legal team also promulgates regulations intended to streamline and improve the registration process, assist with updating the Compendium of the U.S. Copyright Office Practices to ensure consistent treatment of registration applications, process appeals for denials of registration by the registration program and provide legal advice and interpretation to the registration program when they encounter unique questions of copyright law.

Current demand on the existing legal staff often requires rigorous schedules impacting retention and the ability to fully engage in all necessary legal functions.

The additional staff will result in the following benefits:

- Enhanced ability to meet the USCO's responsibility to interpret the copyright laws of the United States with appropriate skill, subject matter expertise, and timeliness in an era of changing business models and extraordinary technological changes that implicate copyright matters like never before;
- Sustain the highest standards of statutory and regulatory legal practice;
- Provide expert reports to Congress regarding gaps in the current law and policy recommendations;
- Opine on numerous complex questions of law relating to U.S. treaties, trade agreements, legislation, and appellate court decisions; and
- Manage the volume and complexity of Office of General Counsel and Office of Policy and International Affairs workload to the benefit of the public.

Public Records and Recordation:**\$1.100 million**

The United States Copyright Office (USCO) Public Records and Recordation Office is in need of additional temporary contractor support to aggressively address and reduce the current recordation backlog and to enable USCO-wide efforts to transition to a modernized recordation system. This request is for \$1.1 million to remain in the base for fiscal 2019 and 2020 for temporary contractor support funded with appropriated funds for a total of \$2.2 million over 2 years. The funds would non-recur in fiscal 2021.

The USCO and the Library's Office of the Chief Information Officer (OCIO) are currently in development phases for the new recordation system, with deployment scheduled for calendar year 2019. To successfully transition, the USCO must reduce the current number of backlogged recordation requests to provide for efficient data migration, and provide testing, training, and change management support for the new recordation system; all without reducing the current pace of operations. The temporary resource increase will provide the contractor support necessary to address these

issues by: reducing the backlog; enabling the permanent staff to achieve proficiency on the newly modernized system; and maintaining current operations. These efforts will decrease the risks associated with one of the major plan elements for USCO modernization.

If funding is not received, the risk of compromising the information technology modernization initiatives underway while still providing the necessary level of support to

the public and USCO will be significantly increased. A reprioritization of continuing efforts and delaying others will be necessary, should baseline resources be diverted for this transition. Funding this request will enable the USCO's ability to achieve the organization's strategic goals to administer the copyright laws of the United States effectively, and provide expert resources to individuals, businesses, and other organizations, and modernize the office.

Warehouse Move Preparation:

\$1.328 million

The U.S. Copyright Office (USCO) is in need of long-term storage which meets the requirements for the accommodation of the USCO's physical deposit requirements under Title 17 of the U.S. Copyright Act. As part of its move preparations, the USCO must conduct an inventory of its warehouse locations. The inventory activities are necessary for forecasting future storage requirements, for implementing updated storage tracking protocols, and for eliminating excess inventory.

The USCO is requesting \$1.328 million in prior year unobligated balances to support this effort.

Specific fiscal 2019 goals include implementation of a new inventory system to track USCO deposits, begin an inventory of material from off-site storage and begin disposal of materials that are beyond their retention period to reduce the overall storage footprint.

Currently the full body of copyright materials is stored in several locations including: the Library's Landover facility, the leased Iron Mountain facility and leased National Archives (NARA) storage facility. The ultimate objective for the inventory would be to set the stage for a possible consolidation of copyright materials into a single government-managed facility. To prepare for this, in fiscal 2018, the Library and USCO requested the Architect of the Capitol (AOC) perform a Program of Requirements (POR) for possible relocation sites for USCO materials. The POR is using an estimated footprint of USCO materials for location reviews. The requested funding will inform the exact amount

of inventory the USCO needs to relocate and will better inform a future request for funding to physically relocate and consolidate into a single site all USCO records.

The inventory activities are preparation activities that need to take place before the relocation of USCO deposits and records to a new warehouse facility. The desired outcomes of the inventory are:

- Reduce the amount of materials (i.e., deposits & records) that need to be stored as well as the future storage space required;
- Eliminate Q-missing items (i.e., deposits that cannot be located);
- Simplify the retrieval and storage process to eliminate the occurrences of misplaced materials;
- Provide a unified inventory tracking system to gain efficiencies in retrievals and returns; and
- Provide a complete and accurate inventory of materials so that:
 - Future storage needs can be more accurately assessed; and
 - Preparations can begin for relocation to a new warehouse facility.

Funding will non-recur as follows: \$325 thousand in fiscal 2020 after inventory system is acquired, and the remaining \$1.003 million in fiscal 2021 after inventory process is completed.



Copyright Basic

COPYRIGHT OFFICE, SALARIES AND EXPENSES

Copyright Basic Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$32,222	\$31,747	\$32,003	\$35,759	+\$ 3,756	11.7%
11.3 Other than full-time permanent	540	508	537	555	+ 18	3.4%
11.5 Other personnel compensation	835	816	829	858	29	3.5%
12.1 Civilian personnel benefits	10,572	10,343	10,500	11,913	1,413	13.5%
13.0 Benefits for former personnel	25	8	25	25	0	0.0%
Total, Pay	\$44,194	\$43,422	\$43,894	\$49,110	+\$ 5,216	11.9%
21.0 Travel & transportation of persons	185	78	184	190	6	3.3%
22.0 Transportation of things	5	1	5	5	0	0.0%
23.2 Rental payments to others	314	314	312	319	+ 7	2.2%
23.3 Communication, utilities & misc charges	408	273	405	424	+ 19	4.7%
24.0 Printing & reproduction	305	295	303	309	+ 6	2.0%
25.1 Advisory & assistance services	3,351	4,023	1,559	1,592	+ 33	2.1%
25.2 Other services	7,337	6,264	3,792	11,050	+ 7,258	191.4%
25.3 Other purch of goods & services from gov acc	199	179	198	11,132	+ 10,934	5522.2%
25.7 Operation & maintenance of equipment	503	459	465	545	80	17.2%
26.0 Supplies & materials	283	188	281	305	24	8.5%
31.0 Equipment	4,617	4,466	3,747	4,151	+ 404	10.8%
Total, Non-Pay	\$17,507	\$16,540	\$11,251	\$30,022	+\$18,771	166.8%
Total, Copyright Basic	\$61,701	\$59,962	\$55,145	\$79,132	+\$23,987	43.6%

**Copyright BASIC
Analysis of Change
(Dollars in Thousands)**

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	409	\$55,145
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		888
Annualization of January 2018 pay raise @ 2.29%		259
Within-grade increases		209
Transit subsidy monthly increase from \$255 to \$260		7
One extra day, 261 vs. 260	0	172
Total, Mandatory Pay and Related Costs	0	1,535
Price Level Changes		282
Program Increases:		
Copyright Office Modernization Enterprise Solution	8	12,121
Copyright Office Searchable Historic Records		5,000
Copyright Office Registration Staffing	15	2,059
Copyright Office Legal Staffing	3	562
Copyright Office Public Records and Recordation		1,100
Copyright Office Warehouse Move Preparation		1,328
Total, Program Increases	26	22,170
Net Increase/Decrease	26	\$23,987
Total Budget	435	\$79,132
Total Offsetting Collections	0	- 41,719
Total Appropriation	435	\$37,413

Copyright Basic

COPYRIGHT OFFICE, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$79.132 million** for Copyright Basic in fiscal 2019, an increase of \$23,987 million, or 43.5 percent, over fiscal 2018, offset by \$37.391 million in offsetting collection authority and \$4,328 million in authority to use prior year unobligated balances, for a net appropriation of \$37.413 million. This increase represents \$1.817 million for mandatory pay related and price level increases, and program changes of \$22.170 million and 26 FTEs – [\$12.121 million and eight FTEs] for Copyright Modernization Enterprise Solution, [\$1.100 million] for Copyright Public Records and Recordation, [\$1.328 million] for Copyright Warehouse Move Preparation, [\$5.000 million] for Copyright Searchable Historic Records, [\$0.562 million and three FTEs] for Copyright Legal Staffing, and [\$2.059 and 15 FTEs] for Copyright Registration Staffing.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations								
	Funded FTE	\$	FTE Usage	\$	Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	%
COP_BASIC	436	\$ 61,701	381	\$ 59,962	409	\$ 55,145	435	\$ 79,132	26	\$ 23,987	43.5%
Offsetting Coll.		- 33,619		0		- 33,391		- 37,391		- 4,000	12.0%
PY Unobl. Bal.		- 6,179		0		0		- 4,328		- 4,328	0.0%
COP_BASIC Appr.	436	\$ 21,903	381	\$ 59,962	409	\$ 21,754	435	\$ 37,413	26	\$ 15,659	72.0%

PROGRAM OVERVIEW

The U.S. Copyright Office (USCO) administers the nation's copyright laws for the advancement of the public good; offers services and support to authors and users of creative works; and provides expert impartial assistance to Congress, the courts, and executive branch agencies on questions of copyright law and policy. This work is critical to promoting and disseminating American works of authorship and sustaining large and small businesses in the arts, information, entertainment, and technology sectors.

The Register of Copyrights directs the USCO and is, by statute, the principal advisor to Congress on issues of domestic and international copyright policy. USCO staff work to sustain an effective copyright law by balancing the rights of copyright owners with the legitimate use of copyright-protected works. The USCO participates in important trade negotiations of the United States relating to intellectual property (e.g., treaties and free trade agreements) at both the bilateral and multilateral levels, and works with the White House and other executive branch agencies, including the Department of Justice and the United States Trade Representative, on national copyright matters and enforcement policy.

The Copyright Basic funding covers the following specific activities:

- Examining, certifying, and registering legal claims in creative works of authorship;

- Recording assignments, security interests, and other documents pertaining to copyright status and ownership;
- Creating, preserving, and publishing the central public database of copyright records;
- Administering the legal deposit of certain published works into the collections of the Library of Congress;
- Conducting expert, impartial studies on complex areas of copyright law or emerging areas of copyright policy, both domestic and international;
- Providing ongoing advice and support to the Congress and expert analysis and support to the White House, the Department of Justice, the United States Trade Representatives, the Department of Commerce, and other executive branch agencies; and
- Providing copyright education and assistance to the public, including through a public information office and a variety of publications.

Over half of the USCO's annual budget comes from fees collected for copyright registration and related public services. The USCO sets fees in accordance with its fee authority under Title 17, taking into account both the voluntary nature of its public services and the objectives of the overall copyright system. This includes the goal of facilitating or incentivizing as complete and useful a database of copyright information as possible, for use by the general public and by those engaged in marketplace transactions of assigning, licensing, and investing in copyrighted works.

The remainder of the budget is an annual appropriation. This funding mix reflects the historical ratio by which the Office is funded. The appropriated dollars are less than the estimated \$35 million in value of the deposits provided by copyright owners to the USCO and transferred to the Library of Congress' collections. Appropriated dollars ensure the availability of the public database of copyright information that is essential to new and established businesses and facilitates ongoing transactions in the global marketplace.

Fiscal 2017 Accomplishments

Implementation of the USCO five-year strategic plan continued with a particular emphasis on upgrades to its information technology systems, and registration and recordation processes. As part of its modernization efforts, the USCO finalized requirements for recordation, kicked off development of an online recordation system, and started conducting extensive customer research for its registration user interface, with the goal of a user-centered design that positively enhances customer interactions with the USCO. The work products from this user interface project will be leveraged in the overarching USCO Modernization effort so that users experience a unified environment across all USCO applications. The USCO launched development of a virtual card catalog that will increase access by making certain imaged cards from the copyright card catalog available to the public through the copyright.gov website.

Continuing its efforts to improve and modernize across its operations, the USCO used funding received in fiscal 2017 to hire additional registration examiners, all of whom are now fully engaged in the USCO's robust examination training program. Once fully trained, these new examiners will further facilitate the USCO's ongoing efforts to reduce registration backlogs and improve examination processing times. This is in addition to the examiners who completed the training in late 2017, and are now in production positively impacting the registration backlog. The staffing levels of the examiner workforce were at detrimentally low levels in 2012 and the new additions help alleviate the workforce shortfalls. Additional requests for examiners in fiscal 2018 and 2019 will restore the examiner workforce to levels of acceptable registration volume production.

The USCO kicked off initiatives relating to: (1) Data Management, which will begin to create a comprehensive data management plan and strategy; (2) software and hardware upgrades including a new testing tool, enhanced monitoring software and much needed upgrades to the Office's existing registration database; (3) continuation of efforts to make historical copyright records more accessible with continued digitization of records and the kick off of the effort to create a virtual card catalog; and (4) hiring of additional staff to support information technology (IT) modernization. All of these initiatives will continue in fiscal 2018.

The USCO provided domestic law and policy support for

both the House and Senate, including work on ongoing legislative studies, and providing expertise to executive branch agencies and the courts. In December, the USCO published the report, *Software-Enabled Consumer Products*. In June, the USCO completed a study on section 1201 of Title 17, to review the impact and effectiveness of the section which deals with circumvention technological measures protecting copyrighted works. In September, a study was completed on section 108, which deals with copyright exceptions for reproduction by libraries and archives. The USCO continued working on studies relating to the impact and effectiveness of safe harbor provisions of section 512 of Title 17, which deals with online infringement, and the recently initiated study on moral rights. The USCO initiated the seventh triennial rulemaking to consider requests for exemptions under Title 17 Section 1201. The USCO continued to advise the Department of Justice on copyright litigation, including the *Lenz vs. Universal Music Group* case and other litigation. On the international front, the USCO continued to work on issues before the World Intellectual Property Organization (WIPO), as well as participating in interagency work involving copyright developments in other countries.

In fiscal 2017, the USCO registered 452,122 copyright claims; transferred to or facilitated online access of 658,045 works to the Library; recorded an estimated 14,644 documents affecting tens of thousands of titles; and responded to nearly 196,000 in-person, telephone, and e-mail requests for information.

Fiscal 2018 Priority Activities

The USCO will continue to focus on close collaboration with the Library OCIO to effectively and efficiently achieve IT modernization of USCO systems. The fiscal 2018 modernization activities will focus on development of the USCO recordation system and continued work to seek stakeholder input and document requirements for the next generation USCO registration system. Funding has been requested in fiscal 2018 to further increase the registration examiner workforce in an effort to reduce registration processing times and restore the examiner workforce capacity, to add to the legal expertise of the USCO and to improve public information services. The USCO also anticipates release of a version of the virtual card catalog for public comment. Pending funding approval, USCO IT modernization will continue in two areas, business requirements analysis for the next generation registration system and stabilization of legacy IT systems necessary to continue business while modernization activities are underway.

The USCO will continue its domestic law and policy support for both the House and Senate, including work on ongoing legislative studies and legislative drafting. On the international front, the USCO will continue to work on issues before WIPO, as well as participating in interagency work involving copyright developments in other countries.

Fiscal 2019 Priority Activities

The USCO will continue to focus on collaborating with the Library OClO to effectively and efficiently achieve IT modernization of USCO systems. In fiscal 2019, the USCO will continue its work on the recordation system, and development activities are scheduled to begin for the next generation registration system. As in fiscal 2018, funding has also been requested to further increase the registration examiner workforce in an effort to reduce registration processing times and restore the examiner workforce capacity. It is anticipated this will restore the examiner workforce capacity to optimum levels. The USCO anticipates continuing efforts to digitize historic records and convert already digitized records into searchable text increasing public access. Further, the USCO intends to begin an inventory of all copyright materials currently stored in multiple in

preparation for possible consolidation into a single location in the future. Additional funding is requested to facilitate an inventory of copyright records in all its physical warehouses and contractor support for the recordation program as they move toward the launch of a new system for recording documents related to copyright. The USCO is also seeking funding to continue with the digitization of historical copyright records and to facilitate making those records available digitally. IT modernization will continue in fiscal 2019 with the overall goals to include significant development efforts for the next generation registration system and the completion of the recordation pilot.

The USCO will continue its domestic law and policy support for both the House and Senate, including work that focuses on facilitating the USCO modernization efforts.



Copyright Licensing Division

COPYRIGHT OFFICE, SALARIES AND EXPENSES

Copyright Licensing Division Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$1,984	\$1,889	\$2,065	\$2,135	+\$70	3.4%
11.3 Other than full-time permanent	45	9	26	27	- 1	3.8%
11.5 Other personnel compensation	36	24	30	31	+ 1	3.3%
12.1 Civilian personnel benefits	639	593	660	685	+ 25	3.8%
Total, Pay	\$2,704	\$2,515	\$2,781	\$2,878	+\$97	3.5%
21.0 Travel & transportation of persons	8	0	8	8	0	0.0%
22.0 Transportation of things	1	0	0	0	0	0.0%
23.3 Communication, utilities & misc charges	7	3	6	6	0	0.0%
24.0 Printing & reproduction	13	13	13	14	+ *	7.7%
25.2 Other services	867	47	1,022	1,046	+ 24	2.3%
25.3 Other purch of gds & services from gov acc	1,226	618	1,400	1,327	73	-5.2%
25.7 Operation & maintenance of equipment	38	23	167	191	+ 24	14.4%
26.0 Supplies & materials	14	5	14	14	0	0.0%
31.0 Equipment	653	27	82	84	+ 2	2.4%
Total, Non-Pay	\$2,827	\$736	\$2,712	\$2,690	-\$22	- 0.8%
Total, Copyright Licensing Division	\$5,531	\$3,251	\$5,493	\$5,568	+\$75	1.4%

**Licensing Division
Analysis of Change**
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	23	\$5,493
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		34
Annualization of January 2018 pay raise @ 2.29%		16
Within-grade increases		13
Transit subsidy monthly increase from \$255 to \$260		1
One extra day, 261 vs. 260	0	11
Total, Mandatory Pay and Related Costs	0	75
Price Level Changes		0
Program Increases	0	0
Net Increase/Decrease	0	\$ 75
Total Budget	23	\$5,568
Total Offsetting Collections	0	- 5,568
Total Appropriation	23	\$ 0

Copyright Licensing Division

COPYRIGHT OFFICE, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$5.568 million** in offsetting collection authority for the Copyright Licensing division in fiscal 2019, an increase of \$0.750 million, or 1.4 percent, over fiscal 2018. This increase supports mandatory pay related and price level increases.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations		Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	%
	Funded FTE	\$	FTE Usage	\$							
COP_LIC	24	\$ 5,531	23	\$ 3,251	23	\$ 5,493	23	\$ 5,568	0	\$ 75	1.4%
Offsetting Coll.		- 5,531		0		- 5,493		- 5,568		- 75	1.4%
COP_LIC Appr.	24	\$ 0	23	\$ 3,251	23	\$ 0	23	\$ 0	0	\$ 0	0.0%

PROGRAM OVERVIEW

The U.S. Copyright Office (USCO), through its Licensing Division, assists in the administration of certain statutory license provisions of the Copyright Act (Title 17 U.S.C.). The Licensing Division collects royalty fee payments and maintains public records filed by cable operators for retransmitting television and radio broadcasts (section 111), satellite carriers for retransmitting television broadcasts (section 119), and importers or manufacturers that distribute digital audio recording technology products (DART) (section 1003). The Division also has administrative responsibilities related to other statutory licenses, including the filing of notices of use of sound recordings under the statutory license for public performances of sound recordings by means of certain non-interactive digital audio transmissions (section 114), and certain notices of intention to obtain compulsory licenses for making and distributing phonorecords (section 115).

The Licensing Division's primary clients are copyright owners and users of the copyrighted works that are subject to such statutory copyright licenses. The Licensing Division is responsible for collecting and investing royalty fees for later distribution to copyright owners, examining related documents, providing information to various constituencies as part of its public affairs program, and recording documents for several licenses whose royalties are handled by outside parties.

Fiscal 2017 Accomplishments

In fiscal 2017, the Licensing Division collected almost \$220 million in royalty payments from cable systems, satellite carriers, and importers and manufacturers of digital audio recording equipment and media, inclusive of filing fees.

Outstanding royalty investments and interest totaled more than \$1.2 billion during the year, earning more than \$6.5 million in interest for copyright owners. The Division made distributions involving 19 funds and totaling nearly \$149 million to copyright owners during the year. Through two filing periods, the USCO exceeded its performance goal of processing and examining 93% of Statements of Account (SOA) within 12.5 months for the more complex SA 3 form, and within four months for the less complex SA 1-2 forms, achieving 99-100% throughput for some accounting periods.

As part of its ongoing modernization initiatives, the Division implemented an option for the electronic filing of cable SOAs beginning with the January 1-June 30, 2017 accounting period. The Division continued to make progress in digitizing cable SOA records scanning over two years of SOAs and uploading one year's data onto the website. The Division also awarded a contract to upgrade the aging Division examining and processing database. In addition, the Division partnered with the Library of Congress's Office of the Chief Investment Officer (OCIO) to develop and launch a searchable database of section 115 Notices of Intention (NOI), which is scheduled for release in fiscal year 2018.

Fiscal 2018 Priority Activities

In fiscal 2018, the Licensing Division will release the new section 115 NOI searchable database, and will award a contract to accelerate the digitization of licensing records for public access. Additional modernization initiatives in fiscal year 2018 include planned upgrades to the existing Licensing Division examining and processing database to provide for more efficient examination of SOAs. The Licensing Division will continue to strive to process and examine 93% of SOA within 12.5 months for the more complex SA 3 form, and within 4 months for the less complex SA 1-2 forms.

Also in fiscal 2018, the Division and the Library of Congress's Office of the Chief Financial Officer (OCFO) are working with the Library's Office of the Inspector General (OIG) to facilitate a comprehensive audit of the royalty fees balances. The audit will expand beyond the existing Statement of Fiduciary Assets that is part of the audited financial statements of the Library of Congress, and incorporate extensive testing of fund, IT, and management controls.

Fiscal 2019 Priority Activities

As part of its partnering efforts with the OCIO to provide for more modern and integrated USCO IT applications, the Licensing backend application is scheduled to begin the modernization effort for integration into the USCO enterprise-wide solution utilizing base funds with a fiscal

2020 request for funds to kick off development. The new system will provide for greater efficiencies in examination of SOAs, a unified user experience, better data management, and production of application program interfaces to allow for private sector use and development of application software using licensing data.

In fiscal 2019 the Division is expected to continue its work with OCFO and the OIG to perform second-year testing of the royalty fees balances and associated internal controls.



Copyright Royalty Judges

COPYRIGHT OFFICE, SALARIES AND EXPENSES

Copyright Royalty Judges Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
11.1 Full-time permanent	\$ 852	\$ 852	\$ 866	\$ 895	+\$ 29	3.3%
11.5 Other personnel compensation	3	5	5	5	0	0.0%
12.1 Civilian personnel benefits	275	276	272	283	+ 11	4.0%
Total, Pay	\$1,130	\$1,133	\$1,143	\$1,183	+\$ 40	3.5%
21.0 Travel & transportation of persons	1	0	1	1	0	0.0%
23.3 Communication, utilities & misc charges	2	2	2	2	0	0.0%
24.0 Printing & reproduction	100	72	174	178	+ 4	2.3%
25.2 Other services	108	99	135	238	+ 103	76.3%
25.3 Other purch of goods & services from gov acc	59	52	59	60	1	1.7%
25.7 Operation & maintenance of equipment	180	180	55	63	8	14.5%
26.0 Supplies & materials	8	4	8	8	0	0.0%
31.0 Equipment	5	3	5	5	0	0.0%
Total, Non-Pay	\$ 463	\$ 412	\$ 439	\$ 555	+\$116	26.4%
Total, Copyright Royalty Judges	\$1,593	\$1,545	\$1,582	\$1,738	+\$156	9.9%

Copyright Royalty Judges
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	6	\$1,582
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		23
Annualization of January 2018 pay raise @ 2.29%		7
Within-grade increases		5
One extra day, 261 vs. 260	0	5
Total, Mandatory Pay and Related Costs	0	40
Price Level Changes		116
Program Increases	0	0
Net Increase/Decrease	0	\$ 156
Total Budget	6	\$1,738
Total Offsetting Collections	0	- 505
Total Appropriation	6	\$1,233

Copyright Royalty Judges

COPYRIGHT OFFICE, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$1.738 million** for the Copyright Royalty Judges in fiscal 2019, an increase of \$0.156 million, or 9.9 percent, over fiscal 2018, offset by \$0.505 million in offsetting collection authority, for a net appropriation of \$1.233 million. This increase supports mandatory pay related and price level increases.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations		Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	%
	Funded FTE	\$	FTE Usage	\$							
COP_CRJ	6	\$ 1,593	6	\$ 1,545	6	\$ 1,582	6	\$ 1,738	0	\$ 156	9.9%
Offsetting Coll.		- 398		0		- 395		- 505		- 110	27.8%
COP_CRJ	6	\$ 1,195	6	\$ 1,545	6	\$ 1,187	6	\$ 1,233	0	\$ 46	3.9%

PROGRAM OVERVIEW

Chapter 8 of the Copyright Act establishes the Copyright Royalty Judges (CRJ) program. The three Copyright Royalty Judges (Judges), appointed by the Librarian for staggered six-year terms, determine royalty rates and terms for certain statutory copyright licenses (e.g., those authorizing licensees to transmit copyrighted sound recordings via cable, satellite, or over the internet). The Judges also adjudicate proceedings to determine the appropriate allocation among copyright owners of certain royalties that statutory licensees deposit with the Copyright Office. The CRJ program facilitates the Copyright Office's administration of statutory licenses for the use of copyrighted works.

In fulfilling their responsibilities under the Copyright Act, the Judges, among other things, conduct quasi-judicial rate-setting and royalty allocation proceedings, including adversarial hearings. At the conclusion of a hearing, the Judges issue a determination that resolves disputed questions of fact and law. The Judges must consult with the Copyright Office on novel questions of substantive copyright law and regarding any determination or ruling that might affect the Copyright Office operations. Under the Copyright Act, the Register may publish an opinion regarding the Judges' resolution of material questions of substantive copyright law if the Register determines the Judges have made an error of law. The Register's opinion is binding prospectively on the Judges. Parties may appeal the Judges' final determination to the U.S. Court of Appeals for the D.C. Circuit.

Fiscal 2017 Accomplishments

In fiscal 2017, the Judges concluded proceedings to establish royalty rates and terms for satellite radio and pre-existing

music subscription services transmitting sound recordings for the years 2018-2022. The Judges also concluded proceedings to establish the 2018-2022 royalty rates for the statutory license granted in Copyright Act Section 115 to use musical works to make and distribute phonorecords. The Judges received settlement proposals for 2018-2022 rates for the statutory license applicable to public broadcasting entities pursuant to Section 118 of the Copyright Act. The Judges initiated proceedings to determine royalty rates and terms for making ephemeral copies of sound recordings for transmission to business establishments for the license period 2019-2023. The Judges published Cost of Living Adjustment notices relating to three statutory licenses. In addition, the Judges issued an opinion regarding satellite radio subscription services in response to a referral from the United States District Court for the District of Columbia.

The judges also published eight notices of intent to audit, a technical amendment relocating regulations regarding jukebox rates, and an amended rule governing reporting requirements for certain webcasters.

To assure that distribution of royalties proceeds apace, the Judges continued proceedings toward final distribution of cable and satellite television royalties deposited with the Copyright Office between 2010 and 2013 making final distribution to National Public Radio (NPR) and music claimants of television royalties deposited during 2010-2013. In addition, the Judges approved partial distribution of television royalties deposited during 2015 and final distribution to devotional claimants for television royalties deposited in 1999. The Judges also approved partial and final distributions of royalties paid for digital audio recording technology devices (DART).

The Judges obtained digital signature certificates that enable them to submit documents to the Federal Register online and to sign orders digitally. The CRJ also launched the recently contracted electronic filing and litigation management software, eCRB, and issued e-filing regulations to adapt current procedural rules to the automation of procedures.

Fiscal 2018 Priority Activities

In fiscal 2018, the Judges' schedule includes four live hearings and one hearing on written submissions without live testimony. The Judges will publish four rate determinations, and they anticipate publishing new regulations regarding disciplinary sanctions for lawyer misconduct before the Board and revised rules regarding reports of music used by public radio stations known as "cue sheets". They will continue to facilitate the prompt and efficient distribution of royalties by issuing partial distributions of funds, where appropriate, and completing those pending proceedings in which distribution allocation issues remain in dispute. The Judges also anticipate

commencement of the uploading of their voluminous legacy records, including digital and paper records, to the electronic filing and litigation management system to enable public access to the full record of their proceedings. It is intended that modernization of the systems and processes will be completed and full implementation will be achieved in fiscal 2019.

Fiscal 2019 Priority Activities

In fiscal 2019, the Judges will continue to facilitate the prompt and efficient distribution of royalties by issuing partial distributions of funds, where appropriate, and completing those pending proceedings in which distribution allocation issues remain in dispute. The Judges anticipate completion of their records digitization in fiscal 2019. Successful completion of modernization and ingestion of legacy records in the system will provide for a more efficient operation, reducing backlogs and increasing access.



CONGRESSIONAL RESEARCH SERVICE,

SALARIES AND EXPENSES

Congressional Research Service, Salaries and Expenses Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
0 00 Lapse Reserve	\$ 0	\$ 0	\$ 75	\$ 75	0	0.0%
Total, Lapse Reserve	\$ 0	\$ 0	\$ 75	\$ 75	0	0.0%
11.1 Full-time permanent	\$ 71,233	\$ 70,946	\$ 69,125	\$ 73,436	+\$4,311	6.2%
11.3 Other than full-time permanent	1,328	1,323	1,039	1,074	+ 35	3.4%
11.5 Other personnel compensation	565	593	555	574	19	3.4%
11.8 Special personal services payment	35	79	35	36	1	2.9%
12.1 Civilian personnel benefits	22,185	22,114	21,722	23,275	+ 1,553	7.1%
13 0 Benefits for former personnel	30	21	30	30	0	0.0%
Total, Pay	\$ 95,376	\$ 95,076	\$ 92,506	\$ 98,425	+\$5,919	6.4%
21.0 Travel & transportation of persons	175	150	154	158	4	2.6%
23.3 Communication, utilities & misc charges	423	414	427	436	9	2.1%
24.0 Printing & reproduction	21	27	28	28	0	0.0%
25.1 Advisory & associate services	150	227	186	190	4	2.2%
25 2 Other services	2,143	2,073	2,148	2,233	85	4.0%
25.3 Other purch of goods & services from gov acc	79	98	5,007	5,112	105	2.1%
25.7 Operation & maintenance of equipment	2,054	2,125	1,935	2,117	182	9.4%
26.0 Supplies & materials	3,908	4,031	4,018	4,104	86	2.1%
31.0 Equipment	3,613	3,560	728	743	+ 15	2.1%
Total, Non-Pay	\$ 12,566	\$ 12,705	\$ 14,631	\$ 16,121	+\$ 490	3.3%
Total, Congressional Research Service	\$107,942	\$107,781	\$107,212	\$113,621	+\$6,409	6.0%

Congressional Research Service, Salaries and Expenses
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	548	\$107,212
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		1,860
Annualization of January 2018 pay raise @ 2.29%		543
Within-grade increases		438
Transit subsidy monthly increase from \$255 to \$260		11
One extra day, 261 vs. 260	0	364
Total, Mandatory Pay and Related Costs	0	3,216
Price Level Changes		450
Program Increases:		
CRS Strengthening Capacity	20	2,743
Total, Program Increases	20	2,743
Net Increase/Decrease	20	\$ 6,409
Total Budget	568	\$113,621
Total Offsetting Collections	0	0
Total Appropriation	568	\$113,621

Fiscal 2019 Program Changes: \$ 2.743 million

CRS Strengthening Capacity:

\$2.743 million/ 20 FTE

Since 2010 the Congressional Research Service (CRS) has lost 13 percent of its FTE greatly reducing research capacity and experience pool. With significant staff becoming retirement eligible in fiscal 2018, CRS is requesting funding to arrest these trends and restore lost research capacity. To ensure high-demand congressional needs are met, in fiscal 2019, CRS requests \$2.743 million to support 20 FTEs. This action will strengthen CRS's overall research capacity for highly complex current and emerging issues. The additional staff capacity will allow CRS to increase diversification of staff expertise and ensure the continuance of a robust research effort in all areas. As a result, CRS will be better situated to provide highly innovative and timely congressional support.

CRS assists Congress by supporting its legislative, oversight and representative functions and by providing objective, analytical research and information to all Members and committees through the full life cycle of the legislative process. In the last fiscal year, CRS provided custom services to 100 percent of Senate and House member offices and standing committees. In fiscal 2016, CRS received 563,000 requests for products and services, including more than 62,000 requests for custom research and analysis. It is expected that demand will remain at these levels or higher in the future, thus CRS must now make a concerted effort to arrest the reduction of personnel and aggressively supplement research capacity.

Congress relies on CRS to engage interdisciplinary resources, apply critical thinking and create innovative methodologies to help legislators develop and evaluate legislative options and make informed decisions that will guide and shape national policy. CRS works as an extension to congressional staff, assisting Congress in analyzing draft legislation, comparing policy proposals and options, and assessing the potential impacts of policy changes. It provides substantive written products, tailored confidential memoranda, issue-related seminars and personal consultations and briefings. CRS provides sophisticated research services on the broadest range of complex legislative issues that face the nation without advocacy or agenda. Maintaining experienced researcher capacity is the key to continuing these high standards of superior research support. The additional staff research capacity will ensure that CRS is positioned to offer valuable, impartial and consequential responses to the nation's challenges.

CRS is committed to continuing its standard of excellence and responsiveness to the needs of Members and staff. Increasingly, Members and staff communicate the desire

for more timely responses and innovative products. CRS has responded and offers expert content and state-of-the-art research methodologies in accessible formats. Despite budget constraints, CRS products continue to evolve to meet the needs of Members and staff, including traditional long reports, short reports, hot topic summaries and videos. The modernization of technology systems will efficiently streamline CRS workflow and position CRS to continue to offer Congress more advanced research products, informed by rapid and ongoing growth in both data science and technology. Recovering staff capacity and replenishing analytical experience will ensure the investment in technology reaches its greatest potential.

CRS has experienced serious staff reduction since 2010, losing more than 100 staff in six years. In addition, 23 percent of CRS staff will be retirement eligible in fiscal 2018. Despite the best efforts to reduce costs and mitigate the effects of flat funding, CRS is not able to replace staff on a one-to-one ratio. In real dollars, CRS's fiscal 2017 funding level is effectively lower than a decade ago. The slow reduction of FTE has been the primary absorption vehicle for the degradation of purchasing power over the last several years. Moreover, seamless workforce succession that ensures continuity in subject matter expertise is a critical challenge that will only grow as CRS research staff retires. With such staffing challenges CRS anticipates:

More gaps in the scope of analysis:

- An inability to offer full research coverage, in particular in high-demand areas, such as education, health care, taxes, infrastructure and natural resources;
- An increased need to prioritize assignments, resulting in less timely responses; and
- A diminished ability to effectively perform all of the functions required of CRS by statute.

Meeting the needs of Members and staff is CRS's highest priority, and the Service remains committed to providing timely responses, products and consultations on the broad range of issues before Congress. Yet, with current budgetary constraints, existing CRS capabilities to meet congressional requests are stretched exceedingly thin. CRS has managed and optimized its resources as efficiently as possible. If staffing levels continue to decline, it will not be feasible for staff to absorb additional subjects and tasks, and the research capacity will be further diminished.

Support for this program request would permit CRS to increase research capacity in the following areas:

1. Legislative Attorneys (four - GS 13)

Staff to focus on military and veteran's law, tax and bankruptcy law, and constitutional law;

2. Research Analysts (four - GS 13)

Staff to augment the specialized knowledge necessary to better support legislative work in the areas of agriculture, science and technology, energy, transportation and infrastructure.

3. Research Analyst and Economist (two - GS 13)

Two positions to enhance coverage in oversight issue areas related international development assistance and global emerging economies

4. Research Analyst (two – GS13)

Analysts to cover emerging security and intelligence issues related to cybersecurity, foreign arms exports and military assistance.

5. Research Assistants (four – GS 13)

Positions to support domestic policy in the areas of healthcare services, education policy, insurance and financing.

6. Research Analyst and Economist (four - GS 13)

Positions, analysts or economists, to broaden the depth and scope of coverage in government oversight issues, macroeconomic policy, economic development policy and legislative process support.

CRS is committed to broadening its breadth and speed of delivery for all research products and consultations. With the appointments of additional content area specialists and a focus on innovation and responsiveness, CRS will be able to continue to robustly meet Congress's needs in an increasingly fast-paced legislative environment.

Congressional Research Service

CONGRESSIONAL RESEARCH SERVICE, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$113.621 million** for the Congressional Research Service in fiscal 2019, an increase of \$6.409 million, or 6.0 percent, over fiscal 2018. This increase represents \$3.666 million for mandatory pay related and price level increases, and a program change of \$2.743 million and 20 FTEs for CRS Strengthening Capacity.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change		Percent Change		
	Operating Plan		Actual Obligations				Funded			%	
	Funded FTE	\$	FTE Usage	\$			Funded FTE	\$			
CRS	615	\$107,945	582	\$107,781	548	\$107,212	568	\$113,621	20	\$6,409	6.0%

PROGRAM OVERVIEW

The Congressional Research Service (CRS) provides timely, nonpartisan, authoritative and confidential research and analysis in support of Congress's legislative, oversight and representational functions. Congress relies on the Service to help legislators evaluate and develop legislative options and inform choices that may guide and shape present or future national policy.

CRS assists Members of the House and Senate, personal office staff and committee staff at every stage of the legislative process. From the early considerations that precede bill drafting to committee hearings and floor debates and the oversight of enacted laws, CRS provides Congress with reports, briefing documents and fact sheets that pertain to relevant policy, procedural and legal issues. CRS experts also provide tailored, confidential memoranda, personalized briefings and consultations, expert testimony, seminars and targeted materials in response to individual requests.

To ensure that Members and congressional staff have continuous access to CRS expertise, CRS maintains a website that provides Congress with 24/7 access to its reports, information resources, program videos, event scheduling, request functions, and relevant and current "hot" topics, as well as a Twitter account that alerts Members and congressional staff to new and relevant CRS reports featured on the website each day.

Since 2010, CRS has lost more than 100 staff and in addition, 23 percent of CRS staff will be retirement eligible in fiscal 2018. To ensure superior service to the Congress going forward, CRS will continue to focus on workflow efficiency through the modernization and automation of its processes as well as adding workforce expertise in targeted high demand areas.

Fiscal 2017 Accomplishments

CRS conducted an operational review of direct research and congressional support functions and employed hiring efforts to ensure broad research capacity creatively seeking ways to build and maintain a strong research staff and research capabilities to best serve Congress.

In fiscal 2017, the Service responded to over 60,000 congressional requests for custom research and analysis, and efforts focused on creating a balance between fundamental legislative support and new product development to meet the needs of Committee and Member offices.

CRS increased production of video and information graphics on CRS.gov, assembled an innovation working group to develop an interactive graphics package for use in CRS reports and initiated a podcast pilot.

CRS began planning for Information Technology (IT) modernization efforts and CRS.gov, along with CRS's internal production and cataloguing tools, underwent content enhancement efforts in order to better tailor products and services and provide more seamless integration. CRS.gov features new displays, an integrated media page that includes video and podcast products, an option for a .pdf version of Legal Sidebars and updated author pages that display all product types. The internal Authoring and Publishing system includes a new Legal Sidebar template, new research and information tools to facilitate timely research and analysis, and statistical and graphical software applications. Work also began on transitioning CONAN, "Constitution of the United States: Analysis and Interpretation," to a flexible web-based platform, so that constitutional references and analyses are more readily available to Congress and the public.

Fiscal 2018 Priority Activities

In fiscal 2018, hiring will be focused on augmenting the research capacity of the Service. CRS has identified areas of heavy congressional demand and interest, such as cybersecurity, healthcare, budget and tax reform. Subject to funding, hiring will be focused on analysts, research assistants and information professionals who will excel at directly serving clients with expertise and up-to-date technical knowledge in these and other areas. With the appointments of these additional content area specialists, CRS anticipates that the Service will be able to continue to meet Congress's needs in an increasingly fast-paced legislative environment where congressional for custom research and analysis is expected to remain at the current pace of over 60,000 requests per year.

Technology is critical to the service CRS provides Congress. To ensure that CRS is positioned to continue to meet the growing needs of its congressional clients and operate in the modern era of "Big Data", in fiscal 2018, the Service seeks to transform its research tools and techniques into a smart, flexible Integrated Research and Information System (IRIS). Assuming the 2018 request is approved, IRIS will leverage the latest advances in web-based technologies to provide an agile and flexible infrastructure that enables efficient "plug and play" technologies for rapid deployment and use by CRS staff and Congress. It is anticipated that this modernization effort will positively impact product delivery, information research, content creation, and policy and data analysis. With Skype capabilities within CAPNET, the Service also plans to make more seminars and programs available to more clients, including District staff.

Fiscal 2019 Priority Activities

In fiscal 2019, the Service will continue efforts to transition into the IRIS environment and to restore more robust workforce research capabilities. As congressional demand for custom research is anticipated to remain high, CRS will focus on strengthening overall research capacity for highly complex current and emerging issues through its requested programmatic increase. More robust staff capacity will allow CRS to increase diversification of staff expertise, offset retirements and provide highly innovative and timely congressional support. Priority will be given to research positions addressing: military and veteran's legal issues, tax and bankruptcy law and constitutional law; emerging security and intelligence issues related to cybersecurity, foreign arms exports and military assistance; government oversight issues, macroeconomic policy, economic development policy and legislative process support; oversight issue areas related to international development assistance and global emerging economies; domestic policy, such as healthcare insurance and financing, healthcare services and education policy; and legislative work in the areas of agriculture, science and technology, energy, transportation and infrastructure.

CRS is committed to broadening the breadth of its research capabilities and enhancing timely delivery of all its research products and personal consultations. Innovation working groups will continue to identify new and exciting product enhancements and offerings, and CRS will focus on increasing communication efforts with Members and congressional staff to ensure easy access to CRS expertise and products.



BOOKS FOR THE BLIND AND PHYSICALLY HANDICAPPED, SALARIES AND EXPENSES

Books for the Blind and Physically Handicapped, Salaries and Expenses Summary By Object Class (Dollars in Thousands)

Object Class	Fiscal 2017		Fiscal 2018 CR Operating Plan	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
	Operating Plan	Actual Obligations				
00.0 Lapse Reserve	\$ 0	\$ 0	\$ 150	\$ 150	0	0.0%
Total, Lapse Reserve	\$ 0	\$ 0	\$ 150	\$ 150	0	0.0%
11.1 Full-time permanent	\$ 9,636	\$ 9,561	\$ 9,414	\$ 9,738	+\$ 324	3.4%
11.3 Other than full-time permanent	434	455	305	315	10	3.3%
11.5 Other personnel compensation	75	107	47	48	1	2.1%
12.1 Civilian personnel benefits	3,073	3,028	3,213	3,329	116	3.6%
13.0 Benefits for former personnel	10	0	10	10	0	0.0%
Total, Pay	\$13,228	\$13,151	\$12,989	\$13,440	+\$ 451	3.5%
21.0 Travel & transportation of persons	217	165	230	235	5	2.2%
22.0 Transportation of things	63	30	40	41	+ 1	2.5%
23.1 Rental payments to GSA	2,787	2,795	3,062	3,157	+ 95	3.1%
23.3 Communication, utilities & misc charges	583	427	321	328	+ 7	2.2%
24.0 Printing & reproduction	921	805	821	838	+ 17	2.1%
25.1 Advisory & associate services	3,576	2,293	4,948	5,052	+ 104	2.1%
25.2 Other services	7,677	7,760	4,073	4,158	+ 85	2.1%
25.3 Other purch of goods & services from gov acc	184	2,286	182	186	4	2.2%
25.4 Operation & maintenance of facilities	11	11	8	8	0	0.0%
25.5 Research and Development Contracts	255	2	254	260	6	2.4%
25.7 Operation & maintenance of equipment	77	52	270	305	+ 35	13.0%
25.8 Subsistence and Support of Persons	78	0	327	334	+ 7	2.1%
26.0 Supplies & materials	163	191	204	209	5	2.5%
31.0 Equipment	20,428	20,211	22,028	22,491	+ 463	2.1%
Total, Non-Pay	\$37,020	\$37,028	\$36,768	\$37,802	+\$ 834	2.3%
Total, BBPH, S&E	\$50,248	\$50,179	\$49,907	\$51,192	+\$1,285	2.6%

Books for the Blind and Physically Handicapped, Salaries and Expenses
Analysis of Change
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	Funded FTE	Amount
Fiscal 2018 CR Operating Plan	110	\$49,907
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Locality-based comparability pay raise January 2019 @ 2.6%		262
Annualization of January 2018 pay raise @ 2.29%		76
Within-grade increases		62
Transit subsidy monthly increase from \$255 to \$260		1
One extra day, 261 vs. 260	0	52
Total, Mandatory Pay and Related Costs	0	453
Price Level Changes		832
Program Increases	0	0
Net Increase/Decrease	0	\$ 1,285
Total Budget	110	\$51,192
Total Offsetting Collections	0	0
Total Appropriation	110	\$51,192

Books for the Blind and Physically Handicapped

BOOKS FOR THE BLIND AND PHYSICALLY HANDICAPPED, SALARIES AND EXPENSES

FISCAL 2019 BUDGET REQUEST

The Library is requesting a total of **\$51.192 million** for the National Library Service for the Blind and Physically Handicapped in fiscal 2019, an increase of \$1.285 million, or 2.6 percent, over fiscal 2018. This increase supports mandatory pay related and price level increases.

Resource Summary (Dollars in Thousands)

Appropriation/PPA	Fiscal 2017				Fiscal 2018 CR Operating Plan		Fiscal 2019 Request		Fiscal 2018/2019 Net Change		Percent Change
	Operating Plan		Actual Obligations		Funded FTE	\$	Funded FTE	\$	Funded FTE	\$	%
	Funded FTE	\$	FTE Usage	\$							
BBPH	118	\$50,248	112	\$50,179	110	\$49,907	110	\$51,192	0	\$1,285	2.6%

PROGRAM OVERVIEW

The Library of Congress, as directed by Title 2 U.S.C. 135a-135b as amended, administers a free national reading program for residents of the United States and for U.S. citizens living abroad who cannot use standard print materials because of blindness and visual, physical, or other disabilities. This is the only fully accessible public library service that is available to these patrons. The National Library Service for the Blind and Physically Handicapped (NLS) directs the production of books and magazines in braille and recorded formats as well as specially designed playback equipment. It also manages the distribution of these materials through a network of 55 regional libraries, 31 sub-regional libraries, 14 advisory and outreach centers, and four separate machine-lending agencies throughout the United States. The network serves approximately 410,000 individual readers through more than 765,000 reader accounts and circulates more than 21 million books and magazines annually. The NLS staff is comprised of librarians, engineers, technical specialists, and support staff, which includes temporary and intermittent employees in addition to full-time employees. Although NLS is funded through a separate appropriation, NLS is a division of the National Programs directorate in the National and International Outreach service unit.

Fiscal 2017 Accomplishments

NLS continued production of braille and talking books and magazines as well as conversion of legacy titles to digital format. The number of titles available on the Braille and Audio Reading Download (BARD) web site increased by 17,000 during fiscal 2017, with a total count of 114,000 titles.

NLS also initiated the first phase of a pilot to gather information on the implementation of braille eReaders into the NLS program. When complete, this implementation

will allow NLS to modernize and expand its braille program, creating efficiencies for the NLS program and advancing literacy for blind Americans. Currently the pilot program is expected to last through a large part of fiscal 2019.

Other priority activities included:

- The launch of a new NLS web site that is feature-rich and fully accessible to replace the previous, outmoded version;
- Continued work on requirements for a new generation of talking book machines, and infrastructure to support wireless delivery of materials;
- Initiated the first phase of a braille eReader pilot to assess patron and network library experience with their use and implementation;
- Continued development of specifications for new electronic braille formats and eReader software;
- Integrated the Patron Information and Machine Management System with all Consortium of User Libraries (CUL) network library circulation systems that share NLS content;
- Continued development and implementation of a new, modularized, and efficient Production Information Control System to manage book and magazine production;
- Enhanced BARD Mobile applications for iOS and Android devices, and worked with outside developers to implement the BARD Application Programming Interface (API) on third-party devices;
- Facilitated the addition of 1,441 network-produced talking book titles to BARD during fiscal 2017;
- Implemented a digital advertising campaign based on keyword searching and social media resulting in a four-fold increase in requests for information each month;
- Developed material for television and radio ad campaign to launch in fiscal 2018;

- Facilitated completed revision of the Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped established by the Association of Specialized and Cooperative Library Agencies, a division of the American Library Association;
- Completed the project to convert some 40,000 legacy analog titles to digital format and accelerated the phase-out of audiobooks on cassette tape;
- Initiated formalized research and planning efforts aimed at development of a next-generation NLS service in response to Government Accountability Office recommendations. to study the implications of:
 - Building a custom next-generation talking book machine or buying commercial products;
 - Easing access to NLS services for people with qualifying reading disabilities; and
 - Adding synthetic speech products to the NLS collection.

Completed 80 percent of the renovation project to modernize NLS facility to address health, safety and workflow issues. Including:

- Replacing furniture to address wiring that was not code-compliant;
 - Addressing issues with deteriorating asbestos tiles; and
 - Raise the level of security in the NLS facility to the same standards as the main Library campus and other federal buildings.
- Supported network library staff through training opportunities, consultant visits, and ongoing communication.

Fiscal 2018 Priority Activities

NLS will continue adding titles to its collections, including both NLS and network-produced braille and talking book titles, and through converting commercially recorded audio titles to the talking book format. NLS will also:

- Pilot wireless delivery of digital braille and talking books;
- Pilot/study acceptance of synthetic speech by NLS patrons for various materials;
- Conclude study of options for development of a next-generation NLS service in response to Government Accountability Office recommendations;
- Initiate second phase of the pilot to introduce refreshable braille devices (eReaders) to network library patrons, in cooperation with network libraries;
- Complete pilot of duplication on demand system for WeBREADS libraries;
- Continue to further develop infrastructure to support wireless delivery of braille and talking books; and

- Continue public education and outreach activities at a national level through new web site, social media channels, partner organizations, and public service announcements.
- Implement a multimedia campaign utilizing radio, television, print, and web-based media outlets to expand awareness and use of NLS services by older Americans experiencing vision loss.
- Support network library staff through training opportunities, consultant visits, and ongoing communication;
- Complete the renovation project to modernize NLS facility to address health, safety and workflow issues; and
- Continue consultations with Architect of the Capitol (AOC) and contractors on architecture and engineering plans for renovation of new permanent location for NLS.

Fiscal 2019 Priority Activities

NLS will continue adding titles to its collections, including network-produced braille and talking book titles, NLS-produced narration and transcription, and commercially recorded audio titles converted to the talking book format.

NLS has occupied rented space for the past 50 years. A permanent home for NLS has been identified at 501 First Street Southeast. The facility will require significant renovation to accommodate NLS needs, and during fiscal 2018, NLS will continue to work with the AOC and an architectural firm to develop an architecture and engineering study and related plans to renovate the building.

NLS has initiated the first phase of a pilot to plan the implementation of braille eReaders into the NLS program. During fiscal 2018, NLS will launch the second phase of that pilot, purchasing 2,000 eReader units and distributing them to eight NLS network libraries to study all aspects of implementation before a full-scale distribution. The pilot is expected to run through most of fiscal 2019.

NLS will also:

- Continue multi-year projects to modernize Production Information Control System (PICS). PICS is a legacy Production Inventory Control System that monitors the assignment, creation, submission, validation and invoicing of braille and audio materials;
- Build information technology infrastructure to support wireless delivery of braille and talking books;
- Continue the assessment of the eReader pilot and prepare for the introduction and implementation of braille eReaders (refreshable braille devices) into the NLS program;
- Continue multi-year, multimedia advertising campaigns to raise awareness and use of NLS services; and
- Plan development and implementation of next-generation

ation talking book services. Wireless options (Mobile Cartridge – MOCA) and modernized digital file management tools in the next generation of PICS currently are in development planning.



REIMBURSABLE FUNDS

Reimbursable Funds Summary by Object Class (Dollars in Thousands)

Object Class	Fiscal 2017 Actual Obligations	Fiscal 2018 Base	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
11 1 Full-Time Permanent	\$ 442	\$ 254	\$ 457	+\$ 203	79.9%
11.3 Other than Full-Time Permanent	22	50	20	30	60.0%
11.5 Other Personnel Compensation	30	30	50	+ 20	66.7%
12.1 Civilian Personnel Benefits	152	66	149	+ 83	125.8%
Total Pay	\$ 646	\$ 400	\$ 676	+\$ 276	69.0%
21.0 Travel and Transportation of Persons	41	4	26	+ 22	550.0%
22 0 Transportation of Things	1	0	1	1	0.0%
23.3 Communication, Utilities, & Misc Charges	25	30	54	+ 24	80.0%
24 0 Printing and Reproduction	25	4	16	+ 12	300.0%
25 1 Advisory and Assistance Services	1,300	523	1,305	+ 782	149.5%
25.2 Other Services	414	808	564	244	30.2%
25.3 Other Purch of gds & services from gov acc	0	400	400	0	0.0%
25.4 Operation and Maintenance of Facilities	2	0	2	+ 2	0.0%
25.7 Operation and Maintenance of Equipment	61	21	58	+ 37	176.2%
25.8 Subsistence and Support of Persons	4	0	4	+ 4	0.0%
26 0 Supplies and Materials	13	9	10	+ 1	11.1%
31 0 Equipment	253	601	684	+ 83	13.8%
44 0 Refunds	8	0	0	0	0.0%
Total Non-Pay	\$2,147	\$2,400	\$3,124	+\$ 724	30.2%
Total, Obligational Authority	\$2,793	\$2,800	\$3,800	+\$1,000	35.7%

**Reimbursable Funds
Analysis of Change**
(Dollars in Thousands)

	Fiscal 2019 Agency Request	
	FTE	Amount
Obligational Authority, Fiscal 2018 Base	5	\$2,800
Program/Project/Activity Increases/Decreases	0	1,000
Net Increases/Decreases	0	1,000
Total Obligational Authority, Fiscal 2019	5	\$3,800

Overview

Under authority of the Economy Act (31 U.S.C. 1535-1536), or other more specific authority providing for transfers of funds between agencies, the Library provides reimbursable services to other federal government agencies when the Library can provide the service in a more economical and cost-effective manner or to leverage the specific expertise or knowledge of Library staff. In each

instance, the Library and the customer enter into an interagency agreement which sets forth the scope and cost of the service. Funds are transferred from the customer agency and credited to the Library's accounts to pay for all of the direct and indirect costs. Any funds transferred to the Library in excess of the actual costs are returned to the customer-agency at the end of the performance period.

Obligational Authority

In fiscal 2019, the Library is requesting obligational authority of **\$3.8 million** for its reimbursable program. The requested authority is for the Library's interagency agreements.

The Library's interagency reimbursable customers include:

- **The Congressional Budget Office and the Office of Compliance** – The Library provides financial management support, data warehousing, and centralized computer processing services from the Library's support organizations.
- **The Open World Leadership Center Trust Fund** – The Library provides financial management support, data warehousing, legal assistance, event planning, administrative support, and centralized computer processing services from the Library's support organizations.
- **The U.S. Bureau of Engraving and Printing** – The Library coordinates the distribution of currency readers to the visually impaired.

- **The U.S. Capitol Police, the Architect of the Capitol, MEDPAC, and General Accountability Office** – The Library provides financial and asset management support, data warehousing, and centralized computer processing services from the Library's support organizations.
- **The National Endowment for the Humanities, Institute of Museum and Library Services, and the National Endowment for the Arts** – The Library provides support and promotes the participation of these and other government agencies in the annual National Book Festival event spearheaded by the Library of Congress.



REVOLVING FUNDS

Revolving Funds Summary by Object Class (Dollars in Thousands)

Object Class	Fiscal 2017 Actual Obligations	Fiscal 2018 Base	Fiscal 2019 Request	Fiscal 2018/2019 Net Change	Percent Change
11.1 Full-Time Permanent	\$ 6,533	\$ 10,266	\$ 10,096	- \$ 170	1.7%
11.3 Other than Full-Time Permanent	80	361	1,090	729	202.1%
11.5 Other Personnel Compensation	318	633	657	+ 24	3.8%
12.1 Civilian Personnel Benefits	2,119	3,375	3,428	+ 53	1.6%
Total Pay	\$ 9,050	\$ 14,635	\$ 15,271	+\$ 636	4.3%
21.0 Travel and Transportation of Persons	104	423	432	+ 9	2.1%
22.0 Transportation of Things	474	678	767	+ 89	13.1%
23.3 Communication, Utilities, & Misc Charges	235	673	710	+ 37	5.4%
24.0 Printing and Reproduction	141	635	551	84	13.2%
25.1 Advisory and Assistance Services	483	1,701	2,127	+ 426	25.0%
25.2 Other Services	36,549	93,981	101,132	+ 7,151	7.6%
25.3 Other Purch of gds & services from gov acc	2,036	3,599	3,468	131	3.6%
25.5 Research and Development of Contracts	0	5	5	0	0.0%
25.7 Operation and Maintenance of Equipment	4	311	330	+ 19	6.2%
25.8 Subsistence and Support of Persons	0	4	2	0	0.0%
26.0 Supplies and Materials	1,031	1,669	1,698	29	1.7%
31.0 Equipment	16,862	69,326	64,207	5,119	7.4%
41.0 Grants, Subsidies, and Contributions	0	0	0	0	0.0%
44.0 Refunds	154	102	108	+ 6	5.8%
Total Non-Pay	\$58,073	\$173,107	\$175,537	\$2,430	1.4%
Total, Obligational Authority	\$67,123	\$187,742	\$190,808	+\$3,066	1.6%

Revolving Funds Analysis of Change (Dollars in Thousands)

	Fiscal 2019 Agency Request	
	FTE	Amount
Obligational Authority, Fiscal 2018 Base	110	\$187,742
Mandatory Pay and Related Costs	0	635
Program/Project/Activity Increases/Decreases	13	2,431
Net Increase/Decrease	13	\$ 3,066
Total Obligational Authority, Fiscal 2019	123	\$190,808

Overview

The Library of Congress administers several revolving fund activities under the authority of 2 U.S.C. §§ 182a – 182c, 20 U.S.C. § 2106(a)(2) and 2 U.S.C. § 160. These activities support the acquisition of library materials, preservation and duplication of the Library's audio-visual collections, special events and programs, classification editorial work, research and analysis, and retail sales. All of these activities further the

work of the Library and its services to its customers and the general public.

In fiscal 2019, total obligational authority of **\$190.808 million** is requested for the Library's revolving fund programs, a net increase of \$3.066 million over fiscal 2018. This reflects a net increase of \$635,000 in pay and a net increase of \$2.431 million in non-pay.

Obligational Authority

Obligational authority is requested as follows:

2 U.S.C. 182

- The Cooperative Acquisitions Program secures hard-to-acquire research materials on behalf of participating U.S. research libraries. These materials are obtained by the Library's six overseas offices, which purchase additional copies of items selected for the Library's own collections based on the individual subject and language profiles supplied by the participating institutions. Each program participant pays for the cost of the publications, shipping, binding, and a surcharge that recovers the Library's administrative costs of providing this service. Materials are acquired from 76 countries on behalf of more than 100 research institutions. Approximately 293 thousand pieces were acquired through this program in fiscal 2016. In fiscal 2019, the Library is requesting obligational authority of **\$8.359 million** for the Cooperative Acquisitions Program.

2 U.S.C. 182a

- The Duplication Services Revolving Fund provides preservation, duplication, and delivery services for the Library's audio-visual collections, including motion pictures, videotapes, sound recordings,

and radio and television broadcasts. The fund is associated with the expanded service capabilities of the Packard Campus of the Library's National Audio-Visual Conservation Center in Culpeper, VA, and provides a range of audio-visual preservation and access services to other archives, libraries, and industry constituents in the public and private and sectors. In fiscal 2019, the Library is requesting obligational authority of **\$326,000** for the activities of the Duplication Services Revolving Fund.

2 U.S.C. 182b

- Gift Shop Operations supports retail sales activities of the Library. In fiscal 2019, the Library is requesting obligational authority of **\$4.098 million** for retail sales.
- Document Reproduction and Microfilm Services provides preservation microfilming services for the Library's collections. It also provides photocopy, microfilm, photographic, and digital services to other libraries, research institutions, government agencies, and individuals in the United States and internationally. In fiscal 2019, the Library is requesting obligational authority of **\$2.2 million** for these activities.

- The Office of Special Events and Public Programs Revolving Fund (OSEPP) supports staff salaries and benefits and other costs associated with the coordination of Congressional, outside organization, and Library-sponsored events, such as the annual National Book Festival Gala, meetings of the James Madison Council, the American Society of Composers, Authors and Publishers (ASCAP) event, the Kluge Center Scholarly Programs, Exhibition Opening events, the Congressional Dialogues Series on Great Americans, and the award ceremony for the Gershwin Prize in Popular Music. In fiscal 2019, the Library is requesting obligational authority of **\$5.193 million** for Library of Congress special events and public programs.

2 U.S.C.182c

- The Federal Library and Information Network (FEDLINK) supports more than 1,200 federal offices, providing cost-effective training and a centralized procurement process for the acquisition of books, library support services, serials, and computer-based information retrieval services. The consolidated purchasing power permits the Library to negotiate economical contracts with more than 130 vendors. In fiscal 2019, the Library is requesting obligational authority of **\$164.220 million** for the FEDLINK program.
- The Federal Research Program (FRP) provides customized research reports, translations, and analytical studies for entities of the Federal Government and the District of Columbia on a cost-recovery basis. Program staff draws upon research expertise and analytic experience to support analysts, program managers, and policy makers across a range of domestic and international concerns, thereby directly furthering the Library's mission of making

the vast collections and resources available and useful to the federal government and the American people. In fiscal 2019, the Library is requesting obligational authority of **\$6.052 million** for FRP.

20 U.S.C. 2106

- The Elizabeth Hamer Kegan Fund promotes the activities of the American Folklife Center through publication and/or distribution of folklife-related publications, recordings, crafts and art objects. In fiscal 2019, the Library is requesting obligational authority of **\$10,000** for the Center's activities.

2 U.S.C. 160

- The Traveling Exhibition Fund supports the loan and display of select, major exhibitions, prepared by the Library, to municipal and private museums and cultural institutions throughout the world. In fiscal 2019, the Library is requesting obligational authority of **\$54,000** for these touring exhibition activities.
- The Verner Clapp Publishing Fund publishes and co-publishes books and related items that showcase the Library's collections, scholarship, and services. In fiscal 2019, the Library is requesting obligational authority of **\$197,000** for the publishing program.
- The Cafritz Foundation Scholarly Activities Fund covers expenses related to the publication of the Library's exhibit catalogs, posters, and related materials. In fiscal 2019, the Library is requesting obligational authority of **\$6,000** for publication activities.
- The DaCapo Fund supports publications, concerts, lectures, and other special projects, using the Music Division's collections. In fiscal 2019, the Library is requesting obligational authority of **\$93,000** for Music Division activities.



LIBRARY OF CONGRESS FISCAL 2019 APPROPRIATIONS LANGUAGE

LIBRARY OF CONGRESS SALARIES AND EXPENSES

For all necessary expenses of the Library of Congress not otherwise provided for, including development and maintenance of the Library's catalogs; custody and custodial care of the Library buildings; special clothing; cleaning, laundering and repair of uniforms; preservation of motion pictures in the custody of the Library; operation and maintenance of the American Folklife Center in the Library; preparation and distribution of catalog records and other publications of the Library; hire or purchase of one passenger motor vehicle; and expenses of the Library of Congress Trust Fund Board not properly chargeable to the income of any trust fund held by the Board, **\$475,196,000**, of which not more than \$6,000,000 shall be derived from collections credited to this appropriation during fiscal year 2019, and shall remain available until expended, under the Act of June 28, 1902 (chapter 1301; 32 Stat. 480; 2 U.S.C. 150): *Provided*, That the Library of Congress may not obligate or expend any funds derived from collections under the Act of June 28, 1902, in excess of the amount authorized for obligation or expenditure in appropriations Acts: *Provided further*, That the total amount available for obligation shall be reduced by the amount by which collections are less than **\$6,000,000**: *Provided further*, That, of the total amount appropriated, not more than \$12,000 may be expended, on the certification of the Librarian of Congress, in connection with official representation and reception expenses for the Overseas Field Offices: *Provided further*, That, of the total amount appropriated, **\$8,589,000** shall remain available until expended for the digital collections and educational curricula program: *Provided further*, That, of the total amount appropriated, **\$1,318,000** shall remain available until expended for upgrade of the Legislative Branch Financial Management System.

COPYRIGHT OFFICE SALARIES AND EXPENSES

For all necessary expenses of the Copyright Office, **\$86,438,000**, of which not more than **\$37,391,000**, to remain available until expended, shall be derived from collections credited to this appropriation during fiscal year 2019 under section 708(d) and 1316 of title 17, United States Code: *Provided*, That the Copyright Office may not obligate or expend any funds derived from collections under such section, in excess of the amount authorized for obligation or expenditure in appropriations Acts: *Provided further*, That not more than **\$6,073,000** shall be derived from collections during fiscal year 2019 under sections 111(d)(2), 119(b)(3), 803(e), and 1005 of such title: *Provided further*, That the total amount available for obligation shall be reduced by the amount by which collections are less than **\$43,464,000**: *Provided further*, That not more than \$100,000 of the amount appropriated is available for the maintenance of an "International Copyright Institute" in the Copyright Office of the Library of Congress for the purpose of training nationals of developing countries in intellectual property laws and policies: *Provided further*, That **\$4,328,000** shall be derived from prior year unobligated balances: *Provided further*, That not more than \$6,500 may be expended, on the certification of the Librarian of Congress, in connection with official representation and reception expenses for activities of the International Copyright Institute and for copyright delegations, visitors, and seminars: *Provided further*, That, notwithstanding any provision of chapter 8 of title 17, United States Code, any amounts made available under this heading which are attributable to royalty fees and payments received by the Copyright Office pursuant to sections 111, 119, and chapter 10 of such title may be used for the costs incurred in the administration of the Copyright Royalty Judges program, with the exception of the costs of salaries and benefits for the Copyright Royalty Judges and staff under section 802(e).

CONGRESSIONAL RESEARCH SERVICE
SALARIES AND EXPENSES

For all necessary expenses to carry out the provisions of section 203 of the Legislative Reorganization Act of 1946 (2 U.S.C. 166) and to revise and extend the Annotated Constitution of the United States of America, **\$113,621,000**: *Provided*, That no part of such amount may be used to pay any salary or expense in connection with any publication, or preparation of material therefor (except the Digest of Public General Bills), to be issued by the Library of Congress unless such publication has obtained prior approval of either the Committee on House Administration of the House of Representatives or the Committee on Rules and Administration of the Senate.

BOOKS FOR THE BLIND AND PHYSICALLY HANDICAPPED
SALARIES AND EXPENSES

For all necessary expenses to carry out the Act of March 3, 1931 (chapter 400; 46 Stat. 1487; 2 U.S.C. 135a and 135b) and Public Law 87-765 (76 Stat. 763; 2 U.S.C. 135a-1), **\$51,192,000**: *Provided*, That, of the total amount appropriated, \$650,000 shall be available to contract to provide newspapers to blind and physically handicapped residents at no cost to the individual.

ADMINISTRATIVE PROVISIONS
REIMBURSABLE AND REVOLVING FUND ACTIVITIES

SEC. 1201. (a) IN GENERAL.—For fiscal year 2019, the obligational authority of the Library of Congress for the activities described in subsection (b) may not exceed **\$194,608,000**.

(b) ACTIVITIES.—The activities referred to in subsection (a) are reimbursable and revolving fund activities that are funded from sources other than appropriations to the Library in appropriations Acts for the legislative branch.

SEC. 1202. COPYRIGHT OFFICE FUNDING FLEXIBILITY.—

(a) *Continuity of Operations.*—*In the event of a lapse in annual appropriations, fees received under title 17, United States Code, and amounts deducted from filing fees and royalty payments under such title shall be available for obligation to support copyright operations at the rate of offsetting collections provided in the appropriation act for the prior fiscal year.*

(b) *Emerging Requirements.*—*In addition to amounts in annual appropriations acts, twenty percent of the available balance of fees received under title 17, United States Code, shall be available for obligation without fiscal year limitation for information technology investments and other necessary expenses of copyright operations.*

(c) *Effective Date.*—*This section shall apply with respect to fiscal year 2019 and each succeeding fiscal year.*

Administrative Provisions Explanation

The Copyright Office seeks additional flexibility to enable operations to continue during lapses in appropriations by maximizing use of fee balances. A lapse of appropriations has a direct and negative impact on the public and economic benefits provided by the Copyright Office. Under 17 U.S.C. 708(d)(1), copyright fees remain available until expended. The proposed language allows the Copyright Office to use unexpended fee balances up to the expenditure level authorized in the prior year appropriations act. Operations would continue only to the extent the Copyright Office has sufficient fees available. The provision would enable the Copyright Office to maintain customer service and safeguard copyright owners' rights through continual registration of protected works, processing of royalty payments, and ongoing access to copyright records and resources.

A second provision enables the Copyright Office to supplement amounts appropriated annually by drawing an additional percentage of fees from its no-year fee accounts, for certain nonrecurring expenses. Being able to use up to an additional 20% of its fee receipts to support operations and related expenses will better enable the Office to adapt to changing circumstances in each fiscal year.

Because the national copyright system provides an important public good, the Copyright Office has long been funded through a mix of fees and appropriated dollars. Accordingly, although these provisions would allow greater ability to spend fees, they are in no way intended to alter that traditional balance.



APPENDICES

Appendix A: Information Technology Modernization Update	146
Appendix B: Hosting Facilities Challenge – Data Center Migration Plan Update	148
Appendix C: American Folklife Center and Veterans History Project.....	150
Appendix D: Overseas Offices, Cooperative Acquisitions Program	153
Appendix E: Acquisition of Library Materials by Source Fiscal 2013 – Fiscal 2017	161
Appendix F: Library of Congress Mass Deacidification Project.....	162
Appendix G: Teaching with Primary Sources (TPS).....	164
Appendix H: Copyright Office – Estimated Value of Materials Transferred to the Library in Fiscal 2017	167
Appendix I: Copyright Office Modernization	169
Appendix J: Fiscal 2018 – 2023 Facility Project Plan.....	172



APPENDIX A: Information Technology Modernization Update

The Library of Congress continues to make great strides in the modernization of its information technology (IT) capabilities. The Library has been approaching modernization from multiple angles: restructuring the organization; centralizing management and operations; modernizing processes; and moving forward with IT infrastructure, networking and new system development projects. The Librarian of Congress addressed the need to maximize value from the Library's investment in technology by directing, on November 28, 2016, that all technology activities be centrally coordinated through the Office of the Chief Information Officer (OCIO) and approved by the Chief Information Officer. The move to enterprise-wide coordination of IT operations followed a realignment of the OCIO as a separate Program Project Activity (PPA) reporting directly to the Librarian.

Centralized IT activities will enable more efficient IT project management and control over making the best use of limited resources. The Library's goal is to achieve an enterprise-wide focus on IT investment planning, oversight and cost optimization in order to realize anticipated benefits and efficiencies of coordinated infrastructure and development modernization efforts. Coordination efforts focus on governance, hiring, acquisition of IT goods and services, planning, and project and program management, among other activities (operations and development).

The transition to centralized IT operations and resources, a direction recommended by auditors and appropriators, is well underway. Some of the recommendations include:

- CIO responsibility and authority for enterprise IT systems. This includes email, identity and access management, IT security, web infrastructure, and collaboration tools, and IT infrastructure (data centers, networks, desktop computers, and mobile devices);
- CIO oversight of service unit-specific systems to ensure that IT investments will fulfill mission needs; and
- Defined responsibilities and authorities governing the relationship between the CIO and other Library organizations.

To achieve the Library's IT strategic modernization objectives, centralization and consolidation is necessary. Centralization will allow the efficient use of staff and contractor resources and invested capital assets across the institution to increase value of its mission, products and services. Centralization is now allowing positive IT governance and management initiative changes such as the IT investment management process, the Technology Business Management (TBM) initiative, IT security, the centralization of IT resources, the

creation of a centralized Project Management Office (PMO) among others are all intended to better manage and maximize the Library's investment in technology in support of the Library. In early fiscal 2018, all IT personnel from all service units were centralized into OCIO completing a large portion of centralization.

Centralization benefits include:

- A single authoritative IT information source;
- IT spending transparency;
- More service unit focus on internal operations and responsibilities;
- Increased IT workforce professionalization;
- Reduced hardware and software costs;
- Efficient use of personnel, contractor labor, and hardware and software resources;
- Increased overall IT security posture; and
- Reduced duplication of software, hardware, and overhead.

The Library's IT modernization efforts have been building in an organized, methodical fashion from one budget to the next. The fiscal 2017 enacted budget provided funding for hosting and storage challenges, cyber security and system migration analysis. Additionally, funding was provided for Copyright data management, searchable historic records and software and hardware upgrades. As the Library finalizes its multi-year, integrated IT modernization plan, the initiatives submitted in the fiscal 2018 budget build on infrastructure and networking modernization necessary set the stage for further new system development. The fiscal 2018 budget request has three key modernization initiatives.

The Enterprise Investment in IT Modernization begins the support planning and initial phases of upgrading the Library's underlying network infrastructure to state-of-the-industry standards; add staffing to assist in the centralized IT governance and management; and provide one-time funding for purchases of software, telecommunications, and non-automation equipment. OCIO collaborated extensively to ensure that the Library is building the right IT infrastructure to support both Copyright's business applications and meet Library-wide infrastructure modernization goals.

Copyright IT Modernization provides for business requirements analysis for a next generation registration system, digitization of historic copyright records to create a searchable database, and maintaining the stability, security, and reliability of legacy IT systems while modernization efforts are underway.

IT modernization is also critical to the Congressional Research Service. The implementation of the Integrated Research and Information System (IRIS) will modernize CRS' mission-specific information systems to reduce the time needed to research, analyze, create, and deliver CRS products and services in the formats most useful to the Congress, while protecting the security and confidentiality of congressional data. IRIS will leverage the latest advances in web-based technologies to provide an agile and flexible infrastructure that will enable efficient plug-and-play technologies for rapid deployment and use by CRS and the Congress.

Fiscal years 2017 and 2018 budget requests properly position the Library to begin system development in fiscal 2019. The Copyright Modernization Enterprise solution requested in fiscal 2019 will begin the five year project to analyze workflow, reengineer business processes and develop the recordation system, the next generation registration system, and the enterprise document management system. It will also assist the Copyright Modernization Office (CMO). System development is expected to last through fiscal 2023, when completed operational systems will shift to operations and maintenance status.

In fiscal 2019, the Library also seeks to establish a formal consolidated technical refresh program within the Library's newly centralized IT framework. This initiative establishes base funding to provide a methodical way to refresh workstations every four years enhancing productivity and reducing operations and maintenance costs. Funding of \$2,500 would be added for every FTE approved for workstation replacement every four years. In the fiscal 2019 request, for example, if all were 100 FTE requested were approved; then \$250,000 would be added to the no-year workstation replacement account. The Library has not had a planned workstation replacement budget for many years. Each fiscal year, funding support for technical refresh of workstations and laptops has relied on the availability of discretionary funds from each service unit, including the reliance on uncertain year-end resource reallocations that may be made available by the Library. Thus, the refresh efforts have historically been decentralized and ad hoc, with very little base funds for a formal workstation refresh program. A formal program would reduce average workstation age from eight to four years reducing costs, improving security, and enhancing employee productivity.



APPENDIX B: Hosting Facilities Challenge - Data Center Migration Plan Update

Fiscal 2017 – Data Center Migration Contract Award

The Office of the Chief Information Officer (OCIO) successfully awarded a data center transformation support contract for application rationalization and migration planning. This contract will support the implementation of key projects to transition data center operations from the aging James Madison Memorial Building (James Madison) Primary Computing Facility (PCF) to a hybrid hosting model, directly supporting all service units. Specific deliverables of the contract include the procurement and installation of data center core equipment and the application rationalization required to develop the migration roadmap.

Fiscal 2018 – Analyze All IT Systems and Applications To Provide Recommended Target Hosting Environment

The planning for application rationalization will provide a comprehensive plan for migration to hosting environments that support cost-effective, secure and agile Information Technology (IT) management. The plan will analyze IT systems and applications to determine the appropriate hosting destinations, migration readiness and needed updates. The migration will transition the Library's data center operations to a flexible and scalable hybrid hosting model that includes the Library managed data center, cloud services and shared services.

Fiscal 2018 – Plan and Build the Library's Managed Data Center

The basic infrastructure and IT security components will be operational at the new data center before the first application is migrated in fiscal 2018. The data center core equipment will provide for the initial rack, network, server, and storage capability at the new facility. The components of the initial build out are:

- A high speed data center core network at the new data center site consisting of core, storage area network, and ancillary switches; domain name service appliances; firewalls; taps for the IT security appliances; and other infrastructure equipment
- Mandatory network IT security appliances and processes
- Server and storage components to handle the monitoring, diagnostic and IT security requirements of the environment
- A testing environment to test and refine capabilities for secure and efficient migration of selected systems, applications, and data
- A design for long haul transmission lines between the new facility (Redstone-Turner), the PCF, the Culpeper Computing Facility (CCF), and the Alternate Computing Facility (ACF) and an analysis for increased bandwidth between the James Madison PCF, CCF, and the ACF

Fiscal 2018 - 2020 –Migrate Library Production IT to Target Hosting Environments

The Library plans to begin occupation in fiscal 2018 and expand its capabilities at the Redstone-Turner facility, implement new and enhanced network communications between the Library's data facilities, and migrate production IT systems out of the James Madison PCF.

The migrations will be performed in monthly waves. This will entail:

- Set up additional hardware and services to assist with migrating systems and digital content while minimizing operational disruption
- Transition the James Madison PCF operations once all production systems, application and data services are migrated to the new target hosting environments and all operational requirements are met

This will entail:

- Entering into the lease for the facility and transferring pre-configured data center core equipment to the site.
 - Installation and implementation of long haul transmission lines between the Redstone-Turner facility, the James Madison PCF, the CCF, and the ACF.
 - An increase in bandwidth between the James Madison PCF, CCF, and the ACF.
- Expansion of rack capacity at the Redstone-Turner facility (based on the rationalization of systems, applications, workflows and data).
- Upon completion of acceptance testing, migration of selected production systems, applications, and data services out of the James Madison PCF.
 - Acquiring contracting support services, as well as equipment and software for the Redstone-Turner while continuing all production operations at the James Madison PCF.

- The Library will continue migrating tested and approved systems, applications, and data services to the Library-managed data center, cloud services and shared services.

Fiscal 2020 – Operations and Maintenance (O&M) of the Redstone-Turner facility and other target hosting environments

After the migration, the Library will use the Library-managed data center, cloud services and shared services. The Library expects the following:

- Operations and maintenance for the Redstone-Turner facility and other target hosting environments, while supporting normal technical refresh cycle for infrastructure and application components
- Multiple hosting environments. The Redstone-Turner facility and other hosting environments are being assessed to

determine the correct mix of hosting environments. These facility occupancy costs will include monthly rack rental and other associated occupancy fees charged by the external facility operator (based on the current contract for the shared legislative data center). At the James Madison PCF these costs have historically been absorbed by the Architect of the Capitol budget and have never been included in the Library's IT budget. Other related facility operating costs will include long-haul transmission lines to meet operational bandwidth needs and hardware/software support costs associated with telecommunications equipment.

- As technology evolves, the most efficient mix of hosting environments could change. Future operational costs and rack requirements may deviate as changes in technology and mission needs affect storage capacities and server configurations.



APPENDIX C: American Folklife Center and Veterans History Project

American Folklife Center

The Library of Congress American Folklife Center (AFC), created by an Act of Congress in 1976 to “preserve and present American folklife,” collects, safeguards, and provides access to the unparalleled collections of the Archive of Folk Culture. These collections contain one-of-a-kind documentation of traditional cultural expressions that date from the end of the nineteenth century through the present. These collections preserve for future researchers a record of the folklife, cultural expressions, traditional arts, and oral histories of Americans and our global neighbors.

During fiscal 2017, the AFC Acquisitions Program accessioned 38 new collections and collection accruals documenting expressive culture in the United States and around the world, totaling 277,930 items, including 216,414 non-purchased items by gift and 61,516 purchases or additions to collections already purchased. These acquisitions included 163,978 digital items, amounting to over half of the newly received material. AFC acquired significant materials in each area in such varied formats as audio-visual digital material, sound recordings, photographs, and film as well as manuscripts. Materials cover 50 states, the District of Columbia and Puerto Rico, as well as 18 foreign nations in North America, South America, Europe, Asia, and Africa.

The Center’s strategic collecting priorities for fiscal 2017 and collections that track to them are:

- U.S. Veterans Oral Histories – In addition to the Veterans History Project (VHP) collections; briefer interviews arrived from the Story Corps Military Voices initiative;
- U.S. Civil Rights Movement – One collection accrual received from StoryCorps (Griot Initiative);
- Latina/o Folklife – Five collections received, including StoryCorps: Historias Initiative; Storycorps.me; Artemio Posadas: Mexican music and dance from California; Carmen Agra Deedy and Karla Campillo-Soto spoken word performance; and Mintzi Auanda Martinez-Rivera Mexican wedding traditions;
- Women’s Folklife – Three collections received, including the Diane Wolkstein papers; Michelle Stefano: documentation of the Women’s March on Washington; and the Linda LaMaccia collection;
- Web Cultures – Ongoing web harvesting project of sites documenting online vernacular cultural expression;
- Ethnographic Visual Documentation (still and moving images) – Three collections received, including the Earl Crabb collection (accrual); Prints from Pictures from a Drawer: Prison and the Art of Portraiture; and the Nevada Folklife Archives: 1986-1990; and
- Occupational Folklife – Five collections received, including Homeless shelter workers in Midwestern urban centers; Illuminating history: documenting the occupational folklife of New York City’s union electricians; Workers on the waterfront of New Bedford, MA; Folklife of funeral services professionals in the Carolinas; and Mill Stories: Remembering Sparrows Point Mill.

AFC concluded celebrations of its 40th anniversary in December 2016 with a day-long focus on Kentucky collections featuring a temporary exhibit, a film screening, and a reception. A performance in the Coolidge Auditorium by national award-winning bluegrass artist, Dale Ann Bradley, closed out the evening. AFC also participated in the National Book Festival and produced or collaborated on 29 public programs including:

- 10 concerts in the Homegrown series;
- 14 lectures in the Benjamin Botkin series;
- “Speak the People/the Spark/el Poema,” the closing celebration for the Poet Laureate Consultant in Poetry, Juan Felipe Herrera, in collaboration with the Poetry and Literature Center, the Music Division and Hispanic Division;
- The National Endowment for the Arts National Heritage Fellows award ceremony and banquet; and
- The AFC Archives Challenge showcase at the Folk Alliance International convention in Kansas City, MO.

In fiscal 2017, AFC continued to provide fellowships to six individual researchers or research teams.

AFC also continued to participate in international discussions concerning intangible cultural heritage and traditional knowledge in local, national and international contexts, including university settings and conferences of professional organizations and societies. The AFC continued work on a collaborative digitization, preservation and access project, Ancestral Voices, focusing on its historical Native American audio recording collections. The project tests protocols that will allow indigenous communities to

manage their intellectual property needs within a digital archival environment. In the pilot phase, the AFC is working in collaboration with the Motion Picture Broadcast and Recorded Sound Division, the Passamaquoddy tribe in Maine, and colleagues at New York University and Washington State University.

AFC made accessible online four new digital collections, expanded the Alan Lomax collection, and migrated an American Memory collection into the Library's current web interface.

AFC continued connecting collections to users via social media and the Web. On Facebook, AFC's number of "fans" increased to over 25,600, representing a growth of five percent during fiscal 2017. AFC staff members shared a collection item or information about an AFC event or service to the public through this medium in 469 individual posts. AFC continued its blog, *Folklife Today*, and produced 104 blog posts about AFC collections, services, and events.

Veterans History Project

During fiscal 2017, the Veterans History Project (VHR or the Project) in the AFC continued to meet its congressional mandate of collecting, preserving and making accessible the wartime memories of America's veterans, without acquisitions funding and entirely through voluntary participation. A total of 4,335 collections were received and 4,117 were processed (25,754 items). VHP's processing of submitted materials made collections accessible within six to eight months of receipt. The Project continued to emphasize the accessibility of collections to a growing and wide variety of researchers and users. The number of collections with a portion of the material digitized reached 43,541.

VHP leveraged commemorative dates such as Women's History Month, Post-Traumatic Stress Disorder Awareness Day, and Pride Month to increase public, media and congressional attention to VHP collections and programs. The Project remained focused on addressing identified gaps and assuring the diversity of the collection by encouraging increased participation by African Americans, Hispanics, and Native American/Indians, as well as those of varied faiths and lesbian, gay, bisexual, and transgender servicemen and women. VHP staff added four new installments to the online *Experiencing War* series, supported 45 researchers through service of 219 collections on a wide variety of subject matter, responded to more than 1,690 public inquiries, and provided 246 copies of interviews to veteran family members, gratis. The VHP web site attracted a combined total of more than 3 million page views.

While maintaining important ongoing acquisition and collection management activities, the Project's emphasis during fiscal 2017 focused on filling identified collection gaps. The three expanded outreach areas were the U.S. House

of Representatives Committee on House Administration's Wounded Warrior Fellowship Program (HAC-WWF), Gold Star Families, and Native American veterans.

VHP initiated a program with HAC-WWF to teach the Fellows about the Library and VHP, and to incorporate VHP's interview process into the Fellows' two-year work assignments in their respective Districts. Efforts culminated in August, with a visit to Representative Smith (WA-5)'s District Office, where a team from VHP staff and HAC-WWF Fellows conducted interviews, resulting in 15 new collections.

With the passage of the law, HR4511, Gold Star Mothers and Family Voices Act efforts began in earnest in June. The Project updated the Collections Policy Statement, rolled out communications to inform the public how to participate immediately under this new policy while working towards new codified collateral print publications, and began developing the important relational networks with Gold Star organizations such as Gold Star Mothers and Gold Star Wives. VHP staff gave featured presentations at each organization's annual conference.

The collaboration with the Smithsonian's National Museum of the American Indian (NMAI) was solidified in July when the memorandum of understanding was finalized. Successful outcomes from this multi-year endeavor include invitations to the 2017 National Native Veterans Summit in Illinois, at which in addition to informing/inspiring participants, new collections were captured and based on that success, a follow-on invitation for an expanded role at the 2018 Summit; greater exposure for VHP adjacent workshops during the upcoming October 2017 Alaska Federation of Natives Meeting; and development with key stakeholder as well as proxy advocacy on behalf of Project participation with individuals such as George Bearpaw, at the Bureau of Indian Affairs.

VHP sought out collaborations with other Library of Congress divisions and programs. These included presentations through the Education/Outreach Summer Teacher Institute, Interpretive Programs Office exhibits, Library Archives Forum, Preservation Directorate, Hispanic Division, Equal Employment Opportunity and Diversity Program Office, and the National Book Festival. Additionally, the Project played a major role in the national observance of 100th anniversary of World War I (WWI), submitting more than 30 collections for inclusion in the Library's long-term WWI exhibit, engaging in special WWI programming, and publishing a three-part online web site series.

VHP continued to receive widespread coverage through on-air and print media. Accomplishments included continuation of the VHP National Radio Media Tour with a focus on amplifying collections relevant to local listening publics. VHP conducted an "Ask Me Anything" on Reddit's Historians section that resulted in earning a top spot on the page and other media attention. Additionally this year, the Project provided another 40 collec-

tions for the wildly popular social media machine presented by the Veterans Administration, #VeteranoftheDay, through which, individual collections are presented at appropriate levels of depth and users are driven back to Project and Library web properties. These features reach the highest visible figures for social media engagement around VHP collections with each post garnering hundreds and in some cases thousands of indicators such as likes, comments, and shares. VHP staff contributed 40 blog posts to Folklife Today and launched its own dedicated Facebook page.

Working with over 180 congressional offices, VHP shared

information via a subscription based e-newsletter for congressional communications staff, presented in-office briefings to congressional staff, and held training sessions for staff volunteers. VHP also supported commemorative submission events for members of Congress. The Project conducted its annual congressional staff briefing (this year's record breaking attendance was over 100) and provided reference services to congressional offices for speeches and other communications tools, such as social media content. VHP engaged in additional direct hands-on involvement with 81 congressional offices.



APPENDIX D: Overseas Offices, Cooperative Acquisitions Program

Overseas Offices, Cooperative Acquisitions Program

The Library of Congress operates six overseas field offices in Brazil (Rio de Janeiro), Egypt (Cairo), India (New Delhi), Indonesia (Jakarta), Kenya (Nairobi), and Pakistan (Islamabad). These regional offices acquire, catalog, and preserve publications from regions around the world where conventional acquisitions methods are inadequate. They perform these functions directly for the Library of Congress and for over 100 research and academic libraries in the United States and other countries through the Library's Cooperative Acquisitions Program (CAP). The Library's overseas offices cover 76 African, Asian, Middle Eastern, and South American countries.

The overseas offices have established direct communications over the years with select congressional staff and units that support congressional needs for immediate information from the areas of the world where the offices are located. These submissions of information include daily news summaries from local media and non-government organizations, translations of contemporary reports, and data related to countries and areas of interest to Congress. Beyond providing information directly to congressional offices and operations that support them, the offices supply contemporaneous information to the Congressional Research Service, Law Library, and Federal Research Division. Feedback from these Capitol Hill partners has enabled the field offices to develop tighter selection parameters for the materials acquired for the Library that better meet the needs of Congress.

At the end of fiscal 2017, the overseas offices were declared independent for whole book cataloging. This independence will save time and effort allowing completed cataloging production to move directly to the stacks on Capitol Hill, without additional review by Washington staff. The change will save time and effort of Washington staff and will also benefit CAP participants. Staff in the offices will be expected to increase their skills and take responsibility for working at a higher level for more efficient productivity.

The offices continued to fine tune the installation of the Overseas Field Office Replacement System (OFORS)—. This new system will enable greater processing efficiencies for materials acquired for the Library and CAP participants.

Fiscal 2017 statistics representing the work of the six offices are as follows:

- Acquired 159,827 books for CAP participants;
- Acquired 138,266 serials and newspaper issues for the Library of Congress;
- Acquired 165,811 serials and newspaper issues for CAP participants;
- Created or upgraded 49,266 bibliographic records for the Library and CAP participants;
- Reformatted 2,264,386 pages of newspapers, periodicals and gazettes; and
- Produced 2,572 master negatives, 2,243 positives, and 2,211 printing negatives.

While managed centrally by the Library Services Acquisitions and Bibliographic Access Directorate, each of the overseas offices has a unique, regionally-based focus and specific areas of specialization and accomplishment, as described below.

Cairo, Egypt, Field Office

The Library of Congress office in Cairo, Egypt, was established in 1962 and functions as a regional center for processing materials acquired from countries in the regions of the Middle East and North Africa. Countries covered are Algeria, Bahrain, Egypt, Gaza, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Qatar, Saudi Arabia, Sudan, Syria, Tunisia, Turkey, United Arab Emirates, West Bank, and Yemen. Political unrest, censorship, war, poverty, and a general lack of standards in publishing regularly challenge the office as staff carry out its mission. The office has a staff of 34 including an American Director. In addition to collecting for the Library, the Cairo Office collects materials for the 47 research libraries participating in the Office's Middle East Cooperative Acquisitions Program (MECAP).

The office acquires recently published books on all subjects as well as materials in other formats, such as maps, DVDs, and CDs. In addition to Arabic, other languages that the office covers include Turkish, Kurdish, and Armenian. Materials are selected for the quality of scholarship, importance of subject, and extent to which the titles add to the knowledge of a subject or an event. The office collects government documents, non-commercial publications, newspapers, magazines, and academic journals. These materials provide the Congress, researchers, and faculty of the MECAP research libraries with vital primary and secondary research material to enable them better to understand the history, politics, and culture of these countries.

- Acquired 47,721 books for the Library of Congress;

In addition to site visits and acquisitions travel, the office uses an extensive network of vendors and representatives to acquire materials from the countries it covers. The office processes and catalogs materials acquired before sending them to Washington, DC, and to the 47 MECAP participants.

Fiscal 2017 continued the previous years' efforts to implement OFORS, with staff's reporting bugs and creating local solutions for functionality not yet implemented by the developer. In particular, local staff created ad hoc functionality to the binding and shipping modules. The binding functionality keeps accurate track of what the office has sent out to be bound, and the shipping functionality enables the creation of packing lists at the title level. The additions increase accuracy and accountability. Office staff worked with colleagues in the Rio Office to share best practices and leverage expertise in creating efficiencies, especially for supplier-provided bibliographic data and how to use these to save staff time. In terms of acquisitions, the Cairo Office acquired 12,479 monograph and 29,829 serial pieces from GENPAC funds, while the Law Library was enriched with 1,085 monograph and 3,669 serial pieces from LAW funds. Significant acquisitions included a complete set of the updated legal code from Lebanon, and several new codes from Algeria. In cataloging production, and despite a shortage of staff in the monograph section, the entire office production for fiscal 2017 reached 12,791 items cataloged, a slight increase over the 12,118 items cataloged in the previous year. New name authorities reached 1,615 names (vs. 1,509 in fiscal 2016), while modified/changed name authority records amounted to 312 records (vs. 293 from the previous year).

Islamabad, Pakistan, Field Office

The Library of Congress Office in Pakistan was established in 1962 in Karachi, Pakistan, and in 1995 the Office moved operations to Pakistan's capital, Islamabad. The office serves as a regional center for processing materials acquired from Pakistan, Afghanistan, and Iran. Political unrest, the high-threat security situation, censorship, war, poverty, and a general lack of standards in publishing regularly challenge the office as staff carry out the mission to collect and preserve resources. The office has a staff of 25, including its American Director (residing in New Delhi). The Office acquires materials for 40 other U.S. and international libraries through the Cooperative Acquisitions Program (CAP).

The office acquires newly published books and journals in all subjects and formats, including posters, maps, DVDs, CDs, and electronic resources. Librarians direct the acquisitions effort, using acquisitions trips when possible as well as an extensive network of vendors to acquire materials. In addition to English, the office acquires materials in Urdu, Punjabi, Pushto, Sindhi, Persian, Balochi, Seraiki, Brahui, Kashmiri, Hindko, Khowar, Gujuri, Burushaski, Arabic, Tajik, Shina, Potohari and Kalami. Commercial publications are supplied

by seventeen dealers and three bibliographic representatives. This year, most acquisitions trips within Pakistan had to be cancelled due to the poor security conditions and new legal decrees in Afghanistan inhibiting exportation of materials from that country.

The office selects materials based on the quality of scholarship, importance of subject, and extent to which the titles add to the knowledge of a subject or an event. The office collects government documents, non-commercial publications, newspapers, magazines, and academic journals. These materials provide the Congress, researchers, and faculties of CAP research institutions with vital primary and secondary research material to enable them to understand better the history, politics, and culture of these countries. Over the past few years, the office has collected an in-depth array of religious materials of interest to scholars and analysts seeking a better understanding of the religious-political-regional landscape. Special collections purchased this year include 23 posters from Pakistan. The posters were mainly about the Sufi saints (people); tombs of saints (places) and culture of Pakistan. These posters will also be offered to participants. All materials are cataloged directly into the Library's online catalog system making the records available to the public in a very timely manner.

In fiscal 2017, the office provided 49,263 documents to the Library and CAP participants from Iran, Pakistan, and Afghanistan. The office preserved 22 websites harvested to cover the presidential election in Iran held on May 19. A total of 3,883 new items were cataloged. The Islamabad Office's quarterly acquisitions lists featured print and non-print titles that represent unique or interesting titles of use to policy makers and scholars.

The office continued a pilot project to collect born-digital working papers and other monographic works for the Library's research collection and added another 70 items to the project. The office continued to contribute to the *Bibliography of Asian Studies*, enabling indexing of 110 scanned issues from Pakistani serials and sent 103 digital tables of content of selected monographs to link with online bibliographic records.

Jakarta, Indonesia, Field Office

The Library of Congress Office in Jakarta, Indonesia, opened in 1963. The Jakarta Office serves as a regional center for the acquisition, cataloging, and reformatting of materials from Southeast Asia: Brunei, Burma (Myanmar), Cambodia, Indonesia, Laos, Malaysia, the Philippines, Singapore, Thailand, Timor Leste, and Vietnam. The Jakarta Office operates offices in Bangkok, Kuala Lumpur, Manila, and Rangoon (Yangon). Expert librarians acquire and catalog books in the national and sub-national languages of the region including Burmese, Cambodian, Cebuano, Chinese, English, Indonesian, Javanese, Lao, Malay, Tagalog, Thai, Vietnamese, and other minority languages. The office has

55 local staff positions with one American Director based in Jakarta. The office serves 40 U.S. and international libraries through the Southeast Asia Cooperative Acquisitions Program (CAPSEA).

The office acquires newly published materials in all the national and sub-national languages in all subjects and formats. Expert librarians acquire resources through an extensive network of vendors, local contacts, and acquisitions travel targeted at areas of significant importance. Although the region is a major source for international business, scientific, and technical information, the knowledge and entertainment industries remain decentralized with little bibliographic control making it a challenge to identify primary sources and new research publications.

In order to obtain the best in publishing, cinema, and recordings, the office maintains a network of 86 book vendors and bibliographic representatives who assist with the identification and acquisition of new research, government publications, and trade publications. To supplement these acquisitions and ensure the acquisition of non-commercial materials, librarians travel throughout the region acquiring government, think-tank, and non-governmental organization (NGO) resources, as well as monitor and report on trends in publishing and educational development. The growth of the publishing sector across the region challenges the acquisitions librarians to select only materials that meet the information and scholarly needs of government and academia. A new challenge is the rise of e-publishing especially in the government and academic journal publishing sectors. The office distributes quarterly highlights to clientele in the Library and to participants.

All materials acquired in the region are cataloged prior to shipping to Washington, D.C. The Jakarta Office and sub-offices decreased their shelf-ready materials to 3,342 (-1.7%), of which 1,388 were whole book cataloging. In fiscal 2017, catalogers created 10,172 records, of which only 1,589 were in English. The office enhanced access to monographs by creating digital contents pages for 569 titles.

Most government agencies, think tanks, and NGOs publish working and discussion papers on their web sites in PDF format. The office has integrated the collection and cataloging of this gray literature into its regular workflow. During the fiscal year, the Southeast Asia Regional Office reviewed and added 80 PDF documents following a new workflow.

The Jakarta Preservation Section produced 281 high-quality negative microfilm reels for 33 national gazettes and newspaper titles from the region. The Section digitally reformatted nineteen titles for a United States Agency for International Development (USAID) Clearinghouse Project.

Nairobi, Kenya, Field Office

The Library of Congress Office in Nairobi, Kenya, established in 1966, acquires and catalogs publications in all subjects except clinical medicine and technical agriculture, from commercial, government, and nontrade sources in 30 sub-Saharan countries: Angola, Botswana, Burundi, Cameroon, Comoros, Congo (D.R.), Djibouti, Eritrea, Ethiopia, Gabon, Ghana, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mayotte, Mozambique, Namibia, Reunion, Rwanda, Senegal, Seychelles, Somalia, South Sudan, Swaziland, Tanzania, Uganda, Zambia, and Zimbabwe. The office is staffed with 23 employees, including an American Director, and engages 24 bibliographic representatives in the countries it covers. The office acquires publications for two national libraries (the Library of Congress and National Library of Medicine) and for 30 institutions that participate in the African Cooperative Acquisitions Program (AfriCAP), primarily university libraries in the U.S.

Sub-Saharan Africa is perhaps the most challenging world region in which to undertake library acquisitions work, making AfriCAP an especially critical service to the U.S. academic community. Commercial book vendors and distributors are virtually non-existent, and non-trade publications are generally printed in limited runs due to scarce resources. Successful acquisitions work relies heavily on travel to ensure acquisitions during narrow windows of availability, as well as intensive face-to-face communication with sources in order successfully to navigate the bureaucracies. Materials collected are in Amharic/Tigrinya, Somali, Kiswahili, English, French, German, Portuguese, and more than 40 indigenous African languages. In some countries, political instability poses significant challenges to collection efforts. For more than twenty years, coverage in Somalia was limited to a number of newspapers collected on a daily basis by the bibliographic representative in Mogadishu. In fiscal 2017, however, the office initiated an arrangement whereby a diaspora Somalia publisher utilizes its in-country network to collect new publications of research value to be sent to the Nairobi Office. Some two hundred such Somali publications have so far been received, demonstrating the breadth of new publishing actually taking place. From all countries covered, the Nairobi Office acquired a total of 66,066 documents for the Library and AfriCAP participant libraries.

The Nairobi Office catalogs all monographs and new serial titles that are acquired and maintains records of all issues of newspapers and other serials received. Nairobi catalogers created or updated 4,095 bibliographic records for monographs, serials, maps, CDs, and DVDs. Additionally, they created or updated 2,634 name authority records. In fiscal 2017, the Cataloging Section was trained and deemed independent in submitting proposals for new subject headings and classification numbers in all areas except Law and Music. Putting their new skills to work, Nairobi catalogers

submitted proposals for nine new subject headings and 13 new classification numbers. Ongoing work of the Nairobi Office includes serials check-in into the Library's Integrated Library System for all categories except Law; and whole book cataloging in all subjects except Music and Law. The Nairobi Office continued to contribute to the Digitized Table of Contents project, selecting and scanning 140 titles. In addition, more than 500 electronic news clippings from Kenya and 304 electronic copies of the Namibia National Gazette were sent to the Congressional Research Service, Federal Research Division, and Law Library.

A significant activity of the Office remains the preservation of African newspapers. In fiscal 2017, 17,793 newspaper and national gazette issues were received and checked in for LC's collections. Some 590,000 newspaper pages were collated and shipped to the Library, the New Delhi Office, and the Center for Research Libraries (Cooperative Africana Materials Project) for preservation microfilming (for a total of 482 reels).

New Delhi, India, Field Office

The Library of Congress Office in New Delhi, India, established in 1963, is the regional center for the acquisition, cataloging, preservation and shipping of print and non-print materials published in India, Bhutan, and the Maldives, as well as Bangladesh, Nepal, and Sri Lanka, where it maintains sub-offices. Its mission is to respond to the information needs of the Congress, other U.S. agencies, and the scholarly community by: 1) adding to the depth and comprehensiveness of the Library's South Asia collections; 2) providing complete online bibliographic access to these publications; 3) preserving "at risk" publications; and 4) administering the South Asia Cooperative Acquisitions Program (SACAP). The office has a staff of 73, twelve contract staff, and an American Director and Deputy Director. SACAP has 50 participants from universities and institutional libraries.

A challenge to accomplishing the mission is the lack of a developed book trade that impedes the identification and acquisition of new research quality publications without having a local presence in each Indian state. The situation is further aggravated by the large volume and uneven quality of the commercial, non-commercial, and government publishing sectors, all of which reflect the active social, political, and economic environment in the world's largest democracy.

The six sections in the New Delhi Office are: Acquisitions, Cataloging, Serials, Microfilm, Management Services and Information Technology. Three suboffices in Colombo, Dhaka, and Kathmandu are located in American Embassies. Staff acquire publications and create bibliographic records in a wide range of languages. 10,989 bibliographic records were created for publications in: Assamese, Bengali, Diwehi, Dogri, English, Gujarati, Hindi and Hindi dialects, Kannada, Khasi, Konkani, Lushai, Malayalam, Manipuri, Marathi,

Nepali, Newari, Oriya, Pali, Panjabi, Prakrit, Rajasthani, Sanskrit, Sindhi, Sinhala, Tamil, Telugu, Tibetan, Tulu, and Urdu. The office sent approximately 61% of all publications cataloged by office staff as "shelf-ready." These are print monographs cataloged as minimal level and those receiving whole book cataloging and classed in B (Religion and Philosophy), DS (South Asian History), H (Social Sciences) and P (Literature).

Commercial publications are supplied on approval by 24 dealers. The office uses services of bibliographic representatives in states with minimal, but important, publishing activity. Commercial and non-commercial publications are supplied by eight bibliographic representatives: six in North Eastern states in India that constantly experience communal, social, religious and ethnic unrest; and Bhutan and the Maldives. Staff members carry out local and distant acquisitions trips to obtain non-commercial, controversial, underground, and hard-to-acquire publications that are not available to commercial dealers.

The Microfilm section, in fiscal 2017, reformatted 2,011,486 pages of newspapers, periodicals and gazettes. It produced 2,291 master negatives; 2,211 print negatives; and 2,243 positives. Its master list consists of 197 newspapers, 19 periodicals, and 18 gazettes from 42 countries covered by New Delhi, and Library offices in Cairo, Islamabad, and Nairobi, and the Library representative in Mongolia.

OFORS Phase I was implemented in New Delhi in fiscal 2015. Development by Innovative Interfaces Inc., the OFORS contractor, and testing by the Delhi Team of Phase II continued through fiscal 2017. The Delhi Team and the OFORS Program Manager/COR in the Library of Congress, Washington, worked with the vendor to resolve performance issues in Phase I and II of the contract.

Rio de Janeiro, Brazil, Field Office

The overseas office in Rio de Janeiro, Brazil, established in 1966, acquires and processes materials from five South American countries: Brazil, French Guiana, Guyana, Suriname and Uruguay. The Rio de Janeiro Office acquisitions librarians collect elusive academic materials for use by the Congress, the Library's Hispanic Division (for its Handbook of Latin American Studies) and the international scholarly community through their detailed field work. The office has a staff of 15, including an American director. Thirty-nine research libraries participate in the office's CAP.

In addition to acquiring materials for the Library, the Rio Office acquires serials, cordel literature, and CDs for its CAP participants. Cordels are inexpensively printed pamphlets containing folk tales, poems, and songs that are unique to Brazil. The Brazil CAP started in 1990 with serial subscriptions; music CDs were added in 1999 and a cordel package was added in 2012. The 218 serial titles offered include scholarly journals and newspapers in economics,

history, culture, and law. The office acquired 87 biomedical serial titles for the National Library of Medicine (NLM). Brazil's medical research is important to NLM because the country is well known for its advances in such areas as tropical medicine, dentistry, plastic surgery, phytomedicine and antibiotics research.

For the five countries covered by the Rio Office, it is difficult to acquire materials through book dealers or aggregators. Supplying research library materials from the area covered is not a profitable commercial venture due to problems such as poor distribution of published materials, lack of advertising by publishers/sources, scant print runs, legal barriers and geographic inaccessibility. Business practices in these countries require frequent personal visits and close monitoring of standing purchase orders. Because of the dearth of vendors, the office must rely on its four acquisitions librarians for the resident expertise to identify new publications, develop

relationships with publishers and other sources, travel widely to book fairs, and meet with exchange partners. In fiscal 2017, staff traveled to 18 cities for acquisitions, making a total of 517 visits to government agencies, NGOs, publishers, university presses, and bookstores while collecting 6,364 items. Two bibliographic representatives were used for São Paulo and Brasilia until the office was forced to terminate their agreements to comply with a new Brazilian labor code. In all, the office acquired and cataloged some 22,654 items for both the Library and CAP.

Web archiving has been a high priority in recent years, with the ongoing collection Brazil Cordel Literature Online, preserving 34 blogs and sites since its inception in 2011. Previous projects include web archives about the 2016 Olympics and Paralympics and various election campaigns and political turmoil.

**Library of Congress
Cooperative Acquisitions Program Participants by State and Country**

	Participant	India	Egypt	Pakistan	Kenya	Indonesia	Brazil
United States:							
Arizona	Arizona State University					X	
	University of Arizona		X				
California	Defense Language Institute			X			
	Stanford University	X		X	X		X
	Stanford Law Library						
	UC, Berkeley	X	X	X	X	X	X
	UC, Berkeley, East Asia	X					
	UC, Berkeley, Law Library			X	X	X	
	UC, Irvine					X	
	UC, Los Angeles	X	X	X	X	X	X
	UC, Riverside						
	UC, San Diego						X
	UC, Santa Cruz						
	University of Southern California						X
Colorado	University of Colorado	X					
Connecticut	Yale Divinity Library					X	
	Yale University	X		X	X	X	X
	Yale University Law Library	X	X	X	X		
District of Columbia	Inter-American Development Bank						
	Open Source Center					X	
	U.S. Department of Defense		X				
Florida	University of Florida						X
Georgia	Emory University	X			X		X
	University of Georgia						X
Hawaii	University of Hawaii	X		X		X	
Illinois	Center for Research Libraries	X	X	X	X	X	
	Northern Illinois University					X	
	Northwestern University	X			X		
	University of Chicago	X	X	X	X		
	University of Illinois	X	X	X	X		X
Indiana	Indiana University	X	X	X	X	X	
	University of Notre Dame						X
Iowa	University of Iowa	X		X	X	X	X
	University of Iowa Law Library	X	X	X	X	X	X
Kansas	University of Kansas				X		
Louisiana	Tulane University						X
Maryland	National Agricultural Library	X					
	National Library of Medicine	X	X	X	X	X	X
	University of Maryland						

**Library of Congress
Cooperative Acquisitions Program Participants by State and Country**

	Participant	India	Egypt	Pakistan	Kenya	Indonesia	Brazil
Massachusetts	Boston University				X		
	Harvard University	X		X	X	X	X
	Harvard Law Library	X	X	X		X	
	Harvard Middle Eastern Division	X	X	X			
Michigan	University of Michigan	X	X	X	X	X	X
	Michigan State University				X	X	X
Minnesota	University of Minnesota	X		X			X
Missouri	Washington University	X	X	X			
Montana	Tibetan Language Institute	X					
New Jersey	Princeton University	X	X	X	X		X
	Rutgers University						X
New Mexico	University of New Mexico						X
New York	Columbia University	X	X	X	X	X	X
	Columbia University Law Library	X		X	X		
	Cornell University	X	X	X	X		X
	Cornell University Echols Collection	X				X	
	Cornell University Law Library	X		X			
	New York Public Library	X	X		X		X
	New York University	X	X	X			X
	SUNY, Binghamton		X				
North Carolina	Syracuse University	X					
	Duke University	X	X	X	X		X
	North Carolina State University	X		X			
	University of North Carolina	X	X	X		X	X
Ohio	University of North Carolina - South Asia Collection	X					
	ITSC Library						
	Ohio State University		X				X
	Ohio University				X	X	
Oregon	Wooster College	X					
	Portland State University		X				
Pennsylvania	Pennsylvania State University				X	X	
	Temple University		X			X	
	University of Pennsylvania	X	X	X	X	X	
	University of Pennsylvania - Biddle Law Library	X					
Rhode Island	University of Pittsburgh						X
	University of Pittsburgh Law Library		X				
Tennessee	Brown University	X	X	X			X
Texas	Vanderbilt University						X
	Rice University						X

**Library of Congress
Cooperative Acquisitions Program Participants by State and Country**

	Participant	India	Egypt	Pakistan	Kenya	Indonesia	Brazil
Utah	University of Texas	X		X		X	X
	Brigham Young University		X				X
	University of Utah		X				
Virginia	University of Virginia	X	X	X			
Washington	University of Washington	X	X	X		X	X
Wisconsin	University of Wisconsin	X		X	X	X	X
	University of Wisconsin Law Library					X	
Subtotal, United States	80 participants	46	33	36	30	30	37
Foreign Countries:							
Australia	Murdoch University Library					X	
	National Library of Australia					X	
Canada	McGill University	X	X	X		X	
	Royal Ontario Museum					X	
	University of British Columbia	X				X	
Egypt	University of Toronto	X	^	X			
	American University, Cairo		X				
Germany	Ibero-Amerikanisches Institut						X
	Universitäts Bibliothek, Frankfurt-am-Main				X		
	Universitäts und Landesbibliothek Sachsen-Anhalt			X			
Indonesia	American Institute for Indonesian Studies					X	
Japan	Kyoto University, Center for Southeast Asian Studies					X	
	National Diet Library					X	
Lebanon	American University of Beirut						
Morocco	King Abdul Aziz al-Saoud Foundation		X				
The Netherlands	Peace Palace Library		X				
	Royal Institute of Linguistics					X	
Qatar	Northwestern University in Qatar Library		X				
	Qatar National Library		X				
Singapore	Institute for South East Asian Studies					X	
	Singapore National Library Board					X	
United Arab Emirates	American University of Sharjah		X				
United Kingdom	Bodleian Libraries	X					
	British Library		X	X			
	The Joint Library IIS-ISMC		X				
	University of Essex						X
	University of Exeter		X				
Subtotal, Foreign	26 participants	4	11	4	1	11	2
Total	106 participants	50	44	40	31	41	39



APPENDIX E: Acquisition of Library Materials by Source Fiscal 2013 - Fiscal 2017

Acquisition of Library Materials by Source Fiscal 2013 - Fiscal 2017

Source					
	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017
Purchases:					
Appropriated - GENPAC/LAW	664,712	634,727	630,829	564,984	634,425
Appropriated Other	311,787	75,627	14,089	3,827	11,164
Gift and Trust Funds	24,855	6,985	5,375	27,055	2,238
Total Purchases	1,001,354	717,339	650,293	595,866	647,827
Non-Purchases:					
Exchange	95,282	91,710	80,199	72,298	54,041
Government Transfers	65,345	81,976	196,657	69,033	58,631
Gifts	1,053,348	1,657,764	983,220	1,726,739	936,110
Cataloging in Publication/PCN	105,232	98,310	100,710	96,120	94,386
Copyright Deposits	641,723	700,964	615,146	636,479	658,045
Total Non-Purchases	1,960,930	2,630,724	1,975,932	2,600,669	1,801,213
Total All Acquisitions	2,962,284	3,348,063	2,626,225	3,196,535	2,449,040

Daily Average Receipts and Items Added to Collections

Fiscal Year	Items Received	Items Added to Collections
2008	15,630	14,180
2009	12,009	10,861
2010	15,052	10,233
2011	22,061	18,863
2012	16,034	14,379
2013	13,724	10,599
2014	14,928	11,183
2015	11,818	9,190
2016	14,443	8,319
2017	11,654	10,991
2008-2017 Average	14,735	11,880



APPENDIX F

Library of Congress Mass Deacidification Project

Deacidification

Deacidification is a preservation treatment used to keep print paper materials, mostly general collection bound volumes and manuscript sheets, in usable condition. This treatment is applied to acidic papers that are not yet severely brittle, in order to increase their pH and create an alkaline reserve that helps to extend their useful life by a factor of two or more. With a successful Mass Deacidification Program in place since 1995, the Library has extended the useful life of nearly 4.6 million book equivalent volumes and 14 million sheets of manuscript materials from the Library's collections. A book equivalent, two pounds of bound material, is the unit of measure used to manage the contract pricing for deacidification of many different sized volumes.

The Library is ahead of the revised 30-year estimated need to treat 7.5 million volumes during the life of the project, while slightly behind in sheet production. Having processed approximately 4.6 million book equivalent volumes, current estimates indicate there fewer than 3 million book equivalent volumes left to be treated. Current planning for deacidification needs in future years show some positive trends and areas of continued concern. Thirty years ago, there were emergent, but unquantified risks from American publishers shifting production to overseas printers who did not have ready access to acid free paper supplies, and from the growing number of works from foreign publishers acquired by the Library. However, the market is dynamic and changing as a substantial number of titles produced overseas in recent years conform to the acid free paper standards common to American printers, and the overall rate at which new acidic materials enter the collection is significantly below initial projections. Conversely, manuscript accessions are growing in scope and often include acidic papers. The Library will continue to study these trends in order to make good projections of the required funding levels for a sustainable program that addresses the initial 30-year estimated need and

the Library's preservation needs as the profile of its collecting activities develops.

The Preservation Directorate completed negotiation for a new deacidification contract that started in June 2016. Having surveyed untreated portions of the general collections in fiscal 2013 and completing a review of the mass deacidification program in fiscal 2014, the Library awarded this new multi-year indefinite delivery/indefinite quantity (IDIQ) contract for services that better reflect the changing market trends and needs of the collections. Based on Library assessments, the quantity and types of items selected for treatment will likely change to address more unique materials from the manuscript collections and fewer published bound volumes from the general collections.

In fiscal 2017, the Library deacidified 192,660 book equivalent volumes (168,969 physical volumes) and 589,857 manuscript sheets with equipment installed in the James Madison Building. This was ahead of the annual goal to treat 170,000 book equivalent volumes but under the target to treat 1 million sheets of manuscript materials. The low number of sheets treated is partly due to vendor equipment issues and contractor re-staffing, which reduced production time during the new contract's first period of performance, but with new vendor staff trained and new workflows for the IDIQ contract now in place, steadier production is anticipated through the coming years.

The anticipated production goal for each succeeding year in the current IDIQ contract will be deacidification of approximately 170,000 book equivalent volumes and one million sheets of manuscript materials per year. Current projections are that the Library will need to maintain treatment at this level for at least the next three fiscal years before making additional adjustments based on the availability of environmentally sound collection storage, the advancement of reformatting alternatives, and other high priority collection preservation needs.

Deacidification Treatment Fiscal 2002 - Fiscal 2017
(Dollars in Millions)

Fiscal Year	Collections Treated			Total Obligations
	Books*		Manuscripts	
	Physical Volumes	Book Equivalents		
^1996-1997		92,000		
^1997-2001		306,258		
2002		170,600	0	\$ 2,748
2003		215,319	696,000	3,687
2004		299,064	1,219,500	4,681
2005		296,119	1,012,500	5,445
2006		298,826	1,069,500	6,614
2007		292,648	1,086,000	5,551
2008		345,937	1,066,500	4,329
2009		325,830	736,500	6,284
2010		330,497	1,365,000	5,444
2011		288,334	1,013,400	5,664
2012		258,087	846,900	6,681
2013	214,825	249,874	851,450	6,098
2014	195,027	240,070	903,461	7,451
2015	183,191	232,105	1,025,686	5,500
2016	158,615	188,737	998,669	5,500
2017	168,969	192,660	589,857	5,500
Totals		4,622,965	14,480,923	
Total, Actuals 2002-2017				\$ 87,177
Total, Estimated 2018-2031				\$ 77,000

Total, Actual and Estimated Thirty-Year Mass Deacidification Program Cost **\$164,177**

*A book equivalent (BE) is a volume weighing two pounds. This unit of measure is used to manage the contract pricing for deacidification of many different sized volumes. Physical volumes is the actual number of books deacidified, which the Library started recording in 2013.

^The number of BE's the Library treated prior to the start of the 2002 Deacidification program.



APPENDIX G: Teaching with Primary Sources (TPS)

Overview

The Library's *Teaching with Primary Sources* (TPS) program provides educators across the grade spectrum, across the curriculum, and across the country with high-quality professional development programs and classroom materials. These opportunities and tools help them effectively use primary sources from the Library's vast digital collections in their teaching.

In fiscal 2017, the program continued to serve tens of thousands of teachers from all parts of the country, helping them meet curricular standards while engaging students in authentic inquiry experiences and encouraging original student research. The TPS team also took important steps to broaden the reach and the scope of the program.

During the last quarter of fiscal 2017, the Library's Young Readers Center became a part of the Educational Outreach Division. As a result, the opportunities to incorporate TPS resources and strategies into the Library's onsite programs grew, enabling thousands of visitors to learn about and participate in TPS-inspired activities.

Professional Development

Education resource specialists at the Library of Congress and TPS Consortium partners in other institutions and organizations across the country provided a wide variety of professional development opportunities for educators. Through workshops, institutes, conferences, and webinars, TPS efforts served thousands of teachers nationwide.

The Educational Consortium

At the beginning of fiscal 2017, Educational Outreach began work with a newly-comprised TPS Consortium. After a national competitive search for new institutional partners, panels of reviewers vetted 81 proposals to select 10 new and 12 continuing Consortium members, whose tenures will last from fiscal 2017 through fiscal 2019. During fiscal 2017, these partners further developed and tested their approaches for their TPS grants, which center around offering professional development, creating curriculum, conducting research and/or developing apps and online interactives focused on Congress and representative government. Together, they reached 15,137 educators from 175 Congressional districts.

During fiscal 2017, the TPS Teachers Network web site, a professional networking site for educators interested in using

Library of Congress primary sources more effectively in their classrooms, continued to grow in popularity and use. By the end of the fiscal year, more than 5,698 educators were enrolled on the site.

In fiscal 2016, TPS entered into a contract with an evaluation firm and began a formal evaluation of our Regional TPS Grant Program. The results of the evaluation were reviewed in fiscal 2017. Of the approximately 2,000 teachers who responded to the survey, 83 percent said that their use of primary sources increased as a result of TPS workshops delivered by regional grantee organizations. 95 percent reported that teaching with primary sources enhanced their students' critical thinking and analysis skills, and helped them acquire new content knowledge.

Educational Outreach Staff

In fiscal 2017, Educational Outreach staff members offered their second online conference for educators, "Discover and Explore with the Library of Congress," on October 25-26, 2016. Hosted by the Educational Outreach team of the National and International Outreach (NIO) service unit, education experts and subject matter specialists facilitated 15 one-hour sessions presenting resources and teaching strategies for using primary sources in the classroom. The event brought together more than 715 educators from around the world for two days of engaging and meaningful professional development on using resources from the Library in the classroom. Thousands more watched recordings of the sessions that were made available on the Library's web site. In addition, the Educational Outreach program completed its six-year collaboration with *PBS Teacherline*, a provider of high quality online professional development, and reached a total of 585 teachers nationally through a 45-hour online course entitled *Teaching with Primary Sources from the Library of Congress*.

In addition, TPS offered five week-long Summer Teacher Institutes at the Library of Congress. Educators from diverse educational settings – library/media specialists, classroom teachers, school administrators, and curriculum developers – took part. From more than 300 who applied, 131 were selected and completed the Institute requirements. The 131 were from 28 states, D.C., America Samoa, and two foreign countries in which American teachers were teaching at international schools (Switzerland and Jordan). One of the summer institutes was an *Institute for Science Educators*, another focused on World War I.

The primary goal of the summer institutes was to provide participants with tools and resources to integrate the Library's digitized primary sources into classroom teaching. Participants expressed great satisfaction with the degree to which this goal was met and reported significant gains in learning specific teaching strategies, skills for navigating the Library's web site and the value of collaboration with other educators. During the summer institutes, the Library of Congress Open House was again included, increasing the exposure of more than two dozen Library divisions to the educators who take what they have learned and share it with others outside of the Institutes.

During fiscal 2017, Educational Outreach staff worked in partnership with colleagues in the Library's Music Division to facilitate a single-day teacher workshop specifically for music teachers.

Finally, staff offered presentations and exhibited at the annual conferences of the National Council for the Social Studies (NCSS), the National Science Teachers Association (NSTA), the American Library Association (ALA), and participated in the ALA's mid-winter meeting. In doing so, TPS met thousands of educators and alerted them to the Library's resources and programs as well as effective strategies for teaching with primary sources.

Digital Initiatives, Publications and Teaching Tools

The TPS-managed Twitter account for the Library's K-12 audience continued to enable the Library not only to promote its materials and programs to the nation's teachers, students, and administrators, but also to develop original teaching activities for the medium. By the end of fiscal 2017, the account had more than 29,000 followers, increasing its audience by 50 percent from fiscal 2016. The account's followers include teachers, librarians, authors, educational organizations and thought leaders, and Members of Congress.

The Library's blog for teachers, *Teaching with the Library of Congress*, published 105 posts. The blog promotes practical strategies for the effective use of the Library's online collections and spotlighted items from the collections that are especially well suited for classroom use.

Educational Outreach continued to build Library-centered teacher resources, publishing a new primary source set and a set of resources for the 50,000 participants in National History Day. TPS continued publishing regular features in the NSTA journal, *The Science Teacher*, the NCSS journal, *Social Education*, and the NAFME *Music Educators Journal*. All totaled, 21 original articles were contributed to publications whose combined readership is more than 300,000 educators.

The Library's site for teachers, loc.gov/teachers, maintained its readership of more than five million visits for the year.

Educational Outreach continued to address the needs of the growing tablet-based educational community by launching

an additional set of four free educational e-books, the Student Discovery Sets. These interactive e-books allow students to draw on, analyze, and explore primary sources from the Library's collections. The Library's teacher e-books have been downloaded more than 102,000 times to date.

The fiscal 2015 budget enabled TPS to begin distributing grants to organizations to create online interactives and mobile applications related to Congress and Civic Participation. During fiscal 2016, the first three organizations to receive funding began their work, and in early fiscal 2017, began to share prototypes. At the end of fiscal 2017, they were making plans for an official launch of their products at the November 2017 conference of the National Council for the Social Studies. The two groups that received funding in fiscal 2016 have just begun to share their prototypes; and a new Notice of Funding Availability (NOFA) for additional grants will be released in early fiscal 2018.

Finally, TPS entered into an agreement with the History Channel to create an Idea Book for Educators related to World War I. Printed copies are completed and were released before Veterans Day, 2017.

LOC Box

In its seventh season, the LOC Box (pronounced "Lock Box") fieldtrip program was again booked to capacity. The number of weeks the program was available decreased, however. Students from grades four to six and their teachers/chaperones worked in teams to explore the Library's historic Thomas Jefferson Building. The program served 1,137 students from 26 schools in the D.C.-metropolitan area.

National Book Festival Participation

TPS was responsible for the *Library of Congress Learning Center for Kids and Teachers* with colleagues from the Young Readers Center at the 2017 National Book Festival. The Center featured hands-on activities with facsimiles of primary sources from the Library's collections and demonstrations of the Library's Teachers' Page web site. Also, one of the Library's TPS Consortium members collaborated with colleagues in the Center for the Book, meeting educators and sharing the Library's resources at the Mississippi Book Festival.

Teacher in Residence

Since 2000, TPS has recruited teachers in residence to work on-site as they advise and make direct contributions to resources and programs developed for educators by the Library's staff. During fiscal 2017, the Library hosted the first Kindergarten Teacher-in-Residence. The resident teachers authored or co-authored several articles for education publications, wrote dozens of blog posts, presented at conferences, and partnered with the Library's Young Readers Center on multiple initiatives, including a special Saturday workshop for teachers of students in grades PreK-3. The resident teachers' efforts enabled the development of more

materials and strategies for teaching with primary sources in the younger grades; and helped build and strengthen partnerships with other divisions in the Library.

Future Growth and Development

In fiscal year 2018, TPS will continue to be a leader and key participant in the national conversation on K-12 education, and TPS will continue to contribute to conference panels, program boards, educational publications, and wherever primary-source-based learning is a topic of discussion.

The program's primary goals for fiscal 2018 fall into three categories:

Programs and Professional Development

- Increase alignment of program areas and approaches, ensuring more "collection connections";
- Increase the diversity of programs (both in terms of participants and content), to reach a larger audience;
- Emphasize work with world history teachers, including hosting a World History Teacher in Residence;
- Increase collaboration with colleagues from across the Library; and
- Expand the Library's online outreach to educators and students through webinars and livestreaming of events.

Educational Resources and Materials

- Increase awareness, use, and sharing of all Library of

Congress teacher and student resources:

- Develop teacher resources that address the needs of specific audiences: elementary, Science, Technology, Engineering, Math, and the Arts (STEM/STEAM), and English Language Learning (ELL); and
- Develop mobile and other non-web products to increase awareness.

TPS Consortium and Regional Program

Use the results obtained from the Regional TPS Grant Program evaluation to inform programmatic decisions;

- Increase collaboration between Library staff and TPS Consortium members as well as regional grantees; and
- Evaluate TPS Consortium members based on standard measures of performance.

In fiscal 2019, TPS will lead the Library's efforts to inform, inspire, and engage learners. Learners will include visitors to the Young Readers Center (children, parents, caregivers, educators), as well as classroom teachers and their students who may never visit the Library of Congress. Through primary source-based programs, publications, on-site experiences, and online initiatives, the team will inform learners about the mission, functions, and collections of the Library; inspire a love of reading and research; and engage audiences in creating and sharing knowledge. TPS will be able to accomplish these objectives in close collaboration with TPS consortium members and regional TPS partners.



APPENDIX H:

Copyright Office Estimated Value of Materials Transferred to the Library Fiscal 2017

Copyright Office, Salaries and Expenses

Estimated Value of Materials Transferred to the Library of Congress in Fiscal 2017

(Dollars in Thousands)

Category of Work	Registered Works Transferred	Non-Registered Works Transferred	Total Works Transferred	Average Unit Price	Value of Works Transferred
Books^{1,2}	155,909	78,802	234,711		\$15,203,373
Book - hardbound	56,342	21,808	78,150	\$98.96	[7,733,724]
Book - softbound	80,881	13,746	94,627	44.77	[4,236,451]
e-books (Pro Quest)	18,686	20,141	38,827	5.34	[207,336]
e-books (special relief)	0	23,107	23,107	130.95	[3,025,862]
Serials^{1,3}	82,418	293,849^{1,3}	376,267		22,327,814
Periodicals ⁴	82,343	193,623	275,966	64.35	[10,499,126]
Newspapers ¹	75	20,880	20,955	1.50	[22,003]
eSerials ⁴	0	79,346	79,346	148.80	[11,806,685]
Microforms	3,962	3,646	7,608		1,141,200
Microfilm	3,962	3,646	7,608	150.00	[1,141,200]
Microfiche	0	0	0	9.59	[0]
Motion Pictures	4,739	0	4,739		1,056,924
Film - 35 mm/70 mm/IMAX ¹	36	0	36	13,460.26	[484,569]
Film - 16 mm	0	0	0	1,500.00	[0]
Videotape	4,703	0	4,703	121.70	[572,355]
CD/DVDs	27,094	1,706	28,800		720,000
Printed Music	3,594	1,604	5,198		339,325
Maps	164	99	263		13,418
Prints, Posters, Photographs, and Works of Art	385	74	459		19,035
Total	278,265	379,780	658,045		\$40,821,089

¹ As of 2010, categories were changed to match format codes in the Copyright Office's eCO system. Newspapers and Film-35mm/70mm/MAX that year showed substantially fewer works than in previous years where an arithmetical calculation was used. Books and serials showed an increase, partly due to counting published Dramas under Books, as well as increased productivity in that year.

² An estimated 60 percent of "Books" are selected for the collections; 40 percent are used for the Library's exchange program.

³ In the "Serials" category, an estimated 70 percent of periodicals and newspapers are selected for the collections; 100 percent of e-serials are selected.

⁴ The figure for non-registered "Periodicals" includes: (1) an estimate based on average loads in hampers delivered to Library processing and custodial divisions and (2) a count of serials issues checked in through the Copyright Acquisitions Division. For the estimated portion, there was an earlier change in physical method of delivery, which decreased the average amount per hamper. The figures above reflect a reasonable estimate of current receipts per hamper and are periodically reviewed.

⁵ Totals include certain e-books and e-serials for which online access is negotiated with publishers for the Library of Congress under section 407.

Copyright Office, Salaries and Expenses
Receipt Authority and Obligations, Fiscal 2013 – Fiscal 2018
(Dollars in Thousands)

Authority/Obligations	2014 Actual	2015 Actual	2016 Actuals	2017 Actuals	2018 Estimate	2019 Estimate
Receipt Authority:						
Offsetting collections	\$27,971	\$27,971	\$30,000	\$33,619	\$33,391	\$37,391
Offsetting Collections - Prior Year Unobligated Balance	\$6,179	0	4,328
Royalties credited to Licensing appropriation from Cable, Satellite, and DART	5,099	5,230	5,388	5,531	5,493	5,588
Royalties credited to CRJ appropriation from Cable, Satellite, and DART	374	381	389	398	395	505
Estimated value of materials transferred to the Library	31,999	29,304	35,629	40,821	35,000	35,000
Total Receipt Authority	\$65,443	\$62,886	\$71,406	\$86,548	\$74,279	\$82,792
Obligations:						
Pay	\$40,034	\$42,171	\$45,301	\$47,071	\$47,818	\$53,170
Other Obligations	9,920	10,973	12,004	17,687	14,402	33,268
Total Obligations	\$49,954	\$53,144	\$57,305	\$64,758	\$62,220	\$86,438
RATIO of Receipt Authority to Obligations	131%	118%	125%	134%	119%	96%



APPENDIX I: Copyright Office Modernization

In November 2016, the Librarian of Congress issued a policy memorandum to seek operating and cost efficiencies from the centralization of all information technology (IT) functions under the Library Office of the Chief Information Officer (OCIO). The centralization for IT personnel was finalized in December 2017, and permanently reassigned all U.S. Copyright Office (“Office” or “USCO”) technical IT staff to OCIO and consolidate within the OCIO the limited IT planning and management functions currently performed by the USCO.

While IT centralization will ultimately create significant efficiencies for future USCO and Library wide modernization, the reorganization of IT functionality adds some temporary complexity for both the USCO and the OCIO relative to the USCO modernization planning such as intra-agency funding and reimbursement of IT services, implementation of the planned service catalog, and establishing new processes for modernization activities funded through a mix of multiple appropriations and user fees. The USCO, the OCIO and the Library of Congress Office of the Chief Financial Officer have worked diligently together to establish joint modernization resource projections and to resolve intra-agency resourcing issues to ensure that budgetary requests submitted for fiscal year 2019 reflect the most prudent stewardship of resources.

The Library is fully committed to the USCO’s vision to bring all Copyright Office operations—from registration to recordation, public information, and more—into a modernized age. Building on the framework outlined in the original Copyright 2016 Provisional IT Modernization plan, the Modified IT Plan incorporates the OCIO’s goals of integrating agency-wide modernization and centralization strategies with the USCO’s mission-specific focus on the modernized operational outcomes. A number of USCO modernization projects are already underway, in partnership with the OCIO. Using the jointly-drafted Modified IT Modernization Plan as a guidepost, the USCO and the OCIO have begun in earnest to assemble the detailed projections, schedules, and governance plans necessary to bring to life a fully integrated USCO/Library solution.

Modified IT Modernization Plan

On September 1, 2017, the Library and the USCO jointly submitted to the House and Senate Committees on Appropriations a revised USCO IT modernization plan that focused on leveraging resources within the Library to take

full advantage of enterprise wide economies of scale. That revised plan, *Modified USCO Provisional IT Modernization Plan: Analysis of Shared Services, Support Requirements, and Modernization Efforts*¹ (“Modified IT Plan”), represents an integration of the USCO’s 2016 *Provisional Information Technology Modernization Plan and Cost Analysis*,² into the Library’s modernization plan. The modified plan draws on the collaborative work of the USCO and the OCIO to create enterprise wide synergies as both the USCO and the Library engage in dual modernization efforts. The USCO will be able to leverage the Library’s modernized enterprise wide infrastructure, networking, development and program management capabilities.

Development timelines. In addition to establishing integrated requirements and resource needs, the USCO and the OCIO have collaborated extensively on developing timelines for future modernization. The USCO IT enterprise solution of the future will be composed of several distinct, but interrelated systems. These include modernized Registration, Recordation, Public Catalog, and Statutory License systems. With the OCIO providing all system development capabilities, the USCO has relied heavily upon the OCIO to determine the most advantageous timeline for the significant systems engineering, complex software development, and multiple integrated interfaces necessary to unify processes throughout the Copyright Office. Targeting the USCO’s desired five-year implementation timeline, the OCIO will conduct the USCO’s development activities under an agile development framework, enabling the incremental deployment of functionality to users of various systems even before the enterprise-wide modernization is completed. In addition, system development will focus on modularity and open source code, where code produced in early phase development accelerates development in later phases. As part of its efforts to assist the USCO in development planning, the OCIO has provided training to USCO staff and managers on agile development methodologies so that both Offices are better positioned to partner on future agile projects and

¹ U.S. COPYRIGHT OFFICE, MODIFIED USCO PROVISIONAL IT MODERNIZATION PLAN: ANALYSIS OF SHARED SERVICE, SUPPORT REQUIREMENTS, AND MODERNIZATION EFFORTS (2017), <https://www.copyright.gov/reports/itplan/modified-modernization-plan.pdf> (“Modified IT Plan”).

² U.S. COPYRIGHT OFFICE, PROVISIONAL INFORMATION TECHNOLOGY MODERNIZATION PLAN AND COST ANALYSIS (2016), <https://www.copyright.gov/reports/itplan/technology-report.pdf> (“Provisional IT Plan”).

influence the most optimal outcomes.

Governing Board. As part of the strategy to manage the overall risk inherent in initiating IT centralization; meeting the Library's ongoing IT needs; overseeing agency infrastructure improvements; and multi-year IT modernization projects, a Governance Board was established. While drafting the Modified IT Plan, USCO and OCIO agreed that modernization risk could be mitigated by establishing and formalizing modernization roles and responsibilities, with OCIO focusing on technical IT services and project management, and USCO focusing on business outcomes. To that end, both the Acting Register of Copyright and the Library's Chief Information Officer have formed a USCO Modernization Governance Board, which will act as a modernization steering committee and facilitate the close collaboration between the OCIO and the USCO necessary to accomplish a transformation of this magnitude.

Copyright Modernization Office (CMO). In addition to the governance board, both offices have also agreed that the USCO will establish a Copyright Modernization Office (CMO). The CMO will be tasked with coordinating IT modernization on behalf of the USCO business units to ensure that activities are continuously aligned with the Copyright's mission and strategic goals. As of this writing, the OCIO and the USCO have completed the Modernization Governance Board Charter, the USCO has assigned a CMO Director, and both offices have partnered on establishing a governance framework that encourages innovation while preserving appropriate program oversight. Included in the USCO's budget request for fiscal year 2019 are eight positions that the USCO and the OCIO deem necessary for ensuring modernization governance and management succeed in meeting these objectives. In the future, as the modernization efforts transition to sustainment activities, CMO employees will continue to manage ongoing sustainment activities as well as continuing non-IT projects of the USCO.

Although the Modernization Governance Board and the CMO will guide the complex, integrated projects required in future modernization phases, it is worth noting that the USCO and the OCIO are already working in close partnership on a number of ongoing modernization projects. Among these early accomplishments, the USCO has made notable progress towards its modernization goals and the Office appreciates Congress's continuing support for these efforts. The USCO is pleased to report on the progress of the following projects currently underway.

Progress Underway

Recordation of Copyright Documents

The USCO and the OCIO continue to work in partnership to develop and deploy a new USCO recordation system that completely overhauls and automates the Office's current

paper-based system for recording changes in copyright assignments, licenses, and grants of security interests. The USCO spent two years meeting with stakeholder groups to document requirements for a system that needs to consider diverse and complex issues such as global metadata standards, interoperability of databases, and legal and policy requirements that affect the entire copyright community. With a comprehensive set of documented user needs, as required by the centralization paradigm, the USCO then handed the project over to the OCIO, which is managing all development efforts on behalf of the Office. Project management is being provided jointly—through the USCO to ensure business needs are met and through the OCIO for all technical developmental work.

Since the recordation project launched in advance of the OCIO's determination to use an agile framework for all modernization projects, the recordation system project is being developed using hybrid methods, which combine the use of artifacts required under a traditional "waterfall" method with agile teams, comprised of both OCIO and USCO employees and contract support, that work in short, iterative sprints to quickly develop and release functionality. Development activities will continue through fiscal year 2018, and the OCIO has set a target for a minimum of 75 percent of the recordation system infrastructure will be online by September 30, 2018. Primary development activities are expected to conclude in calendar year 2019, although certain capabilities are anticipated to be available for end users as soon as they become available throughout the development period.

Copyright Data Management

Data, which feeds the public record of copyright ownership, is the cornerstone of the national copyright system. The USCO produces, receives, and maintains a vast, mixed collection of physical and digital data in a variety of formats. The data exists throughout disconnected systems, including systems used to create and maintain records of registration and chain of title. An overall data management plan and data strategy are essential to providing public access to copyright information that meets the needs of the increasingly sophisticated and data driven entities that engage in the copyright marketplace. With funding received in fiscal year 2017, the Office launched an aggressive new project to develop a comprehensive data management plan that will address vulnerabilities and adopt standards for data management across copyright services for the benefit of the digital economy.

Using the fiscal year 2017 funding, the Office awarded a contract for subject matter expertise to develop a universal USCO data model specification through analysis of current USCO data types coupled with a predictive analysis of anticipated data types. It is anticipated that the model

will be extensible to accommodate future data types and standards as they emerge. The USCO is working with the OCIO project management office on this project, and the data management plan and resulting strategies will align with future modernization efforts, including the future new public records catalog. The public records catalog will provide for a federated search technology that will allow users to search across registration, recordation, and licensing databases, and establish chain of title sequencing that can link registrations to recordations or other documents.

USCO Enterprise System User Interface

In fiscal year 2017, the USCO and the OCIO partnered to award a contract for planning and design of the user interface (front end) of the next generation registration system. The design work includes focus groups, online user surveys, and interactive prototypes. Work conducted under this contract will be used to unify how end users experience the final state integrated enterprise system.

Tentative Schedule of Future Modernization Activities

The tentative USCO modernization schedule has been carefully planned by the OCIO and the USCO to take full advantage of the planned interconnectivity of the future applications, and seeks to reduce the risk of over or under-applying resources, which could cause delays and additional expense.

The first phase of the Modified IT Plan timeline kicks off the development of the next generation copyright registration system. Using data collected from the user interface project already underway, development work will next incorporate back end requirements. Development will be complex, as the final system must integrate processes for complicated copyright examination procedures, copyright deposit management, fee payments, and other workflows. Given the scope of the system, development for the next generation registration system is expected to span the full five year modernization period. Since the next generation copyright registration system will be developed using agile development

methods, certain functionality will be available to the copyright staff and to the public even before all development activities are completed.

Pending availability of resources, data management and data migration efforts will also continue in the first phase of the modernization schedule, so that future development activities ensure continuing data quality, and align with requirements for new applications. Early development efforts for the future public catalog, described above under the Copyright Data Management heading, are scheduled to take advantage of the parallel activities of the data management analysis efforts.

Modernization of the USCO Licensing system will focus on increasing the efficiency of the examination processes, including taking advantage of other federal databases that can increase the speed and accuracy of license processing. The Office envisions partnering with the private sector to encourage development of economical filing applications that meet the diverse needs of filers and the range of complexity in their filings. Pending availability of resources, the OCIO has scheduled the first development activities for the future Licensing system to begin in calendar year 2019.

Throughout the proposed modernization timeline, the USCO will need to have legacy systems available and operational until a full transition to new systems can take place. The OCIO has planned for the ongoing maintenance and security of these systems, and has proposed a flexible timeline for retirement of all legacy systems that aligns with the development and release of replacement functionality.

As new system capabilities are brought online, sustainment activities start, which include routine upgrades to software and hardware and ongoing security monitoring and certifications. Sustainment activities also include ongoing continuous applications development, which will allow the USCO flexibility in addressing regulatory changes and changes in customer needs. Sustainment activities will be managed by the OCIO, in close collaboration with the USCO CMO.



APPENDIX J: Fiscal 2018 - 2023 Facility Project Plan

The below five year list of facilities projects is a result of the strategic planning of the Architect of the Capitol (AOC) and Integrated Support Services (ISS) as to the facilities needs of the Library of Congress. These facility projects support the strategic direction of the Library through a methodical planning process for facility sustainment, modernization, new construction and, when necessary facility leasing. The AOC supports the planning and execution of the work presented here.

ISS is responsible for the day-to-day long-term management and oversight of facility operations, space utilization planning, occupational health, logistics, construction planning and management, asset management, and safety services. In partnership with the AOC, ISS ensures that Library buildings and grounds are maintained for staff, visitors, and the collections.

Multi-Year Facility Project Plan FY 2018-2023				
Category	Service Unit	Project Name	Project Scope	Stage
Fiscal 2018				
Collection Storage	USCO	COP Landover Center Annex (LCA)	Relocate materials at LCA	Evaluation
	LAW	LAW Quad C Shelving Replacement Phases 1-3	Replace existing limited function shelving system with moveable compact shelving.	Design
	LS	Ft Meade Module 6	Design and 100% construction documents for Modules 6. Funds required for construction are included in FY 2018 budget request	Construction
	LS	Ft Meade Module 7	Design and 100% construction documents for Module 7.	Design
	LS	Geography & Maps Room LM-B01 Phase II	2204 SF, remove existing static shelving and replace with approx. 7,900 LF of compact mobile shelving. Project will require a raised floor and HAZMAT floor drilling.	Installation
	LS	Prints & Photographs Room LM-345	1130 SF, remove existing static shelving and replace with compact mobile shelving. Project will require a raised floor and HAZMAT floor Drilling	Installation
	OCCO	Compact Shelving	Evaluation and Selection -50K sq. ft./yr.	Design
Infrastructure	AOC	Elevator Modernization	JMB/JAB: MC 1-4, 13 & 14, JAB 13-14 (Red Core)	Design/ Installation
	AOC	Emergency Lighting Upgrade, JAB	Upgrade emergency lighting and exit signage to comply with fire and life safety codes	Installation
	AOC	Energy Savings Performance Contract - design/build	To support the AOC's energy savings efforts, the jurisdiction is pursuing an Energy Savings Performance Contract to install high-efficiency facility infrastructure and equipment for minimal upfront investment	Design
	AOC	JAB; Garage Structural Repairs & Entry Improvement	Repair East and West entries to mitigate structural challenges associated with water infiltration	Construction
	LS	LS Conservation Lab Renovation Design	Specialty design consultation and design of modernized laboratory facilities in the Madison Building.	Design
	NIO	NIO / NLS Relocation	NLS relocation to the Old Page Dorm.	Design

Multi-Year Facility Project Plan FY 2018-2023

Category	Service Unit	Project Name	Project Scope	Stage
Work Environment	AOC	JMMB Emergency Generator Replacement - Design	The overall scope is for two generators and space for a future third. The project will include all electrical paralleling gear and load bank testing equipment. The decommissioned book conveyer shafts will be utilized for utility infrastructure.	Installation
	OCOO	Master Key System Upgrades	Replace existing key systems across Capitol Hill	Design
	LS	Performing Arts Reading Room - Design	Update furniture, furnishings, and configuration of the Performing Arts Reading Room to consolidate and improve work functions and the patron experience	Design
	LBN	TJB Visitors Service Office VSO Information Desk Replacement	Re-envision Visitors Service Desk	Design
	CRS	CRS Domestic Social Policy (DSP)- Phase II	Design the reconfiguration and refurbishment of DSP offices and staff common areas in LM-320,323,329. ~21,658 sq. feet is impacted.	Installation
	CRS	CRS Domestic Social Policy (DSP)- Phase III	Design the reconfiguration and refurbishment of DSP offices and staff common areas in LM-320,323,329. ~21,658 sq. feet is impacted.	Evaluation
	CRS	CRS Reconfigure	LM-226/228 Repurpose and update space to improve work environment to include a multipurpose conference room.	Evaluation
	USCO	COP Public Information and Education (PIE)	Expansion and renovation to accommodate additional staff for the Education Office	Evaluation
	USCO	COP Reconfigure	LM 560 Maximize workspace in an existing 283 SF enclosed office to accommodate contractors.	Evaluation
	USCO	COP/Copyright Modernization Office (CMO) Expansion Phase II	COP currently reviewing study and will select option for future expansion. Pending fiscal 2017 funds COP will hire 14 new staff that will temporarily relocate in Copyright swing space.	Evaluation
	OCIO	CIO Renovation - Design	Redesign office space for CIO staff in LMG51 to develop improved workflow and upgrade furniture and furnishings	Evaluation
	OCIO	CIO Network Operations Center (NOC) Design	LM-G04: Develop a high-level strategy for the reconfiguration and provide an executable design of the NOC data center.	Evaluation
	LS	LS COIN (L306)	Originally envisioned as a modification to the PSD NETDEV reconfiguration project.	Construction
	LBN	OGC Reconfiguration	LM-601 Reconfigure offices and conference room.	Construction
OCOO	Facility Modernization	Evaluation and Selection -50K sq. ft./yr.	Design	
Fiscal 2019				
Collection Storage	USCO	COP Landover Center Annex (LCA)	Relocate materials at LCA	Evaluation
	LAW	LAW Quad C Shelving Replacement Phases 1-3	Replace existing limited function shelving system with moveable compact shelving.	Installation

Multi-Year Facility Project Plan FY 2018-2023				
Category	Service Unit	Project Name	Project Scope	Stage
	LS	Ft Meade Module 6	Design and 100% construction documents for Modules 6. Funds required for construction are included in FY 2018 budget request	Construction
	LS	Ft Meade Module 7	Design and 100% construction documents for Module 7.	Design
	LS	Geography & Maps Room LM-B01 Phase II	2204 SF, remove existing static shelving and replace with approx. 7,900 LF of compact mobile shelving. Project will require a raised floor and HAZMAT floor drilling.	Installation
	OCOO	Compact Shelving	Evaluation and Selection -50K sq. ft./yr.	Design
	OCOO	Compact Shelving	Installation of selected compact shelving	Installation
Infrastructure	AOC	Elevator Modernization	JMB/JAB: MC 1-4, 13 & 14, JAB 13-14 (Red Core)	Design/ Installation
	AOC	Emergency Lighting Upgrade, JAB	Upgrade emergency lighting and exit signage to comply with fire and life safety codes	Installation
	AOC	Energy Savings Performance Contract - design/build	To support the AOC's energy savings efforts, the jurisdiction is pursuing an Energy Savings Performance Contract to install high-efficiency facility infrastructure and equipment for minimal upfront investment	Design
	AOC	JAB; Garage Structural Repairs & Entry Improvement	Repair East and West entries to mitigate structural challenges associated with water infiltration.	Construction
	LS	LS Conservation Lab Renovation Design	Specialty design consultation and design of modernized laboratory facilities in the Madison Building.	Construction
	NIO	NIO / NLS Relocation	NLS relocation to the Old Page Dorm.	Construction
	OCIO	Cell Phone DAS Upgrades	Replacement of equipment associated with the campus wide cell phone antennas	Design
	OCOO	Master Key System Upgrades	Replace existing key systems across Capitol Hill	Design
	COO	Compact Shelving	Evaluation and Selection -50K sq. ft./yr.	Design
	LS	African and Middle East Division Reading Room (AMED)	Renovate AMED RR to exhibit space to support Library exhibits	Design
	LS	Performing Arts Reading Room - Design	Update furniture, furnishings, and configuration of the Performing Arts Reading Room to consolidate and improve work functions and the patron experience	Design
	LBN	TJB Visitors Service Office VSO Information Desk Replacement	Re-envision desk	Installation
Work Environment	CRS	CRS Domestic Social Policy (DSP)- Phase III	Design the reconfiguration and refurbishment of DSP offices and staff common areas in LM-320,323,329. ~21,658 sq. feet is impacted.	Evaluation
	CRS	CRS Reconfigure	LM-226/228 Repurpose and update space to improve work environment to include a multipurpose conference room.	Evaluation
	USCO	COP Public Information and Education (PIE)	Expansion and renovation to accommodate additional staff for the Education Office	Evaluation
	USCO	COP Reconfigure	LM 560 Maximize workspace in an existing 283 SF enclosed office to accommodate contractors.	Evaluation

Multi-Year Facility Project Plan FY 2018-2023				
Category	Service Unit	Project Name	Project Scope	Stage
	USCO	COP/Copyright Modernization Office (CMO) Expansion Phase II	COP currently reviewing study and will select option for future expansion. Pending fiscal 2017 funds COP will hire 14 new staff that will temporarily relocate in Copyright swing space.	Evaluation
	OCIO	OCIO Centralization Support	Multi: Develop high-level strategy for the centralization of OCIO offices and provide and executable design.	Evaluation
	OCIO	CIO Renovation - Design	Redesign office space for CIO staff in LMG51 to develop improved workflow and upgrade furniture and furnishings	Evaluation
	OCIO	CIO Network Operations Center (NOC) Design	LM-G04; Develop a high-level strategy for the reconfiguration and provide an executable design of the NOC data center.	Evaluation
	LS	LS COIN (L306)	Originally envisioned as a modification to the PSD NETDEV reconfiguration project.	
	OCOO	Facility Modernization	Evaluation and Selection -50K sq. ft./yr.	Design
	OCOO	Facility Modernization	Evaluation and Selection -50K sq. ft./yr.	Construction
Fiscal 2020				
Collection Storage	USCO	COP Landover Center Annex (LCA)	Relocate materials at LCA	Plan Move
	LAW	LAW Quad C Shelving Replacement Phases 1-3	Replace existing limited function shelving system with moveable compact shelving.	Installation
	LS	Ft Meade Module 6	Design and 100% construction documents for Modules 6. Funds required for construction are included in FY 2018 budget request	Construction
	LS	Ft Meade Module 7	Design and 100% construction documents for Module 7.	Design
	LS	Geography & Maps Room LM-B01 Phase III	2204 SF, remove existing static shelving and replace with approx. 7,900 LF of compact mobile shelving. Project will require a raised floor and HAZMAT floor drilling.	Installation
	COO	Compact Shelving	Evaluation and Selection -50K sq. ft./yr.	Design
	OCOO	Compact Shelving	Installation of selected compact shelving	Installation
Infrastructure	AOC	Energy Savings Performance Contract - design/build	To support the AOC's energy savings efforts, the jurisdiction is pursuing an Energy Savings Performance Contract to install high-efficiency facility infrastructure and equipment for minimal upfront investment	Installation
	AOC	Rare Book Reading Room Earthquake Damage Remediation	Assessment and remediation of earthquake damage to Rare Book Reading Room in LJ-239	Design
	LS	LS Conservation Lab Renovation Design	Specialty design consultation and design of modernized laboratory facilities in the Madison Building.	Construction
	NIO	NIO / NLS Relocation	NLS relocation to the Old Page Dorm.	Construction
	CIO	Cell Phone DAS Upgrades	Replacement of equipment associated with the campus wide cell phone antennas.	Design
	OCOO	Master Key System Upgrades	Replace existing key systems across Capitol Hill	Installation
	LS	African and Middle East Division Reading Room (AMED)	Renovate AMED RR to exhibit space to support Library exhibits	Design
		Library of Congress, Appendices		

Multi-Year Facility Project Plan FY 2018-2023				
Category	Service Unit	Project Name	Project Scope	Stage
Work Environment	LS	Performing Arts Reading Room - Design	Update furniture, furnishings, and configuration of the Performing Arts Reading Room to consolidate and improve work functions and the patron experience	Construction
	OCIO	OCIO Centralization Support	Multi; Develop high-level strategy for the centralization of OCIO offices and provide and executable design.	Evaluation
	OCIO	CIO Renovation - Design	Redesign office space for CIO staff in LMG51 to develop improved workflow and upgrade furniture and furnishings	Construction
	OCOO	Facility Modernization	Evaluation and Selection -50K sq. ft./yr.	Design
	OCOO	Facility Modernization	Evaluation and Selection -50K sq. ft./yr.	Construction
Fiscal 2021				
Collection Storage	USCO	COP Landover Center Annex (LCA)	Relocate materials at LCA	Execute Move
	LAW	LAW Quad B Shelving Replacement Phases 1-3	Replace existing limited function shelving system with moveable compact shelving.	Design
	LS	Ft Meade Module 6	Design and 100% construction documents for Modules 6. Funds required for construction are included in FY 2018 budget request	Completion
	LS	Ft Meade Module 7	Design and 100% construction documents for Module 7.	Construction
	LS	Ft Meade Module 8	Design and 100% construction documents for Module 8.	Design
	OCOO	Compact Shelving	Evaluation and Selection -50K sq. ft./yr.	Design
	OCOO	Compact Shelving	Installation of selected compact shelving	Installation
Infrastructure	AOC	Energy Savings Performance Contract - design/build	To support the AOC's energy savings efforts, the jurisdiction is pursuing an Energy Savings Performance Contract to install high-efficiency facility infrastructure and equipment for minimal upfront investment	Installation
	AOC	Rare Book Reading Room Earth Quake Damage Remediation	Assessment and remediation of earthquake damage to Rare Book Reading Room in LJ-239	Design
	CIO	Cell Phone DAS Upgrades	Replacement of equipment associated with the campus wide cell phone antennas.	Construction
	OCOO	Master Key System Upgrades	Replace existing key systems across Capitol Hill	Installation
	LS	African and Middle East Division Reading Room (AMED)	Renovate AMED RR to exhibit space to support Library exhibits	Construction
	LS	Performing Arts Reading Room - Design	Update furniture, furnishings, and configuration of the Performing Arts Reading Room to consolidate and improve work functions and the patron experience	Construction
	Work Environment	OCIO	OCIO Centralization Support	Multi, Develop high-level strategy for the centralization of OCIO offices and provide and executable design.
OCIO		CIO Renovation - Design	Redesign office space for CIO staff in LMG51 to develop improved workflow and upgrade furniture and furnishings	Construction
OCOO		Facility Modernization	Evaluation and Selection -50K sq. ft./yr.	Design

Multi-Year Facility Project Plan FY 2018-2023

Category	Service Unit	Project Name	Project Scope	Stage
	OCOO	Facility Modernization	Evaluation and Selection -50K sq. ft./yr.	Construction
Fiscal 2022				
Collection Storage	LAW	LAW Quad B Shelving Replacement Phases 1-3	Replace existing limited function shelving system with moveable compact shelving.	Installation
	LS	Ft Meade Module 7	Design and 100% construction documents for Module 7.	Construction
	LS	Ft Meade Module 8	Design and 100% construction documents for Module 8.	Design
	OCOO	Compact Shelving	Evaluation and Selection -50K sq. ft./yr.	Design
	OCOO	Compact Shelving	Installation of selected compact shelving	Installation
Infrastructure	AOC	Rare Book Reading Room Earth Quake Damage Remediation	Assessment and remediation of earthquake damage to Rare Book Reading Room in LJ-239.	Construction
	CIO	Cell Phone DAS Upgrades	Replacement of equipment associated with the campus wide cell phone antennas.	Construction
	LS	American Folk Life Center (AFC) Reading	Create a collaborative area for Patrons	Design
	LS	African and Middle East Division Reading Room (AMED)	Renovate AMED RR to exhibit space to support Library exhibits	Construction
	LS	Performing Arts Reading Room - Design	Update furniture, furnishings, and configuration of the Performing Arts Reading Room to consolidate and improve work functions and the patron experience	Construction
	LBN	Madison Atrium and Foyer Refurbishment - Design	Madison Atrium and Foyer Refurbishment options	Design
Work Environment	OCOO	Facility Modernization	Evaluation and Selection -50K sq. ft./yr.	Design
	OCOO	Facility Modernization	Evaluation and Selection -50K sq. ft./yr.	Construction
Fiscal 2023				
Collection Storage	Law	Law Global Legal Research Center (GLRC) Space Reconfiguration - Phase 2 (F&F)	Redesign of space to gain efficiency and increase density within the Global Legal Research Division of Law Library on the 2nd FL of Madison	Evaluation
	LAW	LAW Quad B Shelving Replacement Phases 1-3	Replace existing limited function shelving system with moveable compact shelving.	Installation
	LS	Ft Meade Module 7	Design and 100% construction documents for Module 7.	Completion
	LS	Ft Meade Module 8	Design and 100% construction documents for Module 8.	Construction
	OCOO	Compact Shelving	Evaluation and Selection -50K sq. ft./yr.	Design
	OCOO	Compact Shelving	Installation of selected compact shelving	Installation
Infrastructure	LS	African and Middle East Division Reading Room (AMED)	Renovate AMED RR to exhibit space to support Library exhibits	Construction
	LBN	Madison Atrium and Foyer Refurbishment - Design	Madison Atrium and Foyer Refurbishment options	Design
Work Environment	OCOO	Facility Modernization	Evaluation and Selection -50K sq. ft./yr.	Design
	OCOO	Facility Modernization	Evaluation and Selection -50K sq. ft./yr.	Construction



ARCHITECT OF THE CAPITOL - LIBRARY BUILDINGS AND GROUNDS

Overview

The Library Buildings and Grounds (LB&G) jurisdiction is responsible for the maintenance, repair, and operations; mechanical and electrical infrastructure; heating, ventilation and air conditioning (HVAC); plumbing; painting; grounds maintenance; snow removal; and any construction related to the Library of Congress (LOC) buildings and grounds. Facilities include: Thomas Jefferson Building (TJB); James Madison Memorial Building (JMMB); John Adams Building (JAB); the LOC Special Facilities Center, which includes the Little Scholars child development center; the 100 acre Congressional campus at Ft. Meade, Maryland; and the 45 acre Packard Campus of the National Audio-Visual Conservation Center located in Culpeper, Virginia.

Fiscal 2019 Library Buildings & Grounds Budget Request

The Architect of the Capitol (AOC) is requesting \$113.427 million in fiscal 2019 for the LB&G account. This reflects an increase of \$66.347 million from the fiscal 2017 enacted base of \$47.080 million. Of particular note, more than half of the increase includes the funding request, \$45 million, for the construction of Collection Storage Module 6 at Ft. Meade, Maryland. Module 6 is a re-request from the fiscal 2018 submission.

The AOC presents the LB&G budget request in terms of its two types of funding: (1) the Operating Budget (annual) and (2) the Capital investment multi-year project budget (5 years).

The following highlights both types of funding for 2019:

Operating Budget:

\$28.122 million

The Operating Budget of the LB&G appropriation funds all costs associated with the care, maintenance, and operation of LOC buildings and grounds, with the exception of cleaning services. The operating budget is annual funding comprised of three functional program groups: Facilities Maintenance, Jurisdiction Centralized Activities, and Payroll. These funds provide for the general maintenance of over 4.3 million square feet of space in buildings that range from 1897 (Thomas Jefferson building) to 2007 (the Packard Campus) in age. The Operating budget is requesting an increase of \$3.179 million above 2017 enacted primarily for mandatory payroll and price level increases and programmatic increases the Facilities Maintenance program group. These Facilities Maintenance increases are comprised of annual preventive and corrective maintenance services throughout the LB&G facilities (buildings, grounds, equipment, systems, and security infrastructures).

Capital Investment Multi-Year Projects:

\$85.305 million

The Capital Investment Budget consists of major construction or system replacement requirements to address fire, life safety, and security issues; deferred maintenance; capital renewal; capital improvement; capital construction; and necessary studies and designs; with a focus on energy savings. It also includes Minor Construction funds that provide jurisdictions with the flexibility to respond to unforeseen requirements as generated from emergencies, the Members, Committees, and other Architect of the Capitol clients.

Projects include the following:

Collection Storage Module 6, Ft. Meade, Maryland

[\$45.226 million]

The collections storage facility complex at Ft. Meade accommodates the Library's expanding collections of books, manuscripts, prints, maps, cultural and other copyrighted materials. The Library requires additional space to store new published and unpublished materials. This project constructs Module 6, including high rack book and temporary pallet storage area, a circulation corridor connecting the new module with the existing, a second floor mechanical area, storage area, and an office

area. Site work and preparation includes storm water management for future Module 7. Other aspects of construction include security systems, collection storage shelving, integrated fire safety systems, and dedicated heating ventilation and air conditioning systems for permanent long term collections storage. The Module 6 project design was funded in the 2016 budget.

North Exit Stair B, Phase II, TJB

[\$18.090 million]

This project is an integral part of the approved abatement plan to address the Office of Compliance Citation #31-2 regarding Library of Congress egress deficiencies. The citation covers a requirement for increased exiting capacity and improvements to passive fire protection systems. In the event of fire or other emergencies, the current conditions create an unsafe environment for building occupants due to lack of egress exits from the Thomas Jefferson Building and its stacks. The project constructs a new exit stair in the Northeast stacks extending from the cellar to the top floor of the building and corrects common paths of travel violations and dead-end conditions to ensure that occupants are able to exit the building in an efficient and rapid manner.

Emergency Lighting System Upgrade, TJB

[\$7.490 million]

The existing emergency lighting systems throughout the Library's buildings are not in compliance with current building and life safety code requirements. There are numerous exit signs that are not connected to emergency power, and in some cases, are non-existent. Several utility and machine rooms lack emergency lighting, and major egress routes and adjacent tunnels lack adequate light levels for proper egress. This project will install code compliant emergency lighting throughout the Thomas Jefferson Building in restrooms, hallways, exhibit spaces, cafeterias, electrical rooms, mechanical rooms, elevator machine rooms, and pedestrian tunnels. New emergency circuits will be required throughout the building, and both emergency and normal electrical power systems will be modified to accommodate new emergency electrical loads. Panelboards and branch circuits will be modified accordingly.

Book Conveyor System Removal and In-Fill, JMMB

[\$4.762 million]

The current book conveyor systems in the LOC buildings date from between 1964 and 1980. These antiquated systems are obsolete and unreliable. Control systems are outdated and fire dampers are lacking where the conveyors and message tubes penetrate fire rated walls, ceilings and floors. This project will address Office of Compliance (OOC) Deficiency #29-1 by removing the book conveyor system and pneumatic messenger systems, and repairing all systems as required with fire rated resulting openings.

Exterior Masonry and Envelope Repairs, TJB

[\$2.149 million]

The entire masonry and stonework of the Thomas Jefferson Building is in need of repair, repointing, and cleaning. The exfoliation and spalling stone of the façades and parapet walls, as well as a replacement of the current bird deterrent system must be addressed. In addition, cast iron window frames are rusting and staining the building and must be refinished. There are also areas at the balcony levels of the building where water infiltration has occurred. This project will produce the required construction documents for the repair, cleaning, and restoration of the exterior façade and fenestration.

Fire Alarm and Audibility Upgrade, JMMB

[\$1.622 million]

Based on occupant feedback and testing, notification throughout the building is currently deficient with regard to both audibility and intelligibility. The existing voice fire alarm system is also not capable of being upgraded to provide intelligible information during an emergency. This project will include the design, installation, and testing of a new voice fire alarm system. The new voice fire alarm system will include a fire alarm control panel, amplifiers distributed throughout the building, conduit and wiring, and speakers located throughout the building to comply with the audibility and intelligibility code requirements.

Exterior Masonry and Envelope Repairs, JAB**[\$1.676 million]**

Stone joints on the façade of the John Adams Building are open and existing sealant is not bonded to the stone. The entire building is in need of repointing and cleaning, and spalled stone at the upper levels and parapet wall needs to be repaired. In addition, sealant around all windows needs to be replaced, window frames must be cleaned, and corroded steel shelf angles will also need to be replaced. This project will provide control joints in the facade as needed to prevent shifting. It will also repair and clean south facing stairs and walls along Pennsylvania Ave, repair of roof and parapet walls of the 5th floor setback and repointing of brick walls at moat.

ESPC Management Program, LBG**[\$1.790 million]**

The project will provide funding for contracting, project management, construction management, commissioning services and other support personnel to oversee and manage the Energy Savings Performance Contract (ESPC) at the Library of Congress Buildings. The current ESPC project includes the design and construction of multiple Energy Conservation Measures (ECM) across the LBG's Capitol Hill and offsite facilities. The ESPC efforts will generate a large number of construction activities at the LBG. Work involves many different disciplines and the installation of several types of specialized equipment that must be integrated through the Building Automation System. This work needs to be executed without impacting mission critical operations of the Library of Congress and negatively impacting collections while enhancing the energy efficiency of the buildings. Additional benefits of the ESPC effort include modernization and replacement of aging infrastructure that would not be possible through the Line Item Construction Project (LICP) process in the near term fiscal years. AOC must ensure the design and construction is properly and efficiently executed. The AOC does not have the resources to perform these tasks and must request funds to support additional personnel with the qualifications and technical knowledge to manage and oversee this effort. AOC has selected an Energy Service

Company (ESCO) as a partner to execute the ESPC effort. The costs associated with the management fees listed in the table below are estimates based on AOC's prior ESPC experience. As the design and construction schedules are developed in coordination with the ESCO, a more detailed estimate of the required resources will be generated. Future budget requests may be required depending on overall scope.

Minor Construction**[\$2.500 million]**

The Minor Construction budget request reflects an estimated amount to sustain a level of service necessary to accommodate for unforeseen construction and repair projects of the LB&G appropriation. A robust Minor Construction and repair project program is critical to ensuring continued operations when maintenance backlogs of major construction projects and deferred maintenance exists. An additional \$500K is being requested from the previous year to better manage deferred maintenance and meet the unforeseen architectural needs that arise over the course of a year. Having the funding and flexibility to manage small phases of the deteriorating or failing conditions identified in the Facility Condition Assessment of the Library of Congress Buildings will allow corrective actions to continue to maintain and repair building conditions.

BUDGET JUSTIFICATION

FISCAL YEAR 2019

GPO

U.S. GOVERNMENT PUBLISHING OFFICE

Keeping America Informed | OFFICIAL | DIGITAL | SECURE

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JIM BRADLEY
Acting Director of the U.S. Government Publishing Office



January 22, 2018

The Honorable Kevin Yoder
Chairman
Subcommittee on Legislative Branch Appropriations
Committee on Appropriations
U.S. House of Representatives
Washington, DC 20515

The Honorable James Lankford
Chairman
Subcommittee on Legislative Branch Appropriations
Committee on Appropriations
U.S. Senate
Washington, DC 20510

Dear Chairman Yoder and Chairman Lankford:

I have the honor to transmit herewith the appropriations request of the U.S. Government Publishing Office (GPO) for FY 2019.

Strategic Outlook GPO continues to transform itself from a print-centric to a content-centric publishing operation. This process is consistent with the recommendations submitted by the National Academy of Public Administration to Congress (*Rebooting the Government Printing Office: Keeping America Informed in the Digital Age*, January 2013) regarding GPO's transition to a digital future. In recognition of this transition, in 2014 P.L. 113-235 changed our name from the 19th century-based Government *Printing Office* to the 21st century-based Government *Publishing Office*.

In FY 2019 and the years ahead, GPO will continue to develop an integrated, diversified product and services portfolio that focuses primarily on digital. Although industry experts predict tangible print will continue to be required because of official use, archival purposes, authenticity, specific industry requirements, and segments of the population that either have limited or no access to digital formats, we recognize that its use will continue to decline relative to the continued growth in the provision of and access to digital formats.

In transforming the way we do business, we are focusing on managing content for customer and public use both today and tomorrow. GPO uses its extensive experience and expertise with digital systems to provide both permanent public access to Government information in a variety of formats and the most efficient and effective means for printing when required, all within a secure setting that is responsive to the customer's needs. GPO's Strategic Plan has been developed to carry out this vision and is available for public inspection at <https://www.gpo.gov/who-we-are/our-agency/mission-vision-and-goals>.



FY 2019 Appropriations Request We are requesting funding for the Congressional Publishing Appropriation, the Public Information Programs of the Superintendent of Documents, and as an addition to working capital in GPO's Business Operations Revolving Fund. These accounts are components of the annual Legislative Branch Appropriations bill. The Congressional Publishing and Public Information Programs accounts fund GPO's provision of congressional information products and services as authorized by law and our provision of public access to congressional and other Government information products through statutorily-authorized information dissemination programs.

All other GPO programs and activities – including the production of U.S. passports for the Department of State as well as secure credentials as requisitioned by Federal agencies, the production and procurement of other information products and services for Federal agencies, the sales of Government information products and services to the public, and related operations – are financed on a reimbursable basis through GPO's Business Operations Revolving Fund. Our request includes funding as an addition to working capital for specified projects under the Business Operations Revolving Fund.

We are requesting a total of \$117,000,000 for FY 2019. This is \$68,000 less than the level of funding approved for FY 2018 by a vote of the full House and as recommended by the Senate Appropriations Committee, though \$727,009 more than the current CR (as of January 19, 2018). Through FY 2017, total GPO appropriations have declined by nearly 21% since FY 2010 and are currently at their lowest level since then.

GPO's continued transition to digital technologies and products has increased our productivity and reduced costs. Additionally, maintaining financial controls on our overhead costs, coupled with a buyout in FY 2015 that reduced GPO's workforce by 103 positions, has helped make this funding request possible. Finally, the utilization of the unexpended balances of prior year appropriations, which we are able to transfer to GPO's Business Operations Revolving Fund with the approval of the Appropriations Committees, has made it possible in recent years to hold the line on the level of new funding we request.

Total Appropriations to GPO
FY 2010-2018 and FY 2019 Request

<u>Fiscal Year</u>	<u>Appropriations</u>
2010	\$ 147,461,000
2011	135,067,324
2012	126,200,000
2013	117,533,423
2014	119,300,000
2015	119,993,000
2016	117,068,000
2017	117,068,000
2018	116,272,991 (CR)
2019	117,000,000 (Requested)

JIM BRADLEY

Acting Director of the U.S. Government Publishing Office



Our FY 2019 request will enable us to:

- meet projected requirements for congressional publishing;
- fund the operation of the public information programs of the Superintendent of Documents; and
- develop information technology including IT cybersecurity measures that support congressional publishing and public information programs operations.

Congressional Publishing Appropriation We are requesting \$79,000,000 for this account, which is \$528,000 less than the level of funding approved for FY 2018 by a vote of the full House and as recommended by the Senate Appropriations Committee, and \$194,513 less than funding under the current CR (as of January 19, 2018).

Continuing requirements under this account for FY 2019 are funded at \$75,339,000, and are a reduction of 4.9% from the current level of funding under the continuing resolution. Our request for FY 2019 includes \$3,661,000 in funding for the production of the 2018 Edition of the U.S. Code, which is carried out every 6 years in accordance with law.

Overall, the annual appropriations for Congressional Publishing have declined by more than 15% since FY 2010 as the result of our continuing transition to digital technology and products as well as actions taken in cooperation with the House of Representatives and the Senate to control congressional publishing costs. Unspent prior year balances from this account that have been transferred to GPO's Business Operations Revolving Fund are available for the purposes of this account.

**Congressional Publishing Appropriation
FY 2010-2018 and FY 2019 Request**

<u>Fiscal Year</u>	<u>Appropriation</u>
2010	\$93,768,000
2011	93,580,464
2012	90,700,000
2013	82,129,576
2014	79,736,000
2015	79,736,000
2016	79,736,000
2017	79,736,000
2018	79,194,513 (CR)
2019	79,000,000 (Requested)

House Report 114-110, accompanying the Legislative Branch Appropriations bill for FY 2016, requires the presentation of budget requirements from a zero base. However, GPO has no control over the workload requirements of the Congressional Publishing Appropriation. These are determined by the legislative activities and requirements of the House of Representatives and the Senate as authorized by the applicable provisions of Title 44, U.S.C. GPO utilizes historical data incorporating other relevant factors to develop



estimates of likely congressional publishing requirements. These requirements are used as the basis of the budget presentation for this account.

The estimated requirements for FY 2019 include a projected price level increase of \$2,038,000, primarily to cover employee pay increases equivalent with those paid Government-wide and price level increases. An increase of \$3,661,000 is required to publish the 2018 Edition of the U.S. Code. Offsetting this will be a \$2,343,000 decrease in program requirements attributable to anticipated volume decreases for business and committee calendars, the *Congressional Record*, and committee prints.

As shown on page D-3 of our budget justification for FY 2018, the unexpended balances of prior year appropriations that have been transferred to GPO's Business Operations Revolving Fund will be used to offset anticipated requirements for FY 2017, 2018, and 2019, so that appropriation requirements for those years can remain stable at each year. Compared with FY 2018, we project there will be a decrease of \$3,563,000 in the need for this funding. The balance of these funds is earmarked for GPO's critically important Composition System Replacement (CSR) project, involving the development of an XML-based composition system to replace our 30+ year-old Microcomp system used in the preparation of congressional documents for digital and print access, and other congressional information projects.

Public Information Programs of the Superintendent of Documents We are requesting \$32,000,000 for this account, which is \$2,500,000 more than the level of funding approved for FY 2018 by a vote of the full House and as recommended by the Senate Appropriations Committee, and \$2,700,335 more than funding under the current CR (as of January 19, 2018).

Under current funding as of January 19, 2018, this appropriation has declined by more than 28% since FY 2010, as the result of our continuing transition to digital technology and products which has made the increased dissemination of official Government information to the public less costly and more efficient. The requested amount is based on the outcome of using zero-based budgeting to determine the proper levels of funding needed to perform program activities at minimum levels, as directed by House Report 114-110.

**Public Information Programs of the Superintendent of Documents Appropriation
FY 2010-2018 and FY 2019 Request**

<u>Fiscal Year</u>	<u>Appropriation</u>
2010	\$ 40,911,000
2011	39,831,178
2012	35,000,000
2013	31,437,000
2014	31,500,000
2015	31,500,000
2016	30,500,000
2017	29,500,000
2018	29,299,666 (CR)
2019	32,000,000 (Requested)

JIM BRADLEY

Acting Director of the U.S. Government Publishing Office



The funding we are requesting for FY 2019 will cover mandatory pay and related cost increases. We are requesting funding for 100 FTE's, an increase of 11 over FY 2018 at an estimated cost of approximately \$1 million, to provide additional support for locating and processing Federal information products for inclusion in the FDLP and the Cataloging and Indexing Program. In addition, we are requesting funding for copies of the U.S. Code for distribution to Federal depository libraries. Funding is also included for continued support of FDsys and **govinfo** costs.

As with our Congressional Publishing Appropriation, unspent balances of prior year appropriations that have been transferred to GPO's Business Operations Revolving Fund will be used to offset anticipated requirements for FY 2018 and FY 2019. These requirements include projects to continue transitioning GPO's Public Information Programs to an increasingly digital basis, including the modernization of legacy IT systems, automation of depository distribution, the replacement of GPO's Integrated Library System, bulk harvesting and content management, enhanced Web-based applications, and the development of metadata and parsers for the digitizing historical issues of publications such as the *Federal Register*. The use of these funds enables GPO to reduce its appropriations requirements while continuing to perform essential services and carry out digital transformation projects.

Business Operations Revolving Fund We are requesting \$6,000,000 for this account, to remain available until expended, for information technology projects and necessary facilities projects. This compares with \$7,832,000 that was appropriated for FY 2017, a reduction of 23%. Funding provided to this account represents an increase to working capital for specified projects. Since FY 2013, these projects have consistently included improvements to GPO's **govinfo**, which has moved out of beta and is now expanding public access to congressional and other Government information products in digital formats while decreasing the costs of distributing traditional print formats. Our request this year includes necessary expenses associated with enhancing the cybersecurity of GPO's IT systems.

**Appropriations to the Business Operations Revolving Fund
FY 2010-2018 and Requested for FY 2019**

<u>Fiscal Year</u>	<u>Appropriation</u>
2010	\$12,782,000
2011	1,655,682
2012	500,000
2013	3,966,847
2014	8,064,000
2015	8,757,000
2016	6,832,000
2017	7,832,000
2018	7,778,813 (CR)
2019	6,000,000 (Requested)

JIM BRADLEY
Acting Director of the U.S. Government Publishing Office



Govinfo Projects for FY 2019 - \$5,000,000

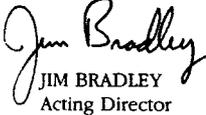
- **General System and Collection Development (\$3,800,000)** – Development of new **govinfo** features to support identified needs of key stakeholders, including developing new content collections, increasing content in existing collections, enhancing the accessibility of content, and increasing the discoverability of information.
- **FDsys/govinfo Infrastructure (\$1,200,000)** – Infrastructure for the hardware, storage, and environments to manage system performance as **govinfo** content and usage continues to grow.

Cybersecurity Projects - \$1,000,000

- **Security Enhancements for Advanced Persistent Threat (\$1,000,000)** – The cybersecurity threat environment faced by Government agencies continues to change rapidly and presents substantive risks and dangers to organizations. The requested funding is planned to address that evolving threat environment by implementing enhanced IT security systems that are intended to reduce the risk of unauthorized data exfiltration, unauthorized access, unauthorized changes to data, and related impacts.

Chairman Yoder and Chairman Lankford, we look forward to working with you and your Subcommittees in your consideration of our appropriations request for FY 2019.

Sincerely,


JIM BRADLEY
Acting Director

Enclosure

cc: The Honorable Tim Ryan
Ranking Member
House Subcommittee on Legislative Branch Appropriations

The Honorable Chris Murphy
Ranking Member
Senate Subcommittee on Legislative Branch Appropriations

Table of Contents

Executive Summary	
Executive Summary and Results of FY 2017 Operations	A-1
Organization and Staffing	
Organization	B-1
Functions by Organization	B-2
Staffing Information	B-3
Summary of Estimates	
Summary of Appropriation Estimates	C-1
Staffing Summary – FTE's	C-2
Congressional Publishing	
Base Budget Review	D-1
Base Budget Review (Detail by Activity)	D-3
Analysis of Change	D-4
Explanation of Changes	D-6
Object Class and Analysis of Change to Budget Base	D-7
Estimated Cost per Unit by Category	D-8
Volume Increase (Decrease)	D-9
Congressional Billings for Committees By Category	D-10
Details to Congress	D-13
Public Information Programs of the Superintendent of Documents	
Base Budget Review	E-1
Analysis of Change	E-4
Summary (by Program and Object Class)	E-5
Business Operations Revolving Fund	
Base Budget Review	F-1
Analysis of Change	F-4
Summary by Object Class	F-5

Executive Summary and Results of FY 2017 Operations

The U.S. Government Publishing Office (GPO), a Legislative branch agency, is the OFFICIAL, DIGITAL, SECURE resource for producing, procuring, cataloging, indexing, authenticating, disseminating, and preserving the official information products of the Federal Government.

Under Title 44 of the U.S. Code, GPO is responsible for the production and distribution of information products for all three branches of the Government, including the official publications of Congress and the White House, U.S. passports for the Department of State, and the official publications of other Federal agencies and the courts. Once primarily a printing operation, we are now an integrated publishing operation and carry out our mission using an expanding range of digital as well as conventional formats. In 2014, Congress and the President recognized this change in P.L. 113-235, which contains a provision re-designating GPO's official name as the Government Publishing Office. We currently employ approximately 1,740 staff.

Along with sales of publications in digital and tangible formats to the public, we support openness and transparency in Government by providing permanent public access to Federal Government information at no charge through our Federal Digital System (FDsys, at www.fdsys.gov) and its successor system [govinfo \(www.govinfo.gov\)](http://www.govinfo.gov), which in December 2017 moved out of beta. Today these systems make more than 2.2 million Federal titles available online from both GPO and links to servers in other agencies. In 2017 FDsys averaged 45 million retrievals per month. We also provide public access to Government information through partnerships with 1,140 Federal, academic, public, law, and other libraries nationwide participating in the Federal Depository Library Program (FDLP).

In addition to newly redesigned website, gpo.gov, we communicate with the public routinely via Facebook [facebook.com/USGPO](https://www.facebook.com/USGPO), Twitter twitter.com/USGPO, YouTube [youtube.com/user/gpoprinter](https://www.youtube.com/user/gpoprinter), Instagram [instagram.com/usgpo](https://www.instagram.com/usgpo), LinkedIn [linkedin.com/company/u.s.-government-printing-office](https://www.linkedin.com/company/u.s.-government-printing-office), and Pinterest [pinterest.com/usgpo/](https://www.pinterest.com/usgpo/).

History From the Mayflower Compact to the Declaration of Independence and the papers leading to the creation and ratification of the Constitution, America is a nation based on documents, and our governmental tradition since then has reflected that fact. Article I, section 5 of the Constitution requires that "each House shall keep a journal of its proceedings and from time to time publish the same," establishing Congress's informing mission that GPO carries out. After years of struggling with various systems of contracting for printed documents that were beset with scandal and corruption, in 1860 Congress created the Government Printing Office as its official printer. GPO first opened its doors for business on March 4, 1861, the same day Abraham Lincoln was inaugurated as the 16th President.

Since that time, GPO has produced and distributed the official version of every great American state paper and an uncounted number of other Government publications, documents, and forms. These documents include the Emancipation Proclamation, the legislative publications and acts of Congress, Social Security cards, Medicare and Medicaid information, census forms, tax forms, citizenship forms, passports, military histories ranging from the *Official Records of the War of the Rebellion* to the latest accounts of our forces in Afghanistan, the 9/11 Commission Report, Presidential inaugural addresses, and Supreme Court opinions. This work goes on today, in digital as well as print formats.

Strategic Vision GPO continues to transform itself from a print-centric to a content-centric publishing operation. This process is consistent with the recommendations submitted by the National Academy of Public Administration to Congress (*Rebooting the Government Printing*

Office: Keeping America Informed in the Digital Age, January 2013) regarding our transition to a digital future.

GPO continues to develop an integrated, diversified product and services portfolio that focuses primarily on digital. At the same time, we recognize that some tangible print will continue to be required because of official use, archival purposes, authenticity, specific industry requirements, and segments of the population that either have limited or no access to digital formats, though its use will continue to decline relative to the continued growth in the provision of and access to digital formats.

Strategic Plan Our strategic plan, which is available for public review at <https://www.gpo.gov/who-we-are/our-agency/mission-vision-and-goals>, is built around four goals: satisfying our stakeholders, offering products and services, strengthening our organizational foundation, and engaging our workforce. The plan provides the blueprint for how GPO will continue to achieve its mission of Keeping America Informed with an emphasis on being OFFICIAL, DIGITAL, SECURE. GPO's senior managers convene at the beginning of each fiscal year to review the plan and approve it before it is issued.

Our customers are involved in the digital world and understand technological change. Accordingly, it is important that we foster an environment that embraces change and innovation, which leads to new ways of thinking, new work processes, and the development of new products and services for our customers. Tangible printing at GPO is being supplanted by an exponential growth in digital requirements by Congress and Federal agencies. Moreover, the public — including the library and Government information user communities — has signaled its strong desire for increased access to Government information digitally.

In transforming the way we do business, we are focusing on managing content for customer and public use both today and tomorrow. GPO uses its extensive experience and expertise with digital systems to provide both permanent public access to Government information in a variety of formats and the most efficient and effective means for printing when required, all within a secure setting that is responsive to the customer's needs.

Technology Transformation GPO has transformed itself throughout its history by adapting to changing technologies. In the ink-on-paper era, this meant moving from hand-set to machine typesetting, from slower to high-speed presses, and from hand to automated bookbinding. These changes were significant for their time.

Yet those changes pale by comparison with the transformation that accompanied our incorporation of electronic information technologies, which began in 1962 when the Joint Committee on Printing directed the agency to implement a new system of computer-based composition. That order led to the development of GPO's first electronic photocomposition system, which by the early 1980's had completely supplanted machine-based hot metal typesetting. Following the enactment of the GPO Electronic Information Access Enhancement Act in 1993 (P.L. 103-40), the databases generated by our composition system were uploaded to the internet via GPO's first website, *GPO Access*, vastly expanding the agency's information dissemination capabilities. Those functions continue today with FDsys and **govinfo** on a more complex and comprehensive scale.

While transforming to an increasingly digital footing, we continue to provide an array of printing services to support the needs of Congress, Federal agencies, and the public, and we are retooling our print operations to take advantage of the efficiencies provided by modern equipment. In FY 2015 we put into operation our new zero make-ready (ZMR) press to support congressional and Federal agency publishing requirements, and as a result were able to reduce the cost of producing congressional hearings.

In FY 2017 we completed the installation of new perfect binding lines to increase the speed and reduce the cost of binding operations. We also began developing plans for the replacement of the large newspaper presses that have been used to produce the *Congressional Record* and the *Federal Register* with smaller, more flexible digital presses, and we will proceed with this procurement in FY 2018: We are continually reviewing product and equipment options to ensure that our publishing activities are conducted with the best technologies available.

As a result of these sweeping technology changes — digital products, equipment, and processes — GPO is now fundamentally different from what it was as recently as a generation ago. It is smaller, leaner, and equipped with digital production capabilities that are the foundation of the information systems relied upon daily by Congress, Federal agencies, and the public to ensure open and transparent Government in the digital era. As we prepare for the Government information environment and technology challenges of the future, our transformation is continuing with the development of new ways for delivering Government information.

GPO and Congress

For the Clerk of the House, the Secretary of the Senate, and the committees of the House and the Senate, GPO publishes the documents and publications required by the legislative and oversight processes of Congress in digital and tangible formats. This includes the daily *Congressional Record*, bills, reports, legislative calendars, hearings, committee prints, and documents, as well as stationery, franked envelopes, memorials and condolence books, programs and invitations, phone books, and the other products needed to conduct the business of Congress. We produce all the printing work required every four years by the Joint Congressional Committee on Inaugural Ceremonies. We also detail expert staff to support the publishing requirements of House and Senate committees and congressional offices such as the House and Senate Offices of Legislative Counsel. We work with Congress to ensure the provision of these services under any circumstances, including emergency weather and other conditions.

Today the activities associated with creating congressional information databases comprise the majority of the work funded by GPO's annual Congressional Publishing Appropriation. Our advanced digital authentication system, supported by public key infrastructure (PKI), is an essential component for assuring the digital security of congressional publications. The databases we build are made available for providing access to congressional publications in digital formats as well as their production in tangible formats.

GPO's congressional information databases also form the building blocks of other information systems supporting Congress. For example, they are provided directly to the Library of Congress to support its **Congress.gov** system as well as the legislative information systems the Library makes available to House and Senate offices. We work with the Library to prepare summaries and status information for House and Senate bills in XML bulk data format. We also work with the Library on a variety of digital projects supporting Congress to make congressional information more widely accessible, including the digitization of historical issues of the *Congressional Record*, a project which was completed in early FY 2018.

GPO Cuts the Cost of Congressional Work GPO's use of electronic information technologies has been the principal contributor to lowering the cost, in real economic terms, of congressional information products. In FY 1980, as GPO replaced hot metal typesetting with electronic photocomposition, the appropriation for Congressional Publishing was \$91.6 million, the equivalent in today's dollars of \$290.4 million. By comparison, our approved funding for FY 2017 was \$79.7 million, a reduction of more than 72% in constant dollar terms.

Since 2010, we have achieved a 25% reduction in the constant dollar value of the Congressional Publishing Appropriation, consistent with the continuing transformation of our technology profile,

the control of costs, and collaboration with Congress in carrying out measures reducing print distribution in meeting the information needs of the Senate and House of Representatives.

Annual appropriations for Congressional Publishing have been at or below \$79.7 million in each year FY 2014-18.

**Congressional Publishing Appropriation
FY 1980-2017**

<u>Fiscal Year</u>	<u>Appropriation</u>	<u>In Constant Dollars</u>
1980	\$ 91.6 million	\$ 290.4 million
1985	94.0 million	219.8 million
1990	74.1 million	143.5 million
1995	84.7 million	139.0 million
2000	73.3 million	107.1 million
2005	88.1 million	113.9 million
2010	93.8 million	106.8 million
2016	79.7 million	84.1 million
2017	79.7 million	79.7 million

Productivity increases resulting from technology have enabled us to make substantial reductions in our staffing requirements while continuing to improve services for Congress. In 1980, total GPO employment was 6,450. At the end of FY 2017, we had 1,740 employees on board, representing a reduction of 4,710, or more than 73%, since 1980. Our workforce levels over the past three years remain the smallest of any time in the past century.

**GPO Employment
FY 1980-2017**

<u>Fiscal Year</u>	<u>Headcount</u>
1980	6,450
1985	5,383
1990	4,977
1995	3,956
2000	3,139
2005	2,344
2010	2,284
2016	1,726
2017	1,740

Highlights of FY 2017 Congressional Work GPO worked with the Joint Congressional Committee on Inaugural Ceremonies to produce printed materials for the 58th Presidential Inauguration, involving President-elect Donald J. Trump and Vice President-elect Mike Pence. The process took approximately a year for GPO employees to design and produce nearly 40 types of material including tickets, invitations, stationery, program packet kits, parking passes, maps, signs, and secure access credentials. GPO also used security design and printing techniques to produce more than 250,000 tickets and more than 12,000 secure access credentials for the Inauguration.

Prior to the Inauguration, GPO made *United States Policy and Supporting Positions* available in print, online, and as an app. Popularly known as the Plum Book due to its distinctive plum-colored cover, this publication lists more than 9,000 Federal civil service leadership and support positions in the executive and legislative branches that may be subject to noncompetitive appointment. GPO's Plum Book app, first introduced in 2012, allows users to view the publication in an easy-to-use mobile format and search the publication by agency, position title, location, appointment type, pay plan and level, tenure and term expiration, and vacancy. The Plum Book is published by the House Oversight and Government Reform Committee and the Senate Committee on Homeland Security and Governmental Affairs alternately after each Presidential election.

First issued in 1952 at the beginning of the Eisenhower Administration, the Plum Book was next published following the 1960 Presidential Election and has been published following every Presidential election since that time.

In support of the Legislative Branch Bulk Data Task Force, GPO, the Clerk of the House, the Secretary of the Senate, and the Office of the Federal Register worked on a project to convert a subset of key legislative documents, including enrolled bills, public laws, and the Statutes at Large, into United States Legislative Markup (USLM). USLM is an XML information model designed to represent the legislation of the United States Congress. It is designed to semantically and structurally describe legislative and legal documents in a machine-readable format.

GPO also continued development of a new XML-based automated composition system to replace our aging proprietary Microcomp system during the year, known as the Composition System Replacement (CSR) project. At the opening of the 115th Congress in January 2017, we began deploying a beta system for the composition of congressional bills to the offices of the Clerk of the House and the Secretary of the Senate. The CSR team worked closely with House and Senate staff to ensure that CSR integrates seamlessly with specific authoring environments that are currently utilized for bills.

As we have noted before, making Government information available in XML permits data to be reused and repurposed not only for print output but for conversion into eBooks, mobile web applications, and other forms of content delivery, including data mashups and other analytical tools by third party providers, which contributes to openness and transparency in Government. In addition to the files made available through our Bulk Data Repository, we ensure the authenticity of all information by making available digitally signed copies in PDF format, which is the official, authentic version that matches the printed document. Additionally, we are now a regular participant and presenter at the House Legislative Data and Transparency Conference, along with staff from other legislative branch agencies, data users, and transparency advocates.

During the year, GPO issued successive releases of the digitized *Congressional Record*, completing this project in early FY 2018 with the final release of the digitized files for 1873, the first year the *Record* was produced by GPO. With the completion of this project, GPO will now move on the digitization of other historical congressional documents, beginning with hearings.

In the spring of 2017, we installed the second of two new high-efficiency Muller Martini adhesive binding lines, which is now used to bind printed copies of the Congressional Record as well as other products. The equipment completes the replacement of three binding lines installed more than 30 years ago, improving productivity and freeing up plant production space for other uses. Planning also continued for the replacement of three large newspaper-style web presses used for the production of the Congressional Record and business calendars with smaller, more flexible digital presses. The procurement for this equipment will be initiated in FY 2018.

In May 2017, GPO received the In-plant Innovator Award for its modernization initiatives at the In-plant Innovators Conference, sponsored by NAPCO and In-plant Graphics magazine. Held at GPO, the conference attracted industry leaders from around the country to discuss emerging trends and opportunities in digital printing and publishing. GPO was named an innovator for its continued efforts to bring more efficiency to the agency's production operations for Congress and Federal agencies.

Additionally, GPO's Plant Operations was re-certified for meeting sustainable environmental standards by The Sustainable Green Printing Partnership (SGP), a non-profit organization. This was the GPO's third certification since 2012. SGP-certified printers are held to rigorous standards and go through a months-long process where each aspect of their business is evaluated. Certification shows the printer is achieving energy savings, waste reduction, emission reduction, and reduced resource consumption. GPO has been carrying out modernization initiatives to make

the agency more efficient and environmentally sustainable. Some of those initiatives have included installation of new bindery equipment and a zero make-ready (ZMR) press to reduce waste paper and energy consumption; a pre-press waste chemical discharge treatment unit; improvements to reduce electrical consumption; and continuing to recycle paper, aluminum, and metals.

GPO and Federal Agencies

Federal agencies are major generators of information in the United States, and GPO produces their information products for official use and public access. Federal agencies and the public also rely on a growing variety of secure credentials that we produce, including travelers holding U.S. passports, members of the public who cross our borders frequently, and other users. Our digital systems support key Federal agency publications, including the annual *Budget of the U.S. Government* and, most importantly, the *Federal Register* and associated products. As it does for congressional documents, our digital authentication system, supported by public key infrastructure (PKI), assures the digital security of agency documents.

Highlights of FY 2017 Agency Operations Since 2012, we have made the annual *Budget of the U.S. Government* available as a mobile app. With GPO's **govinfo** system, documents published via the system are now available across multiple platforms, including mobile access. The complete, authentic online version of the FY 2018 *Budget* was released on FDsys and **govinfo** and in print in May 2017. The digital version provides users with access to the text and images of the *Budget*, including the Budget Message of the President, information on the President's priorities, and budget overviews organized by agency, as well as summary tables and additional books of the *Budget*, including the Analytical Perspectives, Appendix, and Historical Tables. Earlier, GPO produced *America First: A Budget Blueprint to Make America Great Again* for the Office of Management and Budget, an overview of the President's budget priorities for FY 2018.

One of GPO's major agency customers is the Office of the Federal Register (OFR), a unit of the National Archives and Records Administration (NARA), which produces the daily *Federal Register*. The *Federal Register* is the official daily publication for rules, proposed rules, and notices of Federal agencies and organizations, as well as executive orders and other presidential documents. It is updated daily by 6 a.m. and is published Monday through Friday, except Federal holidays. The OFR is also responsible for related publications such as the *Code of Federal Regulations*, and other key information products like the *Daily Compilation of Presidential Documents* and the *Public Papers of the President*. We produce these publications in both digital and print formats.

Early in the fiscal year, we partnered with the OFR to make every issue of the *Federal Register* dating back to its inception in 1936 digitally available to the public. A total of 14,587 individual issues, containing more than two million pages, were to be digitized. By the year's end, we had completed digitization historical issues of the *Register* back to 1970, which are now available on FDsys and govinfo. GPO produced the first issue of the *Federal Register* on March 16, 1936. An executive order by President Franklin D. Roosevelt was the first document to be published in the *Register*.

During the year, we completed the renovation of 17,000 square feet of space on the seventh floor of GPO's Building A, in collaboration with NARA, to house the OFR and the Office of Government Information Services (OGIS), and these staffs subsequently moved in. We also continued work, in collaboration with NARA, to renovate space in GPO's buildings to house NARA's congressional documents archive.

GPO produced the official photographs of President Donald J. Trump and Vice President Mike Pence. These photographs will be displayed in more than 1,600 Federal buildings managed by the General Services Administration (GSA), military installations, and other Federal facilities. GPO produced more than 65,000 photographs, which include four sizes: 8x10, 11x14, 20x24, and

16x20. As in previous administrations, GPO is also making these official photographs available for sale to the public.

During the year, GPO procured approximately 42.8 million *Medicare and You* handbooks in English and Spanish versions to be mailed to every beneficiary by the congressionally-mandated date of September 30, 2017. The contracts were valued at more than \$28 million and were awarded to four commercial printers: LSC, Bind-Rite, Gateway Press, and R.R. Donnelley. GPO supports the Department of Health and Human Services (HHS) with this annual project by providing personnel to conduct onsite production monitoring and by engaging with industry to identify possible solutions for cost reduction.

GPO procured another major contract for HHS in July 2017 for the printing of Medicare Enrollment Packages and new Medicare Card sets. The Medicare Access and CHIP Reauthorization Act (MACRA) of 2015 requires HHS to remove Social Security numbers (SSNs) from all Medicare cards by April 2019. A new Medicare Beneficiary Identifier (MBI) will replace the SSN-based Health Insurance Claim Number (HICN) on the new Medicare cards for Medicare transactions like billing, eligibility status, and claim status. An estimated volume of nearly 60 million new Medicare Cards will be printed and distributed to Medicare beneficiaries through this contract.

In April 2017, GPO established the Federal Publishing Council (FPC) to advise GPO on the latest publishing and printing trends. The Council is made up of Federal employee professionals involved in all facets of the Federal printing and publishing community. The goals of the FPC include the development of recommendations to enhance the combined efforts of Federal organizations and GPO to provide the most efficient, effective, and economical publishing services possible; to propose new printing and publishing policy; to provide a forum for the exchange of ideas and the examination of mutual concerns among Federal printing and publishing representatives; and to foster knowledge-sharing opportunities and disseminate information relating to training, new technologies, and best practices in Federal publishing. In addition to tangible printed content, the Council will focus on digital publishing concepts, web content management, and graphic design. The FPC replaces the Interagency Council on Printing and Publication Services, which was created in 1976.

In FY 2017 GPO again won several American Graphic Design Awards from Graphic Design USA magazine. GPO's Creative Services business unit offers Federal agencies a variety of design services, including publication design, branding and identity, exhibit graphics, video, multimedia, photography, and security design. For more than fifty years, Graphic Design USA has recognized the design work of professionals from design firms, ad agencies, Government agencies, corporations, non-profits, and students. Nearly 10,000 entries were submitted for this year's awards. GPO's award-winning projects were *Joint Strategic Plan on Intellectual Property Enforcement* for the Office of Management and Budget; *Mount Rainier Climbing Guides* for the National Park Service; a visitor brochure and pocket folder for the Naval History and Heritage Command; and the *2016 EPA Office of Research and Development Annual Report* for the Environmental Protection Agency.

Surveys of our Federal agency customers in recent years have consistently reported high rates of satisfaction with our products, services, and programs, the cost-effectiveness of GPO's services, and satisfaction with GPO's website and customer service. These results buttress the emphasis on a customer-centric approach throughout our procedures, policies, and activities.

Partnership with Industry Other than congressional and inherently governmental work such as the *Federal Register*, the *Budget*, and security and intelligent documents, we produce virtually all other Federal agency information products via contracts with the private sector printing and information product industry issued by our central office and regional GPO offices around the country. In 2017, this work was valued at approximately \$340 million, and represented about 82,600 orders. More than 10,000 individual firms are registered to do business with us, the vast

majority of whom are small businesses averaging 20 employees per firm. Contracts are awarded on a purely competitive basis; there are no set-asides or preferences in contracting other than what is specified in law and regulation, including a requirement for Buy American.

This partnership provides significant economic opportunity for the private sector. We have long advocated that where Federal agency printing is required, this partnership is the most cost-effective way of producing it. In 2013, the Government Accountability Office conducted a study at the request of the Joint Committee on Printing that identified approximately 80 Federal printing plants still in operation government-wide (<https://www.gao.gov/assets/660/655936.pdf>). GPO has long taken the position that significant additional savings for taxpayers could occur if the work these plants are producing is transferred to GPO's for production through our partnership with the private sector printing and information product industry. In addition, the work produced through this partnership can be efficiently and effectively captured for inclusion in GPO's Federal Depository Library Program (FDLP), thereby improving public access to Government information through the reduction of fugitive documents from the program.

Security and Intelligent Documents For nearly a century GPO has been responsible for producing the U.S. passport for the Department of State (DOS). At one time no more than a conventionally printed document, the U.S. passport since 2005 has incorporated a digital chip and antenna array capable of carrying biometric identification data. With other security printing features, this document - which we produce in Washington, DC, as well as at a secure remote facility in Mississippi - is now the most secure identification credential obtainable. In 2017, GPO produced 22.5 million passports, an increase of more than 11% from the year before. Over the past decade GPO has produced more than 150.5 million passports for DOS. Throughout 2017, we continued with facility changes and equipment installation and testing in support of the planned next generation passport.

Early in the year, GPO's passport production facility in Washington, D.C. achieved the ISO 9001:2015 certification by meeting new standards and demonstrating a longstanding practice of consistency. ISO is the International Organization for Standardization and the world's largest developer of international standards used by Government, business and new information technology companies and agencies. More than one million companies and organizations in 170 countries are ISO 9001-certified. This standard is attained by demonstrating a number of quality management principles including a strong customer focus, the motivation and implication of top management, the process approach, and continual improvement. Using ISO 9001:2015 helps ensure that customers consistently get high quality products and services.

Since 2008, we have also served as an integrator of secure identification smart cards to support the credentialing requirements of Federal agencies and other Government entities. We have been certified by the General Services Administration (GSA) to graphically personalize Homeland Security Presidential Directive 12 (HSPD-12) cards for Federal agencies. GSA certified that we comply with Federal Information Processing Standard 201, which sets requirements to ensure that identification cards are secure and resistant to fraud.

To date, we have produced more than 16.9 million secure credential cards across 11 different product lines. Among them are the Trusted Traveler Program's (TTP) family of border crossing cards — NEXUS, SENTRI, FAST, and Global Entry — for the Department of Homeland Security (DHS), which are used by frequent travelers across U.S. borders. Another card produced for DHS is the Transportation Worker Identity Card (TWIC). We produce a Border Crossing Card (BCC) that is issued by the DOS for authorized travel across the Mexican border. We also produce secure law enforcement credentials for the U.S. Capitol Police that are used in Presidential inaugurations.

GPO and Open, Transparent Government

Producing and distributing the official publications and information products of the Government fulfills an informing role originally envisioned by the Founders, as James Madison once said:

“A popular Government without popular information, or the means of acquiring it, is but a Prologue to a Farce or a Tragedy, or perhaps both. Knowledge will forever govern ignorance, and a people who mean to be their own Governors, must arm themselves with the power which knowledge gives.”

GPO operates a variety of programs that provide the public with “the means of acquiring” Government information that Madison spoke of. These programs include the Federal Depository Library program (FDLP), FDsys and **govinfo**, Publications Information Sales, Reimbursable Distribution, and Social Media.

Federal Depository Library Program The FDLP has legislative antecedents that date to 1813 (3 Stat. 140), when Congress first authorized congressional documents to be deposited at the American Antiquarian Society in Worcester, MA, for the use of the public. Since then, Federal depository libraries have served as critical links between “We the People” and the information made available by the Federal Government. GPO provides the libraries with information products in digital and, in some cases, tangible formats, and the libraries in turn make them available to the public at no charge while providing additional assistance to depository library users.

The FDLP today serves millions of Americans through a network of 1,140 public, academic, law, and other libraries located across the Nation, averaging nearly three per congressional district. Print and some microfiche products remain important depository library resources today, particularly in regional depository library collections nationwide, while the Program has expanded significantly over the past 25 years to incorporate digital information products, and today is supported by FDsys and **govinfo** along with other digital resources. The growing reliance on digital content underscored the first digital-only Federal depository library designation in 2014. In FY 2017, one new Federal depository library entered the program as digital-only, while eight existing depository libraries converted to all-digital status.

During the year, the FDLP distributed more than 921,800 copies of 4,200 titles to depository libraries nationwide, and created nearly 11,000 Permanent Uniform Resource Locator files (PURLs) for digital titles. GPO’s Library Services and Content Management staff cataloged a total of 21,800 titles and checked in more than 34,300 serial issues. GPO’s digital Catalog of Government Publications (CGP) experienced nearly 33.2 million searches, while staff resolved more than 3,600 askGPO inquiries.

To support continued public access to key print documents in depository library collections nationwide, GPO established a Preservation Steward program in 2016 to support continued public access to historic U.S. Government documents in print format. Since then, GPO has signed 16 Preservation Steward agreements (10 in FY 2017 alone), involving the libraries at the University of Colorado and at its Law School, the University of Kentucky, the University of Hawai‘i at Manoa, the Ohio State Library, the University of Iowa, the University of Arkansas, the University of Florida, the Connecticut State Library, the University of North Carolina, the University of Notre Dame Law School, the Indiana State Library, the U.S. Merchant Marine Academy, the San Bernardino County, California, Law Library, California, the University of Maine, and the University of South Carolina. Preservation Stewards contribute significantly to the effort to preserve printed documents and GPO welcomes all Federal depository libraries that wish to participate as Preservation Stewards.

Through GPO’s partnerships with depository libraries nationwide, free public access to Government information was enhanced during FY 2017. We completed the cataloging of print and electronic versions of the *United States Geological Survey Bulletin* through a partnership with

the University of Colorado and the Colorado School of Mines. More than 5,100 bibliographic records were added to the *Catalog of U.S. Government Publications* (CGP) as a result of these partnerships. We began adding bibliographic records for the print versions of the *Bureau of Mines Report of Investigations* through a partnership with the University of Colorado. Nearly 1,100 records were added to the CGP as a result of this partnership.

We also began adding bibliographic records for the electronic versions of the *USGS Professional Papers* through a partnership with the Colorado School of Mines. More than 800 records were added to the CGP as a result of this partnership. In addition, we continued to work on adding bibliographic records from the University of Montana for 12 Superintendent of Documents classes, as well as to process new material available on FRASER, a partnership with the Federal Reserve Bank of St. Louis.

Throughout the year, GPO collaborated with a variety of entities in support of the FDLP and our Cataloging and Indexing Program responsibilities. For example, through our partnership in the Civics Renewal Network (CRN), a consortium of organizations committed to strengthening civic life in the U.S. by increasing the quality of civics education in our Nation's schools, GPO makes available, through the CRN website, K-12 resources that support civics education. The resources are for free use by teachers, students, and parents and can be found by searching subjects, grades, resource type, standards, and teaching strategy.

We continued our partnership in the Technical Report Archive & Image Library (TRAIL). GPO and TRAIL members work together to ensure that Federal technical reports are openly accessible, and participating GPO staff members offer expertise in cataloging and other areas and participate in the exchange of information about U.S. Government scientific and technical information. The Digital Public Library of America (DPLA) and GPO continued their collaboration to broaden public access to the information made available via the CGP. Through this partnership, more than 180,600 records from the CGP are available to the public through the DPLA website. These records include the U.S. Budget, laws, Federal regulations, and congressional hearings, reports, and documents.

GPO continues to be heavily involved in cooperative cataloging and metadata activities with members of the library community. GPO is an active participant in all components of the Program for Cooperative Cataloging (PCC), which is managed by the Library of Congress, including BIBCO (Bibliographic Record Cooperative), CONSER (Cooperative Online Serials), NACO (Name Authority Cooperative), and SACO (Subject Authority Cooperative).

In addition, GPO is part of the Electronic Cataloging in Publication Program (ECIP). ECIP provides cataloging records for books in advance of publication. The publisher then includes the record on the verso of the publication's title page. Through the ECIP Program, GPO is creating pre-publication bibliographic records for publications from Federal agency publishers. Since joining ECIP in 2015, GPO has created over 60 ECIP records, including ECIP records for GPO, the Combat Studies Institute, the Air Force Research Institute, the Smithsonian Institution Scholarly Press, USGS, and the National Gallery of Art. GPO has been a member of OCLC since 1976 and contributes bibliographic records for U.S. Government information to the international database daily.

Training and educational opportunities provided to depository librarians nationwide remain a popular feature of the FDLP. The FDLP Academy was launched by GPO in FY 2014 to support the FDLP community's education and training needs and to advance Federal Government information literacy. The FDLP Academy enhances Federal Government information knowledge through events and conferences coordinated by GPO and webinars and webcasts on a variety of Government information topics. Many sessions are presented by GPO staff, while others are presented by staff from other Federal agencies and from members of the FDLP community, as recruited and hosted by GPO.

During the year, GPO presented 117 educational sessions and events, including 11 virtual meetings, 88 webinars, with 10,412 combined registrants, and 21 pre-recorded webcasts. GPO also inaugurated a new FDLP Coordinator Certificate Program that gives FDLP coordinators in depository libraries nationwide an opportunity to take in-depth virtual classes on managing depository collections with a focus on compliance with the *Legal Requirements & Program Regulations of the Federal Depository Library Program*. It brings together GPO and depository libraries in a new way to strengthen and improve the FDLP. More than 500 librarians from across the country participated in the 2016 Depository Library Council Meeting and Federal Depository Library Conference. This annual event, hosted by LSCM, was held at the Doubletree by Hilton Hotel in Arlington, Virginia, from October 17 – 19, 2016.

A signal feature of Director Vance-Cooks' administration was a program of visits by GPO LSCM staff and GPO senior management to depository libraries nationwide. Beginning in FY 2016 and continuing to the present, these visits provide opportunities for consultation, training, and support. The visits have been influential in strengthening the ties between GPO and its partner libraries and in helping GPO identify current trends and issues in libraries and respond with improved outreach and services. GPO staff at all levels have participated in this initiative and are now implementing targeted follow-up projects to benefit the FDLP and its participants. Nearly 450 depository libraries have been visited over the past 2 years.

Oversight hearings on GPO conducted by the Committee on House Administration during FY 2017 included a focus on the statutory provisions of Title 44 of the U.S. Code that govern the FDLP. Director Davita Vance-Cooks proposed that these should be revised to allow GPO to administer the FDLP and other public information programs of the Superintendent of Documents effectively in the digital age and provide flexibility for the libraries to continue to participate and best serve their communities. Such changes should support the vision conveyed in GPO's National Plan for Access to U.S. Government Information: "To provide Government information when and where it is needed" to ensure the public has effective, equitable, and convenient access to Government information in the form and formats they need.

In support of this objective, Vance-Cooks asked the member of the Depository Library Council to contribute suggestions for reform, which were incorporated into GPO's proposals for statutory changes that were then transmitted to the Committee. Legislation was under development by the Committee by the end of the year.

Federal Digital System (FDsys) We have been providing access to digital congressional and Federal agency documents since 1994 under the provisions of P.L. 103-40, beginning with a site known as *GPO Access*. Fifteen years later, *GPO Access* was retired and a significantly re-engineered site debuted as GPO's Federal Digital System. FDsys provides the majority of congressional and Federal agency content to the FDLP as well as other online users.

Online access to Federal documents made available by GPO has reduced the cost of providing public access to Government information significantly when compared with print, while expanding public access dramatically through the internet. In FY 2017, FDsys grew to make more than 2.2 million titles from the legislative, executive, and judicial branches available online from our servers and through links to other agencies and institutions. The system averaged 45 million retrievals per month.

We have continually added collections to FDsys to provide increased public access to Government information. In 2017, new collections added included most of the digitized issues of the permanent edition of the *Congressional Record*, with the balance added during the first quarter of FY 2018. Historic issues of the *Federal Register* began to be added in 2017 and will continue to be added in FY 2018. The first eBook, *Women in Congress 1917-2017*, the 31st edition of the GPO Style Manual, the CFR Index and Finding Aids, the 2016 *United States Government Policy and Supporting Positions* ("The Plum Book"), and numerous publications in support of the Federal Depository Library Program were also added in FY 2017.

Govinfo In early 2016, GPO unveiled the next generation of our public access system with the introduction of **govinfo**. Rolled out initially in beta, **govinfo** improves upon FDsys with a modern, easy-to-use look and feel that syncs with the need of today's Government information users for quick and effective digital access across a variety of platforms, including mobile devices. A unique feature is the system's ability to link together documents related to a specific inquiry, from the introduction through passage of legislation to the issuance of any implementing regulations. Following a period of testing and iteratively developing the system's features, **govinfo** was moved out of beta during the first quarter of FY 2018 and will become GPO's primary public access system—the third such system since we inaugurated online access in 1994—following the retirement of FDsys from active service later in 2018.

During the year, GPO continued with the process to seek certification as a Trustworthy Digital Repository in compliance with the International Organization for Standardization (ISO 16363) by issuing a Request for Proposal for the audit service to support this process in the final quarter of FY 2017 and awarding a contract during the first quarter of FY 2018. This certification will validate that GPO's content management system, its infrastructure, and its supporting organization are reliable and sustainable, in order to ensure the highest level of service now and into the future. GPO has continued to invest in the IT infrastructure supporting GPO's digital information system. This includes bandwidth, storage, and servers needed for Production, COOP, Test, and Development environments.

GPO Achieves Savings in Information Dissemination In 1995, the first full year of our online operations, the cost of producing and distributing millions of copies of printed publications to Federal depository libraries nationwide was funded at \$17.6 million, the equivalent today of \$27.9 million in constant dollars. For FY 2016, we funded this function at \$8.5 million, a reduction of more than 69% in constant dollar terms. Along with appropriations to GPO's Business Operations Revolving Fund, we have used the savings from reduced printing and distribution costs to pay for the establishment and operation of our digital information dissemination operations, achieving additional savings for the taxpayers and vastly expanding public access to Government information.

**Number of Titles Available Online through GPO
(Includes titles on GPO servers and titles linked from GPO)
FY 2000-2016**

<u>Year</u>	<u>Number of Titles</u>
FY 2000	193,000
FY 2005	301,600
FY 2010	441,700
FY 2016	1,600,000
FY 2017	2,200,000

Publication and Information Sales Program Along with the FDLDP and our online dissemination system, which are no-fee public access programs, GPO provides access to official Federal information through public sales featuring secure ordering through an online bookstore (bookstore.gpo.gov), a bookstore at GPO headquarters in Washington, DC, and partnerships with the private sector that offer Federal publications as eBooks. As a one-stop shop for eBook design, conversion, and dissemination, our presence in the eBook market continues to grow. We now have agreements with Apple iTunes, Google Play, Barnes & Noble, OverDrive, Zinio, EBSCO, ProQuest and other online vendors to make popular Government titles such as *Your Guide to Breastfeeding*, *My Future, My Way – First Steps Towards College*, and *Dietary Guidelines for Americans* available as eBooks. We also offer a print-on-demand service for sales titles through Amazon and others, which enables us to offer more titles and avoid the expense of additional warehousing.

Reimbursable Distribution Program We operate distribution programs for the information products of other Federal agencies on a reimbursable basis, including the General Services Administration (GSA) and the Federal Trade Commission (FTC), from our fulfillment facilities in Pueblo, CO, and Laurel, MD. This program saves money for participating agencies by permitting them to take advantage of GPO's centralized capabilities and economies of scale and contributes significantly to GPO's bottom line. The program generated total of \$9.2 million in revenue during FY 2017. The program is now providing distribution services, bulk storage, and a web-based order module out of the Laurel facility for two Department of Agriculture publications, *Team Nutrition and Supplemental Nutrition Assistance Program*, distributing more than 12 million copies since the program began in August 2015. The Laurel facility is also now providing bulk storage and distribution services for Department of Justice publications. At our Pueblo facility, we provide web-based order modules for five Federal agencies to include the Department of Defense and the Consumer Financial Protection Bureau, provide printing, distribution, bulk storage, and call center services for the Department of Education and the California National Guard, distributing more than 58 million copies.

GPO and Social Media We use Facebook, Twitter, YouTube, Instagram, LinkedIn, Pinterest, and a blog to share information about GPO news and events and to promote specific publications and products. By the end of 2017, we had 8,895 likes on Facebook, 8,399 followers on Twitter, and 192,000 views across 78 videos on YouTube. On Pinterest, we had 809 followers pinning on 20 boards of Federal Government information. We also had 688 followers with 1,308 posts on Instagram and 3,265 followers on LinkedIn. Our blog, Government Book Talk, focuses on increasing the awareness of new and classic Federal publications through reviews and discussions.

In 2017, released its gpo.gov 2.0 project in beta, following a major redesign of the agency's public-facing website that improves digital interaction with our customers and the public. The new site utilizes modern user-centric design and navigation to more effectively communicate GPO's brand identity and service offerings. It is also mobile friendly and search engine-optimized to increase user engagement in support of GPO's strategic goals of satisfying our stakeholders and offering new products and services. The site moved out of beta in the first quarter of FY 2018.

GPO Finances

Business Operations Revolving Fund All GPO activities are financed through our Business Operations Revolving Fund, established by section 309 of Title 44, U.S.C. This business-like fund is used to pay all of our costs in performing congressional and agency publishing, information product procurement, and publications dissemination activities. It is reimbursed from payments from customer agencies, sales to the public, and transfers from our two annual appropriations: the Congressional Publishing Appropriation and the Public Information Programs of the Superintendent of Documents Appropriation.

The Business Operations Revolving Fund functions as GPO's checking account with the U.S. Treasury. We pay our expenses from this account either with electronic transfer or check. The fund is reimbursed when the Treasury Department transfers money from agency appropriations accounts to the fund when agencies pay our invoices. This procedure also applies to the payment of transfers from the Congressional Publishing and Public Information Programs appropriations, and to deposits of funds collected from sales to the public.

GPO maintains a cash balance in the Business Operations Revolving Fund that is used to pay all expenses. The cash balance fluctuates daily as payments are received from agency reimbursements, customer payments, and transfers from GPO appropriations.

Retained Earnings Under GPO's system of accrual accounting, annual earnings generated since the inception of the Business Operations Revolving Fund have been accumulated as retained earnings. Retained earnings make it possible for us to fund a significant amount of technology modernization. However, appropriations for essential investments in technology and plant upgrades are requested when necessary.

Appropriated Funds GPO's Congressional Publishing Appropriation is used to reimburse the Business Operations Revolving Fund for the costs of publishing the documents required for the use of Congress in digital and tangible formats, as authorized by the provisions of chapters 7 and 9 of Title 44, U.S.C. The Public Information Programs of the Superintendent of Documents Appropriation is used to pay for the costs associated with providing online access to, and the distribution of, publications to Federal depository libraries, cataloging and indexing, statutory distribution, and international exchange distribution. The reimbursements from these appropriations are included in the Business Operations Revolving Fund as revenue for work performed.

Unlike most appropriations to other Federal agencies, these two appropriations are for work that GPO itself does not control. The Congressional Publishing Appropriation in effect is an appropriation by Congress to cover the costs of its publishing activities. The appropriation is made to GPO to relieve Congress of the burden of maintaining detailed accounting records for all publishing work ordered from GPO both by law and by other congressional requisitions, as well as the responsibility for estimating the anticipated volume of congressional publishing that is used as the basis for the appropriation.

Congress plays a major role in controlling the rate of spending of the Congressional Publishing Appropriation. GPO can transfer funds from the appropriation to the Business Operations Revolving Fund only when it performs congressional publishing work. The appropriation is not available for expenditure for any purposes other than this work. While GPO does its best to estimate the volume of congressional publishing in any given year, that volume can change due to circumstances beyond GPO's control. GPO affects the rate of spending under this appropriation by ensuring the efficiency of its operations.

If congressional requisitions fall short of GPO's estimate, there will be a balance remaining in the Congressional Publishing Appropriation at the end of the year. Under the language of GPO's

appropriations legislation, such balances are eligible for transfer to the Business Operations Revolving Fund, where they can be used only for the purposes for which they were originally appropriated, with the approval of the House and Senate appropriations committees. If Congress's requirements exceed GPO's estimate, GPO will continue to fulfill them, and Congress will in effect spend more than it appropriated. As a result, there will be a shortfall in the appropriation for which GPO would need additional funding in a subsequent year. The shortfall would be paid out of available money – retained earnings – in the Business Operations Revolving Fund that otherwise would be available for investment in new plant and equipment. When shortfalls occur, Congress subsequently repays GPO for the excess cost of its printing to restore money to the Business Operations Revolving Fund.

Like the Congressional Publishing Appropriation, the Public Information Programs Appropriation is available only for specific programs: online access and distribution to Federal depository libraries, cataloging and indexing, statutory distribution, and international exchange. The publishing activities of the Government determine the workload handled by these programs, not GPO. However, GPO affects the level of funding by ensuring the efficiency of its information dissemination operations. Like the Congressional Publishing Appropriation, any unobligated balances remaining in this account may be transferred to the Business Operations Revolving Fund, where they can be used only for the purposes for which they were originally appropriated, with the approval of the House and Senate appropriations committees.

GPO is accountable for its finances. Each year, GPO's finances and financial controls are audited by an independent outside audit firm working under contract with GPO's Office of Inspector General. For FY 2017, the audit concluded with GPO earning an unmodified, or clean, opinion on its finances, the 21st consecutive year GPO has earned such an audit result.

FY 2017 Financial Results Revenue totaled \$874.3 million while expenses charged against GPO's budget were \$827.0 million, for an overall net income of \$58.9 million from operations. Included in both GPO's revenue and net income is approximately \$14.8 million in funds set aside for passport-related capital investments, as agreed to by GPO and the Department of State, and \$5.8 million in funds resulting from a downward adjustment to GPO's long-term workers' compensation liability under the Federal Employees Compensation Act (FECA). Apart from these funds, GPO's net operating income from FY 2017 was \$38.3 million.

Funds appropriated directly by Congress provided nearly \$114.5 million (including funds from the Congressional Publishing and Public Information Programs appropriations, along with appropriations to the Business Operations Revolving Fund), or about 13.1% of total revenue. All other GPO activities, including in-plant publishing (which includes the production of passports), procured work, sales of publications, agency distribution services, and all administrative support functions, were financed through the Business Operations Revolving Fund by revenues generated by payments from agencies and sales to the public.

The largest single component of GPO's annual expenses is publishing work procured from the private sector. In FY 2017, the cost of this work totaled \$307.4 million, or about 37.4% of total expenses. The second largest component was personnel compensation and benefits. These totaled \$216.8 million, or about 26.4% of all expenses.

FY 2019 Appropriations Request

GPO is requesting a total of \$117,000,000 for FY 2019. This is \$68,000 less than the level of funding approved for FY 2018 by a vote of the full House and as recommended by the Senate Appropriations Committee, though \$727,009 more than the current CR (as of January 19, 2018). Through FY 2017, total GPO appropriations have declined by nearly 21% since FY 2010 and are currently at their lowest level since then.

GPO's continued transition to digital technologies and products has increased our productivity and reduced costs. Additionally, maintaining financial controls on our overhead costs, coupled with a buyout in FY 2015 that reduced GPO's workforce by 103 positions, has helped make this funding request possible. Finally, the utilization of the unexpended balances of prior year appropriations, which we are able to transfer to GPO's Business Operations Revolving Fund with the approval of the Appropriations Committees, has made it possible in recent years to hold the line on the level of new funding we request.

Total Appropriations to GPO FY 2010-2018 and FY 2019 Request

<u>Fiscal Year</u>	<u>Appropriations</u>
2010	\$ 147,461,000
2011	135,067,324
2012	126,200,000
2013	117,533,423
2014	119,300,000
2015	119,993,000
2016	117,068,000
2017	117,068,000
2018	116,272,991 (CR)
2019	117,000,000 (Requested)

Our FY 2019 request will enable us to:

- meet projected requirements for congressional publishing;
- fund the operation of the public information programs of the Superintendent of Documents; and
- develop information technology including IT cybersecurity measures that support congressional publishing and public information programs operations.

Congressional Publishing Appropriation We are requesting \$79,000,000 for this account, which is \$528,000 less than the level of funding approved for FY 2018 by a vote of the full House and as recommended by the Senate Appropriations Committee, and \$194,513 less than funding under the current CR (as of January 19, 2018).

Continuing requirements under this account for FY 2019 are funded at \$75,339,000, and are a reduction of 4.9% from the current level of funding under the continuing resolution. Our request for FY 2019 includes \$3.7 million in funding for the production of the 2018 Edition of the U.S. Code, which is carried out every 6 years in accordance with law.

Overall, the annual appropriations for Congressional Publishing have declined by more than 15% since FY 2010 as the result of our continuing transition to digital technology and products as well as actions taken in cooperation with the House of Representatives and the Senate to control congressional publishing costs. Unspent prior year balances from this account that have been transferred to GPO's Business Operations Revolving Fund are available for the purposes of this account.

**Congressional Publishing Appropriation
FY 2010-2018 and FY 2019 Request**

<u>Fiscal Year</u>	<u>Appropriation</u>
2010	\$93,768,000
2011	93,580,464
2012	90,700,000
2013	82,129,576
2014	79,736,000
2015	79,736,000
2016	79,736,000
2017 CR	79,736,000
2018	79,194,513 (CR)
2019	79,000,000 (Requested)

House Report 114-110, accompanying the Legislative Branch Appropriations bill for FY 2016, requires the presentation of budget requirements from a zero base. However, GPO has no control over the workload requirements of the Congressional Publishing Appropriation. These are determined by the legislative activities and requirements of the House of Representatives and the Senate as authorized by the applicable provisions of Title 44, U.S.C. GPO utilizes historical data incorporating other relevant factors to develop estimates of likely congressional publishing requirements. These requirements are used as the basis of the budget presentation for this account.

The estimated requirements for FY 2019 include a projected price level increase of \$2,038,000, primarily to cover employee pay increases equivalent with those paid Government-wide and price level increases. An increase of \$3,661,000 is required to publish the 2018 Edition of the U.S. Code. Offsetting this will be a \$2,343,000 decrease in program requirements attributable to anticipated volume decreases for business and committee calendars, the Congressional Record, and committee prints.

As shown on page D-3 of our budget justification for FY 2018, the unexpended balances of prior year appropriations that have been transferred to GPO's Business Operations Revolving Fund will be used to offset anticipated requirements for FY 2017, 2018, and 2019, so that appropriation requirements for those years can remain stable at each year. Compared to FY 2018, we project there will be a decrease of \$3,563,000 in the need for this funding. The balance of these funds is earmarked for GPO's critically important Composition System Replacement (CSR) project, involving the development of an XML-based composition system to replace our 30+ year-old Microcomp system used in the preparation of congressional documents for digital and print access, and other congressional information projects.

Public Information Programs of the Superintendent of Documents We are requesting \$32,000,000 for this account, which is \$2,500,000 more than the level of funding approved for FY 2018 by a vote of the full House and as recommended by the Senate Appropriations Committee, and \$2,700,335 more than funding under the current CR (as of January 19, 2018).

Under current funding as of January 19, 2018, this appropriation has declined by more than 28% since FY 2010, as the result of our continuing transition to digital technology and products which has made the increased dissemination of official Government information to the public less costly and more efficient. The requested amount is based on the outcome of using zero-based budgeting to determine the proper levels of funding needed to perform program activities at minimum levels, as directed by House Report 114-110.

**Public Information Programs of the
Superintendent of Documents Appropriation
FY 2010-2018 and FY 2019 Request**

<u>Fiscal Year</u>	<u>Appropriation</u>
2010	\$ 40,911,000
2011	39,831,178
2012	35,000,000
2013	31,437,000
2014	31,500,000
2015	31,500,000
2016	30,500,000
2017	30,422,020
2018	29,299,666 (CR)
2019	32,000,000 (Requested)

The funding we are requesting for FY 2019 will cover mandatory pay and related cost increases. We are requesting funding for 100 FTE's, an increase of 11 over FY 2018 at an estimated cost of approximately \$1 million, to provide additional support for locating and processing Federal information products for inclusion in the FDLP and the Cataloging and Indexing Program. In addition, we are requesting funding for copies of the U.S. Code for distribution to Federal depository libraries. Funding is also included for continued support of FDsys and **govinfo** costs.

As with our Congressional Publishing Appropriation, unspent balances of prior year appropriations that have been transferred to GPO's Business Operations Revolving Fund will be used to offset anticipated requirements for FY 2018 and FY 2019. These requirements include projects to continue transitioning GPO's Public Information Programs to an increasingly digital basis, including the modernization of legacy IT systems, automation of depository distribution, the replacement of GPO's Integrated Library System, bulk harvesting and content management, enhanced Web-based applications, and the development of metadata and parsers for the digitizing historical issues of publications such as the *Federal Register*. The use of these funds enables GPO to reduce its appropriations requirements while continuing to perform essential services and carry out digital transformation projects.

Business Operations Revolving Fund We are requesting \$6,000,000 for this account, to remain available until expended, for information technology projects and necessary facilities projects. This compares with \$7,832,000 that was appropriated for FY 2017, a reduction of 23%. Funding provided to this account represents an increase to working capital for specified projects. Since FY 2013, these projects have consistently included improvements to GPO's **govinfo**, which has moved out of beta and is now expanding public access to congressional and other Government information products in digital formats while decreasing the costs of distributing traditional print formats. Our request this year includes necessary expenses associated with enhancing the cybersecurity of GPO's IT systems.

**Appropriations to the Business Operations Revolving Fund
FY 2010-2018 and Requested for FY 2019**

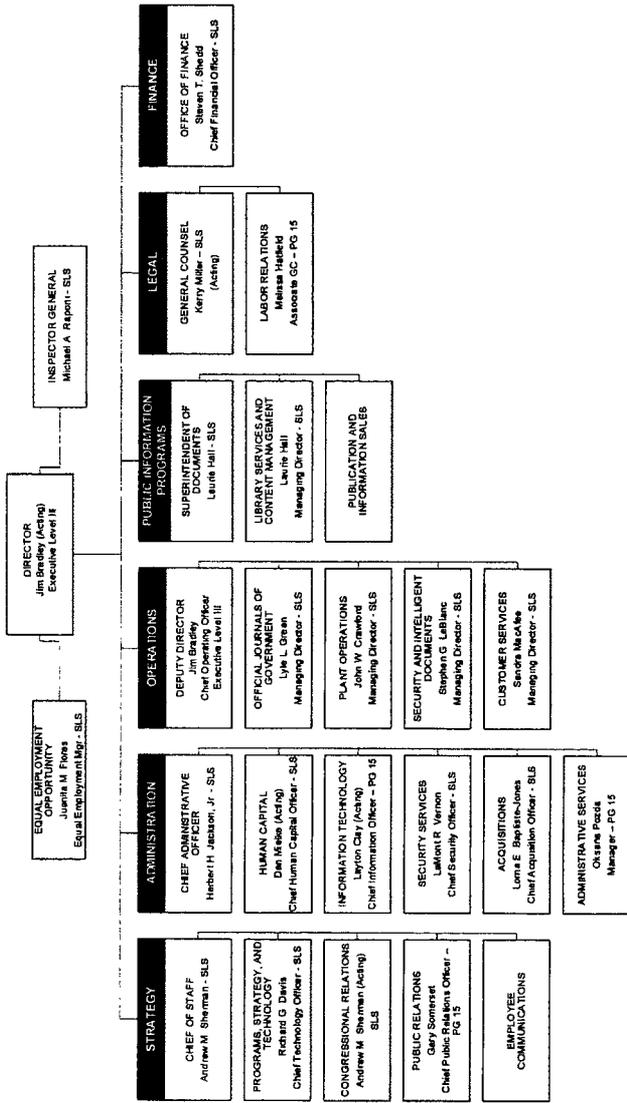
<u>Fiscal Year</u>	<u>Appropriation</u>
2010	\$12,782,000
2011	1,655,682
2012	500,000
2013	3,966,847
2014	8,064,000
2015	8,757,000
2016	6,832,000
2017	7,832,000
2018	7,778,813 (CR)
2019	6,000,000 (Requested)

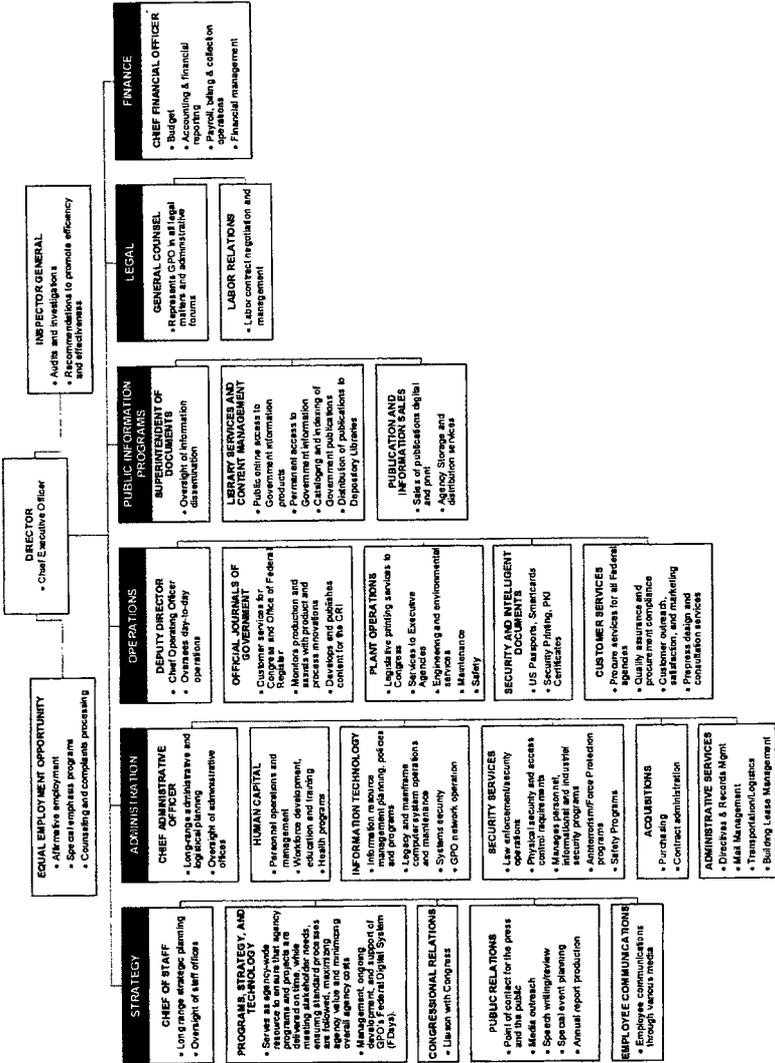
Govinfo Projects for FY 2019 - \$5,000,000

- **General System and Collection Development (\$3,800,000)** – Development of new govinfo features to support identified needs of key stakeholders, including developing new content collections, increasing content in existing collections, enhancing the accessibility of content, and increasing the discoverability of information.
- **Infrastructure (\$1,200,000)** – Infrastructure for the hardware, storage, and environments to manage system performance as **govinfo** content and usage continue to grow.

Cybersecurity Projects - \$1,000,000

- **Security Enhancements for Advanced Persistent Threat (\$1,000,000)** – The cybersecurity threat environment faced by Government agencies continues to change rapidly and presents substantive risks and dangers to organizations. The requested funding is planned to address that evolving threat environment by implementing enhanced IT security systems that are intended to reduce the risk of unauthorized data exfiltration, unauthorized access, unauthorized changes to data, and related impacts.





GPO STAFFING INFORMATION

As of December, 2017

Business Unit	1-8	9-12	13-15	SLS	Executive	Wage Grade	Total
Acquisitions	2	8	4	1	0	0	15
Administrative Services	10	2	4	0	0	0	16
Customer Services	28	83	40	1	0	0	152
Equal Employment Opportunity	0	3	4	1	0	0	8
Executive Offices	0	0	4	2	1	0	7
General Counsel	0	2	8	1	0	0	11
Human Capital	8	9	23	1	0	0	41
Information Technology	0	17	70	1	0	0	88
Inspector General	0	2	11	1	0	0	14
Library Services & Content Management	1	42	29	1	0	11	84
Office of Communications	0	4	7	0	0	0	11
Office of Finance	11	44	47	2	0	1	105
Official Journals of Government	3	13	15	1	0	71	103
Plant Operations	17	57	55	2	0	612	743
Programs, Strategy and Technology	0	2	15	1	0	0	18
Publication & Information Sales	29	19	8	0	0	5	61
Security Services	44	11	7	1	0	0	63
Security and Intelligent Documents	6	2	37	1	0	157	203
Grand Total	159	320	388	18	1	857	1,743

Note: This information outlines the number of employees within the agency's organizational structure. The breakout is by plan and grade range or salary equivalent of 1,743 employees, as of December 2018.

GPO's Senior Level Service (SLS) is similar to the Senior Executive Service.

GOVERNMENT PUBLISHING OFFICE
Summary of Appropriation Estimates
(Dollars in Thousands)

<u>Appropriation Title</u>	FY 2017 <u>Actual</u>	FY 2018 <u>CR</u>	FY 2019 <u>Request</u>	FY 2018/2019 <u>Net Change</u>
Congressional Publishing	\$ 79,736	\$ 79,195	\$ 79,000	\$ (195)
Superintendent of Documents				
Public Information Programs				
By Law Distribution	295	293	320	27
Cataloging and Indexing	8,555	8,497	9,280	783
Federal Depository Library	20,060	19,924	21,760	1,836
International Exchange	590	586	640	54
Total Appropriation	<u>29,500</u>	<u>29,300</u>	<u>32,000</u>	<u>2,700</u>
Business Operations Revolving Fund	<u>7,832</u>	<u>7,779</u>	<u>6,000</u>	<u>(1,779)</u>
Total Appropriations *	<u>\$ 117,068</u>	<u>\$ 116,273</u>	<u>\$ 117,000</u>	<u>\$ 727</u>

Note: A full-year 2018 appropriation was not enacted at the time these budget accounts were prepared; therefore, these accounts were operating under a continuing resolution (P.L. 115-56).

* May not add, due to rounding.

**GOVERNMENT PUBLISHING OFFICE
Staffing Summary – FTE's**

<u>Appropriation Title</u>	<u>FY 2017 Actual</u>	<u>FY 2018 CR</u>	<u>FY 2019 Request</u>	<u>2018/2019 Change</u>
Congressional Publishing	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Superintendent of Documents				
Public Information Programs				
By Law Distribution	1	1	1	
Cataloging and Indexing	21	24	29	5
Federal Depository Library	60	62	68	6
International Exchange	<u>2</u>	<u>2</u>	<u>2</u>	<u>-</u>
Total Appropriation	<u>84</u>	<u>89</u>	<u>100</u>	<u>11</u>
Business Operations Revolving Fund	<u>1,623</u>	<u>1,684</u>	<u>1,684</u>	<u>-</u>
Total Agency	<u>1,707</u>	<u>1,773</u>	<u>1,784</u>	<u>11</u>

**GOVERNMENT PUBLISHING OFFICE
CONGRESSIONAL PUBLISHING**
Including Transfer of Funds
Fiscal Year 2019

Proposed Appropriations Language:

For authorized publishing of congressional information and the distribution of congressional information in any format; publishing of Government publications authorized by law to be distributed to Members of Congress; and publishing, and distribution of Government publications authorized by law to be distributed without charge to the recipient, \$79,000,000, to remain available until expended: Provided, That this appropriation shall not be available for paper copies of the permanent edition of the Congressional Record for individual Representatives, Resident Commissioners or Delegates authorized under section 906 of title 44, United States Code: Provided further, That this appropriation shall be available for the payment of obligations incurred under the appropriations for similar purposes for preceding fiscal years: Provided further, That notwithstanding the 2-year limitation under section 718 of title 44, United States Code, none of the funds appropriated or made available under this Act or any other Act for printing and binding and related services provided to Congress under chapter 7 of title 44, United States Code, may be expended to print a document, report, or publication after the 27-month period beginning on the date that such document, report, or publication is authorized by Congress to be printed, unless Congress reauthorizes such printing in accordance with section 718 of title 44, United States Code: Provided further, That any unobligated or unexpended balances in this account or accounts for similar purposes for preceding fiscal years may be transferred to the Government Publishing Office Business Operations Revolving Fund for carrying out the purposes of this heading: Provided further, That notwithstanding sections 901, 902, and 906 of title 44, United States Code, this appropriation may be used to prepare indexes to the Congressional Record on only a monthly and session basis. Note. — A full-year 2018 appropriation for this account was not enacted at the time the budget was prepared; therefore, the budget assumes this account is operating under the Continuing Appropriations Act, 2018 (Division D of P.L. 115-56 as amended). The amounts included for 2018 reflect the annualized level provided by the continuing resolution.

Base Budget Review:

Description of Program

The estimates for Congressional Publishing are to provide funds to pay for the cost of publishing required for the use of Congress, and for publishing and distribution of Government publications authorized by law to be distributed without charge to the recipient.

Explanations of Changes

The appropriation requested for FY 2019 is \$79,000,000. A total of \$80,532,000 is required to cover congressional publishing requirements for FY 2019, but transfers of unexpended prior year appropriations to the Government Publishing Office Business Operations Revolving Fund of \$1,532,000 will be utilized to offset part of the requirement. For FY 2018, a total of \$77,179,000 is estimated to be required to cover congressional publishing requirements by the appropriation of \$79,195,000. The transfer of the unexpended balance of the FY 2013 Congressional Publishing Appropriation to the Business Operations Revolving Fund may be requested in FY 2019, as authorized in the annual appropriations language.

A. Congressional Record Program. The proceedings of the Senate and House of Representatives are printed in the *Congressional Record*, and also published in digital format to GPO's Federal Digital System (FDsys) and **govinfo** (beta). Approximately 2,048 copies are printed daily. About 1,606 copies are charged to the Congressional Publishing Appropriation, including about 571 copies distributed without charge to recipients designated by Senators. The copies that are not charged to the Congressional Publishing Appropriation are delivered and charged to Government departments on requisitions, and to the Superintendent of Documents for sale to subscribers. Online access to a digital *Congressional Record* database

was initiated in 1994 pursuant to the authorization in chapter 41 of title 44, U.S.C. After the close of each session, the daily proceedings are consolidated, indexed, and posted on FDsys/[govinfo](https://www.govinfo.gov). About 233 sets are printed as the permanent bound edition of the *Record*. About 102 of these sets are for Congressional use and charged to the Congressional Publishing Appropriation. The remaining 131 sets are for public sale, charged to departments on requisition, or distributed to regional Federal depository libraries. An estimated 19,700 pages will be required in FY 2019 and the cost will be approximately \$21,753,000.

B. Miscellaneous Publications. This item includes publications such as the *Congressional Directory*, Senate and House Journals, memorial addresses of Members, serial sets, and publications not carrying a document or report number, such as laws, treaties, and similar publications. An estimated \$3,376,000 will be required in FY 2019 for approximately 22,700 pages.

C. Miscellaneous Publishing and Services. This item includes letterheads, envelopes, blank paper, miscellaneous services, blank forms, composition and content management, COOP-related expenses for the support of Congress, and binding for both Houses of Congress. The estimate for FY 2019 is \$18,839,000 for about 50.6 million units.

D. Details to Congress. This item includes the cost for GPO employees detailed to Congress. The estimated cost for FY 2019 is \$4,452,000 for 74,200 hours.

E. Document Envelopes and Document Franks. Document envelopes are furnished to Senators and Representatives for the mailing of speeches and documents. Document franks are printed individually or in sheets with perforations and are furnished to Members of Congress for mailing documents. An estimated \$571,000 will be needed in FY 2019 for approximately 3.7 million envelopes, at a cost of \$542,000, and .2 million document franks, at a cost of \$29,000.

F. Business and Committee Calendars. This heading covers the publishing of all House and Senate business and committee calendars, which list the actions on pending and completed legislation. An estimated \$2,696,000 will be required in FY 2019 for approximately 20,600 pages.

G. Bills, Resolutions, and Amendments. This heading covers the publishing of bills, resolutions, and amendments in all forms, including the prints as introduced, referred, reported, and finally passed. The estimate for FY 2019 is \$4,150,000 for approximately 125,300 pages.

H. Committee Reports. This item covers published reports of congressional committees on pending legislation that carry a congressional number. An estimated \$2,554,000 will be needed for about 28,300 pages in FY 2019.

I. Documents. This heading includes all classes of Senate and House documents ordered published by Congress that carry a congressional number, such as annual reports, engineers' reports, special reports made by Government departments in response to resolutions, supplemental and deficiency estimates of appropriations, etc. The estimate for FY 2019 is \$871,000 for about 12,000 pages.

J. Hearings. This item covers all hearings before House and Senate committees. The estimate for FY 2019 is \$16,770,000 for approximately 240,500 pages.

K. Committee Prints. This item includes publications for the internal use of committees on pending legislation. The estimate for FY 2019 is \$839,000 for 22,500 pages.

L. United States Code. The 2018 edition of the United States Code and supplements contains the general and permanent laws of the United States. It is prepared and published every 6 years under authority of Title 2, U.S. Code, Section 285b by the Office of the Law Revision Counsel of the House of Representatives. An estimated 58,747 pages will be required and the cost will be approximately \$3,661,000.

GOVERNMENT PUBLISHING OFFICE
CONGRESSIONAL PUBLISHING APPROPRIATION
 Base Budget Review (Detail by Activity)
 (Dollars in Thousands)

Category	2017 Actual ¹	2018 CR	2019 Estimate	Change
A. Congressional Record Publications:				
Daily Record:				
Content Development ²	\$ 11,302	\$ 12,367	\$ 11,992	\$ (375)
Printing.....	5,567	6,091	5,907	(184)
Subtotal.....	<u>16,869</u>	<u>18,458</u>	<u>17,899</u>	<u>(559)</u>
Record Index.....	2,021	2,021	2,079	58
Record Indexers.....	1,705	1,714	1,775	61
Subtotal.....	<u>20,595</u>	<u>22,193</u>	<u>21,753</u>	<u>(440)</u>
B. Miscellaneous Publications.....	4,105	3,267	3,376	109
C. Miscellaneous Publishing and Services.....	19,035	18,311	18,839	527
D. Details to Congress.....	4,452	4,452	4,452	0
E. Document Envelopes and Franks.....	583	569	571	2
F. Business and Committee Calendars.....	2,748	3,765	2,696	(1,069)
G. Bills, Resolutions, and Amendments.....	3,699	3,828	4,150	323
H. Committee Reports.....	3,114	2,220	2,554	334
I. Documents.....	1,849	868	871	3
J. Hearings.....	19,771	16,687	16,770	83
K. Committee Prints.....	1,268	1,018	839	(179)
L. U. S. Code.....	<u>0</u>	<u>0</u>	<u>3,661</u>	<u>3,661</u>
Total Obligations.....	81,218	77,179	80,532	3,353
Surplus/(Shortfall).....	(1,482)	2,016	(1,532)	(3,548)
Appropriation.....	<u>\$ 79,736</u>	<u>\$ 79,195</u>	<u>\$ 79,000</u>	<u>\$ (195)</u>

Note: The unexpended balances of prior year appropriations that have been transferred to GPO's Business Operations Revolving Fund will be used to offset anticipated requirements for FY 2017 through FY 2019. The balance of transferred funds is earmarked for GPO's critically important Composition System Replacement (CSR) project, involving the development of an XML-based composition system to replace GPO's 30+ year-old Microcomp system used in the preparation of congressional documents for publishing (digital and print); and other congressional projects.

¹ Comprising actual year-to-date expenditures and estimated unliquidated obligations.

² Includes GPO Fdsys/govinfo publishing.

GOVERNMENT PUBLISHING OFFICE
CONGRESSIONAL PUBLISHING APPROPRIATION
 Analysis Of Change FY 2018 to FY 2019

CALCULATION OF BASE	
FTE	AMOUNT (000)
Base, 2018	\$79,195
2019 REQUEST	
I. Adjustments To Base	
A. Price Level Changes	2,038
1. Daily Congressional Record:	
1a. Content Development	336
1b. Printing	<u>165</u>
Subtotal	501
2. Congressional Record Index	58
3. Congressional Record Indexers	61
4. Miscellaneous Publications	94
5. Miscellaneous Publishing and Services	527
6. Details to Congress	0
7. Document Envelopes and Franks	16
8. Business and Committee Calendars	75
9. Bills, Resolutions, and Amendments	116
10. Committee Reports	72
11. Documents	24
12. Hearings	469
13. Committee Prints	23

**GOVERNMENT PUBLISHING OFFICE
CONGRESSIONAL PUBLISHING APPROPRIATION
Analysis Of Change FY 2018 to FY 2019**

CALCULATION OF BASE	
FTE	AMOUNT (000)
B. Program Type Changes	(\$2,232)
1. Activity	1,316
a. Daily Congressional Record:	
1. Content Development	(710)
2. Printing	<u>(350)</u>
Subtotal	(1,060)
3. Congressional Record Index	0
b. Miscellaneous Publications	14
c. Miscellaneous Publishing and Services	0
d. Details to Congress	0
e. Document Envelopes and Franks	(14)
f. Business and Committee Calendars	(1,145)
g. Bills, Resolutions, and Amendments	207
h. Committee Reports	263
i. Documents	(21)
j. Hearings	(386)
k. Committee Prints	(203)
l. U.S. Code	3,661
2. Estimated Change - in Surplus/(Shortfall)	(3,548)
II. Net Change	(195)
III. Appropriation 2019	\$79,000

GOVERNMENT PUBLISHING OFFICE
CONGRESSIONAL PUBLISHING APPROPRIATION
 Explanation of Changes

	FTE	Amount (000)
A. PRICE LEVEL CHANGES		
The average 2.6% increase is due to increase in printing cost rates.	-	\$2,038
B. PROGRAM TYPE CHANGES		
1. Activity (Volume)	-	1,316
a. Congressional Record Publications:		
1. Daily Record This -5.7 percent decrease is computed based on historical data.		(1,060)
2. Congressional Record Index No change anticipated based on historical data		0
b. Miscellaneous Publications This 0.4 percent increase is computed based on historical data.		14
c. Miscellaneous Publishing and Services No change anticipated based on historical data		0
d. Details to Congress No change anticipated based on historical data	-	0
e. Document Envelopes and Franks This 2.5 percent decrease is computed based on historical data.		(14)
f. Business and Committee Calendars This 30.4 percent decrease is computed based on historical data associated with Congressional terms.		(1,145)
g. Bills, Resolutions, and Amendments This 5.4 percent increase is computed based on historical data.		207
h. Committee Reports This 11.9 percent increase is computed based on historical data.		263
i. Documents This 2.4 percent decrease is computed based on historical data.		(21)
j. Hearings This 2.3 percent decrease is computed based on historical data.		(386)
k. Committee Prints This 19.9 percent decrease is computed based on historical data.		(203)
l. U.S. Code This Increase is based on update that occurs every 6 years and is based on historical data		3,661
2. Estimated Change - in Surplus/(Shortfall)	-	(\$3,548)

**GOVERNMENT PUBLISHING OFFICE
CONGRESSIONAL PUBLISHING APPROPRIATION**

By Object Class
(In thousands)

OMB Object Class	2017 Actual	2018 CR	2019 Estimate	Change
24 Printing & Reproduction	\$79,736	\$79,195	\$79,000	(\$195)

**GOVERNMENT PUBLISHING OFFICE
CONGRESSIONAL PUBLISHING APPROPRIATION**

Analysis of Change to Budget Base
(In thousands)

OMB Object Class	Price Level Changes	Program Type Changes	Total Changes
24 Printing & Reproduction	\$2,038	(\$2,233)	(\$195)

GOVERNMENT PUBLISHING OFFICE
CONGRESSIONAL PUBLISHING APPROPRIATION
 Estimated Cost Per Unit by Category¹

Category	Unit ²	2017	2018	2019
A. Congressional Record Publishing:				
Daily Record:				
Content Development.....	Page.....	\$592	\$592	\$609
Printing.....	Page.....	<u>291</u>	<u>291</u>	<u>300</u>
Subtotal.....	Page.....	883	883	909
Record Index.....	Page.....	421	421	433
Record Indexers.....	Hours.....	95	95	98
B. Miscellaneous Publications.....	Page.....	145	145	149
C. Miscellaneous Publishing and Services	1,000 items....	362	362	372
D. Details to Congress.....	Hours.....	60	60	60
E. Document Envelopes and Franks.....	1,000 items....	142	142	146
F. Business and Committee Calendars.....	Page.....	127	127	131
G. Bills, Resolutions, and Amendments....	Page.....	32	32	33
H. Committee Reports.....	Page.....	88	88	90
I. Documents.....	Page.....	71	71	73
J. Hearings.....	Page.....	68	68	70
K. Committee Prints.....	Page.....	36	36	37
L. U.S. Code.....	Page.....	0	0	62

¹ Unit costs are established based on projected workload volumes and costs. Unit costs may require adjustment if actual workload demands differ substantially from projections. GPO does not control actual workload volumes, which are driven by customer requirements. Volume variances may result in actual unit costs that differ from these estimates, due to fixed costs which do not vary directly in proportion to workload.

² The unit cost per page is the number of original pages, and the cost includes all Congressional copies of each category of work. The per page cost for content development for the Daily Congressional Record includes all composition (including file up-date and maintenance for the permanent edition) and prepress costs per original page. The cost for printing includes binding and mailing all of the copies charged to Congress. The rider rate for printing additional copies is 1.5 cents per copy page.

GOVERNMENT PUBLISHING OFFICE
CONGRESSIONAL PUBLISHING APPROPRIATION
 Volume¹ Increase/(Decrease)

Category	Unit	2017		2018		2019	
		Total	Increase/(Decrease) Quantity Percent	Total	Increase/(Decrease) Quantity Percent	Total	Increase/(Decrease) Quantity Percent
A. Congressional Record Publishing:							
Daily Record:							
Content Development.....	Page.....	19,100	1,800 9.4	20,900	(1,200) (5.7)	19,700	(1,200) (5.7)
Printing.....	Page.....	19,100	1,800 9.4	20,900	(1,200) (5.7)	19,700	(1,200) (5.7)
Record Index.....	Page.....	4,800	0 0.0	4,800	0 0.0	4,800	0 0.0
Record Indexers.....	Hours.....	18,000	100 0.6	18,100	0 0.0	18,100	0 0.0
Miscellaneous Publications.....	Page.....	28,400	(5,800) (20.4)	22,600	100 0.4	22,700	100 0.4
Miscellaneous Publishing and Services.....	1,000 items.....	52,600	(2,000) (3.8)	50,600	0 0.0	50,600	0 0.0
Details to Congress.....	Hours.....	74,200	0 0.0	74,200	0 0.0	74,200	0 0.0
Document Envelopes and Franks.....	1,000 items.....	4,100	(100) (2.4)	4,000	(100) (2.5)	3,900	(100) (2.5)
Calendars.....	Page.....	21,600	8,000 37.0	29,600	(9,000) (30.4)	20,600	(9,000) (30.4)
Bills, Resolutions, and Amendments.....	Page.....	114,900	4,000 3.5	118,900	6,400 5.4	125,300	6,400 5.4
Committee Reports.....	Page.....	35,500	(10,200) (28.7)	25,300	3,000 11.9	28,300	3,000 11.9
Documents.....	Page.....	26,200	(13,900) (53.1)	12,300	(300) (2.4)	12,000	(300) (2.4)
Hearings.....	Page.....	291,700	(45,500) (15.6)	246,200	(5,700) (2.3)	240,500	(5,700) (2.3)
Committee Prints.....	Page.....	35,000	(6,900) (19.7)	28,100	(5,600) (19.9)	22,500	(5,600) (19.9)
U.S. Code.....	Page.....	0	0 0.0	0	58,747 0.0	58,747	58,747 0.0

¹ Volume is an estimate of anticipated requirements.

**GOVERNMENT PUBLISHING OFFICE
CONGRESSIONAL BILLINGS FOR COMMITTEES BY CATEGORY
During FY 2017**

House Committees	Daily Cons. Rec.	Record Index	Record Indexes	Misc. Pubs.	Misc. P&S	Details	Doc Env.	Doc Frank.	Calendars	Bills	Reports	Documents	Hearings	Committee Prints	TOTALS
U.S. House of Representatives	9,688,195	1,266,292	28,331	1,436,247	154,320			2,471	1,774,943	167,759	12,596	140	80	32	4,736,809
Clerk of the House						27,480	365,573	48,717							420,689
House Members					5,984										
H. Agriculture			75	65,699	87,360				10,076				135,655	8,725	307,590
H. Appropriations			1,372	42,005									2,931,726	312,634	3,287,737
H. Armed Services			75	4,146	69,360								428,771	250	502,802
H. Financial Services			75	88,439									389,177	2,389	460,080
H. Education and the Workforce			75	4,597	109,000	2,409							407,142	154	523,377
H. Foreign Affairs			75	1,487									504,487		506,049
H. Oversight & Government Reform			75	8,836	45,480								839,019	100	893,510
H. House Administration			300	50,376									160,372		151,048
H. Natural Resources			75	20,323	95,180								134,420	893	250,981
H. Energy and Commerce			75	79,894	151,440								693,948	22,041	947,998
H. Judiciary			75	4,993									144,540	23,831	173,439
H. Energy Independence				84											84
H. Transportation & Infrastructure			11,060	4,229	94,920								229,460	1,278	340,987
H. Rules			75	1,541									10,450	75,603	87,749
H. Science, Space & Technology			75	48,906									803,394	126	852,501
H. Veterans Affairs			75	8,172	41,760								149,855	147	199,809
H. Ways and Means			660	4,214									909,440		914,314
H. Small Business				85	103,980								177,713		261,778
H. Commission on Security & Cooperation in Europe				1,805	88,220								31,541		101,666
H. Ethics			59,755	9,096											65,951
H. Office of the Chief Administrative Officer			40,518	102,324											165,784
H. Commission on Congressional Mailing Standards				4,668							50	22,892			4,668
H. Budget			75	5,008									52,710		57,718
H. Legislative Counsel				0	373,200										373,200
H. Homeland Security			75	1,351	114,360								160,482	24,870	301,138
H. Permanent Select Committee on Intelligence			75	8,437											8,512
H. US-China Economic and Security Review Commission			7,212	21,601								50,959			79,772
H. Select Committee on Benghazi				991									1,071,850	102,140	1,174,991
Total House	9,688,195	1,266,292	0	410,458	4,692,996	1,536,060	988,387	51,188	1,785,019	167,759	12,646	73,991	10,286,032	575,213	30,915,030

GOVERNMENT PUBLISHING OFFICE
CONGRESSIONAL BILLINGS FOR COMMITTEES BY CATEGORY
 During FY 2017

Senate Committee	Daily Comp. Rec.	Record Index	Record Indexes	Misc. Pubs.	Misc. P&S	Details	Doc. Env.	Doc. Franks	Calendars	Bills	Reports	Documents	Hearings	Prints	TOTALS
U. S. Senate	5,546,321	741,457		11,055	1,366,105				1,398,320	663,935	21,024				8,746,217
Secretary of the Senate				316,970	1,266,036	411,818						7,859		100	2,034,763
Senate Members				19,515	2,164,546										2,204,061
S. Sec - Sergeant at Arms				1,040,937											1,040,937
S. Agriculture, Nutrition & Forestry					4,488	93,960							125		98,563
S. Appropriations				65	22,979	27,360							329,735	19,561	399,700
S. Armed Services					11,374	118,620							337,813		467,807
S. Banking, Housing & Urban Affairs					6,683	458,979							176,924	1,008	646,564
S. Commerce, Science & Transportation					29,846	126,080							263,625		419,551
S. Finance				380	3,218	172,360							166,582	122	342,692
S. Foreign Relations					7,674	227,040							132,223	20,172	387,109
S. Homeland Security & Governmental Affairs					9,843	113,080							176,924		297,847
S. Energy and Natural Resources					9,429	90,720							541,862	4,097	646,108
S. Judiciary					47,411	97,980			14,223				666,538	20,654	846,908
S. Health, Education, Labor & Pensions					8,275	111,120							242,556	361,951	514,627
S. Environment & Public Works					29,988	197,840							1,032,355	748	1,261,031
S. Rules & Administration				7,119	10,055								700	1,089	18,963
S. Democratic Policy					7,360										7,360
S. Republican Policy					14,188										14,188
S. Small Business & Entrepreneurship					2,104								139,122		141,226
S. Special Committee on Aging					5,653								48,465		54,118
S. Select Committee on Ethics					6,794										6,794
S. Veterans Affairs					4,226	126,210							93,275		223,711
S. Legislative Counsel					10,648	344,000									354,648
S. Sergeant at Arms				133,226	262,955										396,181
S. Budget					3,183								57,460	23,600	84,243
S. Legal Counsel					2,808										2,808
S. Select Committee on Intelligence					6,396								13,537	2,627	22,560
S. Indian Affairs					14,113	106,140									120,253
Total Senate	5,546,321	741,457	0	488,340	6,431,355	2,823,427	0	0	1,412,543	663,935	21,024	7,859	5,157,621	118,123	23,412,005

**GOVERNMENT PUBLISHING OFFICE
CONGRESSIONAL BILLINGS FOR COMMITTEES BY CATEGORY
During FY 2017**

	Daily Copy Rec.	Record Index	Record Indexes	Misc Pubs.	Misc P&S	Details	Doc Env.	Doc Franks	Calendars	Bills	Reports	Documents	Hearings	Prints	TOTALS
Joint Committees															
Joint Committee On Printing				1,339	0									1,008	2,347
Joint Economic Committee				1,066	5,309								29,169		35,544
Joint Committee on Taxation				465	5,807										6,272
Joint Committee on Inaugural Ceremonies				27,267	1,431,332										1,458,599
Total Joint Committees	0	0	0	30,137	1,442,448	0	0	0	0	0	0	0	29,169	1,008	1,502,782
Miscellaneous															
Bylaw						167,640				3,315,124	2,317,915	1,186,671		4,439	18,736,592
Architect of the Capitol	661,579		1,719,898	1,701,269	7,662,037										0
Cong-Exec Commission on China				75	2,018	33,540							12,474	9,791	57,898
Senate Caucus On International Narcotics Control	661,579	0	1,719,898	1,701,364	7,665,461	201,180	0	0	0	3,315,124	2,317,915	1,186,671	12,474	14,530	18,795,916
Total Miscellaneous	15,896,889	2,007,749	1,719,898	2,630,299	20,232,280	4,560,867	366,387	51,188	3,197,562	4,146,818	2,351,565	1,268,521	15,485,295	708,574	74,625,713
TOTALS															

DETAILS TO CONGRESS AS OF SEPTEMBER 30, 2016 AND 2017

SENATE COMMITTEES

	<u>2016</u>	<u>2017</u>
Aging.....	0	1
Agriculture, Nutrition, and Forestry.....	1	1
Appropriations.....	3	3
Armed Services.....	1	1
Banking, Housing, and Urban Affairs.....	2	2
Commerce, Science, and Transportation.....	1	1
Energy and Natural Resources.....	1	1
Environment & Public Works.....	2	2
Finance.....	2	2
Foreign Relations.....	2	2
Health, Education, Labor, & Pensions.....	1	1
Homeland Security and Governmental Affairs.....	1	1
Indian Affairs.....	1	1
Judiciary.....	1	1
Veterans' Affairs.....	1	1
Total Senate Committees.....	<u>20</u>	<u>21</u>

HOUSE COMMITTEES

Agriculture.....	1	1
Armed Services.....	1	1
Education and the Workforce.....	1	1
Energy and Commerce.....	2	2
Homeland Security.....	1	1
Natural Resources.....	1	1
Oversight and Government Reform.....	1	1
Small Business.....	1	1
Transportation and Infrastructure.....	1	1
Veterans' Affairs.....	1	1
Total House Committees.....	<u>11</u>	<u>11</u>

MISCELLANEOUS

Commission on Security and Cooperation in Europe.....	1	1
Congressional Service Center (CRS).....	1	1
House Enrolling Clerk.....	1	0
House Legislative Counsel.....	4	4
House Parliamentarian.....	1	1
Senate Docutech Room.....	1	1
Senate Enrolling Clerk.....	1	1
Senate Legislative Counsel.....	3	3
Senate Official Reporters.....	1	1
Senate Service Department.....	1	1
House Law Revision.....	1	1
Total Miscellaneous.....	<u>16</u>	<u>15</u>

SUMMARY

Senate Committees.....	20	21
House Committees.....	11	11
Miscellaneous.....	<u>16</u>	<u>15</u>
	47	47

GOVERNMENT PUBLISHING OFFICE
PUBLIC INFORMATION PROGRAMS OF THE SUPERINTENDENT OF DOCUMENTS
SALARIES AND EXPENSES
Including Transfer of Funds
Fiscal Year 2019

Proposed Appropriation Language:

For expenses of the public information programs of the Superintendent of Documents necessary to provide for the cataloging and indexing of Government publications and their distribution to the public, Members of Congress, other Government agencies, and designated depository and international exchange libraries as authorized by law, \$32,000,000, to remain available until expended: Provided, That amounts of not more than \$2,000,000 from current year appropriations are authorized for producing and disseminating Congressional serial sets and other related publications for fiscal years 2017 and 2018 to depository and other designated libraries: Provided further, That any unobligated or unexpended balances in this account or accounts for similar purposes for preceding fiscal years may be transferred to the Government Publishing Office Business Operations Revolving Fund for carrying out the purposes of this heading. Note. — A full-year 2018 appropriation for this account was not enacted at the time the budget was prepared; therefore, the budget assumes this account is operating under the Continuing Appropriations Act, 2018 (Division D of P.L. 115-56, as amended). The amounts included for 2018 reflect the annualized level provided by the continuing resolution.

Base Budget Review:

Description of Programs

The Public Information Programs of the Superintendent of Documents Salaries and Expenses Appropriation administers: (1) the Federal Depository Library Program (FDLP); (2) the cataloging and indexing of Government publications; (3) the distribution of certain Government publications to Members of Congress and other Government agencies, as designated by law; and (4) the distribution of Government publications in the International Exchange Service.

A total of \$32,000,000 is requested for this appropriation for FY 2019. The request for FY 2019 includes funding for 100 full-time equivalents (FTE's) and reflects an increase of \$2,700,000 from FY 2018, primarily to cover the cost of publishing the U.S. Code which is revised every six years. Additional FTE's are required to handle significant increases in program activities dealing with historic document digitization and collection management, web harvesting, inventory, cataloging, and preservation of tangible collections in FDLP libraries.

By Law Distribution Program

In FY 2019, the requested amount is \$320,000 for the By Law Distribution Program. Under various provisions of Title 44, U.S.C., GPO distributes certain tangible publications to recipients designated by law. Two or more copies of every publication printed by GPO are provided to Library of Congress (LOC), even if the publication is not distributed to the Federal depository libraries. In addition, the National Archives and Records Administration (NARA) receives up to three copies of printed publications. GPO also maintains mailing lists of specific publications that are designated to be distributed by law and provides copies of publications to foreign legations as directed by the State Department.

Cataloging and Indexing Program

For FY 2019, the requested amount is \$9,280,000 to administer the Cataloging and Indexing Program. Under the requirements of sections 1710 and 1711 of Title 44, U.S.C., GPO is charged with creating access to all Federal Government publications that are not confidential

in nature via catalogs and indexes. The principal tool to do that is the Web-based Catalog of U.S. Government Publications (CGP) (<https://catalog.gpo.gov>) that has over 907,000 records identifying and providing access to tangible and digital Federal Government publications. In FY 2017, there were 33,169,429 successful searches of the CGP, and 21,825 new records for tangible and online titles were added to the catalog. GPO's goals for the CGP are to expand this catalog to be a comprehensive title listing of all public Federal Government publications, both historic and electronic, and increase the visibility and use of Government information products. In FY 2019, work continues to modernize the software platform for the CGP and provide new methods to increase access to U.S. Government information using prior year funds. In FY 2019, focus will be to develop an outreach program to agencies to ensure that digital only materials are included in the FDLP and harvesting of agency web content will be increased.

A major undertaking of the program is the National Bibliographic Records Inventory Initiative (NBRII). The initiative comprises various multi-year projects to bring fugitive material and historic publications under bibliographic control and to make those records available through the CGP. In FY 2017, LSCM continued to work on multiple NBRII tasks including the transcription of the historic shelf list with over 63% of the work complete. Working with cataloging library partners, over 3,191 titles were identified and cataloged. As part of that effort, LSCM completed work on cataloging 2,063 tangible and 3,128 digital versions of a long running USGS series in partnership with two depository libraries in Colorado. In FY 2017, a project to catalog 15,222 historic hearings titles was completed. Prior years transfer funds will be used to fund on-going historic cataloging efforts in FY 2019.

Federal Depository Library Program

In FY 2019, the requested amount is \$21,760,000 for the administration of the Federal Depository Program. As authorized by chapter 19 of Title 44, U.S.C., the mission of the FDLP is to disseminate information products from all three branches of the Federal Government to 1,140 libraries nationwide designated as Federal depository libraries, directly by law or as depositories designated by their Representatives and Senators. Federal depository libraries maintain and provide free access to Federal Government information products to the public. Providing free online access to Government publications is established under the authority of chapter 41 of Title 44, U.S.C., via GPO's Federal Digital System (FDsys) and its successor system **govinfo** (www.govinfo.gov).

In FY 2017, approximately 4,195 tangible titles consisting of 921,828 copies were distributed to Federal depository libraries. In keeping with the direction of the Legislative Appropriations Act for FY 1996, GPO has transitioned the FDLP to a predominantly digital electronic program. The total number of Federal Government information titles available to the public online via **govinfo** continues to increase with over one million searchable documents. The costs of the program are related to identifying, acquiring, cataloging, linking to, authenticating, modernizing, and providing permanent public access to digital Government information. In FY 2019, the SuDocs organization will continue to spend prior year re-programmed funds of \$2,785,000 which are being used for general development of the system and continual ingest of new and historic content in addition to on-going maintenance and support for **govinfo** and digital repository infrastructure assessment.

In FY 2019, prior year funds will also be used on projects that support the libraries and the administration of the Federal Depository Library Program. Projects include the implementation of the Regional Library discard policy, migration of legacy applications, systems maintenance and security enhancements, the continued implementation of a new Customer Relations Management service to respond to stakeholders information requests, education, training and outreach activities to support libraries in the FDLP, services to support the preservation of historic documents in library collections and program and service assessment

International Exchange Service

For FY 2019, the requested amount is \$640,000 to administer the International Exchange Service. As authorized by Section 1719 of Title 44, U.S.C., and pursuant to an international treaty establishing the exchange of official publications, GPO distributes U.S. Government publications in microfiche, print and tangible electronic formats to foreign governments. In exchange, those foreign governments agree to send their similar government publications to the United States for deposit at the Library of Congress (LOC). LOC designates which publications are to be distributed abroad and GPO performs the actual distribution. In FY 2017, a total of 105,732 copies and 1,438 boxes of materials were sent to International Exchange Service partners.

**GOVERNMENT PUBLISHING OFFICE
PUBLIC INFORMATION PROGRAMS
SUPERINTENDENT OF DOCUMENTS
SALARIES AND EXPENSES**
Analysis of Change 2018 to 2019
(Dollars in Thousands)

	2019 Agency Request	
	FTE	Amount
FY 2018	89	\$ 29,300
FY 2019		
Mandatory Pay and Related Costs		
Annualization of pay for FY 2018		164
Pay raise for FY 2019		51
Within-grade increases for FY 2019		83
Increase of 1 work day in FY 2019	-	33
Total Mandatory Pay and Related Costs	-	331
Total Price Level Changes	-	76
Program/Project/Activity Increases/Decreases for FY 2019		
Increase to 100 FTEs Salary and Benefits	11	1,000
Decrease in Printing Expenses due to digitization		(707)
Printing of the U.S. Code	-	2,000
Total Program/Project/Activity Increases (Decreases) for FY 2019	-	2,293
Total Net Change	-	2,700
Total 2019 Appropriation	100	\$ 32,000

**GOVERNMENT PUBLISHING OFFICE
PUBLIC INFORMATION PROGRAMS
SUPERINTENDENT OF DOCUMENTS
Salaries and Expenses Summary
(Dollars in Thousands)**

	FY 2017 Actual (1)	FY 2018 P.L. 115-56 CR (2)	FY 2019 Requested (3)	FY 2018/2019 Net Change	
<u>Summary by Program</u>					
By Law Distribution	\$ 295	\$ 293	\$ 320	\$ 27	(4)
Cataloging and Indexing	8,555	8,497	9,280	783	(4)
Federal Depository Library	20,060	19,924	21,760	1,836	(4)
International Exchange	590	586	640	54	(4)
Total Appropriation	\$ 29,500	\$ 29,300	\$ 32,000	\$ 2,700	
<u>Summary by OMB Object Class</u>					
11 Personnel Compensation	\$ 8,204	\$ 8,693	\$ 9,784	\$ 1,091	(5)
12 Personnel Benefits	2,575	2,695	2,935	240	(6)
21 Travel	170	70	71	1	(7)
22 Transportation of Things	538	701	716	15	(7)
23 Rents Communications and Utilities	77	124	127	3	(7)
24 Printing and Reproduction	7,520	6,800	8,093	1,293	(8)
25 Other Services	10,204	10,000	10,053	53	(9)
26 Supplies and Materials	212	217	221	4	(7)
Total Appropriation	\$ 29,500	\$ 29,300	\$ 32,000	\$ 2,700	

- (1) Actual and obligated expenditures against the 2017 S&E Appropriation through 09/30/17 (Consolidated Appropriations Act, 2017 P.L. 115-31). The agency also transferred \$3,397,000 to cover projects related to digitization.
- (2) FY 2018 approved and obligated funding (Continuing Appropriations Act, 2017, P.L. 115-56, as amended). The amount requested for FY 2018 was \$29,000,000.
- (3) Requested amount is based on FY 2018 funding levels with mandatory increases for salary and all non-salary categories. Personnel compensation was calculated based on staffing needs, inflation and appropriate work days for the year. The agency is utilizing prior year transfer funds to cover projects that support the transition from traditional printed material to digitized information to align with the Agency goal to provide greater access to Government information to the public. The use of these funds for continued activities has reduced the request for contractual services in FY 2018 and FY 2019.
- (4) Amount reflects mandatory increases for personnel and price level increases with a reduced request for Other Services for Cataloging and Indexing and FDsys projects that are to be funded through prior-years transfer funds.
- (5) Amount reflects the funding of merit and within grade and mandatory pay increases for 100 FTEs
- (6) Reflects anticipated benefit expenditures based on 30% of Personnel Compensation figure.
- (7) Reflects price level increase due to inflation.
- (8) Due to the transition from traditional printing to digital information, printing reductions off-setting cost increases. \$2 million is being requested for publishing the U.S. Code.
- (9) Includes Workers' Compensation, Shared Services, overhead, depreciation on equipment and contractual services. Inflation has been applied to all categories. Contractual services remain flat due to on-going activities funded through prior year transfer funds.

**GOVERNMENT PUBLISHING OFFICE
BUSINESS OPERATIONS
REVOLVING FUND
Fiscal Year 2019**

Proposed Appropriations Language:

For payment to the Government Publishing Office Business Operations Revolving Fund, \$6,000,000, to remain available until expended, for information technology development: Provided, That the Government Publishing Office is hereby authorized to make such expenditures, within the limits of funds available and in accordance with law, and to make such contracts and commitments without regard to fiscal year limitations as provided by section 9104 of title 31, United States Code, as may be necessary in carrying out the programs and purposes set forth in the budget for the current fiscal year for the Government Publishing Office Business Operations Revolving Fund: Provided further, That not more than \$7,500 may be expended on the certification of the Director of the Government Publishing Office in connection with official representation and reception expenses: Provided further, That the business operations revolving fund shall be available for the hire or purchase of not more than 12 passenger motor vehicles: Provided further, That expenditures in connection with travel expenses of the advisory councils to the Director of the Government Publishing Office shall be deemed necessary to carry out the provisions of title 44, United States Code: Provided further, That the business operations revolving fund shall be available for temporary or intermittent services under section 3109(b) of title 5, United States Code, but at rates for individuals not more than the daily equivalent of the annual rate of basic pay for level V of the Executive Schedule under section 5316 of such title: Provided further, That activities financed through the business operations revolving fund may provide information in any format: Provided further, That the business operations revolving fund and the funds provided under the heading "Public Information Programs of the Superintendent of Documents" may not be used for contracted security services at GPO's passport facility in the District of Columbia. Note. — A full-year 2018 appropriation for this account was not enacted at the time the budget was prepared; therefore, the budget assumes this account is operating under the Continuing Appropriation Act, 2018 (Division D of P.L. 115-56, as amended). The amounts included for 2018 reflect the annualized level provided by the continuing resolution.

Base Budget Review:

By law, GPO's Business Operations Revolving Fund is used to finance GPO's publishing operations. Approximately 70 percent (excluding Security and Intelligent Documents) of GPO's publishing revenue is from procuring publications and related services for customer agencies. This work is procured through GPO's Customer Services business unit utilizing the private sector printing and information product industry. The majority of the Government's publishing requirements are effectively satisfied through this procurement activity because the highly competitive process provides access to the vast resources, expertise, and specialization within the commercial sector at the most cost effective price.

GPO's in-plant facility provides digital and tangible products in support of the information and day-to-day business needs of Congress and Federal agencies. GPO produces the *Congressional Record* overnight when Congress is in session, and bills, hearings, documents, reports and committee prints in time to support Congress' legislative needs. Also produced are the *Federal Register*, the *Code of Federal Regulations*, and other key Government documents, such as the annual *U.S. Budget*.

With a few exceptions, the paper used to produce tangible documents by GPO and its contractors meets or exceeds Federal recycled paper requirements and all GPO inks are manufactured from vegetable oil in accordance with the Vegetable Ink Printing Act of 1994.

GPO plays a critical role in America's security by producing secure Federal credentials, including the U.S. Passport for the Department of State that combine digital and print security measures. GPO's publications sales program provides the public with an opportunity to purchase a wide variety of low cost, consumer-oriented publications, Congressional documents, and Executive and Judicial publications.

Documents can be ordered through GPO's secure Online Bookstore site at <https://bookstore.gpo.gov> or from GPO's bookstore in Washington, D.C. Free and low cost publications are distributed through the Federal Citizen Information Center (FCIC) in Pueblo, CO. GPO also provides warehousing and publication distribution services for Federal agencies on a reimbursable basis. Thousands of titles are for sale at any given time, including books, CD-ROMs, eBooks and other digital formats.

BUSINESS OPERATIONS REVOLVING FUND REQUESTS

For FY 2019, GPO is requesting a total of \$6,000,000 for the Revolving Fund to remain available until expended, for the following projects:

govinfo Projects

General System and Collection Development Infrastructure	3,800,000 <u>1,200,000</u>
Total govinfo	<u>5,000,000</u>

Cybersecurity Projects

Security Enhancements for Advanced Persistent Threat	\$ 1,000,000
Total Revolving Fund Project Requests	<u>\$ 6,000,000</u>

govinfo Projects

General System and Collection Development (\$3,800,000). Development of new govinfo features to support identified needs of key stakeholders, including developing new content collections, increasing content in existing collections, enhancing the accessibility of content and increasing the discoverability of information.

Infrastructure (\$1,200,000). Infrastructure for hardware, storage, and environments to manage system performance as **govinfo** content and usage grows.

Cybersecurity Projects

Security Enhancements for Advanced Persistent Threat (\$1,000,000). The cybersecurity threat environment faced by government agencies continues to change rapidly and presents substantive risks and dangers to organizations. The requested funding is planned to address that evolving threat environment by implementing enhanced IT security systems that are intended to reduce the risk of unauthorized data exfiltration, unauthorized access, unauthorized changes to data, and other impacts.

GOVERNMENT PUBLISHING OFFICE
BUSINESS OPERATIONS REVOLVING FUND
 Analysis of Change 2018 to 2019
 (Dollars in Thousands)

	FY 2019	
	Agency Request	
	FTE	Amount
Obligations, FY 2018	1,684	\$ 844,667
Mandatory Pay and Related Costs		
Annualization of FY 2018 pay raise		1,283
Pay raise for FY 2019		4,171
Within-grade increases for FY 2019		1,321
Increase of 1 work day for FY 2019	-	819
Total Mandatory Pay and Related Costs	-	7,594
Total Price Level Changes	-	5,212
Non-recurring Costs - Equipment to be obligated in FY 2018	-	(96,803)
Program/Project/Activity Increases for FY 2019		
Capital expenditures equipment, systems, and facilities		35,991
Capital Expenditures to be funded by an Appropriation		
Security Enhancements for Advance Persistent Threat		1,000
Govinfo General System & Collection Development		3,800
Govinfo Infrastructure	-	1,200
Total Expenditures to be funded by an Appropriation	-	6,000
Net change requested	-	\$ (42,006)
Total Budget FY 2019	1,684	802,661
Offsetting Collections		796,661
Total FY 2019 Appropriation	-	\$ 6,000

**GOVERNMENT PUBLISHING OFFICE
BUSINESS OPERATIONS REVOLVING FUND
Summary by Object Class
(Dollars in Thousands)**

Object Class	FY 2017 Actual	FY 2018 CR	FY 2019 Request	FY 2018/2019 Net Change
11 Personnel Compensation	\$ 154,531	\$ 160,090	\$ 165,774	\$ 5,683
12 Personnel Benefits	53,036	53,817	55,728	1,911
21 Travel	833	1,060	1,082	22
22 Transportation of Things	9,939	9,288	9,483	195
23 Rents, Communications and Utilities	15,688	18,123	18,504	381
24 Printing and Reproduction	308,820	296,435	302,660	6,225
25 Other Services	41,968	55,340	56,501	1,161
26 Supplies and Materials	181,783	153,710	156,938	3,228
31 Equipment	60,332	96,803	35,991	(60,812)
Total Budget	\$ 826,930	\$ 844,667	\$ 802,661	\$ (42,006)



441 G. St. N.W
Washington, D.C. 20548

January 22, 2018

The Honorable Kevin Yoder, Chairman
The Honorable Tim Ryan, Ranking Member
Subcommittee on Legislative Branch
Committee on Appropriations
House of Representatives

I would like to express my appreciation for the support this Subcommittee has shown GAO. For example, since 2014, this Committee has provided funding that has resulted in our work achieving over \$265 billion in financial benefits and more than 5,000 other improvements in federal programs and operations for our government. Last fiscal year alone, our work generated almost \$74 billion in financial benefits and 1,280 program and operational improvements across government. This resulted in a return of \$128 for every dollar invested in GAO in fiscal year (FY) 2017.

For FY 2019 GAO is requesting \$616.1 million in appropriated funds, and \$27.5 million in offsetting receipts and reimbursements. This would help bolster our staff capacity to 3,075 FTE and make important infrastructure operational improvements. This would allow us to better assist Congress in meeting its legislative and oversight responsibilities and accomplish our mission of improving government performance and accountability. With the additional staffing requested GAO will expand our efforts related to cybersecurity issues and the threat to the nation's critical infrastructure; rapidly evolving science and technology issues; reviewing the increased investments in Department of Defense; and the challenges associated with growing health care costs. The additional funding will also allow us to improve our information technology infrastructure and continue investment in information technology security.

Our Current Services Environment

Operating in FY 2018 at the current Continuing Resolution (CR) level has presented human resource and operational challenges. We have been forced to reduce hiring to replace attrition and curtail spending on technology investments that are critical to our efforts to modernize GAO's infrastructure and business processes.

If required to continue at the CR level for all of FY 2018, our appropriation level would be \$540.8 million, a \$3.7 million reduction from FY 2017. Operating at this level will have a significant impact on all of our operations. Our full time equivalent staff utilization would drop to below 2,900; we will not be able to replace all departing staff

and key expertise will be lost and not replaced. While I will not allow the quality of our work to be compromised, the number of audits we undertake and the time required to produce our material will be impacted.

At the CR level for the whole year, we will also cancel, delay, or postpone critical projects including upgrading our technological infrastructure, strengthening computer security, streamlining product creation and delivery, and maintaining our capital assets. Many of these infrastructure projects are required to reduce the risk of failure of existing infrastructure which has already passed end of life, particularly in information technology.

Highlights from FY 2017 Results

GAO's mission is to support the Congress in meeting its constitutional responsibilities and to help improve the performance and ensure the accountability of the federal government for the benefit of the American people. Our results for fiscal year 2017 continue to demonstrate an unwavering commitment to our role as the federal government's watchdog.

Financial Benefits

In fiscal year 2017, we documented \$73.9 billion in financial benefits for the government—a return of about \$128 for every dollar invested in us. Examples of our work that contributed to these benefits included (1) improving the Department of Defense's (DOD) processes for acquiring weapon systems (\$36.0 billion); (2) auctioning of the broadcast television spectrum by the Federal Communications Commission (\$7.3 billion); and (3) reducing the amount TRICARE pays for compounded drugs (\$1.9 billion).

Legislative Impacts

In fiscal year 2017, the Congress used GAO's work extensively to make many significant legislative decisions. Examples linked directly to GAO's work include:

- The Consolidated Appropriations Act, 2017: Based on GAO's work, the Congress directed
 - the Census Bureau to improve its cost estimate for the 2020 Census;
 - the Internal Revenue Service (IRS) to develop a plan with specific goals, strategies, and resources to address gaps between desired and actual customer service performance;

- the General Services Administration to better account for federal property;
- the Department of Labor to finalize and implement regulations to speed implementation of the Workforce Innovation and Opportunity Act;
- DOD to (1) clarify the content, scope, phases of development and capability of Joint Strike Fighter components and (2) report on the cost, schedule, and obligations of the Defense Healthcare Systems Modernization program;
- agencies to implement our recommendations to address deficiencies in information technology (IT) systems, including IRS and the Federal Emergency Management Agency (FEMA);
- the Customs and Border Protection to record the time unaccompanied children are in custody and care provided; and to register, track, and analyze complaints for trends;
- the Department of State (State) to update the Congress on its efforts to contain costs, assess risks, and use strategic planning for overseas facilities, such as embassies; and
- the Department of the Interior (Interior) to ensure the Bureau of Indian Education's schools and facilities are well managed and comply with federal laws and regulations.

In addition to the appropriation act, in FY 2017, other laws incorporated GAO findings and recommendations. For example, The No Veterans Crisis Line Call Should Go Unanswered Act reflected GAO's recommendations related to ensuring that veterans who called the crisis line had their calls answered in a timely manner.

In the current fiscal year, Congress has continued to pass legislation that reflects GAO's work. For example, GAO recommended that federal agencies be given more time to meet targets for optimizing their data centers. The FITARA Enhancement Act of 2017 extended that deadline to 2020, and in line with previous GAO findings, also made permanent the requirement that agencies evaluate, manage, and publicly report on the risk of their major information technology investments.

In addition, The National Defense Authorization Act of 2018 (NDAA) included multiple directives to DOD based on GAO findings and recommendations. These directives covered readiness, budget guidelines, cost savings, leadership of business operations, potential vulnerabilities in military aircraft, risks to military installations from climate change, and sustainability for the F-35 combat aircraft. The NDAA also created additional reporting requirements to help keep the Columbia-class submarine program

on track, raised the cost cap for the Ford-class carrier program, and directed changes to DOD's space leadership structure. In addition, the authorization includes funding reductions like those in the Consolidated Appropriation Act.

Other Benefits

Many other benefits resulting from our work cannot be measured in dollars but lead to program and operational improvements. In fiscal year 2017, we recorded 1,280 of these other benefits. For example, our work on public safety and security

- led the Nuclear Regulatory Commission to tighten its controls on licensing for possession of radioactive materials when, in one of our tests, investigators secured agreements to buy devices that, together, contained a dangerous quantity of material;
- led FEMA to better prepare for its future disaster response activities by developing (1) a plan to finance equipment for its urban search and rescue task forces and (2) a process to apply lessons learned from its incident management assistance teams; and
- led the Food and Drug Administration to issue a final rule requiring drug companies to report data on the sale and distribution of antibiotics for use in food animals.

Similarly, our work related to vulnerable populations

- led the Department of Health and Human Services (HHS) to issue a strategy addressing the use of opioids such as heroin and prescription pain medications during pregnancy, which can lead to newborns having a condition called Neonatal Abstinence Syndrome;
- led the Veterans Administration to improve its oversight and process for providing veterans newly enrolled in its health care system with timely access to primary care appointments;
- prompted the Senate to introduce legislation to protect older Americans with unpaid student loans from falling below the poverty guideline, when their Social Security benefits are reduced to repay this debt; and
- led several agencies, including the Departments of Homeland Security, the Interior, and State, to better protect contractor employees against reprisal, when they identify fraud, waste, abuse, or mismanagement.

Furthermore, our work in the area of agency operations

- led DOD to establish categories for prioritizing its more than 83,000 missing persons cases from military conflicts since World War II, based on the feasibility of recovery;
- prompted the Social Security Administration to not provide increases in monthly disability insurance benefit payments until it had determined if individuals' earnings required changes in benefits—preventing overpayments to about 4,300 beneficiaries in 2016;
- prompted DOD to strengthen its oversight of equipment provided to Iraq's security forces by developing new procedures for recording equipment transfer dates and making other planned changes to improve accountability; and
- led OMB and the Department of the Treasury to improve implementation of the Digital Accountability and Transparency Act of 2014 (P.L. 113-101) by clarifying requirements, using implementation plans, and documenting procedures.

Building Bodies of Knowledge

Through the products we issued in fiscal year 2017, we continued to build on bodies of work to address our three broad strategic goals for serving the Congress and the nation to (1) address current and emerging challenges to the well-being and financial security of the American people, (2) help respond to changing security threats and global interdependence, and (3) help transform the federal government to address national challenges. Examples include:

- **Protection of children.** We reported on the (1) federal support for pediatric trauma care centers—used to treat children with potentially life-threatening or disabling injuries; (2) federal support for states to oversee the use of psychotropic medications for children in foster care; and (3) federal coordination on early learning and childcare.
- **Veterans.** We reported on the need to improve (1) management of veterans' health care, (2) protections for veterans against financial exploitation; and (3) the Department of Veterans Affairs' use of vacant and underutilized property to house homeless veterans.
- **Health care.** We reported on the (1) actions needed to prevent illegal drug use, such as opioids; (2) federal efforts to position the physician workforce to meet current and

future demands; and (3) need to harmonize federal and state rules to better protect Medicaid beneficiaries receiving personal care services.

- **Science and technology.** We reported on (1) the Internet of Things (IoT)—smart technologies and devices that sense information and communicate it to the Internet or other networks—offering new benefits and potential risks to IT, privacy, and safety; and (2) medical device technologies designed to rapidly diagnose infectious diseases.
- **High-risk areas.** We issued the biennial update of our high-risk report to focus attention on government operations that are highly vulnerable to fraud, waste, abuse and mismanagement or need transformation. It offers solutions to 34 high-risk problems, including three new areas – federal Indian education, health, and energy programs; federal environmental liabilities; and the 2020 Census (see Enclosure I). In 2017, this work resulted in 154 reports, 43 testimonies, \$42.2 billion in financial benefits, and 519 other benefits. In the last decade our high risk work has led to about \$240 billion in financial benefits.
- **Fragmentation, overlap, and duplication.** Our seventh annual report identified 79 new actions across 29 new areas that could reduce fragmentation, overlap, and duplication, or provide other cost savings and revenue enhancement opportunities across the federal government. Actions taken by the Congress and executive branch agencies to address the 645 actions government-wide we identified from 2011 to 2016, have led to about \$136 billion in financial benefits – \$75 billion to date, with \$61 billion more expected.

Serving Our Clients

In fiscal year 2017, we received 739 requests for work from 92 percent of the standing committees of the Congress – supporting a broad range of congressional interests. We issued 658 reports and made 1,414 new recommendations. Our senior executives were asked to testify 99 times before 45 separate committees or subcommittees on topics including the nation’s fiscal health; Navy readiness; preventing high-risk travelers from boarding U.S. bound flights; and improving the response to Zika virus outbreaks.

Testimonies

In FY 2017, senior GAO Officials testified 99 times before 45 separate committees or subcommittees on issues that touched all major federal agencies. The following, listed by our three external strategic goals are examples of topics GAO addressed in testimony:

Goal 1: Address Current and Emerging Challenges to the Well-being and Financial Security of the American People

Controlling Medicaid's Improper Payments	Strengthening Oversight of the Low Income Housing Tax Credit
Restoring US Postal Service's Fiscal Sustainability	Using Lessons Learned from SafeTrack to Improve Future Rehabilitation Projects
Addressing Serious Weaknesses in Federal Programs Serving Indian Tribes	Early Observations on Implementation of the Every Student Succeeds Act
Improving the Small Business Administration's Disaster Loan Assistance	Improving Federal Management of Indian Energy Resources
Providing Health Insurance Under the Patient Protection and Affordable Care Act	Addressing Department of Energy's Management Challenges
Ensuring the Privacy and Accuracy of Face Recognition Technology	

Goal 2: Respond to Changing Security Threats and the Challenges of Global Interdependence

Observations on the Use of Force Management Levels in Afghanistan, Iraq, Syria	Improving DHS's Border Security: Addressing Threats Posed by High-Risk Travelers and Strengthening Visa Security
Observations on Implementation of Federal Immigration Laws – Northern Mariana Islands	Increasing DOD's Accountability Over Equipment Provided to Iraq's Security Forces
Addressing Challenges to DOD's Delivery of Critical Space Capabilities	Improving the Response to Zika Virus Outbreaks
Enhancing Controls Over DOD's Excess Property	Strengthening US Cybersecurity Capabilities
Observations on Challenges Facing Navy Readiness	Addressing Critical Acquisition Decisions for the Littoral Combat Ship and Frigate

Goal 3: Help Transform the Federal Government to Address National Challenges

Address DATA Act Implementation Challenges	Addressing Cybersecurity Workforce Challenges
Improving Anti-Fraud Efforts for Social Security Administration Disability Benefits	Reducing Collection, Use and Display of Social Security Numbers
Improving IG Oversight of the Architect of the Capital Operations	Using Leading Human Capital Practices to Improve Agency Performance
Protecting Older Adults from abuse by Guardians	Assessing Progress on Preparations for the 2020 Census
Addressing Improper Payment Estimates and Ongoing Efforts to Reduce Them	Addressing Implementation Challenges with IRS' New Wage Verification Process
Reducing Fragmentation, Overlap and Duplication in Federal Programs	Improving Government Efficiency and Effectiveness to Reduce Federal Costs
Improving Implementation of IT Reform Law Critical to Effective Management	Improving VA's Management of IT

Source: GAO | GAO-18-2SP

I continued my regular meetings with the Chairs and Ranking Members of congressional committees and subcommittees to obtain their views on GAO's work, including their priorities, and to discuss opportunities and challenges facing GAO. My testimonies continued to underscore the importance of implementing GAO's recommendations to strengthen the government's performance and yield financial benefits. I also sent letters to the heads of most federal departments to acknowledge the actions taken to date to implement our prior recommendations and to draw their attention to priority recommendations still requiring their attention. These letters were also sent to the congressional committees of jurisdiction to inform their oversight.

Supporting Our People

The hard work and dedication of our diverse and professional multidisciplinary staff positioned GAO to achieve a 96 percent on-time delivery of our products in fiscal year 2017. Our performance this year also indicates that staff received the support needed to produce high-quality work. We exceeded the targets for our seven people measures—new hire rate, retention rates with and without retirements, staff development, staff utilization, effective leadership by supervisors, and organizational climate. GAO also continued its distinction as a best place to work in the federal government, ranking second among mid-size federal agencies and first for supporting diversity by the Partnership for Public Service.

Managing Our Internal Operations

In fiscal year 2017, we continued efforts to support our fourth strategic goal – to maximize our value by enabling quality, timely service to the Congress and being a leading practices federal agency. We made progress addressing our three internal management challenges – human capital management, engagement efficiency, and information security. We hired staff to fill 175 positions and reached 2,994 full-time equivalents – moving closer to our optimal level of 3,250. To enhance engagement efficiency, we fully transitioned to an updated engagement management process and new management system. For information security, we analyzed our management of personally identifiable information using new OMB guidance and leading practices.

This fiscal year, we made significant contributions to the domestic and international auditing community – playing a lead role in ten domestic audit forums and providing a wide range of assistance to our international counterparts. Our Center for Audit Excellence helped 15 domestic and international audit organizations build their audit capacity through training and other services. Our Office of General Counsel created an electronic bid protest application, handled about 2,600 bid protests, issued over 500

decisions on the merits, and issued the third chapter of the fourth edition of *Principles of Federal Appropriations Law*.

We again received from independent auditors an unmodified or “clean” opinion on our financial statements for fiscal year 2017 and our internal control over financial reporting. Our most recent external peer review conducted by a team of international auditors also resulted in a clean opinion on the effectiveness and appropriateness of our quality assurance framework. We also demonstrated that our detailed performance and financial information is complete and reliable and meets our high standards for accuracy and transparency.

FY 2019 Resource Planning and Deployment

In planning our audit work for FY 2019 we are requesting increased resources that would be used to increase our focus on cybersecurity issues and the threat to the nation’s critical infrastructure; a range of rapidly evolving science and technology issues; the increased investment in Department of Defense; and challenges associated with growing health care costs.

Cyber-Based Threats to the Nation’s Systems and Critical Infrastructure – The cyberattacks suffered by the Office of Personnel Management, Equifax, and other large organizations in recent years highlight the increasing importance of cybersecurity. Threats from state and non-state actors are growing in sophistication, scope, and impact. These increasing threats could have a serious, or even potentially catastrophic, impact on federal systems, the nation’s critical infrastructure, and the privacy and safety of the general public.

Attackers target increasing volumes of sensitive and Internet-accessible data by using ever-more powerful tools like automation, social media manipulation, vulnerability exploitation, and insider access to carry out attacks. These threats pose growing dangers for the entire federal government, the nation’s infrastructure and democratic processes, and the privacy and financial security of American citizens.

As Congress turns to GAO for insightful analysis and advice to address these rapidly evolving threats, recruiting top-tier cyber talent to augment our current audit workforce is critical. Cyber-related work has been increasingly undertaken across GAO. Our mission teams have been hiring and plan to continue to hire to ensure they have staff with optimal experience and expertise. Additional resources would allow GAO to reinforce our cybersecurity audit capability by recruiting talent from leading cybersecurity-related undergraduate and graduate institutions, including those

participating in the CyberCorps Scholarship for Service program. This would augment our cadre of experts who can assess the criticality of cyber risks, both present and future, as well as evaluate the government's complex and multi-faceted attempts to address them.

These additional resources would allow us to quickly expand our efforts related to ensuring the security of federal information systems and cyber critical infrastructure – two key components of our cyber high-risk area. Over the next 2 years, our planned efforts include assessing government-wide initiatives to implement continuous diagnostics and monitoring capabilities and establish effective risk management processes at federal agencies.

Other planned activities include evaluating key agency capabilities for responding to security incidents and data breaches, as well as assessing their security postures through detailed vulnerability assessments and penetration testing of agency network defenses. Regarding the protection of cyber critical infrastructure, we plan to focus on the cybersecurity of specific sectors,¹ such as the electricity grid, and evaluate the effectiveness of the public-private partnership model as a framework for protecting the nation's critical assets from cyber threats.

Impact of Scientific and Technological Advances – Rapid advances in science and technology play an increasingly important role in our society as they can profoundly impact economic growth as well as the social and environmental well-being of the United States. Although such advances will remain central to the prevailing issues of our day, including economic competitiveness, improved medical care and the prevention of disease, and information security, the ability of the United States to lead these advances is increasingly challenged.

The rapid development and use of new disruptive technologies test the government's and the Congress's ability to evaluate their potential and assess their program and policy implications.

In FY 2017 we reported on the emergence and implications of the Internet of Things, the federal government's coordinated efforts to close the gaps in science necessary to "inactivate" (remove the hazardous effects) of dangerous pathogens, the need to

¹ Critical infrastructure includes systems and assets so vital to the United States that incapacitating or destroying them would have a debilitating effect on national security. These critical infrastructures are grouped by the following 16 industries or "sectors": chemical; commercial facilities; communications; critical manufacturing; dams; defense industrial base; emergency services; energy; financial services; food and agriculture; government facilities; health care and public health; information technology (IT); nuclear reactors, materials, and waste; transportation systems; and water and wastewater systems.

improve the response to Zika virus disease outbreaks, nuclear waste immobilization technologies, and next generation medical diagnostic systems.

Adding to our first two best practices guides for capital acquisitions (lifecycle cost estimating and project scheduling), we also utilized our technology readiness assessment best practices guide to evaluate major technical systems acquisitions such as those found in the Departments of Defense, Homeland Security, Energy, NASA and others. Given the persistent and growing demand for this technical work, GAO strives to continue to build our staff capacity in this growing area.

Additional resources would enable us to expand and accelerate our work including potential technology readiness assessment evaluations of complex technical acquisitions such as the Columbia class Navy nuclear submarine, the Joint Strike Fighter, the James Webb Space Telescope, DHS border protection technologies, and Uranium Processing Facility. Strategic technology reports on artificial intelligence systems, freshwater technologies in agriculture, sustainable chemistry, and antibiotic-resistant bacteria will be completed or initiated by FY 2019.

Based on interest expressed by various Committees of jurisdiction, potential future work would focus on block-chain technologies, artificial intelligence in health care, autonomous vehicles, personalized medicine, and regenerative medicine.

Assisting Congress in Overseeing and Transforming the Department of Defense –

The Department of Defense (DOD) faces significant challenges in responding to a complex and rapidly evolving national security environment, and considerable resources are entrusted to it to do so—about 60 percent (\$680 billion) of discretionary spending in the President’s fiscal year 2018 budget. At the same time, DOD is working to sustain and advance its military superiority while it simultaneously undergoes one of the most significant organizational realignments since the Goldwater-Nichols Act of 1986. As such, Congress has directed GAO to review a broad range of DOD’s activities, typically resulting in GAO conducting about 200 separate engagements at DOD at any one time. Since 2006, GAO has made over 3,000 recommendations to DOD designed to strengthen the department’s programs and operations. These recommendations focus on critical challenges facing the department, including readiness rebuilding, strengthening cyber defenses, acquiring major weapon systems, and ensuring high quality health care for service members, retirees, and their families, among others.

This work has also led to the designation of seven DOD areas in our biennial high risk report—including financial management, weapon systems acquisitions, business systems modernization, and support infrastructure management, as well as

designations in 10 additional areas in which DOD shares responsibility with other federal agencies. Collectively, this work has resulted over \$63 billion in financial benefits since fiscal year 2015. For example, we identified an estimated \$36 billion in savings through the strengthening of DOD's processes for developing and acquiring its weapons systems, and \$7.5 billion through improvements in DOD's processes for estimating its fuel costs. Our work has also contributed to over \$600 million in savings through the streamlining of DOD's headquarters functions, as well as the creation of a new agency and processes to better account for missing persons from past conflicts, among many others.

GAO also supports Congressional oversight of DOD through testifying during Congressional hearings, providing quick-turn-around technical assistance, and issuing special oversight publications across a broad range of areas. For example, earlier this year we testified on the considerable readiness challenges facing the Navy and on the F-35 fighter aircraft program – which will cost over \$1 trillion to acquire, operate, and maintain.

We further interact extensively with committee staff as the Senate and House Armed Services Committees draft the annual National Defense Authorization Act, providing input on many legislative provisions based on GAO's work. GAO also supports Congressional appropriators and authorizers by conducting budget justification reviews on a variety of topics, such as defense operations and maintenance, weapon system acquisitions, personnel, and defense health care.

GAO also issues annual "Quick Look" reports assessing the cost, schedule, and performance of about 80 major defense acquisition programs, helping support the Congress in overseeing the department's \$1.5 trillion in spending on these systems.

In addition, DOD's financial management problems remain one of three major impediments preventing us from expressing an opinion on the consolidated financial statements of the federal government. The effects of these financial management problems extend beyond financial reporting and adversely affect the economy, efficiency, and effectiveness of its operations.

We work in coordination with the DOD Office of the Inspector General to actively monitor (1) the financial statement audits of the military services, including the identification of any weaknesses that prevent DOD from receiving a favorable opinion on its financial statements, and (2) DOD's progress in implementing corrective actions to address the identified weaknesses. We will continue to inform the Congress and others regarding the issues identified and the progress DOD is making to address them,

as well as progress towards other financial management challenges outlined in our latest high-risk update.

GAO has leveraged its existing resources to help improve the efficiency and effectiveness of DOD, but with additional resources there are opportunities to do more. We anticipate a growing demand from the Congress for GAO's work. GAO will continue to support congressional oversight of DOD's efforts to balance current operational deployments with training and equipping forces capable of fulfilling the full spectrum of military operations, such as through assessments of the department's efforts to rebuild readiness and modernize for the future. We could further review the plans, organization and capabilities of the department's cyber operations; the safety and effectiveness of the U.S. strategic nuclear force; and DOD's investments in science and technology, which provide innovations to enhance the superiority of weapon systems now and in the future. We also anticipate further Congressional interest in DOD's long range strike and next generation air dominance acquisition efforts, as well as a broad array of space-based programs.

Regarding controlling costs, we plan to assess the costs, schedule, and technical capabilities of the Columbia class nuclear submarine program – one of DOD's largest acquisitions. We also plan to assess DOD's efforts to achieve efficiencies and reduce overlap and duplication, such as across its defense agencies and field activities, as well as efforts to achieve efficiencies in the management of its over 500 installations worldwide. We will also continue to assess the departments' strategies and incentives for recruiting, retaining, and developing a workforce that accounts for nearly 50 percent of the department's budget, as well as contracting approaches DOD uses to buy the billions in goods and services needed to carry out its missions. Further, as DOD implements key organizational changes mandated by the Congress, we expect Congressional interest in the department's progress and associated impacts.

We will also support the Congress in assessing DOD's efforts in implementing other key legislative requirements, including making significant realignments of its medical enterprise, which is expected to see a 17 percent increase in costs during the next 10 years, among others. Additional resources would enable GAO to expand our work within and beyond these areas, helping ensure we address the issues most important to the Congress and taxpayer during this critical period for DOD and our country's national defense.

Assisting Congress in Health Care Challenges – Growth in federal spending for major health care programs, estimated at \$1 trillion in fiscal year 2017, has exceeded the growth of GDP historically and is projected to grow faster than the economy. These

health care programs include Medicare, Medicaid, and the Children's Health Insurance Program, along with federal subsidies for health insurance purchased through the marketplaces established by the ACA and related spending. These federal commitments to health care programs are a key driver of the nation's fiscal spending. Growth in federal spending on health care is driven both by increasing enrollment, in part due to the aging of the population, and health care spending per person.

The federal government faces challenges to effectively and efficiently managing health care programs, including Medicare, Medicaid, and programs that serve American Indians, veterans, and military service members. Specifically, the demands to meet Americans' health needs are growing in volume and complexity while oversight is becoming more challenging. Understanding these complexities and offering fact-based recommendations to address them requires advanced policy and analytical expertise.

Our health care policy expertise is frequently sought out by Congress on a range of health care issues. In 2017, we issued products for 32 different Committees and Subcommittees that examined access to and quality of care, drug availability and pricing, program expenditures and integrity, the protection of public health, and health care markets. We've made recommendations in these audit products to improve the efficiency and effectiveness of federal health care spending, and documented almost \$2 billion in savings in 2017 alone by agencies taking action on our recommendations.

GAO has also focused on health care issues through its biennial high risk report. With our 2017 High Risk Update, we designated the Indian Health Service (IHS) as high risk. This area joins 4 other federal health care programs on the high risk list, Medicare, Medicaid, the Food and Drug Administration, and VA Health Care.

In addition to these audit products, we annually respond to dozens of requests for informal assistance regarding federal health care policy and programs. The demand for this type of assistance grew in 2017, as committees considered evolving and complex health care policy changes. These requests ranged from making our subject matter experts available to answer detailed questions about the interworking of programs to providing time-sensitive data analysis.

Our health care policy experts also advise me on my statutory responsibilities for appointing members to six different health-related committees.² Carefully considering

² GAO has responsibility for appointing members to six health care commissions, including the Health Information Technology Advisory Committee; Medicaid and CHIP Payment and Access Commission (MACPAC); Medicare Payment Advisory Commission (MedPAC); Patient-Centered Outcomes Research Institute (PCORI) Governing Board; Patient-Centered Outcomes Research Institute (PCORI) Methodology Committee; and the Physician-Focused Payment Model Technical Advisory Committee (PTAC).

each appointment to these committees requires a high-degree of professional judgement and subject matter expertise and demands a significant investment of time by our health care senior executives.

Additional resources for our health care work would not only allow us to respond more quickly to Congressional requests, it would allow us to expand our work on the drivers of health care costs. For example, the size and scope of the Medicare program—about \$600 billion in net outlays in 2017 – drives public and private spending on health care. With decades of experience examining the Medicare program and related policy, we are poised to conduct the analytical work needed to examine where the level and growth of spending is higher and faster in the Medicare program relative to other components of the health care system, such as for inpatient and post-acute care.

In addition, we could examine the incentives created by certain Medicare payment policies that drive excess and inappropriate utilization of services. We could also build on our large body of work on the availability and affordability of prescription drugs. Spending on prescription drugs now account for about 12 percent of total personal health care service spending in the United States in 2015, up from about seven percent in the 1990s. Given the complexities of the prescription drug market, with competing interests among numerous stakeholders, we can continue to provide objective, unbiased examinations of trends in drug costs and identify options to control these costs—both for the consumer and the government.

Finally, with additional resources for our health care work we could expand our work on some of the most pressing public health-related issues of today. For example, we have a growing body of work examining the federal government's response to the ongoing opioid epidemic, which killed more than 42,000 Americans in 2016. But, more work is needed on the federal government's efforts to prevent opioid and other illicit drug use. More work is also needed to examine mental health issues affecting different populations, such as veterans. Leveraging our expertise and experience in examining federal spending on mental health issues, we can examine the Department of Veterans Affairs new initiatives to increase veterans' access to mental health care and suicide prevention programs.

GAO Infrastructure – Information Technology

For FY 2019, GAO is requesting additional funding needed to continue efforts to improve and modernize GAO's technology infrastructure and ensure the security of GAO systems. GAO's data center and all of its computing solutions require 24/7

operational availability to support staff located in headquarters and GAO's 11 field locations throughout the United States. Over the last few years, GAO has only been able to make limited critical investments to maintain our current operating environment. Our FY 2019 budget requests funding to redesign GAO's computing environment with a fundamental shift from owning equipment and assets towards using centralized and cloud solutions that provide services to GAO and shifting our computing environment from headquarters to an offsite environment with key services provided in a more secure and efficient model.

Over the years, GAO has successfully transitioned its workstations to a virtual computing environment, has consolidated multiple data centers into one, continues to make key security investments, and has successfully managed new system developments that better support GAO's work product. GAO has also made limited initial moves to cloud-based solutions. GAO is looking to build on these successes and completely transform GAO's technology infrastructure. However, GAO is unable to sustain a funding model that requires continued investment in a physical computing environment at its headquarters in Washington, DC and support the agency's move to cloud-based solutions.

With additional funding, GAO would make targeted investments in new equipment, software, and technology that would speed GAO's transition from a physical to a virtual infrastructure. We are also looking to make strategic investments in cloud-based solutions where it makes sense for our mission. These investments will help us streamline and maximize efficiency, improve the security of our data and our ability to best combat cyber threats to our infrastructure, and leverage technology opportunities in the future. GAO is also requesting funding to:

- Enhance support for its increasingly mobile workforce by providing resources to dramatically improve current capabilities for staff to collaborate across distance. GAO critically needs additional funding to make major upgrades of its communications tools. This effort will modernize our suite of telecommunications tools and shift to a cloud solution which will facilitate greater staff mobility and data sharing, reduce redundant implementation and maintenance costs, and standardize the infrastructure that supports voice and data usage. GAO's telecommunications environment is currently end-of-life and will be unsupported in 2020. GAO must invest in new tools that will better support its employees who are increasingly operating in a virtual environment.

- Continue its upgrade of key systems that directly support the products and services we provide to the Congress. We have successfully implemented a new Engagement Management System (EMS) and have a prototype of the New Blue system that will both greatly improve how we create and share GAO content with our clients. We are also looking to replace the key system we use to store our work products, documents, and information across the agency. This system is used daily by all GAO staff and houses all of GAO's audit documents, information obtained from agencies, and data analyses that form the basis of GAO's products. While this system has been a tremendous asset to the agency, the technology supporting it is obsolete and must be replaced.

GAO Infrastructure – Facilities, Building and Security

While most of GAO's staff is located at its Headquarters in Washington, DC, GAO maintains a presence in strategic locations throughout the country and this footprint remains a priority. GAO is always working to ensure our headquarters and field office locations operate as efficiently as possible. In order to reduce costs and due to staffing changes, GAO has given space back to GSA in the field in the past. In FY 2018 GAO is consolidating space in its Headquarters building to ensure we are using space as efficiently as possible. In a further effort to cut costs and reduce our real estate footprint, GAO is strategically moving its field offices into federally owned space as commercial leases expire.

There are four field office relocations planned for the next two fiscal years. Just recently, the San Francisco field office moved into smaller, federally owned swing space in Oakland and will move to permanent space in FY 2018. GAO is also looking at options to relocate staff in Huntsville, Los Angeles, and Chicago to federally owned office space. GAO is requesting additional funding related to these office moves to ensure we have funding needed for fixed costs related to moves and other expenses related to the office transitions. GAO has also identified an inventory of required maintenance at its headquarters building related to equipment past its useful life and additional needed security infrastructure. Additional funds will help enable this work.

Legal Work Update

In FY 2017, we addressed more than 2,600 bid protest cases, issued more than 500 decisions on the merits, and released third chapter of the new fourth edition of Principles of Federal Appropriations Law (GAO's Red Book). This is the primary resource for appropriations law guidance in the federal community.

The Consolidated Appropriations Act, 2014, included a provision for GAO to develop an electronic bid protest filing system. The statute also authorized the collection and use of fees to offset the costs of that system. We have been working to develop a secure and easy to use web-based system. We have completed development of the application and plan to pilot it in 2018.

Strategic Planning

GAO's Strategic Plan provides a comprehensive roadmap for how our audit work will support the most important priorities of Congress and the American people. The strategic plan describes GAO's goals and strategies for supporting Congress and the nation.

The current strategic plan framework (Enclosure II) summarizes the global trends affecting government and society, as well as the strategic goals and objectives that guide our work. To effectively assist Congress, our work identifies and explores emerging issues that present both opportunities and significant risks for our nation.

We will issue the next update to our strategic plan in 2018. A draft of GAO's Strategic Plan, covering 2018-2023 was shared for comment by Congress, employees and external stakeholders in November 2017. The plan is currently being finalized. Issuance is due in February. The new document will cover strategic goals and objectives, key efforts, and trend papers to provide overall context behind our long range planning.

Center for Audit Excellence

The Congress authorized GAO to establish a Center for Audit Excellence (the Center) in 2014 to provide training and technical assistance to enhance the capacity of domestic and international accountability organizations. Although GAO contributes to a number of efforts that promote good governance and enhance accountability community capacity, the Center is unique in its ability to tackle complex training and capacity building projects because it can offer a wide range of services at locations throughout the world. The Center is authorized to charge fees for its services to facilitate recovery of its costs.

Since the Center's opening in October 2015, the Center has provided training or technical assistance services to nearly two dozen federal, state, local, and international organizations. The Center expanded its volume significantly of work between FY 2016

and FY 2017, collecting \$41 thousand in fees in FY 2016, its first year of operation, and \$345 thousand in fiscal year 2017. The Center also signed a Memorandum of Understanding with the U.S. Agency for International Development – a key partner to the Center in promoting accountability among developing nations.

During fiscal year 2017, the Center enhanced the capacity of 15 domestic and international accountability organizations. Domestically, the Center provided high quality training to promote greater understanding of Government Auditing Standards (the Yellow Book), internal control, performance auditing, report writing and other topics to five state and local audit offices, three federal audit organizations, and four other domestic audit organizations. Based on formal and informal feedback, the organizations and the vast majority of training participants found the training to be greatly useful. Moreover, several audit organizations have returned to the Center repeatedly for training and technical assistance to help their staff build capacity in applying auditing concepts and tools introduced in Center training classes.

The Center also expanded its work and achieved positive impact in working with international accountability organizations in fiscal year 2017. The Center provided training and technical assistance to a Supreme Audit Institution in Eastern Europe that enhanced its capacity to conduct information technology audits. The Center also worked with the Millennium Challenge Corporation to develop and start a project that is helping to enhance the capacity of a Supreme Audit Institution in Central America. Most recently, the Center worked with the US Agency for International Development to finalize an agreement for the Center to assess and identify ways to build the capacity of a Supreme Audit Institution and internal audit organization in an African country.

The Center continues to implement its Business Plan and look for additional ways to build on the successes achieved and find additional ways to further strengthen the capacity of accountability partners to help enhance the oversight of U.S. federal funds used domestically and across the globe. For example, during fiscal year 2018, the Center plans to expand its international work further by leveraging its Memorandum of Understanding with USAID and building on outreach and partnerships with other organizations such as the World Bank.

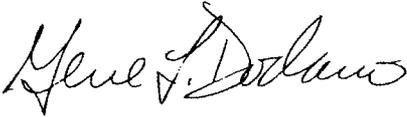
Concluding Remarks

We value the opportunity to provide Congress and the nation with timely, insightful analysis on the challenges facing the country. Our FY 2019 budget requests the

resources to ensure that we can continue to address the highest priorities of the Congress.

Our request will allow us to continue building our staffing level and provide our employees with the appropriate resources and support needed to serve the Congress effectively. This funding level will also allow us to continue efforts to promote operational efficiency and address long-deferred investments and maintenance. We will also continue to explore opportunities to generate revenue to help offset our costs.

I appreciate, as always, your careful consideration of our budget and your continued support. I look forward to discussing our FY 2019 budget request with you.

A handwritten signature in black ink, reading "Gene L. Dodaro". The signature is fluid and cursive, with a large initial "G" and "D".

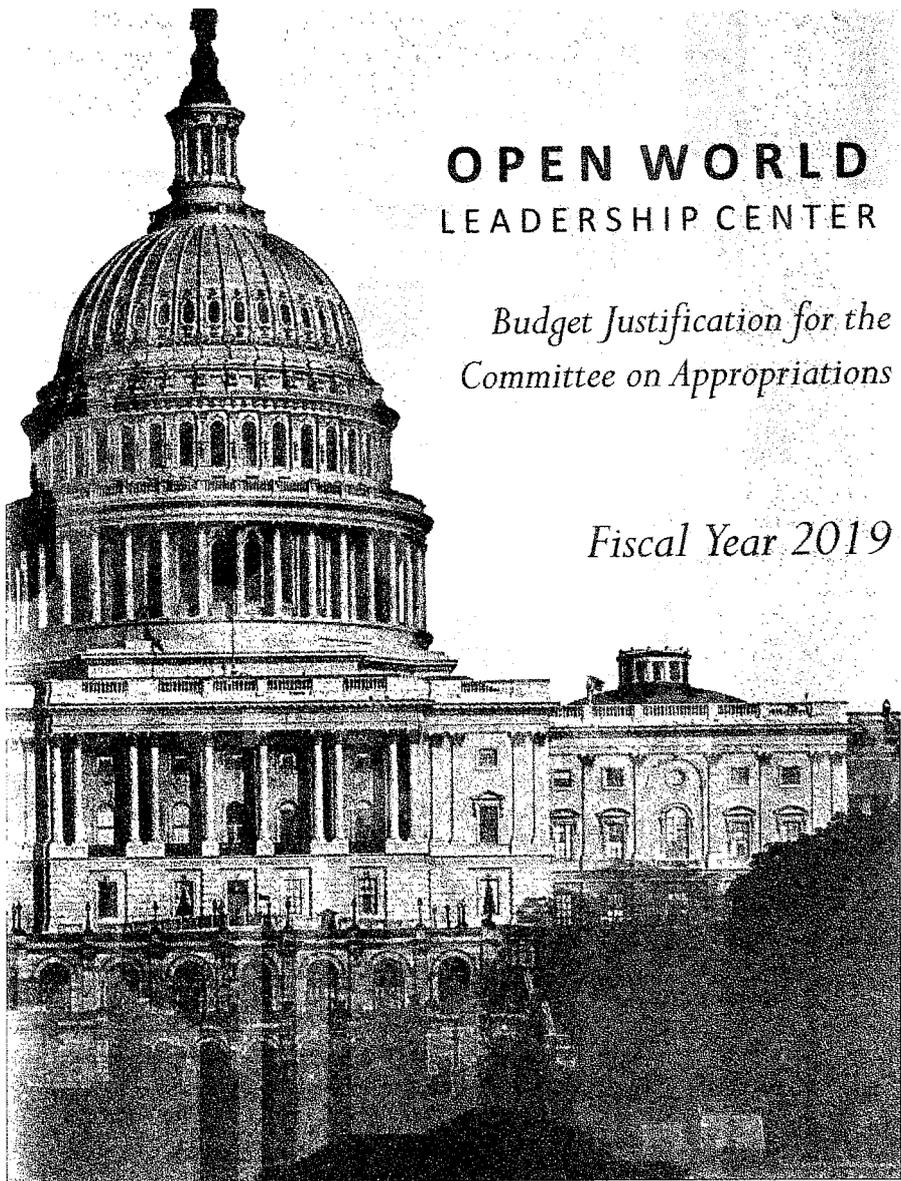
Gene L. Dodaro
Comptroller General
of the United States

Enclosures (2)

GAO's 2017 High Risk List

High Risk Area	Year Designated
Strengthening the Foundation for Efficiency and Effectiveness	
Improving Federal Programs that Serve Tribes and their Members (<i>new</i>)	2017
2020 Decennial Census (<i>new</i>)	2017
U.S. Government Environmental Liabilities (<i>new</i>)	2017
Improving the Management of IT Acquisitions and Operations	2015
Limiting the Federal Government's Fiscal Exposure by Better Managing Climate Change Risk	2013
Management of Federal Oil and Gas Resources	2011
Modernizing the US Financial Regulatory System and the Federal Role in Housing Finance	2009
Restructuring the US Postal Service to Achieve Sustainable Financial Viability	2006
Funding the Nations Surface Transportation System	2007
Managing Federal Real Property	2003
Strategic Human Capital Management	2001
Transforming Defense Department Program Management	
• DOD Approach to Business Transformation	2005
DOD Support Infrastructure Management	1997
DOD Business Systems Modernization	1995
DOD Financial Management	1995
DOD Supply Chain Management	1990
DOD Weapon Systems Acquisitions	1990
Ensuring Public Safety and Security	
Mitigating Gaps in Weather Satellite Data	2013
Protecting Public Health through Enhanced Oversight of Medical Products	2009
Transforming EPA's Processes for Assessing and Controlling Toxic Chemicals	2009
Ensuring the Effective Protection of Technologies Critical to US Nations Security Interests	2007
Improving Federal Oversight of Food Safety	2007
Strengthening Department of Homeland Security Management Functions	2003
Ensuring the Security of Federal Information Systems and Cyber Critical Infrastructure and Protecting the Privacy of Personally Identifiable Information	1997
Managing Federal Contracting More Effectively	
DOD Contract Management	1992
DOE's Contract Management for the National Nuclear Security Administration and the Office of Environmental Management	1990
NASA Acquisition Management	1990
Assessing the Efficiency and Effectiveness of Tax Law Administration	
Enforcement of Tax Laws	1990
Modernizing and Safeguarding Insurance and Benefit Programs	
Managing Risks and Improving VA Health Care	2015
National Flood Insurance Program	2006
Improving and Modernizing Federal Disability Programs	2003
Pension Benefit Guaranty Corporation Insurance Programs	2003
Medicaid Program	2003
* Medicare Program	1990

Source: GAO. | GAO 18-2SP



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*Budget Justification for the
Committee on Appropriations*

Fiscal Year 2019

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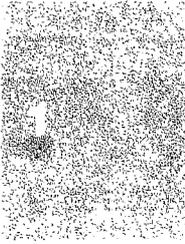
Hon. Ben Nelson
Senator for Nebraska
2001-2013



Hon. James F. Collins
Carnegie Endowment for
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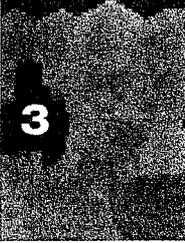
**OWLC Budget
Justification for
Fiscal Year 2019**



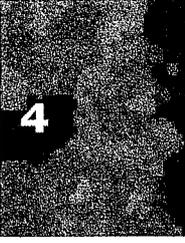
**FY2019 Budget
Justification**



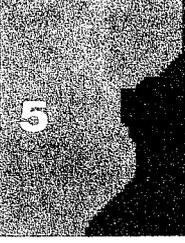
**List of Grantees, Host
Organizations and
Judges by State**



**Open World Delegations
by Date – CY2018**



Open World in the News



Select State Summaries

**Jane Sargus
Executive Director**

Tab 1:
FY2019 Budget Justification

Fiscal 2019 Budget Request

The Open World Leadership Center is respectfully requesting an appropriation of \$5.8 million to support its staff and operating expenses. This is an increase of \$200,000, or 3.6 percent, over fiscal 2017 enacted appropriation.

Resource Summary (Actual Dollars)

Appropriation	Fiscal 2017				Fiscal 2018 Operating Plan ^a	Fiscal 2019 Request	Fiscal 2017/2018	
	Operating Plan		Actual Obligations				Net Change	
	FTE	\$	FTE	\$			FTE	\$
\$ 5,600,000	7.0	5,600,000	5.0	5,600,000	7.5	5,600,000	7.0	200,000
Recovered Obligations		998,891		1,278,396		375,000		465,000
Revenue		80,000		76,010		65,000		87,527
Prior Year Carryover Funds		71,526		71,526		42,933		61,573
USAID/DOS - Serbia ¹		0		51,000		0		0
USAID - Ukraine ²		204,351		204,351		0		0
USAID - Regional ³		0		0		0		0
Subtotal Avail Funds		6,954,768		7,281,283		6,082,933		6,414,100
11 0 Personnel Salary		742,585		814,861		716,000		630,000
12 0 Personnel Benefits		199,620		233,936		230,000		189,000
21 1/22 1/23 1 Travel, Transp, Utilities		49,006		48,858		50,000		50,000
25 1 Other Services, Misc		9,891		22,969		15,000		15,000
2515 Services, Other Agencies		948,194		1,143,300		765,360		870,000
2550 Contracts		2,442,491		2,506,643		2,000,000		2,165,000
2572/2583 Entertainment/Subsistence		116,303		229,922		230,000		230,000
26 1/31 0 Supplies, Equipment		6,986		14,633		15,000		20,000
41 0 Grants		2,371,715		2,229,353		2,000,000		2,180,000
Subtotal Obligations		6,886,791		7,244,475		6,021,360		6,349,000
Total Funds Balance		67,977		36,807		61,573		65,100

* This amount is the Center's fiscal 2017 enacted level.

¹ The US Embassy in Belgrade transferred funds directly to Open World for specific programs in 2017.

² There were no transfers for Ukraine in 2017: the amount shown is the unobligated trust fund balance from fiscal 2016. In 2017, the Center was notified that an interagency transfer of \$1.2 million for specific programs for Ukraine had been forwarded to the appropriate committee for Congressional approval. As of this date, the Center has not received any funds as a result of this and other notifications.

³ In 2017, the Center was notified that an interagency transfer of \$188,000 for Regional programs, \$77,000 for Moldova, and \$38,640 for Uzbekistan had been to the forwarded to the appropriate committee for Congressional approval. As of this date, the Center has not received any funds as a result of this notification.

⁴ This includes all MOUs with US Embassies in Open World Countries; the Library of Congress-OW Interagency Agreement; the USDA OCIO for webhosting, and GPO printing services.

⁵ Most of the requested increase is needed to cover part of an expected shortfall in the overall cost of operations. The logistical contract is the largest, under which participant costs are paid, including but not limited to airfare, hotel, visa processing, translation services, and contingency services. See Part II Budget Request for a complete explanation.

⁶ In order to save money, the Center purchases services for food and accommodation directly from the vendors. Under the logistical contract, these costs are subject to a 17% indirect charge.

Total Funds – All Sources**(Actual Dollars)**

	Fiscal 2017 Actual	Fiscal 2018 Projected	Fiscal 2019 Projected
Appropriated Funds	5,600,000	5,600,000	5,800,000
Recovered Funds	1,278,396 *	375,000	465,000
Revenue	76,010	65,000	87,527
Carry Over Funds	71,526	42,933	61,573
USAID - Serbia	51,000	0	0
USAID - Ukraine	0	0	0
USAID - Regional	0	0	0
Total Funds Available	7,076,932	6,082,933	6,414,100

*The high level of recovered funds in fiscal 2017 reflects an interagency transfer late in fiscal 2016.

Program Overview

In 1999, Congress authorized the Open World program as a pilot project as a result of discussions between then Librarian of Congress, Dr. James H. Billington, and a bicameral and bipartisan group of Members of Congress. The project focused on the question of how to increase mutual understanding between Russia and the United States and to support Russia's democratization efforts. The success of the Open World program and the continued importance of the Center's mission led Congress, through the leadership of the House and Senate Appropriations Committees, to establish in December 2000 a permanent, independent entity in the legislative branch to house the Program: the Open World Leadership Center (the Center or Open World).

The Center conducts the Open World program, one of the most effective U.S. exchange programs for countries¹ in transition. The program has enabled more than 27,000 young global leaders to engage in and interact with Members of Congress, Congressional staff, and thousands

¹ Current Open World countries are: Armenia, Azerbaijan, Estonia, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, Mongolia, Russia, Serbia, Tajikistan, Turkmenistan, and Ukraine. Last year the Center renewed programs for Belarus, Moldova, and Uzbekistan and started a pilot program in Peru.

of other Americans, many of whom are the delegates' direct professional counterparts. Open World focuses on assisting Congress in its oversight responsibilities and on conducting exchanges that establish lasting professional relationships between the rising leaders of Open World countries and Americans dedicated to showcasing U.S. values and democratic institutions. The Center's non-partisan nature and independence from the priorities of any presidential administration is an important asset for the program.

The highly-regarded Open World program has also played an increasingly vital role in the political landscapes of many countries throughout Eurasia. The Center has brought rising leaders who have become influential in the national arena and within their communities. The Center has also built substantial expertise in conducting exchange programs tailored to support the Legislative Branch. As it moves further into its second decade, the Open World Leadership Center continues to strive for excellence in providing a rich experience for foreign legislators and the best and brightest young professionals in Open World countries.

One profound insight the delegates derive from their experience in the United States is that elected officials are accountable to their constituencies. Another powerful element of the program is the impact of home stays – Open World delegates live with American families while in the United States. Partnerships and deeper understanding forged between American hosts and the delegates multiply the connections within and among their communities with profound results.



Kazakh Members of Parliament and parliamentary staff meet Rep. Terri Sewell (AL-07) in her Capitol Hill office in Washington, D.C. prior to their travels to Birmingham, AL. (April 2017)

Program Objectives

The Open World Leadership Center is committed to a strategy designed to strengthen our work in support of Congress and continue to cement our legislative identity. To that end, the Center adopted three goals that are both measurable and attainable, despite limited staff resources.

Goals

- *Ensure that the Center is a resource, an asset, and an investment for Congress:*
Under this goal, the Center specifically addresses Congressional interests and requests. In addition, delegations of legislators at the national and local levels comprise a substantial portion of the total number of participants. Finally, Members of Congress and their staff receive first-hand actionable information about strategic countries of interest from face to face meetings with rising leaders.
- *Expand the reach of the Center to countries strategically important to the United States:*
Via enabling legislation and with the approval of the Board of Trustees, the Center is able to respond quickly to Congressional requests to engage emerging leaders of strategically important countries.
- *Operate as a model, cost-effective, responsive agency:*
The Center is keenly aware of the importance of being an effective and efficient fiscal steward. In that capacity, interagency agreements, low overhead and responsible grant-making are hallmarks of the Center's high impact, low cost operations.

Measures of Success

Open World continues to focus its programming on a geographically and professionally broad cross-section of emerging leaders who might not otherwise have the opportunity to visit the United States:

- Delegates have come from every political region of Russia and Ukraine.
- More than 10,500 federal, regional, and local government officials have participated, including 354 members of parliament and 1,972 judges.
- The average age of Open World delegates is 37.
- 95 percent of delegates are first-time visitors to the United States.
- 51 percent of delegates are women.
- Since 2012, approximately 40% of all Open World delegates are age 30 and under.
- The average cost per participant of the Open World program is \$8,800-9,200, depending on the country, compared to approximately \$19,000 per person for a similar executive branch program.

Interest in the Open World Program remains robust within American hosting communities. The demand for hosting Open World delegations is more than triple the supply of available slots due to funding limitations. Delegates are hosted by a large and dedicated group of American citizens

who live in state capitals and other large cities, small towns, and rural communities throughout the United States.



Ukrainian parliamentary staff on the theme of Legislative Development were hosted by the Palmetto Council for International Visitors in Columbia, SC. (February 2017)



Local hosts in Sacramento, CA eagerly wait for a delegation of legislative staffers and health professionals from Ukraine. (February 2017)

The Open World Parliamentary Program in 2017

In developing its latest strategic plan, the Center's Board of Trustees emphasized the importance of parliamentary programs that link Members of Congress to their counterparts from Open World countries. A goal was then set that 15% of delegates would be parliamentarians, staff or regional legislators. We met that goal in 2017.

The interaction between our Parliamentarians and Members of Congress created opportunities for unfiltered dialogue of interest to both sides, including supplying lethal weapons, particularly anti-tank missiles, to Ukrainian forces. It also provided timely discussion of the political and economic conditions affecting these countries. Overall, 14 parliamentary delegations consisting of 82 participants from ten countries (Georgia, Kazakhstan, Kyrgyzstan, Moldova, Mongolia, Perú, Serbia, Tajikistan, Ukraine, and Uzbekistan) traveled to the United States for home stays from Homer, Alaska to Atlanta, Georgia and 12 states in between. They stayed with American families, some at first reluctantly, but all in the end enthusiastically, so much so that parliamentary alumni tout to colleagues planning travel on Open World how they can only understand America, its people, and its values by staying with families.

These MP alumni also help in nominating colleagues, in guiding future themes for Open World programs, and in some instances supporting critical U.S. initiatives. One other result lies in opening the dialogue, and seeing the perceptions and positions directly from both sides. We will continue this productive program in 2018 and 2019.



Members of Parliament from Uzbekistan visit Mississippi's State House in Jackson, MS. (November 2017)

Calendar Year 2017 Highlights & 2018 Plans

Overview

In 2017, the Open World Leadership Center hosted a total of **858** delegates from **18** countries in more than **120** host communities in all **50** states. In a climate of uncertainty in the international arena, Open World continues to serve as a resource of unvarnished information for Members of Congress and their constituencies throughout the United States. Our three signature 10-day exchanges – Members of Parliament, Judicial Rule of Law, and Civic Programs – have resulted in the creation of a vital network of more than 27,000 emerging leaders that have had first-hand, peer-to-peer exposure to the United States. With assistance from the Department of State and USAID, the Center hopes to bring nearly 900 emerging leaders to communities throughout the United States in 2018. Country highlights from 2017 follow the chart below.

Participation by Country

	Through 12/31/2017	2017 Completed	2018 Scheduled	Fiscal 2019 Projected
Armenia	107	25	6	6
Azerbaijan	284	20	12	12
Belarus	24	12	12	12
<i>Egypt</i>	12	0	0	0
Estonia	20	4	4	4
Georgia	635	63	24	24
Kazakhstan	471	44	18	18
Kosovo	134	30	12	12
Kyrgyzstan	481	44	18	18
<i>Lithuania</i>	104	0	0	0
Moldova	442	13	6	6
Mongolia	85	28	12	12
Russia	19,473	224	216	216
Serbia	457	42	24	24
Tajikistan	499	39	18	18
<i>Turkey</i>	97	0	0	0
Turkmenistan	196	13	6	6
Ukraine	3,394	239	306	306
Uzbekistan	128	8	6	6
Other programs	41	10	26	26
	27,084	858	726	726

¹ Other programs include the Rumsfeld Foundation Fellows from most Open World countries; House Democracy Partnership delegations; and special requests from Members of Congress.

This number is the most that can be hosted with appropriated funds only (including recovered funds, revenue, and other offsets). The number will grow if USAID funds are transferred later this year.

Countries in *italics* are inactive.

Russia

From 1999 to 2017, Open World hosted more than 19,400 young Russian leaders. In calendar year 2017, the Center hosted 224 Russian participants in 35 exchanges. Delegates came from 53 of Russia's 83 regions, included a wide range of ethnic groups, and were hosted in 30 host communities in 24 U.S. states. Women made up 61 percent of the delegates.



A delegation from Russia meets Rep. Mark Meadows (NC-11) to discuss issues concerning Finno-Ugric Indigenous Peoples in his Capitol Hill office prior to traveling to Hendersonville, NC. (October 2017)

Open World is one of the few remaining U.S. exchange programs in Russia, and the only one operating with such engaged alumni and partners throughout the country. The Center's objectives are to have participants return to Russia with a more positive view of America, to add to their professional skills through direct contact with their American counterparts, and to counter the Russian information war by providing an objective view of the American people and our society. Its work is important to the U.S. Mission as it continues to forge professional links between the rising young leaders of Russia and their counterparts in the U.S. The Open World program is uniquely positioned to expose emerging Russian leaders in civil society to the American system and their American counterparts, strengthening relationships, building partnerships and dispelling stereotypes spread by Russian media.

Open World alumni have proved to be a strong asset and partner to the U.S. Embassy and Consulates throughout the country, with over 19,400 alumni spread among all regions of the

country and a roster of some 70 dependable Open World facilitators covering about 20 regions. Former U.S. Ambassador to the Russian Federation (2014-2017), and to Georgia (2005-2009) and Ukraine (2009-2013), John Tefft indicated that he had personally seen firsthand how Open World alumni play a critical role in helping improve ties between our countries. We are excited to provide newly appointed Ambassador to Russia Jon Huntsman our insight as to the country and where accessible and open-minded Russians would be located.



The Tooele Sister City Committee in Utah hosted a Russian delegation of mental health professionals traveling on the theme focused on Autism Spectrum Disorder. (September 2017)

One unique strength and asset to our mission is the position of the Open World Leadership Center in the legislative branch. For example, in April 2017, we were able to send several high level Russian Middle East experts on an Open World program to meet with their U.S. counterparts. As a result, they developed a stronger understanding of how U.S. foreign policy is made, and established a strong network for future efforts. These were the top experts in their field who regularly engage with policy-makers and academics at the highest levels and who would not have participated in any other U.S. government program. The Center's placement in the legislative branch, where it is governed by a Board of Trustees consisting primarily of Members of Congress, provides a level of comfort for our delegates who otherwise would not elect to travel on a program administered by the executive branch.

The Center's 2017 Russia program emphasized such themes as media, women's issues, sister city/partnerships, entrepreneurship and innovation, civic education, the environment, agriculture, education and civil rights. All aspects of programming emphasize citizen participation, exposure to transparent practices, and insight into public-private partnerships in a free society, providing a vivid contrast to life in Russia.

To highlight some programmatic results:

- The Deputy Editor of the Echo Severa (Echo of the North) newspaper, wrote an article, “What Unites Firemen of Russia and America?” During his Open World program in Portland, Maine, the author and his delegation visited the Westbrook Fire Department and learned about American first responders from the Fire Chief, who also told the delegation about his visit to Arkhangelsk as part of a Portland-Arkhangelsk Sister Cities Exchange. The alumnus indicated that fire departments in Portland and Arkhangelsk have more things in common than differences. The atmosphere of family and brotherhood is very strong in both places. “Although we are separated by thousands of miles, fires burn equally...And when the alarm sounds, in Arkhangelsk and in Portland, firefighters leave the call immediately, without any excuses” explains the alumnus, who also indicated that both sides learned a lot from each other, particularly about tactics and strategy during firefighting.
- One alumna and her colleagues at the Institute of Distance Learning Education, National Research Tomsk University, launched a MOOC (Massive Open Online Course) about the principals of evolution and ecology. Additionally, their research paper, *MOOC Quality Evaluation System: Tomsk State University Experience* was published by Springer, a leading scientific, technical and medical publisher. This result was generated from the alumna’s program in Boise, Idaho. This initiative and the contacts were shared by Boise State University during a program highlighting technology, entrepreneurship and distant learning.
- Another alumna spent the 2016-2017 academic year at Bluefield State College (BSC) in Bluefield, WV teaching chemistry and biotechnology as a Fulbright Scholar in Residence. She learned about the Fulbright Scholar program during her Open World program on the environment and energy efficiency from her local host coordinator. During the Fulbright scholar year, this alumna visited local high schools, where she spoke about her work in biology and her home country of Russia.
- An Open World delegation from Russia visited the University of Nebraska Medical Center (UNMC) under Open World’s Senator Ben Nelson Fellow’s Program created to honor the Senator’s contribution to Open World and to improve ties between the United States and Russia. The delegation consisted of researchers who work on mosquito and tick-borne diseases such as Lyme disease, West Nile virus, and Zika. During their visit to Nebraska they met with many experts, including the interim associate vice chancellor for global student support at UNMC and the University of Nebraska at Omaha, who said “What I’ve learned from meeting with this very talented group of people is that we’re working on similar problems, so it makes a lot of sense for us to work together. They want to work with us, and it’s a real opportunity for us to expand our reach and connections around the world. We’re talking about opportunities for some students from the U.S. to go work with our collaborators in Russia around the same kind of problems we’re working on here.”

- One of the Russian Middle East experts who participated in Open World in April 2017 published an analysis with the Middle East Institute on Russia's involvement in the Libya conflict. The expert wrote on Facebook that publishing the article was a "result of the recent trip to DC and a milestone in my career." During the Open World program in Washington, DC, this delegate visited numerous high level think tanks and policy makers. In a joint statement the delegation had this to say about their Open World program: "Open World appealed to the members of our delegation by being nonpartisan, politically neutral, and outside of executive branch politics. The program fosters a free, open, deep and meaningful exchange of ideas between peers."

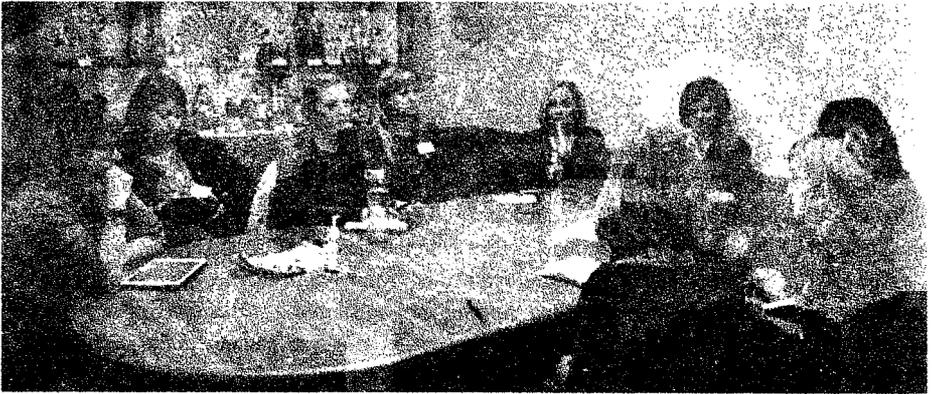
Despite obstacles such as the current low point in U.S.-Russia relations and the drawdown of U.S. Mission staff in Russia, Open World has managed to maintain robust programming in Russia covering a broad spectrum and reaching into all regions of Russia. Open World alumni still show a willingness to meet their American counterparts in Russia, despite any risk that this may have for them. American diplomats often come to Open World for contacts in cities that they are visiting because they know that Open World alumni are willing to meet and are armed with the ability to be objective and forward thinking.

Ukraine

Open World's objective is to further democratic and free-market processes in Ukraine by providing a new generation of Ukrainian leaders with the vision, skills, and tools needed to develop their country at this critical juncture in its history and while it faces aggression in its South and East. The program is aimed at furthering anti-corruption efforts, assisting in the decentralization process, promoting the rule of law, improving transparency in the public and private sectors, and providing a secure safety net to a suffering population.

In 2017, 40 U.S. communities in 30 states hosted Ukrainian delegations, providing 239 emerging leaders from Ukraine with broad exposure to American democratic and free-market institutions. As part of these 40 programs, ten were aimed to not only assist Ukraine during these trying times, but also to further existing partnerships to support long-term sustainability. Open World's 2017 programming included Ukrainians from all of Ukraine's current 25 regions (not counting the two regions in Crimea). Their U.S. programs provided them with great insight into democratic practices, civil rights, good governance, transparency in media, sound health and education policy and practices, the provision of social services, and economic development strategies. Thematic programs were held in the areas of: legislative processes and serving the public, decentralization, anti-corruption, support services for those affected by the war (including strategies for treatment of PTSD and policies for IDPs), the development of accurate and strong investigative journalism (in part, to counter the information war waged by Russia), support for civil society organizations, and reform initiatives in education, health and social infrastructure for those less fortunate (including such issues as combatting trafficking, inclusion of handicapped, and the expansion of civil rights).

Much of Open World's Ukraine program was aimed at providing Ukraine the tools it needs for self-governance, democratization, decentralization and to continue with progressive development aimed at eliminating corruption while it counters Russian aggression and use of disinformation and propaganda. To be responsive to the current needs in Ukraine, Open World's exchange programs have been expanded in areas that: focus on improving Ukrainian media's ability to counter Russian propaganda and provide its citizenry with more transparent and credible information, assist with government reform in the critical areas of anti-corruption and decentralization, further the development of a robust and pro-active civil society with the tools and skills needed to serve stakeholders and improve the lives of those they serve. Open World also works assiduously to assist our Ukrainian partners to handle the hardships caused by the aggression to the East and South (such as servicing those with battlefield injuries and post-traumatic stress disorder and helping with programs aimed at providing support for internally displaced persons).



An all-women delegation from Ukraine, focusing on Issues of Internally Displaced Persons, meet with the Mayor and City Council of Akron, OH (March 2017)

Through our 3,400 alumni, the Open World Leadership Center plays an important role for the U.S. Mission in Ukraine's development efforts. Our network of rising star alumni in key government agencies and throughout the private sector has helped move forward the reforms that the Ukrainian people, its government, its partners and international donors/investors seek. For example, the Deputy Minister of the Ministry of Youth and Sports at a Peace Corps swearing in ceremony expressed his effusive thanks for Open World's programming focusing on youth development in Ukraine. Ukraine's Minister of Health Dr. Uliana Suprun has been a regular nominator for Open World, and selects much of her top staff from Open World alumni, including three of her Deputy Ministers. Dr. Surpun has praised the Center's efforts to address the growing issue of PTSD, among its other contributions to Ukraine. She also is eager to work with Open World to train a cadre of professionals that are ready to implement the recent sweeping legislative changes to Ukraine's healthcare system.

Other illustrative Ukrainian alumni include:

- Two members of the Cabinet of Ministers. Other alumni are in top leadership positions in the Ministry of Health, the Ministry of Education and Science, the Ministry of Youth and Sports, and the Ministry of Energy and Coal Mining.
- The Prime Minister is a strong supporter of the Program and has been a very active supporter of the Birmingham-Vinnitsa partnership program that Open World implements as he formerly served as Mayor of Vinnitsa and has been involved in Open World's programs.
- Currently, thirteen members of the Parliament are Open World alumni and several are among the leadership. This includes:
 - the Chair of the Subcommittee on National Security and Defense Spending
 - the Chair of the Subcommittee on Cooperation between Ukraine and European Union members
 - the Chair of the Subcommittee on Civil Service and Service in Local Government
 - the Chair of the Subcommittee on Budget Support for Regional Development
 - and the Secretary of the Committee on State Construction, Regional Policy and Local Self-Governance.

Many alumni also serve as key staff members (some 100 Parliamentary staffers and advisors are Open World alumni), including the Special Adviser on Foreign affairs to the Speaker. These dedicated alumni are eager to work with Open World to expand this element of programing.

Illustrative program results include:

An Open World host from Omaha, NE, traveled with several of his professional colleagues to Ukraine in the fall of 2017 at the invitation of an Open World Alumna who works for the NGO "Ukraine Without Orphans" to conduct trainings on child and family services in Kyiv and Kherson. Another Open World alumnus, who is now the Commissioner of the President of Ukraine for Children's Rights, also helped to organize a roundtable discussion with the American delegation. Representatives from the Ministry of Social Policy of Ukraine, the Ministry of Regional Development, Construction and Housing and Communal Services of Ukraine, and the U.S. Consulate in Ukraine attended the roundtable which is highlighted at <https://www.facebook.com/up.z.prav.dytny/posts/1277641249007657>.

Five Open World alumni were included in the list of Top 20 Most Innovative Mayors in Ukraine. The project was organized by *Ukrainskaya Pravda* newspaper and the list was announced at an International Mayors Summit in Kyiv in late November 2017. Both a professional jury and ordinary Ukrainians nominated mayors that were introducing innovations in their cities. The professional jury then chose the top 20 mayors out of 400 applications that were received based on innovations in all areas of city residents' life, urban planning, public services, cultural centers, healthcare, environment, safety and security, communication, entrepreneurship, startup ecosystem, and city brand. The jury then selected the top five finalists, based on transparency, impartiality, honesty, and reputation among city residents. Two of Open World alumni were named in the top five.



Delegates from Ukraine visit the State House in Louisville, KY while participating on a program focusing on Combatting Human Trafficking (March 2017)

Finally, in the business and partnership field, one Open World alumnus returned to Birmingham in 2017 with a delegation led by the Mayor of Vinnitsa to launch an innovative mobile platform for peer to peer car sharing with his new partner from Birmingham. During this visit, Open World's alumnus registered this company in the United States and it can be found at www.sizecar.com.

A tour of Ukraine brings one in contact with many leading Open World alumni that are making important and impressive strides to serve those with battlefield injuries, rising in the ranks of leading reform ministries and organizations, battling corrupt practices as part of government and private sector reform, working on decentralization efforts, and serving those displaced or impoverished by the aggression in the East and the South. There is also a significant cohort of leaders at the regional and city level that are joining local councils and implementing democratic and free market reforms throughout the country as it works to end the problem of endemic corruption and a weak economy that provides a poor safety net. Open World is well-positioned in 2018 and 2019 to help Ukraine make real gains as it matures as a nation and prepares to face the challenges of corruption and transparent development.

Remaining Open World Countries

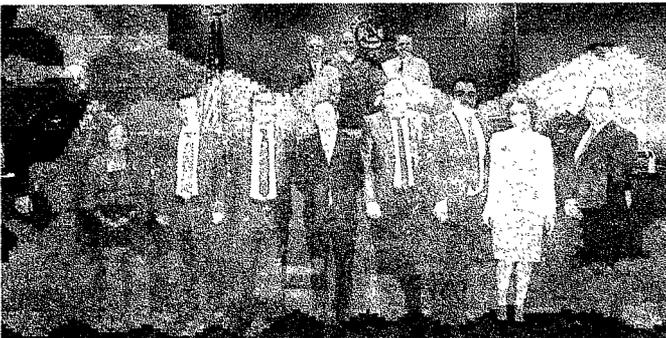
Armenia

From 2011 through 2017, the Center hosted 107 delegates from Armenia on themes such as women in politics, elections, civic and judicial rule of law, and urban development. Many young Armenian leaders have been introduced to their American counterparts and observed firsthand the power of civic engagement and accountable governance.

The Center's rule of law program for judges has been a highlight:

- In 2017, Armenia's Chamber of Advocates developed a ranking system for judges based on scores given by lawyers who argued in a particular judge's courtroom. One Open World alumnus was ranked #2 out of 230 total judges scored. Of the 16 Armenian judges who have participated in the Open World program since 2014, six were ranked in the top 20.
- U.S. Federal Magistrate Judge Mark Hornsby commented on the benefit to the local community of having Armenian Judges visit: "The host judges, host families, and members of the local bar were all beneficiaries of the Armenian Judges' visit. The Chief Judge made a detailed presentation to the members of the Shreveport Bar Association regarding the legal system, history, and culture of the Republic of Armenia. Throughout their visit the delegates met with local legal, judicial, and civic leaders during which the delegates shared their laws, policies, and procedures, and discussed the differences between the Armenian and American governments and law. We all benefit when we learn about different ways of accomplishing the same societal goals."

As Armenia holds a national dialogue about legal reform, Armenian judges had the opportunity to observe local juvenile courts, jury trials, and discuss the difference and overlap between the state and federal court systems, all of which are under discussion but not yet implemented in the Armenian system.



An Armenian judicial delegation meets Judge Jeff R. Thompson and staff of the 26th Judicial District Court for Bassier and Webster Parishes outside of Shreveport, LA. (April 2017).

Azerbaijan

From 2007 through 2017, the Center hosted 284 delegates from Azerbaijan. This year we will host 12. These two delegations will focus on Disability Advocacy and Reform and Cyber-Intellectual Property Rights. Delegates from Azerbaijan benefit immensely from participating in Open World. For example, Open World is working to promote women's equality and their increased role in society by creating opportunities for women as they face numerous social barriers in that country. We are also recognizing those that are underserved and underrepresented by providing programming that includes the disabled, refugees, and Internally Displaced Persons.

An Open World host of September 2017 Azerbaijani delegation focusing on combatting domestic violence described a picture that she submitted as follows: "Clinical Professor of Law at the University of Kansas, Suzanne Valdez, shaking hands with Azerbaijani attorney Rovshana Rahimova. Now Rovshana, an attorney who defends victims of domestic violence in Azerbaijan and has played an important role in drafting legislation that is now in place, can return to her country with information, resources, and support that will continue to improve the lives of victims in Azerbaijan." This Open World host (the Lenexa/Overland Park, KS Rotary Club) is now working with the Tamas Shelter for victims of domestic violence to continue to assist in the battle against domestic violence in Azerbaijan.



STEM professionals from Azerbaijan meet State Senator Eric Kock at the Indiana Statehouse in Indianapolis, IN. Delegates were hosted by Bedford Rotary Club of Bedford, IN. (March 2017)

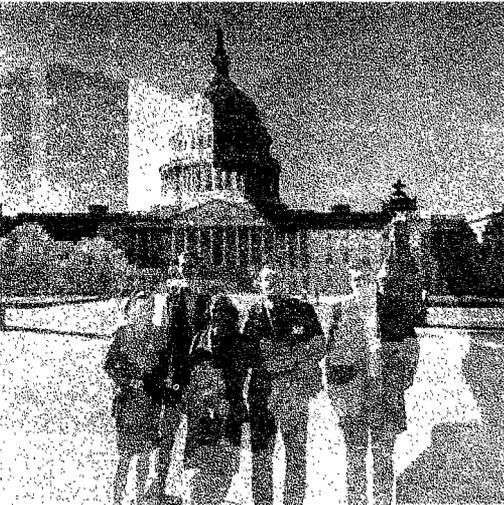
Belarus

From 1999 through 2017, the Center hosted 24 delegates from Belarus. After not hosting delegates from Belarus since 2004, the Center welcomed two delegations in 2017, one focused on ophthalmology and rehabilitation, and the other on intellectual property rights.

The ophthalmology and rehabilitation delegation was made up of both doctors and rehabilitation practitioners, including the Head of the Medical Expertise and Rehabilitation Department at the Ministry of Health of the Republic of Belarus. This official, upon her return to Minsk, was eager to share and apply the knowledge gained to develop improvements to the Belarus national rehabilitation system. This delegate also is working with her American counterparts to create a pilot system of outpatient rehabilitation services in Belarus for severely ill and/or bed-ridden patients. This system would be based upon the American approach of individualized services and volunteer engagement that she experienced in Salt Lake City on the Open World program.

Another highlight of the professional program included a visit to the Moran Eye Center, where delegates were impressed by the quality of equipment and facilities as well as the professional approach to research and care. As a result of this visit, one of the Belarussian doctors plans to return to the Center for an extended training program, and another has invited American researchers to participate in a conference in Belarus.

Exemplifying the success of this program, those who interacted with the Belarus Intellectual Property Rights delegation remarked on their professionalism and dedication to the subject and its enforcement. A meeting with the Department of Justice's Computer Crime and Intellectual Property Section resulted in an important discussion about international enforcement and key areas of cooperation to preserve evidence and prevent intellectual property crimes. In addition to an exemplary program that allowed the Belarus delegation to discuss important enforcement and other issues surrounding new and emerging technologies, the cultural program and home stay experience gave the participants a greater understanding and appreciation for "real" America.



Intellectual Property Rights professionals from Belarus walk to congressional meetings prior to their departure for New Haven, CT hosted by Rotary of New Haven. (October 2017)

Estonia

From 2013 through 2017, the Center hosted 20 delegates from the Estonian judiciary. This year Open World's program for Estonia will feature a delegation of four judicial professionals that will be hosted by a representative of the U.S. federal judiciary identified in cooperation with the International Judicial Relations Committee of the Judicial Conference of the United States. The Judicial Training Department of the Supreme Court of Estonia supports 90% of the cost of the program. To date, Federal district judges in Nevada, Maryland, Ohio, North Carolina, and Mississippi have hosted their Estonian counterparts.

Estonia's 2017 judicial delegation reported that "Our visit provided participants with ideas concerning what is better in the U.S. legal system. At the same time it provided insight into what is already good in our system and should not be changed."



Estonian judges meet a group of magistrate and bankruptcy judges in Jackson, MS. (April 2017)

Georgia

From 2007 through 2017, the Center hosted 635 delegates from Georgia. This year we will host 24, including one delegation of Parliamentarians and one of Parliamentary Staffers, one delegation of judges, and one delegation working to make the Abkhas Enguri Dam an economically successful project. Open World has a robust record in Georgia: alumni have risen to leadership positions such as Deputy Chief of Mission of their Embassy to the United States, the Deputy Ministers of Finance and Defense, the Chairwoman of the Committee On European Integration in the Parliament, the Public Defender, and the Rector of Gori University. Many

Open World alumni are active in working to promote the rights of minorities and ensure that they are not disenfranchised from elections. One highlight of programming has also been the re-energization of the Atlanta-Tbilisi Sister City partnership, which is now flourishing. Open World programs were also instrumental in judicial reform and educational reform as well as the introduction of jury trials in Georgia.

Open World's 2017 Georgia program provided emerging leaders of that country with extensive exposure to the United States and the best practices of colleagues sharing similar careers and interests. Open World hosted Members of Parliament (two groups), local legislators, entrepreneurs, environmentalists and those working to develop sustainable tourism, media professionals working to combat fake news, two groups of judges (one that was hosted in Oklahoma and one in the D.C. metropolitan area), and museum curators. This last delegation featured professional development on a project that produced an historic Edward Curtis exhibit available throughout the Republic in collaboration with the Library of Congress. The U.S. Ambassador to Georgia Ian Kelly stated, "Embassy Tbilisi's cooperation with the Library of Congress began with the Open World exchange program for members of parliament and civil society leaders. Through this partnership, we were able to send Georgian museum experts to the United States for training in June, and bring this incredible collection of artwork to Georgia." Librarian of Congress Carla D. Hayden indicated that "It is our honor to be partners with the Open World Leadership Center and the U.S. Embassy Tbilisi in presenting the wonderful work of Edward Curtis."



Georgian entrepreneurs visit the Cherokee Office of Economic Development in Woodstock, GA to look at entrepreneurship initiatives. (March 2017)

One of the two groups of Judges that came in late 2017 was hosted in Baltimore-D.C.-Northern Virginia area by federal district judges Richard Bennett and Anthony Trenga, while the second was hosted in Oklahoma City by federal magistrate judge Suzanne Mitchell and the judiciary of Oklahoma City, a city in which Open World's judicial program has been particularly successful. A highlight of this program was a host recognition ceremony attended by Senator James Lankford (R-OK), who then spent considerable time with the visiting Georgian judges to better understand their challenges. A highlight of the D.C. area judge program was a joint dinner that the judges had with a delegation of Ukrainian Members of Parliament who were very pleased to learn about their fight against corruption from the Georgian judges.



Members of the Georgian Parliament attend a town hall held by Rep. David Price in Raleigh, NC. (March 2017)

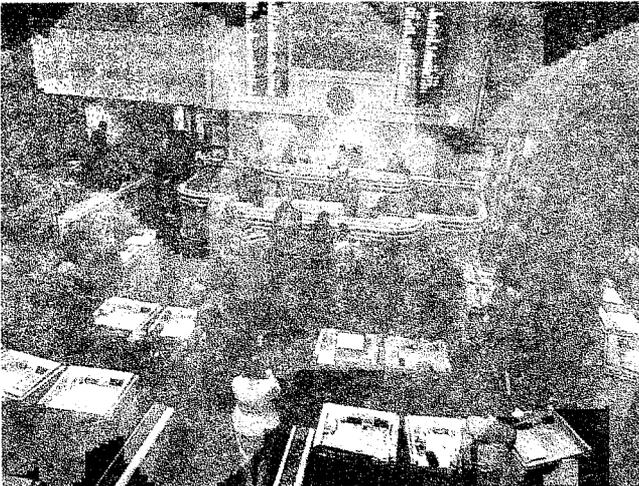
Exemplifying our 2018 planning is a project that will be fielded in cooperation with USAID as part of the effort to help the Georgians develop the Enguri Dam. This project furthers U.S. policy by strengthening Georgia's energy security and economic development and by encouraging economic engagement with Georgia's occupied territories. The program will help to develop the technical expertise of Enguri personnel by exposing them to the best modern practices of large scale hydro power plants in the United States. It will also encourage the development of a tourism facility at Enguri similar to the Hoover Dam. Furthermore, it will set a precedent for cooperation that can lead to additional energy-related engagement in Abkhazia by the United States and the international community.



A delegation of Georgian judges celebrate the end of their program at a host recognition ceremony at Oklahoma City University with Magistrate Judge Suzanne Mitchell (back, green dress) and Senator James Lankford (OK) (center) on Friday October 27, 2017.

Kazakhstan

From 2008 through 2017, the Center hosted 471 delegates from Kazakhstan. This year we will host 18 delegates focused on the themes of parliamentarians, support for small and medium enterprises, and prison reform. Open World has introduced many young Kazakh leaders to their professional counterparts in scientific, legislative, academic, and innovative industries to facilitate the development of cross-cultural communication, citizen diplomacy, and economic development. Illustrative of this is the strong sister city relationship between the Kazakh city of Pavlodar and Mauston, WI with a wide range of entrepreneurial follow-up projects and privately funded reverse travel.



Members of the Parliament of Kazakhstan on the floor of the Alabama House in Montgomery. (April 2017)

Highlights from 2017 programming include:

- One alumna from the Asian Credit Fund (ACF), a delegate in an Open World Women Entrepreneurs program, created a Business Academy for ACF clients following her return to Kazakhstan. The Business Academy has trained more than 200 rural households from 56 villages of Kazakhstan on “How to start your own business.” Training was conducted by professional trainers of ACF, along with local successful practitioners. The combination of theory and practice the alumna brought back from her Open World experience helped the rural population to gain valuable knowledge and practical advice on vegetable and livestock production. ACF currently plans to expand its list of training courses with such business ideas as poultry-breeding and dairy production, to opening a small bakery, introducing veterinary services, and organizing a club of ACF clients.
- A delegate said that the Open World program changed her attitude towards the U.S. and American people. She admitted that at in the beginning she was skeptical about why the U.S. government would fund such a program, but she was tremendously impressed with the openness and willingness of the American people to help and serve as volunteers to solve community problems.
- After participating in a program on school-based drug prevention programs and observing the significant role played by NGOs in the U.S., the Deputy Director of the Department of Education for the capital city of Astana was so impressed that she proposed a separate funding stream for NGOs working with kids for the 2018 budget. This proposal is currently being considered by the city budget committee.

Kosovo

From 2014 through 2017, the Center hosted 134 delegates from Kosovo. This year we will host 12 delegates, focusing on Preventing/Combating Corruption and Agricultural Subsidies.

While participating on the Open World Program, delegates from Kosovo were able to meet with Members of Congress who have had and continue to have an active role in supporting the establishment of creating and developing Kosovo. These members include Sen. Joni Ernst (IA) and Rep. Eliot Engel (NY).



Delegates from Kosovo, focusing on Improving Election Processes and Election Management, meet with Iowa Senator Joni Ernst before traveling to Des Moines. (February 2017)

Open World's successful hosting of our colleagues from Kosovo can be exemplified by the new life the program continues to bring to the Iowa-Kosovo sister state partnership, featuring close ties between the state's and the country's national guards. A recent reciprocal visit by members of the Iowa Sister State Committee involved talks with the Ministry of Education to organize a structured community college in Kosovo that would offer education on healthcare, welding, and auto-mechanics.

Kyrgyzstan

From 2007 through 2017, the Center hosted 481 delegates from Kyrgyzstan. This year we will host three programs, including Tourism Destination Management, Members of Parliament and Parliamentary Staff focusing on the Budget Process, and Judges focusing on Judicial Practices and Procedures for International Adoptions.

Members of Parliament from Kyrgyzstan participate in Open World to meet with their American counterparts and to witness accountable governance and transparency first hand. The tourism program helps our delegates to enhance the tourism sector in Kyrgyzstan by focusing on aspects of tourism development and destination management.

The Center also continues to focus on young entrepreneurs. Using the knowledge gained during their Open World experience, three Open World alumni created "Launch Yourself", a project to attract more successful businessmen and share experiences with young and active leaders. The "Launch Yourself" program matches successful entrepreneurs who share their knowledge with the participants of the program. In the first month of the program, the training sessions were conducted by the founder of the program and a trainer both of whom are Open World alumni.

Each of the speakers shared invaluable knowledge and experience with the project participants. All participants had an opportunity to ask questions.



Young Entrepreneurs from Kyrgyzstan learn about the workings of the Rocky Reach Dam during their program in Wenatchee, WA. (April 2017)

The program's third session was led by a coach of positive thinking and motivation, who is a graduate of American University in Central Asia and a successful hotelier and restaurateur. During her presentation on "The Magic Keys of Your Future," this Open World alumna talked about the importance of positive thinking and of drawing up a wish list, shared examples from her life and advised attendees on useful literature to read. In the afternoon, the participants met with a young businessman, an Open World alumnus, who shared how he started his business, his successful and unsuccessful projects, and his new plans and ideas.



Members of the Parliament of Kyrgyzstan meet with Rep. John Moolenaar (MI). (February 2017)

Moldova

From 2007 through 2017, the Center hosted 442 delegates from Moldova. This year we will host 6 delegates that are pharmacy school administrators and professors. After not hosting programs for Moldova in 2016 due to limited funds, we resumed programming in 2017 at the request of the U.S. Embassy's newly arrived officers who were impressed by the breadth and quality of Open World alumni throughout the country. Program themes in 2017 focused on ophthalmology and rehabilitation, and intellectual property rights.



Educators from Moldova traveled to Raleigh, NC to visit schools and to explore education partnerships. (September 2017)

Programming highlights include:

- The current Speaker of the Moldovan Parliament is an Open World alumnus.
- One delegate wrote: "Inspired by my Open World visit, I decided to launch the "Closer to European Union" Project, which aims to create a series of shows on my local TV station - ALBASAT from Nisporeni to promote closer relations between the EU and the Republic of Moldova. The project explains to Moldovan viewers what it means to become an EU member and what impact it will have on the social, economic, and cultural development of our country. I will also tackle the issue of benefits of EU integration and the responsibilities resulting from it. My project will play an important role in the process of signing and implementing the EU-Moldova association agreement and thus, contributing to a more democratic and open minded Moldova."
- In cooperation with the North Carolina-Moldova Bilateral Partnership and the North Carolina Secretary of State's Office, in 2017 Open World hosted a delegation of Moldovan teachers who were participating in the North Carolina-Moldova Service

Learning School Partnership Project, which is a classroom to classroom initiative. As a result of the program, more North Carolina school classrooms will be linked with Moldovan classrooms. The Moldovan teachers who participated are actively sharing their experience and knowledge gained through workshops for teachers and school counselors around the country.

Mongolia

From 2011 through 2017, the Center hosted 85 delegates from Mongolia. This year we will host 12 judges from Mongolia. Open World's rule of law program is a cost-share partnership with the Judicial General Council of Mongolia, which supports 60% of the cost.

Highlights from programming in Mongolia:

- Mongolian judges have been most impressed by the transparency and openness of U.S. courts. As a result of Open World's rule of law programs with Mongolian judges, court decisions in Mongolia have become public and accessible and the courts now offer more ways for the public to observe and reply to video records of trials.
- Mongolian MPs who visited Homer, Alaska discussed constituent relations and local governance with their hosts to identify similarities and areas of potential improvement for their own constituents. One delegate learned of the High Tunnel System used in agriculture that could be very beneficial for local farmers in his region. Others noted the system of including highway taxes in the cost of gasoline and the proportionality of taxes paid to highway use as something they wanted to implement back home.



Members of Parliament from Mongolia meet with Senator Martin Heinrich (NM) in Washington, D.C. (March 2017)

Peru

In 2017 the Center brought its first delegation from Peru. This program was initiated due to Peru's membership in the House Democracy Partnership. This pilot program included bringing a delegation of five members of the Peruvian Congress and was met with great interest and involvement of U.S. Members of Congress. As a result of the pilot program's success, we will bring another delegation of Members of the Peruvian Congress in 2018.

The facilitator for the 2017 delegation commented that, "The most significant lesson Open World delegates learned during their experience was the importance of elected officials knowing their electorate. From their Open World experience, delegates have new ideas on how to improve communication and respond to constituents which was highly useful."



Members of Congress from Peru meet with Rep. Jeff Fortenberry (NE), (center,) and Chairman Kevin Yoder (KS), (far right), before their trip to Austin, TX. (July 2017)

Serbia

From 2012 through 2017, the Center hosted 457 delegates from Serbia. This year we will host 24. Programming in 2018 for Serbia includes Higher Education Reform, English Access Program, one delegation of Members of Parliament, and a delegation of six judges and law enforcement officials that will participate in programming to further the Serbian judicial initiative to aid in the application and enforcement of newly adopted legislation on combating domestic violence.

As a follow-up to the Open World program for Judges conducted in order to assist Serbian judges implement the new Law on Prevention of Domestic Violence, one judge alumna organized a panel discussion to disseminate the information that the delegation had learned during their Open World program. The judge is a member of the Working Group for the Updated

Law on Prevention of Domestic Violence. The law was adopted by the National Parliament in September 2016, and came into being in June 2017.

Inspired by her U.S. experience, the judge gathered together a first responder team, where each member explained their area of activity and legal tools to help the victims, with a special attention being paid to updates in the new law. Starting with an NGO sector representative, through police and social services, the panelists gave an introduction on the general forms of domestic violence, how it develops and escalates, and what are the mechanisms to react to it as a victim or as a citizen witnessing it. They explained how the system is helping the victims and their families. The panel continued with presentations by the public prosecutor and a judge, who described where significant changes will take place that provide better protection to the victims.



Delegates from Serbia meet with Governor of Arkansas Asa Hutchinson during their program in Little Rock. The delegation was focusing on Food Security and Food Safety (May 2017)

Tajikistan

From 2011 through 2017, the Center hosted 499 delegates from Tajikistan. This year we will host 18, including parliamentarians, and delegations focusing on entrepreneurship and small business development, and NGO development. In June 2017, Open World received a letter from U.S. Ambassador to Tajikistan, Elizabeth Millard, expressing her support for Open World programs and pointing out some of the highlights she had witness with Open World alumni.

Highlights from programming in Tajikistan:

- While traveling in southern Tajikistan, Ambassador Millard met a young Open World alumna who recently participated in a Women Entrepreneurship program and is now the

owner of a Feed the Future women's sewing training center. She is paying her Open World experience forward by partnering with the National Association of Business Women in Tajikistan to empower more women to start their own business.

- Ambassador Millard also had high praise for a delegation of Members of Parliament. He met with the group before they travelled to the U.S. and mentioned that they were timid and skeptical. However, having met with the group after the program, Ambassador Millard noted that the group was transformed by their Open World experience and eager to engage and train youth in legislative affairs.



Delegates from Tajikistan, a predominantly Muslim country, working to combat violent extremism meet with the first U.S. legislator from Somali, Ilhan Omar, at the Minnesota state legislature. (March 2017)

Turkmenistan

From 2008 through 2017, the Center hosted 196 delegates from Turkmenistan. This year discussions are underway to host 6 participants through a cost-share with the U.S. Embassy in Ashgabat. The program will focus on building the sister city relationship with Albuquerque and Ashgabat through the arts.

Highlights from programming in Turkmenistan:

- In 2017, the Albuquerque-Ashgabat Sister City Committee hosted a delegation of women entrepreneurs. One of the delegates had recently started her own textile and interior decorating business in Turkmenistan and mentioned that the opportunity to discuss best practices and ideas with her American counterparts was very useful for her business.

Additionally, the Americans were very interested in her designs and they are in discussion to collaborate on future projects.

- As a result of Open World programs, the Central New Mexico Community College is working to set up a faculty and student exchange with universities in Ashgabat. One professor has already travelled to Turkmenistan as a guest lecturer.



Entrepreneurs from Turkmenistan meet Mayor Richard J. Berry in Albuquerque, NM. (March 2017)

Uzbekistan

From 2003 through 2017, the Center hosted 128 delegates from Uzbekistan. This year we plan to host six, a delegation of parliamentarians. Open World had not hosted Uzbek delegates since 2012, however, with support from the U.S. Embassy in Tashkent, and thanks to a newfound openness and reform efforts by President Mirziyoyev, the Center was able to host members of the Senate and Legislative Chambers in 2017.

Open World's 2017 Uzbekistan program featured a delegation of impressive members of that country's parliament, including the Chairman of the Senate Committee on Foreign Affairs, International Economic Relations, Investments and Tourism, who many believe is next in line to become Minister of Foreign Affairs.

During their time in Washington, DC, the MPs were able to give Members of Congress firsthand actionable information about key developments in Uzbekistan over the past year since the death of longtime ruler Islam Karimov and the election of new President Shavkat Mirziyoyev. Furthermore, the program coincided with the terrible terrorist attack in New York City, which was perpetrated by an Uzbek citizen. The delegation was able to speak with people about the incident, share condolences and discuss common misunderstanding about Uzbek life.

Under President Mirziyoyev, the Parliament of Uzbekistan has been called upon to take on more responsibility. For the younger MPs in the delegation, the chance to see how Members of the U.S. Congress interact with their constituencies, how the system of checks and balances works, and how federalism and decentralization serves the people more directly was an invaluable experience. This was enhanced by a visit to Uzbekistan's Sister State, Jackson, Mississippi, where the delegation observed local elections and government accountability on the state and local level.

Uzbekistan's Parliament is also in the process of setting up an independent research institute to serve the Parliament. A visit with representatives of the U.S. Congressional Research Service (CRS) included a broad discussion on the structure and ways CRS serves Congress that resulted in several key points the delegates will implement. Additionally, the two sides agreed to work together next year on further developing the Uzbek research service, with a potential visit by CRS staff.

Summary of the Fiscal Year 2019 Budget Request

The Open World Leadership Center's Budget Request of \$5.8 million for fiscal year 2019 is an increase of \$200,000 (3.6 percent) over fiscal year 2017 enacted funding. The funding level will enable the Center to continue its proven mission of hosting young political, civic, and cultural leaders from Russia, maintain its important program with Ukraine; and continue smaller programs with select countries approved by the Board of Trustees, in consultation with this Committee. The Board of Trustees believes that maintaining a robust grassroots-based Open World presence in Russia is necessary and important for future U.S.-Russia relations. Programs in expansion countries will account for a larger percentage of hosting than in the past. Program hosting capacity in fiscal year 2019 at the request level remains far below the limit of 3,000 set in the Center's authorizing legislation.

Total Funds Available - All Sources					
(Actual Dollars)					
	Fiscal 2017 Actual		Fiscal 2018 Projected		Fiscal 2019 Projected
Appropriated Funds	5,600,000		5,600,000		5,800,000
Recovered Funds	1,278,396	*	375,000		465,000
Revenue	76,010		65,000		87,527
Carry Over Funds	71,526		42,933		61,573
USAID - Serbia	51,000		0		0
USAID - Ukraine	0		0		0
USAID - Regional	0		0		0
Total Funds Available	7,076,932		6,082,933		6,414,100
*The high level of recovered funds in fiscal 2017 reflects an interagency transfer late in fiscal 2016.					

The budget request maintains hosting and other programmatic activities at a level of approximately 725-800 participants total. Actual allocations of participant slots to individual

countries will be based on the Center's Board of Trustees recommendations and consultations with the Appropriations Committee, Members of Congress, and U.S. Embassies in Open World countries.

Major categories of requested funding are:

Salaries and Benefits	\$	819,000	(split: part prog/part admin costs)
Contracts, interagency agreements	\$	3,035,000	(100% program)
Grants/Other direct program costs	\$	2,419,900	(100% program)
Administrative/Office costs	\$	75,100	(100% administrative)
	\$	6,349,000²	

Currently the Center staff includes:

Executive Director	EX
Congressional Relations Specialist	GS-14
Senior Program Manager	GS-14
Program Manager	GS-13
Public Affairs Assistant	GS-07
Program Assistant	GS-07 (possibly two depending on workload)

Projected 2018/2019 FTE: 6.5/6.5

Since the Center began working with our U.S. Embassies directly in 11 countries, this is the minimum program staff level required to manage 725-800 participants in a program year. Each Program Manager handles between five and seven grantees and between 325 and 400 participants. The program assistant provides much needed backup and other support. They coordinate all aspects of the delegation from initial nominations, selection and vetting; approving the program agenda in Washington, DC; and planning and monitoring activities in the host community.

The Center seeks every opportunity to capture any possible reductions or savings in costs. For example, the Center works closely with grantees to find volunteer hosting organizations and requires cost-sharing in every grant proposal. We also conduct periodic reviews with our logistical contractor to find the best airfares, to keep staff costs at a minimum, and to find savings wherever possible.

Open World spends its appropriation in two categories: Direct Program Costs and Administration Costs. Direct Program Costs includes a logistical coordinator contract; grants to host organizations across the United States; Memoranda of Agreements with 11 U.S. embassies in Open World countries; and 61% of the salary and benefits of the Center's staff.

² The amount over \$5.8 million shown here will be covered by unanticipated interagency transfers and other offsets.

In these categories, the Center's fiscal year 2019 budget request breaks down as follows:

A. Direct Program	—	\$ 5,954,490
1. Logistical Contract		2,165,000
2. Grants/Other Hosting Costs		2,419,900
3. Embassy Agreements		870,000
4. Salary/Benefits (Program)		499,590

The logistical services contract with a Washington-based NGO is the single largest expenditure at Open World. This contractor coordinates the delegate nomination and vetting process and is tasked with obtaining visas and other travel documents; arranging and purchasing airfare and accommodations; planning and executing the two-day D.C. orientation, and coordinating with grantees and placing delegates in American host cities, among other duties. Since the Center began working directly with embassies abroad in 2013, the contract cost decreased significantly while the embassy agreements increased moderately.

Grants/Other Hosting Costs refer to national and local hosting organizations (such as Rotary Club, Friendship Force International, and community colleges) that plan and execute an 8-day local program for each delegation.

B. Administration	—	\$ 394,510
1. Salary/Benefits (Admin)		319,410
2. All Other Operating Expenses		75,100

The salaries/benefits of the Executive Director (at 75%) and the Outreach Officers (80% and 100% respectively) are included in this category. It also includes an interagency agreement with the Library of Congress for infrastructure services, small contracts for professional services, postage, telephone, cell phones, and office supplies and materials. The Center benefits from lower administrative costs due to its physical location in the Library of Congress. Finally, agreements with other agencies for infrastructure services or for printing, webhosting, or graphic design are included here.

TOTAL BUDGET: \$6,349,000

remain tense, there looms the issue of how to present America – its values, its intentions, and its desire to uphold sovereignty of nations and to help settle conflicts.

Kremlin control of media within Russian borders, and the very effective information campaign in neighboring states, has brought the intended results – strong internal support for the Russian president and for his policies, a resurgent pride in Russia’s expanded role on the world stage, and a reassertion of its spheres of influence.

A few years ago, the United States had more than 300 active exchange programs with Russia. Today there are just a few, and only one, the Open World program, has the means to reach throughout this vast country and to attract rising leaders who might otherwise eschew a U.S.-sponsored program.

These Russian and Ukrainian delegates, who stay with American families for their intense ten-day program, carry back an understanding of a people in the U.S. who share many of the same aspirations they have: a prosperous, peaceful country, hope that their children will fulfill their potential, and a desire to understand one another. With a third of the delegates under the age of 30, and recognized as leaders among their peers, these Open World participants can explain to their broad range of contacts that the U.S. is not as portrayed in the mass media, but nuanced as is their own country.

“Open World appealed to the members of our delegation by being nonpartisan, politically neutral, and outside of executive branch politics. The programming fosters a free, open, deep and meaningful exchange of ideas between peers. –A joint statement from our delegation of Russian Middle East Experts who participated on Open World Program in April 2017

Open World, in some ways, is the last hope for cooperation with Russia and is a lifeline to democratic processes for Ukraine. As a resource for Congress and the nation, we may now be the most important program in Russia. Our alumni, 19,000 strong, fill important positions in all regions, crossing many classes and professions of Russia. In Ukrainian and Eurasian society, we have bolstered relations with Congress and supported critical reform efforts. Congress should be proud of what they funded and supported.

The Open World program has been carefully honed through the years based on an ongoing and consistent review of the programming. Bearing in mind that quality will not be compromised, the Center continues the trend of reducing unit cost per appropriated dollar, of adjusting the strategies for nominations to bring legislators as a significant portion of our delegates, of working with many host organizations in all fifty states to make the programs highly relevant, and of fostering partnerships and projects involving alumni and hosts.

American Congressional leadership in advancing democracy and strengthening civil society worldwide is a strategic long-term investment in our nation’s security and a crucial source of our international influence and strength. Open World is committed to these efforts recognizing the

possibility of uncertainty and setbacks, understanding that progress requires our unwavering dedication to enduring principles and goals.

Russia and Ukraine are keys to the future of the region. By supporting reformers and Euro-integrationists in Ukraine, by supporting those engaged in countering disinformation, and by helping committed officials use the laws on decentralization, health, and educational reform succeed, we in a small way help balance the overwhelming advantage Russia enjoys at this moment.

Our intertwined interests and rivalries with Russia will not fade, and we need to be smart enough to engage the post-Putin generation for they will soon enough be influencing whether their country continues its role as a destabilizing force or works with the community of nations in Europe and Eurasia.

To that end, the Committee's interest and support of the Open World Leadership Center have been essential ingredients in the Center's success.

Tab 2:
List of Grantees, Host Organizations and Judges by
State

National Grantees/Local Host Organizations/Host Judges by State

ALABAMA

Local Host Organizations

American Foreign Policy Council – Birmingham
 American Foreign Policy Council – Huntsville
 Birmingham International Center
 Birmingham Sister Cities Commission
 Birmingham Southern College
 Friendship Force – Birmingham
 Friendship Force – Huntsville
 Friendship Force – Montgomery
 Global Ties Alabama (statewide)
 Rotary Club – Greater Huntsville
 Rotary Club – Montgomery
 United Methodist Church – Denton Road
 U.S. District Court for the District of Alabama, 11th Circuit
 University of Alabama Huntsville, Office of International
 Programs and Services

Federal and State Host Judges

Karon O. Bowdre, *District Judge* – Birmingham
 Mark E. Fuller, *District Judge*
 Myron H. Thompson, *Magistrate Judge* – Montgomery
 Susan Walker, *Magistrate Judge* – Montgomery

ALASKA

National Grantee

Alaska State Legislature – Juneau

Local Host Organizations

Alaska/Khabarovsk Rule of Law Partnership – Anchorage
 Anchorage International Rotary Club
 Anchorage Sister Cities Commission
 City of Homer
 Pacific Environment
 Prince William Sound Regional Citizens Advisory Council
 – Valdez
 Rotary Club – Anchorage International
 Rotary Club – Homer Kachemak Bay
 Rotary Club – Juneau
 Rotary Club – Kendallville
 Rotary Club – Ketchikan, First City
 Rotary Club – Soldotna

United Methodist Church – Fairbanks
 U.S. District Court for the District of Alaska

Federal and State Host Judges

Harry Branson, *Magistrate Judge* – Anchorage

ARIZONA

Local Host Organizations

American Association of University Women, East Mesa Branch
 Arizona Supreme Court
 Corporate Education Consulting, Inc. – Phoenix
 Empower International – Phoenix
 Flagstaff Sister Cities Organization
 Friendship Force – Central Arizona
 Friendship Force – Tucson
 Friendship Force – Phoenix
 International Training and Consulting, Inc. – Tucson
 People for World Change
 People to People International, Greater Phoenix Chapter
 Pima Community College
 Rotary Club – Fountain Hills
 Rotary Club – Kingman Route 66
 Rotary Club – Phoenix
 Rotary Club – Sun City West
 Rotary Club – Tucson
 Rotary Club – Westminster 7:10
 Rotary Club – Yuma
 Rotary District 5510
 Southern Arizona Council for International Visitors – Tucson
 Tucson-Almaty Sister Cities Committee
 Tucson Council for International Visitors
 United Methodist Church – Kingman
 United Methodist Church – Lake Havasu
 United Methodist Church – Phoenix
 U.S. Bankruptcy Court for the District of Arizona – Phoenix
 U.S. District Court for the District of Arizona – Phoenix

Federal and State Host Judges

Eileen Hollowell, *Bankruptcy Judge* – Tucson
 John Roll, *District Judge* – Tucson
 Murray Snow, *District Judge* – Chandler

ARKANSAS

Local Host Organizations

American Association of University Women, North Little Rock Chapter
 Arkansas River Valley Regional Library – Dardanelle
 Arkansas State University Mountain Home
 Garland County Community College – Hot Springs
 Global Ties Arkansas (statewide)
 The Jonesboro Sun
 League of Women Voters – Washington County
 Rotary Club – Bentonville
 Rotary Club – Bella Vista Noon
 Rotary Club – Little Rock
 Sebastian County Bar Association – Fort Smith
 United Methodist Church – Conway
 United Methodist Church – DeWitt
 United Methodist Church – Fort Smith
 United Methodist Church – Little Rock
 United Methodist Church – Mena
 United Methodist Church – Searcy
 University of Arkansas School of Law – Fayetteville

Federal and State Host Judges

Robert T. Dawson, *Bankruptcy Judge* – El Dorado
 Richard D. Taylor, *Bankruptcy Judge* – Little Rock
 Susan Webber Wright, *District Judge* – Little Rock

CALIFORNIA

National Grantees

Brubeck Institute at the University of the Pacific – Stockton
 Center for Safe Energy – Berkeley
 Earth Island Institute – San Francisco
 Independent Television Service (ITVS) – San Francisco
 Pacific Environment – San Francisco
 Sonoma City Opera
 Tahoe-Baikal Institute – South Lake Tahoe

Local Host Organizations

49'er Breakfast Rotary Club – Nevada City
 Alushta-Santa Cruz Sister County Support
 Azerbaijani-American Council – Irvine
 American Foreign Policy Council – Fresno
 American Foreign Policy Council – Huntington Beach
 Brubeck Institute at the University of the Pacific – Stockton
 Center for Safe Energy – Berkeley

City of Livermore
 City of Santa Cruz Sister Cities Committee
 Congress of Russian Americans, Stanford University – Palo Alto
 County of Santa Clara/Moscow Sister County Commission – San Jose
 Earth Island Institute: Baikal Watch – San Francisco
 Episcopal Church – Berkeley
 Estate Financial, Inc. – Santa Barbara
 Friendship Force – Kern County
 Friendship Force – Sacramento
 Greater L.A. Chapter of People to People – Granada Hills
 Hartnell College Foundation – Salinas
 Independent Television Service (ITVS) – San Francisco
 International Visitors Council – San Diego
 International Visitors Council – Los Angeles
 International Relations Council of Riverside
 Kidsave International – Culver City
 League of Women Voters – Claremont
 League of Women Voters – Los Angeles
 League of Women Voters – Piedmont
 League of Women Voters – San Luis Obispo
 Long Beach/Sochi Sister City Association
 Los Angeles-Saint Petersburg Sister City Committee
 Modesto Sister Cities International
 National Council of International Visitors – Santa Ana
 National Peace Foundation Escondido Chapter
 New Bridge Management – Turlock
 Northern California World Trade Center – Sacramento
 Oakland/Nakhodka Sister City Association
 Pacific Environment – San Francisco
 Peace Links – Berkeley
 Peace Links – San Francisco
 People to People International – Greater Los Angeles Chapter
 Rotary Club – Cloverdale
 Rotary Club – Concord
 Rotary Club – Dominguez-Carson
 Rotary Club – Del Amo
 Rotary Club – Del Mar
 Rotary Club – East Fresno
 Rotary Club – Hollywood
 Rotary Club – La Verne
 Rotary Club – Lamorinda Sunrise
 Rotary Club – Livermore
 Rotary Club – Los Altos
 Rotary Club – Los Angeles – Wilshire
 Rotary Club – Manhattan Beach
 Rotary Club – Mariposa
 Rotary Club – Merced Sunrise

Rotary Club – Mid San Fernando Valley
 Rotary Club – Nevada City
 Rotary Club – Oakland
 Rotary Club – Palm Springs
 Rotary Club – Palos Verdes
 Rotary Club – Pasadena
 Rotary Club – Paso Robles
 Rotary Club – Rancho Cucamonga
 Rotary Club – Rancho San Diego/Spring Valley
 Rotary Club – Redlands
 Rotary Club – Redding
 Rotary Club – San Pedro
 Rotary Club – Santa Barbara
 Rotary Club – Santa Cruz
 Rotary Club – Stockton East
 Rotary Club – Temecula
 Rotary Club – the High Desert
 Rotary Club – Turlock
 Rotary Club – Walnut Creek
 Rotary Club – Westlake Village
 Rotary District 5320 – Orange County
 Russian American Business and Arts Council – Los Angeles
 Sacramento City College, International Studies Program
 Sacramento Council for International Visitors
 San Diego Citizen Diplomacy Council
 San Diego-Vladivostok Sister City Society
 Santa Barbara Cinco de Mayo Festival Committee
 Santa Cruz Sister Cities
 Sebastopol World Friends, Chyhyryn Committee
 Sonoma City Opera
 Stafford Institute – San Francisco
 Tahoe-Baikal Institute – South Lake Tahoe
 United Methodist Church – La Mesa
 United Methodist Church – Los Angeles
 United Methodist Church – Ontario
 United Methodist Church – Sanger
 U.S. Bankruptcy Court for the Eastern District of California
 U.S. Bankruptcy Court for the Northern District of California
 U.S. Court of Appeals for the Ninth Circuit
 U.S. District Court for the Central District of California
 U.S. West Coast-Russian Far East
 University of California Los Angeles Department of Information
 Studies
 University of the Pacific McGeorge School of Law – Sacramento

Federal and State Host Judges

Louise Adler, *Bankruptcy Judge* – San Diego
 Peter Bowie, *Bankruptcy Judge* – San Diego

Samuel Bufford, *Bankruptcy Judge* – Los Angeles
 Marilyn L. Huff, *District Judge* – Los Angeles

Christopher M. Klein, *Bankruptcy Judge* – Sacramento
 Ronald S.W. Lew, *District Judge* – Los Angeles
 Consuelo B. Marshall, *District Judge* – Los Angeles
 Margaret McKeown, *Circuit Judge* – San Diego
 Michael McManus, *Bankruptcy Judge* – Sacramento
 Louisa Porter, *Magistrate Judge* – San Diego
 Ronald H. Sargis, *Bankruptcy Judge* – Sacramento
 William Shubb, *District Judge* – Sacramento
 Dickran Tevrizian, *District Judge* – Los Angeles

COLORADO

National Grantees

International Institute of Education/Rocky Mountain Center

Local Host Organizations

Arvada Sister Cities, Inc. Kyzylorda Committee
 Boulder Chorale
 Boulder County Public Health
 Boulder-Dushanbe Sister Cities
 Colorado Springs Sister Cities International
 CROSSwalk People Helpers – Arvada
 Fremont County and Valdai Sister City Association
 Friendship Force – Greater Denver
 Friendship Force – Northern Colorado
 League of Women Voters – Boulder County
 Research Management Consultants, Inc. – Golden
 Rotary Club – Aspen
 Rotary Club – Centennial
 Rotary Club – Denver
 Rotary Club – the Denver Tech Center
 Rotary Club – Evergreen
 Rotary Club – Ft. Collins
 Rotary Club – Golden
 Rotary Club – Longmont
 Rotary Club – Parker
 Rotary Club – Smoky Hill
 Rotary Club – Vail
 Rotary Club – Westminster 7:10
 Telluride Film Festival
 United Methodist Church – Towner
 U.S. Bankruptcy Court for the Northern District of Colorado
 U.S. Court of Appeals for the Tenth Circuit
 WorldDenver

Federal and State Host Judges

Sidney B. Brooks, *Bankruptcy Judge* – Denver

David M. Ebel, *Circuit Judge* – Denver

Timothy M. Tymkovich, *Circuit Judge* – Denver

CONNECTICUT**Local Host Organizations**

Connecticut-Pskov Rule of Law Partnership Committee
– New Haven

Friendship Force Connecticut – Hartford

International Visitors Committee of Connecticut – Westport

League of Women Voters – Canton

National Council for International Visitors – Westport

Rotary Club – Colchester

Rotary Club – New Haven

Southern Connecticut Friendship Force – Branford

State of Connecticut Judicial Branch Court Support Services
Division – Wethersfield

University of Connecticut Global Training and Development
Institute – Storrs

University of New Haven

Yale School of Drama

Yale University School of Medicine

Federal and State Host Judges

Peter Dorsey, *District Judge* – New Haven

John Walker, *Circuit Judge* – New Haven

Robin Tabora, *Clerk of Court* – New Haven

DELAWARE**Local Host Organizations**

Citizen Diplomacy International of Philadelphia

Delaware Justice of the Peace Courts

National Council for International Visitors – Wilmington

United Methodist Church – Milford

University of Delaware Library – Newark

University of Delaware, Institute for Global Studies – Newark

Vital Voices Global Partnership

Federal and State Host Judges

Sue Robinson, *District Judge* – Wilmington

DISTRICT OF COLUMBIA**National Grantees**

American Foreign Policy Council
 American International Health Alliance
 American University – Women and Politics Institute
 Center for Democracy
 Coalition for Intellectual Property Rights
 Freedom House
 Graduate School
 International Academy for Freedom of Religion and Belief
 International Republican Institute
 ISAR Resources for Environmental Activists
 League of Women Voters
 Meridian International Center
 Global Ties
 National Democratic Institute for International Affairs
 National Peace Foundation
 Peace Links
 Thelonious Monk Institute of Jazz
 U.S.-Ukraine Foundation
 Vital Voices Global Partnership

Local Host Organizations

American University
 Center for Democracy
 Center for Law and Social Policy
 Chemonics, Inc
 George Washington University, Community Legal Clinics
 Global Arts Network
 Hillwood Estate Museum and Gardens
 Historic Preservation Office, District of Columbia Office of Planning
 Initiative for Russian Culture at American University
 International Republican Institute
 ISAR: Resources for Environmental Activists
 League of Women Voters of the United States
 Library of Congress Preservation Directorate
 National Council for International Visitors
 National Council for the Traditional Arts
 National Democratic Institute for International Affairs
 National Peace Foundation – Urban Schools Program
 Rotary Club – Washington, DC
 Valbin’s Center for International Programs
 Vital Voices Global Partnership
 Wider Opportunities for Women
 Women in Politics Institute, American University

FLORIDA**National Grantees**

GlobalJAX – Jacksonville
 Stetson University School of Law – Gulfport

Local Host Organizations

American Association of University Women – Sarasota
 American Foreign Policy Council – Melbourne
 American Foreign Policy Council – Sarasota
 Eckerd College – St. Petersburg
 Eleventh Judicial Circuit of Florida
 Enter-Met Thermochemical Engineers, Inc.
 Florida Suncoast Friendship Force Club – Tampa Bay
 Friendship Force – Greater Orlando
 Friendship Force – Sarasota
 Friendship Force of Tallahassee
 Global Ties Miami
 GlobalJAX – Jacksonville
 Gulf Coast Citizen Diplomacy Council – Pensacola
 International Council – Central Florida, Inc. – Orlando
 International Resource Center – Jacksonville
 Jacksonville Sister Cities Association
 Lakeland Sister Cities International, Inc.
 League of Women Voters – Broward County
 Manatee County Sheriff's Office
 Miami Dade College
 Rotary Club – Brandon South
 Rotary Club – Cantonment
 Rotary Club – Coral Springs
 Rotary Club – John Knox Village
 Rotary Club – Largo
 Rotary Club – New Tampa
 Rotary Club – Panama City
 Rotary Club – Pensacola
 Rotary Club – Sarasota
 Rotary Club – Seminole County South
 Rotary Club – Tallahassee
 Rotary Club – Tampa/Tampa Armature Works
 Rotary Club – Weston
 Rotary District 6970 – Jacksonville
 Sister City Program – Gainesville, Inc.
 St. Petersburg College
 Stetson University College of Law – Gulfport
 Tallahassee Community College
 Tallahassee-Krasnodar Sister City Program
 Tampa Law Center
 U.S. Bankruptcy Court for the Southern District of Florida

U.S. Court of Appeals for the Eleventh Circuit
 U.S. District Court for the Middle District of Florida
 United Methodist Church – Fort Walton Beach
 United Methodist Church – Fruitland
 United Methodist Church – Jacksonville
 United Methodist Church – Lighthouse Point
 United Methodist Church – Orlando
 United Methodist Church – Palm City
 United Methodist Church – Pensacola
 United Methodist Church – Sarasota
 United Methodist Church – Titusville
 University of Miami School of Law
 University of South Florida Health Science Center – Tampa

Federal and State Host Judges

David Baker, *Magistrate Judge* – Orlando
 Rosemary Barkett, *District Judge* – Miami
 A. Jay Cristol, *Bankruptcy Judge* – Miami
 Patricia Fawsett, *District Judge* – Orlando
 James Glazebrook, *Magistrate Judge* – Orlando
 Alan S. Gold, *District Judge* – Miami
 Elizabeth Jenkins, *Magistrate Judge* – Tampa
 Elizabeth Kovachevich, *District Judge* – Tampa
 Stephan P. Mickle, *District Judge* – Gainesville
 Harvey Schlesinger, *District Judge* – Jacksonville

GEORGIA

National Grantees

Claus M. Halle Institute for Global Learning at Emory University
 – Atlanta
 Friendship Force International – Atlanta
 Future of Russia Foundation
 GA2GE Foundation (Georgia to Georgia Foundation)
 Intercultural Services

Local Host Organizations

Addiction Recovery Institute
 Alston and Bird – Atlanta
 Atlanta-Tbilisi Sister City Committee
 Blue Ridge Environmental Defense League – Augusta
 Citizen Diplomat Corps
 Columbus-Zugdidi Sister Cities
 Community Service Board – DeKalb
 Emory University School of Law
 Episcopal Church – Columbus
 Friendship Force – Decatur

Friendship Force – Greater Atlanta
 Friendship Force – Hartwell
 Friendship Force – North Georgia
 Georgia Council for International Visitors – Atlanta
 GA2GE Foundation (Georgia to Georgia Foundation) – Atlanta
 Greater Savannah International Alliance
 Hall, Booth, Smith & Slover, P.C. – Atlanta
 Juvenile Court of Clayton County
 League of Women Voters of Atlanta – Fulton County
 Northminster Presbyterian Church – Roswell
 Office of International Affairs, Emory University – Atlanta
 Peace Links – Cleveland
 Rotary Club – Atlanta
 Rotary Club – Duluth
 Rotary Club – Gwinnett County
 Rotary District 6920 – Savannah
 Toccoa/Stephens County Chamber of Commerce
 United Methodist Church – August
 United Methodist Church – Saint Simons Island
 World Health Organization Collaborating Center in Reproductive
 Health, Emory University School of Medicine – Atlanta

Federal and State Host Judges

William Duffey, *District Judge* – Atlanta
 Owen Forrester, *District Judge* – Atlanta

HAWAII

Local Host Organizations

International Peace and Friendship
 Kapi'olani Community College – Honolulu
 National Peace Foundation – Honolulu
 Pacific and Asian Affairs Council – Honolulu
 Rotary Club – Honolulu
 U.S. District Court for the District of Hawaii
 University of Hawaii Maui College

Federal and State Host Judges

David Ezra, *District Judge* – Honolulu

IDAHO**National Grantee**

Lionel Hampton Center at the University of Idaho – Moscow

Local Host Organizations

Boise State University, International Programs

Idaho Council for International Visitors – Boise

University of Idaho International Jazz Collections – Moscow

Lionel Hampton International Jazz Festival, University of Idaho –
Moscow

Rotary Club – Boise Metro

Rotary Club – Idaho Falls

Federal and State Host Judges

B. Lynn Winmill, *District Judge* – Boise

ILLINOIS**National Grantees**

Columbia College Chicago

Rotary International – Evanston

Vladimir/Canterbury Sister City Association – Normal

Local Host Organizations

American Association of University Women – Carbondale

Chicago Jazz Ensemble, Columbia College

Chicago Sister Cities International

CHP International – Oak Park

Citizen Bridges International – Chicago

College of Du Paige – Glen Ellyn

Columbia College Chicago

Council of International Programs – Chicago

Episcopal Church – Peoria

Friendship Force – Northern Illinois

Geneseo International Thanksgiving Fellowship Program

Heartland Alliance International – Chicago

Illinois Central College – East Peoria

International Cultural Educational Association – Chicago

International Republican Institute – Glenview

International Visitors Center – Chicago

Kyiv Mohyla Foundation of America

League of Women Voters – Lake Forest

League of Women Voters – McLean County

League of Women Voters – Oak Park

Lithuanian American Community, Inc. – Chicago

Otto and Associates – Park Ridge

Peoria Area World Affairs Council
 Rock River Valley International Fellowship Committee
 Rotary Club – Carbondale
 Rotary Club – Chicago
 Rotary Club – Springfield
 Rotary District 6450 – Chicago
 Rotary District 6640 – Hoffman Estates
 Russian, East European, and Eurasian Center, University of Illinois
 at Urbana-Champaign
 Springfield Commission on International Visitors
 Springfield Convention and Visitors Bureau
 Supporters of Civil Society in Russia, Inc. – Chicago
 U.S. District Court for the Northern District of Illinois
 U.S. Court of Appeals for the Seventh Circuit
 U.S. District Court for the Central District of Illinois
 United Methodist Church – Bolingbrook
 United Methodist Church – Lewistown
 United Methodist Church – Orion
 United Methodist Church – Quincy
 United Methodist Church – Wheaton
 Vladimir/Canterbury Sister City Association – Bloomington-
 Normal
 WorldChicago

Federal and State Host Judges

Marvin Aspen, *District Judge* – Chicago
 Collins T. Fitzpatrick, *Circuit Executive* – Chicago
 Phil Gilbert, *District Judge* – Benton
 David Herndon, *District Judge* – East St. Louis
 Charles Kocoras, *District Judge* – Chicago
 George Marovich, *District Judge* – Chicago
 Michael McCuskey, *District Judge* – Lacon
 Michael Mihm, *District Judge* – Peoria
 Richard Mills, *District Judge* – Springfield
 James Moran, *District Judge* – Chicago
 James Shadid, *District Judge* – Peoria
 Diane Wood, *Circuit Judge* – Chicago

INDIANA**National Grantee**

Charitable Resource Foundation – New Albany

Local Host Organizations

American Foreign Policy Council – Fort Wayne
 Beyond Borders Global Connections
 Elkhart Sister Cities Association
 Indiana Government Center South – Indianapolis
 Indiana Judicial Center – Indianapolis
 Indiana Supreme Court – Indianapolis
 Indiana University School of Public and Environmental Affairs –
 Bloomington
 International Center – Indianapolis
 Marion County Law Library
 National Peace Foundation – Indianapolis
 Office of the Indiana Attorney General – Indianapolis
 Peace Links – Elkhart
 Resource Foundation, Inc. – Greenwood
 Rotary Club – Bedford Rotary Club – Berne
 Rotary Club – Bloomington
 Rotary Club – Carmel
 Rotary Club – Columbus
 Rotary Club – Fishers
 Rotary Club – Indianapolis
 Rotary Club – Jeffersonville
 Rotary Club – Kendallville
 Rotary Club – Lafayette
 Rotary Club – Muncie Sunrise
 Rotary Club – Terra Haute
 Rotary Club – Vincennes
 Sigma Theta Tau International Nursing Honor Society –
 Indianapolis
 Sister Cities of Richmond
 United Methodist Church – Bloomington
 United Methodist Church – Indianapolis
 United Methodist Church – South Bend
 U.S. Court of Appeals for the Seventh Circuit

Federal and State Host Judges

Michael Kanne, *District Judge* – Fort Wayne

IOWA**National Grantees**

Iowa Sister States – Des Moines
 United States District for the Southern District of Iowa
 University of Iowa International Writing Program – Iowa City

Local Host Organizations

Community Sister City Organization – Osage
 Council Bluffs Tobolsk Sister City Association
 Council for International Visitors to Iowa Cities
 Creating Great Places – Coon Rapids
 Dubuque Chamber of Commerce
 Friendship Force – Central Iowa
 Friendship Force – Cedar Rapids/Iowa City
 Friendship Force – Greater Des Moines
 Friendship Force – Quad Cities
 Genesis Medical Center – Davenport
 Grinnell Renaissance
 International Training, Education and Business Services and
 Associates, LLC (ITEBS & Associates, LLC) –
 International Writing Program at the University of Iowa – Iowa
 City
 Iowa Central Community College – Fort Dodge
 Iowa Council for International Understanding – Des Moines
 Iowa Sister States – Des Moines
 League of Women Voters – Ames
 Marshalltown Medical and Surgical Center
 Marshalltown Sister Cities
 Mary Greely Medical Center – Ames
 Mercy Medical Center – Des Moines
 Mt. Pleasant Public Library
 Muscatine Sister Cities, Inc.
 Myrtue Memorial Hospital – Harlan
 National Peace Foundation – Cedar Rapids
 OPEN (Organization Promoting Everlasting Neighbors) – Newton
 People to People International, Oscaloosa Chapter
 Rotary Club – Des Moines
 Rotary Club – Iowa City
 Siouland Community Health Center – Sioux City
 Skiff Medical Center – Newton
 Southeastern Community College – West Burlington
 St. Luke's Hospital – Sioux City
 U.S. District Court for the Southern District of Iowa
 United Methodist Church – Buckingham
 United Methodist Church – Davenport
 United Methodist Church – Des Moines
 United Methodist Church – Harlan

United Methodist Church – Shenandoah
 United Methodist Church – Van Horne
 United Methodist Church – Waukee
 Van Buren County Hospital – Keosauqua

Federal and State Host Judges

Robert Pratt, *District Judge* – Cedar Rapids
 Larry Eisenhower, former *State Court of Appeals Judge* – Des Moines

KANSAS

Local Host Organizations

University of Kansas Center for Russian, East European & Eurasian Studies – Lawrence
 Dodge City Public Library
 Emporia State University
 Friendship Force of Kansas – Wichita
 Global Ties – Kansas City
 Honors Leadership Academy, Neosho County Community College – Chanute
 International Visitors Council – Greater Kansas City
 Johnson County Library – Overland Park
 League of Women Voters – Wichita Metro
 People to People International – Greater Kansas City
 Rotary Club – Abilene
 Rotary Club – Andover
 Rotary Club – El Dorado
 Rotary Club – Hays
 Rotary Club – Larned
 Rotary Club – Lawrence
 Rotary Club – Hutchinson
 Rotary Club – Lenexa
 Rotary Club – Overland Park
 Rotary Club – Leawood
 Rotary Club – Shawnee
 Rotary Club – Topeka
 Rotary Club – West Wichita
 Rotary Club – Winfield
 United Methodist Church – Beloit
 United Methodist Church – Manhattan
 United Methodist Church – Pratt
 United Methodist Church – Sawyer
 United Methodist Church – Stockton
 United Methodist Church – Topeka
 United Methodist Church – Washington

University of Kansas Center for Russian, East European &
Eurasian Studies – Lawrence
U.S. District Court for the District of Kansas

Federal and State Host Judges

Monti L. Belot, *District Judge* – Kansas City
John Lungstrum, *District Judge* – Kansas City
John Thomas Marten, *District Judge* – Kansas City
Kathryn Vratil, *District Judge* – Kansas City

KENTUCKY

National Grantees

Louisville International Cultural Center
University of Louisville School of Music

Local Host Organizations

American Foreign Policy Council – Louisville
Bluegrass Community and Technical College
Episcopal Church – Richmond
Friendship Force – Western Kentucky
Kentucky Community and Technical College System
Kentucky World Trade Center
Louisville International Cultural Center
National Peace Foundation – Louisville
National Peace Foundation – Maysville
Rotary Club – Frankfort
Rotary Club – Franklin
Rotary Club – Hurstbourne Sunrise
Sister Cities of Louisville, Inc
University of Kentucky School of Public Health
University of Louisville School of Music
U.S. District Court for the Western District of Kentucky
World Affairs Council of Kentucky & Southern Indiana*

Federal and State Host Judges

James Moyar, *Magistrate Judge*
John Rogers, *Circuit Judge*
Thomas Russell, *District Judge*
Charles Simpson, *District Judge*

LOUISIANA

Local Host Organizations

American Foreign Policy Council – Metairie
 Contemporary Arts Center – New Orleans
 Council for International Visitors – Greater New Orleans
 Friendship Force – Baton Rouge
 Louisiana State University, Department of History and Social
 Sciences – Baton Rouge
 National Peace Foundation – Baton Rouge
 New Orleans Citizen Diplomacy Council
 Rotary Club – Harahan
 Rotary Club – Metairie
 Rotary Club – Shreveport
 Shreveport Bar Association
 Supreme Court of Louisiana – Baton Rouge
 Tulane University – New Orleans
 Turkmenistan Youth and Civic Values Foundation – Shreveport
 United Methodist Church – Lake Charles
 United Methodist Church – Natchitoches
 United Methodist Church – Shreveport
 United Methodist Church – Slidell
 U.S. District Court for the Middle District of Louisiana
 U.S. District Court for the Western District of Louisiana

Federal and State Host Judges

James Brady, Sr., *District Judge* – Baton Rouge
 S. Maurice Hicks, *District Judge* – Shreveport
 Mark Hornsby, *U.S. Magistrate Judge* – Shreveport
 Roy Payne, *Magistrate Judge* – Shreveport
 Donald Walter, *District Judge* – Shreveport

MAINE

National Grantee

Archangel Committee of Greater Portland

Local Host Organizations

American Association of University Women – Caribou
 American Foreign Policy Council – Portland
 Center for Global Opportunities, Southern Maine Technical
 College – South Portland
 Greater Portland Russian Sister City Project (Archangel
 Committee) – Portland
 Holocaust Human Rights Center of Maine – Augusta
 Kotlas-Waterville Area Sister City Connection
 Maine Supreme Judicial Court – Portland

Maine/Arkhangelsk Rule of Law Partnership Committee
– Portland

Rotary Club – Portland

U.S. District Court for the District of Maine

University of Maine School of Law – Portland

University of Southern Maine, American–Caucasus Workgroup –
Portland

Verill & Dana, LLP – Portland

World Affairs Council of Maine – Portland

Federal and State Host Judges

Margaret Kravchuck, *Magistrate Judge* – Bangor

MARYLAND

National Grantee

Foundation for International Arts and Education – Bethesda

Maryland Leningrad Sister State Committee of Sister States of
Maryland, Inc. – Annapolis

Local Host Organizations

American Association of University Women – Rockville

American Foreign Policy Council – Frederick

American Foreign Policy Council – Greenbelt

Baltimore–Odessa Sister City Committee

Center for Democracy and the Interpretation of Civil Society,
St. Mary's College of Maryland

Center for International Programs

Community College of Baltimore County – Baltimore

Cultural Vistas – Columbia

Director of International Affairs/Mayor's Office, City of Baltimore

Ferguson Foundation – Accokeek

Frederick Community College

Friends of Chernobyl Centers, U.S. (FOCCUS) – Bethesda

Harford Community College – Bel Air

Howard Community College – Columbia

International Education Associates – Bethesda

League of Women Voters – Baltimore City

League of Women Voters – Baltimore County

League of Women Voters – Calvert

Maryland/IROLC Steering Committee – Annapolis

Maryland/Leningrad Oblast Rule of Law Partnership – Annapolis

Maryland Sister States Program – Annapolis

Montgomery County Sister Cities

National Council for the Traditional Arts – Silver Spring

National Peace Foundation – Potomac

Prince George's County Circuit Court, Seventh Judicial Circuit

Rotary Club – Annapolis
 Rotary Club – Bethesda-Chevy Chase
 Rotary Club – Frederick
 Rotary Club – Parole
 Rotary Club – Towsontowne
 Rotary District 7620 – Mount Airy
 Peace Links – Sandy Spring
 Peace Links – Silver Spring
 United Methodist Church – Bethesda
 United Methodist Church – Friendship
 United Methodist Church – Fulton
 United Methodist Church – Rockville
 U.S. District Court for the District of Maryland
 Westminster Branch, Carroll County Public Library – Westminster
 World Trade Center Institute – Baltimore

Federal and State Host Judges

Richard Bennett, *District Judge* – Baltimore
 Andre Davis, *District Judge* – Baltimore
 Cathy Serrette, *County Circuit Court Judge* – Upper Marlboro

MASSACHUSETTS

National Grantee

University of Massachusetts–Amherst Institute of Global Health
 Cambridge-Yerevan Sister City Association (CYSCA)

Local Host Organizations

American Foreign Policy Council – Holyoke
 Berkshire Community College
 Bristol Community College
 Cairdes Foundation – Plymouth
 Cambridge-Yerevan Sister City Association (CYSCA)
 Cape Cod Community College
 International Center of Worcester
 Jacob’s Pillow Dance – Becket
 Kanfer Legal LLC – Boston
 Massachusetts RAROLC Rule of Law Committee – Boston
 Massachusetts Superior Court – Boston
 Massachusetts Supreme Judicial Court – Boston
 Massachusetts Trial Court, Probate and Family Court Department
 – Boston
 Massachusetts/Tomsk Rule of Law Partnership Committee –
 Boston
 Mount Holyoke College – South Hadley
 Peace Links – Framingham

Peace Links – Medford
 Rotary Club – Scituate
 Rotary Club – West Springfield
 Rotary International District 7950 – Cape Cod
 The Altai Project
 U.S. Bankruptcy Court for the District of Massachusetts –
 Worcester
 U.S. Court of Appeals for the First Circuit – Boston
 U.S. District Court for the District of Massachusetts – Boston
 University of Massachusetts Medical School – Worcester
 University of Massachusetts Amherst Institute for Global Health
 WorldBoston

Federal and State Host Judges

Frank Bailey, *Circuit Judge* – Boston
 Marianne Bowler, *Magistrate Judge* – Boston
 Robert Cordy, *State Supreme Court Justice* – Boston
 Joan Feeney, *Bankruptcy Judge* – Boston
 Richard Stearns, *District Judge* – Boston
 Mark Wolf, *District Judge* – Boston

MICHIGAN

Local Host Organizations

American Association of University Women – Dearborn,
 American Foreign Policy Council – Detroit
 American Foreign Policy Council – Grand Rapids
 Andrews University, Berrien Springs
 Colleagues International, Inc, Kalamazoo
 Detroit Metropolitan Bar Association, Detroit
 Eastern Michigan University School of Social Work - Ypsilanti
 Ellen Thompson Women's Health Center - Ypsilanti
 Friendship Force – Greater Lansing
 Grand Rapids Public Schools - Grand Rapids
 Hillsdale Community Library - Hillsdale
 Interlochen Center for the Arts, Education Department
 - Interlochen
 International Sister Cities Flint
 International Visitors Council – Metropolitan Detroit
 Kalamazoo-Pushkin Partnership Committee
 Kalamazoo Russian Cultural Association
 Lithuanian-American Community, Inc.
 National Democratic Institute for International Affairs
 People to People International – Midland Chapter
 Pittsfield Charter Township
 Portage Lake District Library - Houghton
 Rotary Club – Downtown Grand Rapids

Rotary Club – Livingston Sunrise
 Rotary Club – Kalamazoo Sunrise
 Rotary Club – Lynchburg
 Rotary Club –Marquette Breakfast
 Rotary District 6360 - Charlotte
 Sister Cities of Flint
 Ukrainian National Women’s League of America Detroit
 U.S. Attorney’s Office for the Eastern District of Michigan
 - Detroit
 U.S. District Court for the Eastern District of Michigan - Detroit
 United Methodist Church – Ewart
 United Methodist Church – Grand Rapids
 United Methodist Church – Gwinn
 United Methodist Church – Houghton
 United Methodist Church – Kalamazoo
 United Methodist Church – Kentwood
 United Methodist Church – Plymouth
 United Methodist Church – Port Huron
 University of Michigan, Ann Arbor
 Washtenaw County Prosecutor’s Office

Federal and State Host Judges

Virginia Morgan, *Magistrate Judge* - Ann Arbor
 Gordon Quist, *District Judge* - Grand Rapids
 Gerald Rosen, *District Judge* - Detroit

MINNESOTA

National Grantee

Connect US-Russia

Local Host Organizations

AIHA – Duluth
 AIHA – Minneapolis
 American Foreign Policy Council – Rochester
 Alliance for Democracy – Minnesota
 City of Lino Lakes
 Connect/US-Russia
 Duluth/Petrozavodsk Committee, Duluth Sister Cities International
 Friends of Houston Nature Center
 Friendship Force – Minnesota/Twin Cities
 Hedburg Public Library
 International Visitors Center – Jackson
 La Crosse Dubna Friendship Association
 Lake Superior Medical Society
 League of Women Voters – Duluth
 League of Women Voters – Edina

League of Women Voters – Minneapolis
 League of Women Voters – St. Paul
 Martin County Library System
 Men as Peacemakers (Duluth)
 Minnesota AIDS Project - St. Paul
 Minnesota Alliance of Peacemakers - Minneapolis
 Minnesota International Center - Minneapolis
 Minnesota State Bar Association, Minneapolis
 Minnesota State University - Mankato
 Minnesota State University – Moorhead
 Minnesota Supreme Court, St. Paul
 North Country Health Services
 North Country Regional Hospital
 Plymouth Church Global Connections Committee, Minneapolis
 Rainy River Community College, International Falls
 Rotary Club – Arden/Shoreview
 Rotary Club – Hibbing
 Rotary Club – North St. Paul – Maplewood – Oakdale
 Rotary Club – White Bear Lake
 Rural AIDS Action Network (RAAN), St. Cloud
 Saint Paul - Ramsey County Public Health
 Sanford Health of Northern Minnesota, Alexandria
 United Methodist Church – Owatonna
 U.S. Bankruptcy Court for the District of Minnesota - Minneapolis
 U.S. District Court for the District of Minnesota - Minneapolis
 Women in Business - Minneapolis
 World Services – Minneapolis

Federal and State Host Judges

Michael Davis, *District Judge* - Minneapolis
 Nancy Dreher, *Bankruptcy Judge* - Minneapolis
 Jeanne Graham, *Magistrate Judge* - St. Paul
 Jeffrey Keyes, *Magistrate Judge*, Minneapolis
 Gregory Kishel, *Bankruptcy Judge* - St. Paul
 Paul A. Magnuson, *District Judge* - St. Paul
 John Tunheim, *District Judge* - Minneapolis

MISSISSIPPI

National Grantees

Mississippi Consortium for International Development
 Mississippi State University
 University of Mississippi/PEN

Local Host Organizations

American Foreign Policy Council – Tupelo
 International Visitors Center – Jackson

Legacy International Development Group - Madison
 Metier Professionals - Jackson
 Mississippi Consortium for International Development
 Mississippi State University, Mississippi State
 National Peace Foundation – Oxford
 Rotary Club – Hattiesburg
 Rotary Club – Jackson*
 Rotary Club – Moss Point
 Rotary Club – Tupelo
 United Methodist Church – Greenwood
 United Methodist Church – Jackson
 University of Mississippi, Mississippi State

Federal and State Host Judges

Jerry David, *Federal Magistrate Judge*, Jackson
 Leslie H. Southwick, *Federal Circuit Judge (5th Circuit)* – Jackson

MISSOURI

National Grantee

Supporters of Civil Society in Russia, Inc

Local Host Organizations

All Species Project, Kansas City
 City of Columbia, Public Communications Office
 Friendship Force – Missouri–St. Louis
 Greater St. Louis – Samara Sister City Committee
 Harry S. Truman School of Public Policy Affairs - Columbia
 Global Ties Kansas City
 League of Women Voters – Kansas City, Mo., Jackson, Clay - and
 Platte Counties
 League of Women Voters – Sedalia–Pettis County
 League of Women Voters – Southwest Missouri
 Lincoln University of Missouri, Jefferson City
 People to People International – Greater Kansas City Chapter
 Rotary Club – Kansas City Plaza
 Rotary Club – Lee’s Summit Sunrise
 Rotary Club – Webster Groves
 Rotary District 6060, St. Louis
 St. Louis Sister Cities
 St. Louis – Samara Sister Cities Committee
 Supporters of Civil Society in Russia, Inc., St. Louis
 United Methodist Church – Carthage
 United Methodist Church – Hillsboro
 United Methodist Church – Lambert
 United Methodist Church – Lee’s Summit
 United Methodist Church – St. Louis

World Affairs Council – St. Louis

Federal and State Host Judges

Catherine Perry, *District Judge* - St. Louis

Jerry Venters, *Bankruptcy Judge*, Kansas City

MONTANA

Local Host Organizations

Advisory Commission on International Relationships for City of
Great Falls

Friendship Force – Billings

Friendship Force – Central Montana

National Peace Foundation – Missoula

Peace Links – Missoula

Rotary Club – Bentonville and Bella Vista Noon

WorldMontana - Helena

Federal and State Host Judges

Robert Holter, *Magistrate Judge* – Butte

Donald Molloy, *District Judge* – Missoula

NEBRASKA

Local Host Organizations

American Foreign Policy Council – Lincoln

Arts Industry Coordinator/Nebraska Arts Council

Friendship Force – Eastern Nebraska

Friendship Force – Greater Omaha

Friendship Force – Lincoln

Friendship Force – Smithtown

Grand Island Area Council for International Visitors

Heartland Family Service – Omaha

Kiwanis Club – Omaha

Omaha Sister Cities Association

Rotary Club – East Lincoln

Rotary Club – Lincoln Downtown

Rotary Club – Lincoln South

Rotary Club – Lincoln Sunrise

Rotary Club – Omaha

United Methodist Church – Harvard

U.S. District Court for the District of Nebraska, Omaha

University of Nebraska Medical Center College of Nursing
– Omaha

Federal and State Host Judges

Joseph E. Bataillon, *District Judge* – Omaha
 Laurie Smith Camp, *District Judge* – Omaha
 Lyle E. Strom, *District Judge* – Omaha

NEVADA**National Grantee**

Jewish Community Council

Local Host Organizations

Friendship Force of Las Vegas
 International Visitors Council – Northern Nevada
 Northern Nevada International Center
 Rotary Club – Elko
 Rotary Club – Elko Desert Sunrise
 Rotary Club – Fremont*
 Rotary Club – Las Vegas
 Rotary Club – Reno
 Rotary Club – Reno Central
 Rotary Club – Southern Nevada*
 Rotary Club – Tahoe-Douglas
 Rotary District 5300 – Las Vegas
 U.S. District Court for the District of Nevada – Las Vegas

Federal and State Host Judges

Valerie Cooke, *Magistrate Judge* – Reno
 Lloyd D. George, *District Judge* – Las Vegas
 Howard McKibben, *District Judge* – Las Vegas

NEW HAMPSHIRE**Local Host Organizations**

Friendship Force – New Hampshire Seacoast
 International Cultural Education Association
 New Hampshire Supreme Court, Office of the General Counsel
 – Concord
 New Hampshire/Vologda Rule of Law Partnership Committee
 – Concord
 Portsmouth/Severodvinsk Connection
 Public Defender, New Hampshire Public Defender's Office
 Rotary Club – Bow
 World Affairs Council – New Hampshire – Manchester

NEW JERSEY**Local Host Organizations**

American Foreign Policy Council – Cherry Hill
 Camden County Library – Atco
 City of New Brunswick
 Cross Cultural International Institute, New Milford
 Friendship Force – Southern New Jersey
 Global Education Center at Montclair State University
 League of Women Voters – Montclair
 Montclair Rotary Club
 Monmouth University Institute for Global Understanding and
 Department of Political Science and Sociology
 Ocean County Library
 Phillipsburg Free Public Library
 Princeton University, Department of Slavic Languages and
 Literatures – Princeton
 Rider University – Lawrenceville
 Rotary Club of Branchville
 Rotary District 7470 – Morristown
 Rutgers University School of Law – Newark
 Rutgers University School of Communication and Information,
 Brunswick
 United Methodist Church – Hackettstown
 U.S. District Court for the District of New Jersey – Brunswick

Federal and State Host Judges

John Bissell, *District Judge*
 Marie Renee Bumb, *District Judge*

NEW MEXICO**Local Host Organizations**

Albuquerque/Ashgabat Sister Cities Committee
 Bridges to Tajikistan (Albuquerque)
 Council on International Relations – Santa Fe
 Empower International (Phoenix)
 Episcopal Church – Santa Fe
 Global Ties Albuquerque
 Los Alamos and Sarov Sister Cities Initiative
 People to People International – New Mexico Chapter
 Rotary Club – Las Cruces
 Sandia National Laboratory – Albuquerque
 Santa Fe Council on International Relations*
 SRIC Southwest Research and Information Center – Albuquerque
 Thomas Branigan Memorial Library – Las Cruces
 U.S. Bankruptcy Court for the District of New Mexico

– Albuquerque

U.S. District Court for the District of New Mexico – Albuquerque
United Methodist Church – Los Alamos

Federal and State Host Judges

Carmen Garza, *Magistrate Judge* – Albuquerque
Leslie C. Smith, *Magistrate Judge* – Albuquerque
James S. Starzynski, *Bankruptcy Judge* – Albuquerque

NEW YORK

National Grantees

Appeal of Conscience
CEC ArtsLink
Lincoln Center Theater Directors' Lab
Linkages of Rochester

Local Host Organizations

American Association of University Women – Greater Rochester Area
Albany Law School, Albany
Albany-Tula Alliance
American Foreign Policy Council – Albany
American Dance Festival – New York City
Brooklyn College Library – Brooklyn
Buffalo-Niagara World Connect
Buffalo-Tyler Sister Cities, Inc
CDS International, Inc. – New York City
CEC ArtsLink – New York City
Cornell University – Ithaca
Criminal Court for the Seventh Judicial District – Rochester
Doctors of the World-USA – New York City
Episcopal Church – East Aurora – Aurora
Friendship Force of Hudson Valley
Friendship Force – Long Island
Friendship Force – Smithtown
Greater Rochester Area Branch of American Association of University Women
Hofstra University School of Law – Hempstead
International Institute of Buffalo
International Center of the Capital Region – Albany
International Center of Syracuse
International Film Seminars, Inc. – New York City
International Institute of Buffalo
Irondequoit-Poltava Sister Cities – Rochester
League of Women Voters – Oneonta Area
League of Women Voters – Rochester Metropolitan Area

League of Women Voters – Saratoga County
 Lincoln Center Directors' Lab – New York City
 Linkages of Rochester, Inc.
 Multicultural Resource Center – Binghamton
 Mercy College, Dobbs Ferry
 New York State Unified Court System, Office of Court
 Administration
 Newcomb Central School District
 Nixon Peabody, LLP – New York City
 Peace Links – Interlaken
 Public Relations Kingsborough Community College – Brooklyn
 Rochester Global Connections
 Rotary Club District 7120 – New York City
 Rotary Club District 7190 – New York City
 Rotary Club District 7230 – New York City
 Rotary Club – Fayetteville-Manlius
 Rotary Club – Liberty
 Rotary Club – Locust Valley
 Rotary Club – Monticello
 Rotary Club – Riverdale
 Rotary Club – Shenendehowa
 Rotary Club – Shawangunk Ridge
 Saratoga Springs Public Library
 Saratoga Springs/Chekhov Sister City International, Inc
 State University of New York Plattsburgh
 Thelonious Monk Institute of Jazz
 Town of Johnsbury Library
 United Methodist Church – Bellport
 United Methodist Church – Davenport
 United Methodist Church – Rochester
 United Methodist Church – Wassaic
 United Methodist Church – Willsboro
 U.S. District Court for the Eastern District of New York
 U.S. District Court for the Northern District of New York
 U.S. District Court for the Western District of New York
 U.S. Court of International Trade – New York City
 Yeshiva University School of Law – New York City
 Western New York/Novgorod Rule of Law Partnership Committee

Federal and State Host Judges

Jonathan Feldman, *Magistrate Judge*, Rochester
 Frank LaBuda, *County Court Judge and Surrogate* – Monticello
 George Lowe, *Magistrate Judge*
 Norman Mordue, *District Judge* – Syracuse
 Frederick Scullin, *District Judge* – Syracuse
 Joanna Seybert, *District Judge* – New York City
 Charles Sifton, *District Judge* – New York City
 Randolph Treece, *Magistrate Judge* – Syracuse
 Evan Wallach, *Circuit Judge* – New York City

NORTH CAROLINA**National Grantees**

Dewitt Wallace Center for Media and Democracy at Duke
 University
 FHI 360 (formerly Academy of Educational Development of
 Washington, DC)
 International Focus (formerly International Affairs Council of
 North Carolina/Research Triangle)
 International House of Charlotte
 University of North Carolina/PEN – Chapel Hill

Local Host Organizations

Addiction Recovery Institute – Tyron
 American Dance Festival – Durham
 American Foreign Policy Council – Asheville
 Asheville Sister Cities, Inc.
 Blue Ridge Environmental Defense League, Glendale Springs
 The Brown Angel Center – Charlotte
 Charlotte Sister Cities
 Charlotte Council for International Visitors
 DeWitt Wallace Center for Communications and Journalism –
 Duke University, Durham
 Durham-Kostroma Sister Cities Association
 Friendship Force – Central North Carolina
 Friendship Force – Charlotte
 Friendship Force – Raleigh
 Friendship Force – Western North Carolina
 Global House – Sanford
 Health Equity Inc. – Chapel Hill
 Hendersonville Sister Cities, Inc. – Hendersonville
 Institute for Global Collaboration, Forsyth Technical Community
 College – Winston-Salem
 International Focus (formerly International Affairs Council of
 North Carolina/Research Triangle) – Raleigh
 International House of Charlotte
 League of Women Voters – Charlotte-Mecklenberg

League of Women Voters – Henderson County
 National Peace Foundation – Asheville
 People for World Change
 Rotary Club – Charlotte East
 Rotary Club – Franklin
 Rotary Club – Greensboro
 Rotary Club – Guilford
 Rotary Club – Hickory
 Rotary Club – Marion
 Rotary Club – Statesville
 Rotary Club of Summit
 Rotary District 7670, Asheville
 SCIAN-Institute for Scientific Policy Analysis – Raleigh
 Sister Cities of Durham
 Stafford Institute (formerly U.S.-Russia Mayor to Mayor Program)
 United Methodist Church – Clayton
 United Methodist Church – Greensboro
 United Methodist Church – Lexington
 United Methodist Church – Rutherfordton
 United Methodist Church – Wilkesboro
 U.S. Court of Appeals for the Fourth Circuit
 University of North Carolina at Chapel Hill, Department of Slavic
 Languages and Literatures
 Western North Carolina Peacekeepers – Rocky Mountain

Federal and State Host Judges

Allyson Kay Duncan, *Circuit Judge* – Charlotte
 Paul Newby, *Supreme Court Justice* – Raleigh

NORTH DAKOTA

Local Host Organizations

Bismarck State College, Bismarck
 Dacotah Territory International Visitor Program, Rapid City
 Minot Area Council for International Visitors – Minot
 North Dakota State College of Science – Wahpeton
 Peace Lutheran and Our Savior's Lutheran Churches – Moorhead

Federal and State Host Judges

Myron Bright, *Circuit Judge* – Fargo
 Karen Klein, *Magistrate Judge* – Fargo

OHIO**National Grantee**

Council of International Programs USA (CIP/USA)
 Margaret Mead Film and Video Festival
 Future of Russia Foundation

Local Host Organizations

American Foreign Policy Council – Cleveland
 American Foreign Policy Council – Columbus
 American Foreign Policy Council – Lakewood
 Athens Center for Film and Video – Athens
 Cincinnati-Kharkiv Sister City Partnership
 Cincinnati-Ukraine Partnership
 Cleveland Council on World Affairs
 Cleveland International Program
 Cleveland State University College of Law
 Columbus International Programs
 Council of International Programs USA (CIP/USA) – Cleveland
 Friendship Force – Dayton
 Friendship Force – Greater Cincinnati
 Friendship Force – Northeast Ohio
 Great Lakes Consortium for International Training and
 Development (Toledo)
 Global Cincinnati
 Global Ties Akron
 Greater Cincinnati World Affairs Council
 International Visitors Council – Columbus
 International Visitors Council – Greater Cincinnati
 League of Women Voters – Clermont County
 League of Women Voters – Columbus
 League of Women Voters – the Greater Dayton Area
 Ohio Employee Ownership Center – Kent
 Rotary Club – Dublin-Worthington
 Rotary Club – Boardman
 Rotary Club – Cincinnati
 Rotary Club – Wooster
 Rotary District 6600 – Toledo
 Sister Cities Committee, Toledo Sister Cities International
 Supreme Court of Ohio
 United Methodist Church – Akron
 United Methodist Church – Chesterhill
 United Methodist Church – Cincinnati
 United Methodist Church – Lisbon
 United Methodist Church – Wapakoneta
 U.S. District Court for the Northern District of Ohio – Akron
 U.S. District Court for the Southern District of Ohio – Akron
 Wright State University – Fairborn

Federal and State Host Judges

Christopher Boyko, *District Judge* – Cleveland
 Paul Matia, *District Judge* – Cleveland
 Dan A. Polster, *District Judge* – Cleveland
 Edmund A. Sargus, *District Judge* – Columbus
 Jack Zouhary, *District Judge* – Toledo

OKLAHOMA**National Grantees**

Rotary Club – Oklahoma City

Local Host Organizations

American Association of University Women – Tahlequah
 City of Enid
 Friendship Force – Oklahoma
 Habitat for Humanity – Tahlequah
 International Visitors Committee – Oklahoma City
 League of Women Voters – Bartlesville
 National Peace Foundation – Oklahoma City
 Oklahoma Supreme Court, Oklahoma City
 Redlands Community College – El Reno
 Rotary Club – Guymon
 Rotary Club – Oklahoma City
 Rotary Club – Tahlequah
 Rotary District 6110 – Tulsa
 Southeastern Public Library System of Oklahoma
 Tulsa Global Alliance
 United Methodist Church – Oklahoma City
 U.S. Environmental Protection Agency Office of Environmental
 Justice and Tribal Affairs – Tulsa
 U.S. District Court for the Eastern District of Oklahoma
 U.S. District Court for the Western District of Oklahoma
 University of Oklahoma International Programs Center – Norman

Federal and State Host Judges

Stephen Friot, *District Judge* – Oklahoma City
 Robert Henry, former *District Judge* – Oklahoma City
 Vicki Miles-LaGrange, *District Judge* – Oklahoma City
 Ronald White, *District Judge* – Oklahoma City
 Suzanne Mitchell, *Federal Magistrate Judge* – Oklahoma City

OREGON**Local Host Organizations**

American Association of University Women – Beaverton Branch
 Blooming Hill Vineyard – Cornelius
 Clackamas Community College – Oregon City
 Corvallis Sister Cities Association
 Eugene-Irkutsk Sister City Committee – Eugene
 Grants Pass Sister City Committee – Grants Pass
 League of Women Voters – Lane County
 League of Women Voters – Portland
 League of Women Voters – Marion-Polk Counties
 Oregon Justice Resource Center, Portland
 Oregon Law Commission – Salem
 Oregon/Sakhalin Rule of Law Partnership Committee
 Roseburg Area Zonta Club – Roseburg
 Rotary Club – Beaverton
 Rotary Club – Eugene Emerald
 Rotary Club – Kendallville
 Rotary Club – Lewis River
 Rotary Club – Wallowa County
 Tigard Breakfast Rotary Club – Beaverton
 Umpqua Community College (Roseburg)
 U.S. Court of Appeals for the Ninth Circuit – Portland
 U.S. District Court for the District of Oregon – Portland
 World Affairs Council – Oregon – Portland

Federal and State Host Judges

Michael R. Hogan, *District Judge* – Portland
 Diarmuid F. O’Scainnlain, *Circuit Judge* – Portland

PENNSYLVANIA**National Grantees**

Keystone Human Services International
 Magee Womancare International
 Russian Ministry Network of the Episcopal Church
 West Chester University Poetry Center

Local Host Organizations

Allegheny College
 Alvernia College, Nursing Department (NRC 010) – Reading
 American Institute of Finance and Technology – Bryn Mawr
 American Foreign Policy Council – Lancaster
 American Foreign Policy Council – Paoli
 American Foreign Policy Council – Philadelphia
 American Foreign Policy Council – Pittsburgh

Citizen Diplomacy International of Philadelphia
 Department of Slavic Languages and Literatures at the University
 of Pennsylvania
 Friendship Force – Greater Harrisburg
 Global Pittsburgh
 Keystone Human Services International
 Magee Womancare International – Pittsburg
 Media Sunrisers Rotary Club, Pittsburg
 Mid-Atlantic Russia Business Council – Philadelphia
 Northampton Community College – Bethlehem
 Overseas Strategic Consulting, Ltd – Philadelphia
 Pacific Environment
 Peace Links – Harrisburg
 PEHT – Pittsburgh
 Pennsylvania College of Technology – Williamsport
 Pennsylvania Commission on Crime and Delinquency
 – Harrisburg
 Pennsylvania State University College of Agricultural Sciences,
 International Programs – University Park
 Rotary Club – Altoona
 Rotary Club – Blue Bell
 Rotary Club – Emmaus
 Rotary Club – Greenville
 Rotary Club – Meadville
 Rotary Club – Redding
 State College Rotary Evening Club – State College
 Ukrainian Cultural and Humanitarian Institute
 Ukrainian Federation of America – Carnegie
 U.S. Attorney’s Office for the Eastern District of Pennsylvania
 – Philadelphia
 U.S. Bankruptcy Court for the Eastern District of Pennsylvania
 – Philadelphia
 U.S. District Court for the Eastern District of Pennsylvania
 – Philadelphia
 U.S. District Court for the Eastern District of Pennsylvania
 Historical Society – Philadelphia
 U.S. District Court for the Western District of Pennsylvania
 – Allentown
 West Chester University Poetry Center – West Chester
 West Reading-Wyomissing Rotary Club
 World Affairs Council – Harrisburg
 World Affairs Council – Greater Reading

Federal and State Host Judges

Harvey Bartle, III, *District Judge* – Philadelphia
 Richard Fehling, *Bankruptcy Judge* – Philadelphia
 D. Brooks Smith, *Circuit Judge* – University Park

RHODE ISLAND**Local Host Organizations**

Brown University Library – Providence
 Cape Cod and the Islands and Rhode Island Rotary Club
 Roger Williams University, Justice System Training & Research
 Institute, School of Justice Studies – Bristol
 Rotary Club – Newport
 Rotary Club – Scituate
 Rotary International District 7950 – Providence
 U.S. District Court for the District of Rhode Island – Providence
 World Affairs Council – Rhode Island – Providence

Federal and State Host Judges

Ernest Torres, *District Judge* – Providence

SOUTH CAROLINA**Local Host Organizations**

American Association of University Women – Aiken Branch
 Clemson University
 Charleston Council for International Visitors – Charleston
 Friendship Force – Florence
 League of Women Voters – Bluffton Area
 National District Attorneys Association
 National Peace Foundation – Columbia
 Palmetto Council for International Visitors – Columbia
 Richland School District Two – Columbia
 Rotary Club – Columbia
 Rotary Club – Hilton Head Island
 Rotary Club – East Spartanburg
 Soonch
 United Methodist Church – Spartanburg
 Walker Institute for International and Area Studies, University of
 South Carolina – Columbia

SOUTH DAKOTA

Local Host Organizations

Dacotah Territory International Visitor Program
 Sioux Falls Downtown Rotary
 Sioux Falls Promise, Greater Sioux Falls Alliance for Youth
 South Dakota World Affairs Council
 U.S. District Court for the District of South Dakota

Federal and State Host Judges

Charles B. Kornmann, *District Judge* – Aberdeen
 Karen Schreier, *District Judge* – Sioux Falls

TENNESSEE

National Grantees

Nashville Health Care Council – Nashville
 Oak Ridge Sister City Support Organization – Oak Ridge

Local Host Organizations

Blount County Sister City Organization
 Chattanooga-Nizhni Tagil Sister City Committee- Department of
 Public Works
 Friendship Force – Knoxville
 Friendship Force – Memphis
 Friendship Force – Southcentral Tennessee
 Memphis Council for International Visitors
 Nashville Downtown Rotary
 Nashville Health Care Council
 National Peace Foundation – Johnson City
 Oak Ridge National Laboratory
 Oak Ridge Sister City Support Organization
 Rotary Club – Cookeville Breakfast
 Rotary Club – Memphis
 Rotary District 6780 – Chattanooga
 Sister City Association – Chattanooga
 Southwest Tennessee Community College
 Tullahoma Noon Rotary Club
 United Methodist Church – Alcoa
 United Methodist Church – Memphis
 United Methodist Church – Springfield
 U.S. Bankruptcy Court for the Middle District of Tennessee,
 Nashville
 U.S. Bankruptcy Court for the Western District of Tennessee
 – Nashville
 U.S. District Court for the Middle District of Tennessee
 – Nashville

University of Tennessee Institute of Agriculture International
 Programs – Knoxville
 University of Tennessee at Chattanooga
 Vanderbilt University Public Affairs Office – Nashville

Federal and State Host Judges

Jennie D. Latta, *Bankruptcy Judge* – Jackson
 Jon Phipps McCalla, *District Judge* – Memphis
 George Paine, *Bankruptcy Judge* – Nashville
 Thomas A. Varlan, *District Judge* – Knoxville
 Thomas A. Wiseman, Jr., *District Judge* – Nashville

TEXAS

National Grantees

El Paso Chapter of the Federal Bar Association
 United Methodist Church Russia Initiative Program

Local Host Organizations

Alamo Colleges, Houston
 American Foreign Policy Council – Fort Worth
 Baylor College of Medicine Chronic Disease Prevention and
 Control Research Center – Waco
 Carter Blood Care – Dallas
 Center for Safe Energy – Austin
 CMS Emergency
 Dallas Committee for Foreign Visitors
 El Paso Chapter of the Federal Bar Association
 Episcopal Church – Houston
 Episcopal Church – San Angelo
 Fayette Memorial Hospital, La Grange
 Friendship Force – Austin
 Global North Texas – Dallas
 Houston Baku Sister Cities Association
 International Hospitality Council of Austin
 J. M. Dawson Institute for Church-State Studies – Baylor
 University, Waco
 Kilgore College Small Business Development Center – Longview
 Knowledge Management and Data Resources, Office of
 Community Outreach, University of Texas Medical Branch
 at Galveston
 Lamar University – Beaumont
 League of Women Voters of Tyler/Smith County
 North Harris College – Houston
 Office of Environmental Justice and Tribal Affairs – U.S.
 Environmental Protection Agency Region 6 – Dallas
 Palo Alto College – San Antonio

Panola Community College – Carthage
 Peace Links – Austin
 Peace Links – Temple
 Plano-Ivanovo Sister City Program
 Redeemed Ministries – Spring
 Richland College – Dallas
 Rotary Club – Burleson
 Rotary Club – Fredericksburg Morning
 Rotary Club – Friendswood
 Rotary Club – Frisco Noon
 Rotary Club – Grapevine
 Rotary Club – Hurst-Euless-Bedford
 Rotary Club – McAllen South
 Rotary Club – Mid-Cities Pacesetters
 Rotary Club – Northwest Austin
 Rotary Club – San Antonio North Central
 Rotary District 4790
 Rotary District 5730
 Rotary District 5830
 Rotary District 5890
 San Antonio Council for International Visitors
 Texas A&M University, Sponsored Student Programs Office
 – College Station
 United Methodist Church – Russia Initiative
 United Methodist Church – Bonham
 United Methodist Church – Carrollton
 United Methodist Church – College Station
 United Methodist Church – Commerce
 United Methodist Church – Dallas
 United Methodist Church – Denton
 United Methodist Church – Eldorado
 United Methodist Church – Forth Worth
 United Methodist Church – Highland Village
 United Methodist Church – Houston
 United Methodist Church – Meridian
 United Methodist Church – Orange
 United Methodist Church – Saint Jo
 United Methodist Church – San Angelo
 United Methodist Church – San Antonio
 United Methodist Church – Terrell
 United Methodist Church – Tomball
 United Methodist Church – Uvalde
 University of Texas at Austin
 World Affairs Council – Dallas/Fort Worth
 YMCA International Services – Houston

Federal and State Host Judges

Leif M. Clark, *Bankruptcy Judge* – Austin

Ricardo H. Hinojosa, *District Judge* – Corpus Christi

Frank Montalvo, *District Judge* – Austin

UTAH**National Grantees**

International Hosting

Church of Jesus Christ of Latter-Day Saints

Local Host Organizations

Brigham Young University Center for Law and Religion Studies

Church of the Latter Day Saints – Salt Lake City

Firefly, Inc., North Salt Lake

Friendship Force of Utah, Salt Lake City

International Hosting

Izhevsk-Salt Lake City Partnership

Dawson Institute for Church-State Studies – Baylor University

Peace Links – Salt Lake City

Salt Lake Chamber of Commerce

Salt Lake City Community College

Sundance Institute – Park City

Tooele Sister Cities, Inc. – Toole County

U.S. Court of Appeals for the Tenth Circuit – Salt Lake City

U.S. District Court for the District of Utah – Salt Lake City

Utah Council for Citizen Diplomacy – Salt Lake City

Utah State Legislature – Salt Lake City

Utah State University, Center for Persons with Disabilities – Logan

Utah Valley University, Office of International Affairs &
Diplomacy – Orem

Federal and State Host Judges

Dee V. Benson, *District Judge* – Salt Lake City

Leif M. Clark, *Bankruptcy Judge*

David O. Nuffer, *Magistrate Judge* – Salt Lake City

VERMONT**National Grantee**

International Rule of Law Consortium

Local Host Organizations

Ecologia, Middlebury

Lakenet

Russian American Rule of Law Consortium – Colchester

School of International Studies, St Michael's College – Colchester

Vermont Council on World Affairs – Burlington

Vermont Karelia Rule of Law Project, Inc. – Colchester

Vermont Law School – South Royalton

Vermont Supreme Court – Montpelier

VIRGINIA**National Grantees**

National Center for State Courts

National Council for Traditional Arts

Norfolk Sister City Association

Partners for Community Solutions

Synetic Theater

Local Host Organizations

American Association of University Women – Reston/Herndon
Branch

American Foreign Policy Council – Alexandria

Arlington Sister City Association

Arlington Sister City – Ivano-Frankivsk Committee

Center for International Programs – Blacksburg

Eastern Mennonite University Center for Justice and
Peacebuilding – Harrisonburg

FHI360*, Arlington

Fredericksburg Sister City Association, Inc.

Friendship Force – Central Virginia

Friendship Force National Capitol Area

James Kent Inn of Court, Virginia Beach

League of Women Voters – South Hampton Roads

National Council for the Traditional Arts

National Peace Foundation – Fairfax

Norfolk Sister City Association, Inc.

Partners for Community Solutions, Christiansburg

Peace Links – Roanoke

Peace Links – Williamsburg

Rotary Club – Alexandria and Mount Vernon

Rotary Club – Bailey's Crossroads

Rotary Club – Blacksburg
 Rotary Club – Falls Church
 Rotary Club – James City County
 Rotary Club – Leesburg
 Rotary Club – Lynchburg
 Rotary Club – Rappahannock
 Rotary Club – Richmond
 Rotary Club – Stafford
 Rotary Club – Vienna
 Terrorism, Transnational Crime and Corruption Center at George
 Mason University – Fairfax
 Town of Leesburg, Virginia
 United Methodist Church – Springfield
 United Methodist Church – Fulks Run
 Virginia Commonwealth University - L. Douglas Wilder School of
 Government and Public Affairs, Richmond
 U.S. District Court for the Eastern District of Virginia, Richmond
 World Music Folklife Center – Galax
 Zonta Club – Alexandria

Federal and State Host Judges

Thomas Selby Ellis III, *District Judge* – Alexandria
 Henry Coke Morgan, Jr., *District Judge* – Alexandria
 Anthony J. Trenga, *District Judge* – Alexandria

WASHINGTON

National Grantees

Battelle Memorial Institute/Pacific Northwest National Laboratory
 World Affairs Council of Seattle

Local Host Organizations

Battelle- Pacific Northwest National Laboratory
 Blooming Hill Vineyard
 Clark College – Vancouver
 Community Colleges of Spokane
 EarthCorps, Seattle
 Episcopal Church – Pasco
 Foundation for Russian American Economic Cooperation – Seattle
 Friendship Force of Eastern Washington and Northern Idaho
 Global Education Service – Seattle
 Governor’s Interagency Committee of State-Employed Women
 (ICSEW) – Seattle
 League of Women Voters – Washington
 Lower Columbia College – Longview
 Nakhodka Sister City – Bellingham
 Nuclear Oversight Program, Government Accountability Project

Rotary Club – Anacortes
 Rotary Club – Bremerton
 Rotary Club – Columbia Center
 Rotary Club – Downtown Vancouver
 Rotary Club – Lewis River (Clark County)
 Rotary Club – Lynnwood
 Rotary Club – Richland
 Rotary Club – Sun City West
 Rotary Club – Tacoma #8
 Rotary Club – Wanatchee
 Rotary Club – West Seattle
 Seattle-Tashkent Sister Cities Association
 U.S. District Court for the Western District of Washington
 Whatcom Community College – Bellingham
 World Affairs Council – Seattle
 World Affairs Council/World Trade Center West – Seattle

Federal and State Host Judges

John C. Coughenour, *District Judge*, Seattle

WEST VIRGINIA

Local Host Organizations

Center for International Understanding, Inc – Princeton
 Friendship Force – Charleston
 Grapevine Rotary Club – Martinsburg
 Rotary Club – Cheat Lake
 Rotary Club – Morgantown
 Rotary Club – Morgantown North
 Shepherd College, Robert C. Byrd Center for Legislative Studies
 United Methodist Church – Fairmont
 United Methodist Church – Summersville
 U.S. District Court for the Southern District of West Virginia
 – Bluefield

Federal, District, and State Host Judges

Omar J. Aboulhosn, *Federal Magistrate Judge* – Bluefield
 David Faber, *District Judge* – Charleston
 Ronald G. Pearson, *Bankruptcy Judge* – Charleston

WISCONSIN**National Grantees**

Northcentral Technical College
World Services of La Crosse, Inc

Local Host Organizations

American Foreign Policy Council – LaCrosse
American Foreign Policy Council – Madison
Amigos de Milwaukee Rotary Club
Appleton Area School District, Volunteer Services
American Association of University Women – LaCrosse Chapter
Bellin Health System (AIHA) – Green Bay
Center for International Education, St. Norbert College – De Pere
Center for International Understanding, Inc. – Milwaukee
Economic Development Corp of Manitowoc County Foundation
Fox Cities – Kurgan Sister Cities Program, Inc. – Appleton
Fox Valley Technical College – Oshkosh
Friends of Chernobyl Centers, U.S. (FOCCUS)
Friendship Force – Greater Milwaukee
Friendship Force – Madison
Greater Green Bay YMCA
Green Bay West Rotary Club
Heart of Wisconsin Business Alliance – Wisconsin Rapids
Hedberg Public Library – Janesville
Hudson Daybreak Rotary Club – Hudson
Institute of World Affairs, University of Wisconsin-Milwaukee
International Crane Foundation – Baraboo
International Institute of Wisconsin – Milwaukee
Jackson-Monroe-Vernon County Leadership Program
La Crosse Dubna Friendship Association
League of Women Voters – Door County
League of Women Voters – La Crosse Area
League of Women Voters – Milwaukee County
Madison Area Technical College
Marquette University College of Nursing – Milwaukee
Marshfield Rotary Noon Club, Marshfield
National Peace Foundation – Madison
New London Medical Center – New London
Northcentral Technical College – Wisconsin
Portage County Health and Human Services
Rotary Club – Beloit
Rotary Club – Hudson
Rotary Club – La Crosse
Rotary Club – Madison
Rotary Club – Milwaukee
RUS Global Initiatives
Shawano Public Health (AIHA) – Shawano

Sigurd Olson Environment Institute – Northland College
 Sparta Area School District
 Stevens Point-Rostov Veliky Sister City Project
 ThedaCare – Shawano
 United Methodist Church – Hudson
 United Methodist Church – Neenah
 University of Wisconsin – Barron County
 University of Wisconsin Extension – Juneau County
 University of Wisconsin – Marathon County
 University of Wisconsin at Marinette, Continuing Ed/Intl Students
 University of Wisconsin – Marshfield/Wood County
 University of Wisconsin – Richland
 U.S. District Court for the Eastern District of Wisconsin
 U.S. District Court for the Western District of Wisconsin
 Vernon County Office, Family and Children’s Center
 Western Technical College – La Crosse
 World Services of La Crosse, Inc

Federal and State Host Judges

Charles N. Clevert, *District Judge* – Milwaukee
 Barbara Crabb, *District Judge* – Racine
 Patricia Gorence, *Magistrate Judge* – Milwaukee
 Rudolph Randa, *District Judge* – Milwaukee

WYOMING

National Grantee

Vista360°, Inc. – Jackson

Local Host Organizations

Brown, Drew & Massey, LLP – Casper
 Friendship Force – Cheyenne
 Rotary Club – Kemmerer
 Vista 360°, Inc. – Jackson
 U.S. District Court for the District of Wyoming – Casper
 Wyoming Global Leadership Exchange – Jackson

Federal and State Host Judges

William F. Downes, *District Judge* – Casper

Tab 3:
Open World Delegations by Date – CY2018



OPEN WORLD

LEADERSHIP CENTER

2018 Open World Program

U.S. Arrival Date	Theme/Subtheme	Country	Number of Delegates
31-Jan	Nelson Fellows (Cardiology)	Russia	6
	Social Integration of Children and Adults with Disabilities	Russia	6
	Indigenous Groups	Russia	12
	National Parks/Nature Preserves	Russia	6
7-Feb	Role of Local Legislators/Staff	Ukraine	30
7-Mar	Support for Small and Medium Enterprises	Kazakhstan	6
	STEM for Women Leaders	Russia	12
	Small and Medium Business and e-Commerce	Russia	6
	Women Business Leaders	Russia	6
	Women Civic/Political Leaders	Russia	6
	Entrepreneurship and Small Business Development	Tajikistan	6
	NGO Development	Tajikistan	6
14-Mar	Fire Department/EMT Management/Volunteerism	Ukraine	12
	Community Relations with Law Enforcement	Ukraine	6
	Community Development/Community Activism/Volunteerism	Ukraine	18
	Social Entrepreneurship	Ukraine	12
19-Mar	Parliamentary Staff	Georgia	6
10-Apr	Members of Parliament	Tajikistan	6
11-Apr	Serving Veterans/Veterans Affairs	Ukraine	12
	Treating PTSD and Reintegration	Ukraine	12
	IDP Issues, Including Crimean Tatars	Ukraine	6
	Pharmacy School Partnership	Moldova	6
	Abkhaz-Enguri Dam	Georgia	6
18-Apr	Judicial Rule of Law		
	Ukraine – Court Automation	Ukraine	12

	Judges	Estonia	4
	Judges	Georgia	6
21-Apr	Rumsfeld Fellows	Other	10
24-Apr	Members of Parliament	Kazakhstan	6
1-May	Free Russia Foundation	Russia	6
2-May	Preventing and Combatting Corruption of Public Funds	Kosovo	6
	Agricultural Subsidies	Kosovo	6
	Disability Advocacy and Reform	Azerbaijan	6
	Cyber-Intellectual Property Rights	Azerbaijan	6
9-May	Child Welfare, including Adoption/Foster Care	Ukraine	12
	Combatting Human Trafficking	Ukraine	12
	Citizen Engagement in Legal Reform	Ukraine	6
9-May	Parliamentary Staff	Armenia	6
15-May	Members of Parliament	Serbia	6
31-May	Ecological Protection of Seaports	Russia	6
	Sustainable Fishery Development and Management (Alaska)	Russia	6
	Tourism Destination Management	Kyrgyzstan	6
6-Jun	Local Legislators	Belarus	12
19-Jun	Members of Parliament	Georgia	6
10-Jul	Members of Parliament	Other	6
18-Jul	Judicial Rule of Law		
	Judges	Mongolia	12
23-Jul	Members of Parliament	Ukraine	6
4-Sept	Members of Parliament	Uzbekistan	6
5-Sept	Decentralization/Intergovernmental Relations	Ukraine	12
	Health Care Management and Quality Assurance	Ukraine	12
	Sister City Relations – Cultural Diversity	Turkmenistan	6
12-Sep	Young Arms Control Experts	Russia	6
	Countering Violent Extremism in Muslim Communities	Russia	6
	Prison Officials and Prison Rights Activists	Russia	6
	Public Defenders	Russia	6
	Women Civic/Political Leaders	Russia	6
	Prison Reform	Kazakhstan	6
19-Sep	Governance/Decentralization	Ukraine	18
25-Sep	Members of Parliament	Kyrgyzstan	6
10-Oct	Government Funding/Oversight of Educational Institutions	Ukraine	12

	Innovation and Education	Ukraine	12
	Promoting STEM Education/Alternative Learning	Ukraine	12
	Community College/Vocational Education	Ukraine	6
	IDP Issues, Displaced Universities	Ukraine	6
	Higher Education Reform	Serbia	6
	English Access Program	Serbia	6
17-Oct	Judicial Rule of Law		
	Judges	Serbia	6
	Judges (Judicial Practices and Procedures for International Adoptions)	Kyrgyzstan	6
20-Oct	Rumsfeld Fellows	Other	10
24-Oct	Municipal Elected Officials and Constituent Outreach	Russia	6
	Foreign Affairs Journalism	Russia	6
	Digital Media	Russia	6
	Media Literacy	Russia	6
	Monitoring Human Rights Cases	Russia	6
	Existing Partnerships	Russia	24
31-Oct	Ethics and Quality Reporting	Ukraine	12
	Media Coverage of Political Leaders and Elections	Ukraine	12
	Elections	Ukraine	12
7-Nov	Governance/Decentralization	Ukraine	18
27-Nov	Members of Parliament	Ukraine	6
	Moscow School of Civic Education	Russia	54
TOTAL			726

Programs for Members of Parliament or Parliamentary Staff are highlighted in gold
Programs for Judges and Judicial Professionals are highlighted in blue

Tab 4:
Open World in the News

Capital Gazette

February 11, 2017

Georgian Delegation Learns About Life In The U.S.



A delegation from Georgia visits the U.S. Court of Appeals in Annapolis as part of the Open World program. Maryland Court of Appeals Judge Clayton Greene, Jr., and U.S. Federal Judge Richard D. Bennett met with the group. (Megan Brockett / Capital Gazette)

On the steps of the Court of Appeals building in Annapolis on Wednesday, a sharply-dressed group stands and listens as a federal court judge gives them a warm welcome to the courthouse.

Most of the group is young, in their late 30s at most, and over one ear, they wear a single black headphone. Through the headphone is piped the voice of Ia Dzamashvili, an interpreter standing nearby with a microphone and quietly translating the words of the judge into Georgian.

GEORGIA: Annapolis, MD**MD-03**

The courthouse visit was one stop of many this week for the delegation, a group of five city council members from the country of Georgia and a member of the Democratic National Institute who visited the Annapolis area through the Open World program.

Run by the Open World Leadership Center, the 10-day exchange program brings emerging government and civic leaders, mostly from the former Soviet Union, to the U.S.

The goal of the program is to provide participants, called delegates, with a first-hand experience of American community life, government and democratic values. It is also meant to grow relationships between the U.S. and other countries.

Under the Open World program, delegates stay with volunteer host families during their visit. The Rotary Clubs of Annapolis and Parole are hosting the Georgian delegation.

For the Georgian delegation, a busy itinerary from Feb. 3 to Feb. 11 includes visits to Annapolis City Hall, an Anne Arundel County Council meeting, the State House to see the Senate and House of Delegates in action, the Light House homeless shelter for lunch and the Court of Appeals, where they learn about the American court system from Maryland Court of Appeals Judge Clayton Greene, Jr., and U.S. Federal Judge Richard D. Bennett.

The schedule is meant to present a mix of meetings with representatives of the legislative, executive and judicial branches, as well as people other roles.

Irakli Nadiradze, a member of the Tblisi City Council, said the delegation had come to the U.S. looking for an answer to why America is so successful.

Through a translator, he said they wondered if the reason lied in things like the country's natural resources, its military strength or its strength as a democracy." We found our answer here in Maryland," Nadiradze said. "And this main strength that determines the success of the United States is the United States citizens themselves."

Nadiradze and other delegates spoke of American citizens' values, their feeling of high responsibility and even their involvement in volunteer work. He said the group learned about how local government works, how they handle issues and how they interact with each other.

One of the big takeaways Nadiradze said he plans to bring back to Tblisi from is how the government cooperates with non-government organizations, like nonprofits, and how community organizations form and work toward achieving their causes.

Rotary Club member Phil Reynolds, the local host coordinator, said it's the first time the clubs have hosted a delegation through the program."(The delegates are) dynamic young people, potential future leaders of their country," he said. "We hope that they take back some ideas that they can apply there."

###



Young international professionals visit to learn STEM

Five young professionals visit Lawrence Co. from Azerbaijan through Rotary program

By Sara Kuhl; skuhl@tmnews.com

March 4, 2017

BEDFORD — Five individuals from Azerbaijan will be staying with local Rotary Club members in Lawrence County this week, visiting places such as Genysis in Indianapolis and Purdue University in Lafayette. The goal is for the five to learn more about the United States and democracy with a focus on women in STEM (science, technology, engineering and math) education and careers, according to Rowena Cross-Najafi, a member of the Bedford Rotary Club who has helped organize the visit.



Rowena Cross-Najafi, Bedford Rotary Club

“We did this a few years ago, I think it was 2012, with a group of lawyers from Ukraine,” Cross-Najafi said. “It was kind of always on my radar to do this again. I really believe that we all need to know more about the world we live in.”

The five who will be visiting Lawrence County are: Aysel Garibzade, international relations specialist for the Ministry of High Communications and High Technologies of the Republic of Azerbaijan; Gunel Azimova, solution consultant for Oracle Azerbaijan; Musharraf Mammadova, academic adviser at the School of IT and Engineering at ADA University; Shahla Mammadova, head of project management department projects at Cybernet LLC; and Yagut Hajizadeh, a teacher of students between 8 and 14 years old at IT Step Academy.

“This program focuses on younger people,” Cross-Najafi said. “It expands our understanding of the world, regardless of political climate. ... It’s a part of living in a democratic society with the whole back of just weathering the storms of different opinions. That’s pretty normal. We’re encouraging democracy in these countries. It’s important for them to see democracy in action.”

AZERBAIJAN: Bedford, IN**IN-09**

The visitors are in their late 20s and early 30s, Cross-Najafi said. They'll be staying with Rick and Pam Bell; L.C. and Linda Kern, Barb and Dave Kissel and with Cross-Najafi's family.

The program is operated through the Open World Leadership Center, the first and only international exchange agency in the U.S. legislative branch, according to the program's website. It partners with Rotary International, and it matches young professionals from foreign countries to Rotary clubs at the local level. The guests are able to say what topics they're interested in learning about, and the local Rotary club communicates what topics they're interested in, as well.

The five who were selected for Lawrence County expressed interests in learning about women in STEM education and careers, Cross-Najafi said. That topic was also one she said that she was interested in. "Our Rotary Club is very active in education and literacy," Cross-Najafi said. "We are well known in the district for educating, so this fits with what we do anyway. That's always kind of been our thing." This group, which arrived Saturday and will stay in Lawrence County through March 11, also expressed interest in IT being used commercially.

This week's stops include the Indianapolis Motor Speedway Museum, Wonder Lab in Bloomington, dinner with IU professors (active and retired) and Bloomington Rotary members, Genesys/Interactive Intelligence, the Indiana State Museum, the IU cyber infrastructure building with Daniel Brazzell giving a presentation, lunch with IU biology professor Armin Moczek, a tour of the North Lawrence Career Center, a Star Station interview with Angie Timan, a demonstration with Lawrence County STEAM robotics, a tour of GM Bedford Casting Operations with a presentation from the Get WISE team, a meeting with the NSWC Crane STEM coordinator and a tour of Purdue University.

They'll also get an in-depth look at the Women in Science Program, where they'll talk with students of the program, advisers and hear from Connie Kaspar Brophy, Purdue University assistant director of science diversity. They'll get the chance to hear a panel discussion from and have lunch with women in technology at Angie's List in Indianapolis, and they'll meet with state Sen. Eric Koch, R-Bedford, at the Indiana Statehouse. Another highlight of the trip will be a tour of Indiana Limestone with Jennie Morgan as the main presenter.

"We're all getting geared up and getting ready to go. It's going to be a busy week," Cross-Najafi said. "We are excited. It's a big deal." And near the end of the trip, on Friday, the delegation will give a presentation with what they learned from the trip.

"I'm really appreciative of all the people in the community," Cross-Najafi said. Contact Times-Mail Staff Writer Sara Kuhl at (812) 277-7254 or skuhl@tmnews.com.

About Open World Leadership Center

Established in 2000, Open World has enabled more than 25,000 current and future leaders from Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Ukraine, Tajikistan and Turkmenistan to meaningfully engage and interact with members of Congress, Congressional staff and thousands of other Americans, many of whom are the delegates' direct professional counterparts. The Open World program focuses both on assisting the Congress in its oversight

AZERBAIJAN: Bedford, IN**IN-09**

responsibilities and on conducting exchanges that establish lasting professional relationships between the up-and-coming leaders of Open World countries and Americans dedicated to showcasing U.S. values and democratic institutions. The Center's bipartisan nature and independence from the priorities of any presidential administration is an important asset for the program. Aimed at establishing mutually beneficial relationships between future leaders of other nations, Open World is a value-added program that permits practical and depoliticized options for engagement. Open World is extremely cost-effective and unencumbered by bureaucracy, and serves the legislative branch as a program that offers members of Congress the opportunity to meet with their colleagues from Eurasia.

For more information, visit <https://www.openworld.gov/>.

###

★ **StarTribune**
EEDITION

Tajikistan women on a mission to share ideas on fighting extremism

March 10, 2017

By STEPHEN MONTEMAYOR smontemayor@startribune.com



Seven visitors from Tajikistan, led by Friendship Force of Minnesota-Twin Cities and the Open World Leadership Center, visited Chief U.S. District Judge John Tunheim as the group continues a weeklong visit in Minnesota to discuss countering extremism. After the meeting Tunheim shook hands with interpreter Alyona Vladova, as Lola Dadobaeva, the group's facilitator, looked on from his US District Courthouse office Wednesday, March 8, 2017, in Minneapolis,

*MN.] A delegation from Tajikistan has spent the week visiting elected officials, federal law enforcement and community groups to discuss the role women play in countering terrorism recruitment, which has also been a major challenge in their home country. On Tuesday, the group met with the mother of a young Twin Cities man who attempted to join ISIL. They will also meet with the district's chief federal judge and the probation staff that runs the country's only "disengagement and deradicalization" court program. **Alyona Vladova, Lola Dadobaeva, cq*

For the past few years, nearly every broadcast of the youth-focused radio program that Zarangez Navruzshoeva hosts in Tajikistan has been colored by updates on young Tajiks becoming jihadists in Syria.

Madina Nizomova, a women's rights lawyer, can't shake the story of a well-off family that lost two sons to the ranks of the Islamic State in Iraq and the Levant (ISIL). And Lola Dadobaeva helps the U.S. Embassy manage programs for vulnerable youth in a nation that has seen hundreds — including entire households and Tajikistan's special forces chief — join the terror group since 2014.

They are among a delegation of seven Tajik women finishing a weeklong tour of the Twin Cities on Saturday after meeting with federal judges, law enforcement, elected officials and community groups to discuss the strengths women can wield in fighting radical recruitment at home. In several cases, they say, the week has been revealing for the similarities unearthed during their encounters.

"It was important to see that a world power like America and a small country like Tajikistan are facing the same issues," Nizomova said through an interpreter. "We are all mothers, we all have children, we all have relatives and we want all of us to be safe to travel from one place to another. This fear, and this issue, is real for us."

The delegation, which also includes social activists and a psychologist who volunteers in a community policing program, ends its visit Saturday with a panel discussion at the Woman's Club of Minneapolis. They were brought to Minnesota by the Open World Leadership Center, a U.S. Congress-funded diplomacy effort, and are being hosted by the Friendship Force of Minnesota-Twin Cities.

During the group's visit Tuesday with staff from the Minneapolis advocacy group Voice of East African Women, Deqa Hussen shared the story of her son Abdirizak Warsame, who was one of nine Twin Cities men sentenced last year after plotting to join ISIL in 2015. Hussen said her experience revealed that ISIL recruiters also target smart youths — Abdirizak was in his second year of college and known for his poetry. After FBI agents visited their home, Deqa sent Warsame to live with his father in Chicago to insulate him from influences. Two weeks after Hussen participated in a forum of mothers speaking out against terrorism recruitment, Warsame was arrested.

"He calls now and tells his siblings, 'Listen to your mom. I wish I could listen to my mom from the beginning,'" Hussen told the group.

TAJKISTAN: Minneapolis, MN**MN-05**

During a break in a trial, Chief U.S. District Judge John Tunheim met the group in his chambers to emphasize the value of antiterrorism programs large and small.

“If you set up small organizations, have community meetings and identify someone as an expert in radicalization and deradicalization — someone who can identify the signs someone is being recruited and can come talk to families — these activities can be stopped before they get too far along the way,” Tunheim said.

Minnesota is the only federal court district that operates a “disengagement” evaluation program that assesses terrorism defendants before trial and after conviction, and has a team of probation officials dedicated to supervising them after their release from prison. The delegates told Tunheim that many of the Tajik recruits were actually picked up on their way migrating to Russia in search of better job opportunities. The crisis has also prompted strict regulations prohibiting youth under 18 from attending mosques, they said. The government, however, has also experimented in amnesty for some foreign fighters who return home. Tunheim said the approach sounded good but suggested “some evaluation of if they may go back down this path or not.”

The group also met with staff from U.S. Probation and Pretrial Services, which is tasked with running the specialized evaluation program for terrorism defendants. One officer said the staff considered mothers and sisters of defendants “associate gatekeepers because they have a level of trust with the defendants that nobody else has.”

Later, Navruzshoeva noted a difference in access to trials. Most terror cases in Tajikistan are closed to the public, forcing the media to rely on anonymous reports or secondhand accounts from families.

Dadobaeva said a key challenge is to persuade families to work with law enforcement, rather than shun them.

“When it comes through law enforcement agents, this can be a turnaway for parents because when they come to them, [the families] say, ‘We’re not cooperating with you. You’re a danger to my son. You take him away and put him in prison.’ ”

Still, Hussen’s cautionary tale — and that of her imprisoned son — resonated with the women.

“I’m bringing her story to my community and telling my country,” said Rano Abutrobova, a member of the delegation.

###

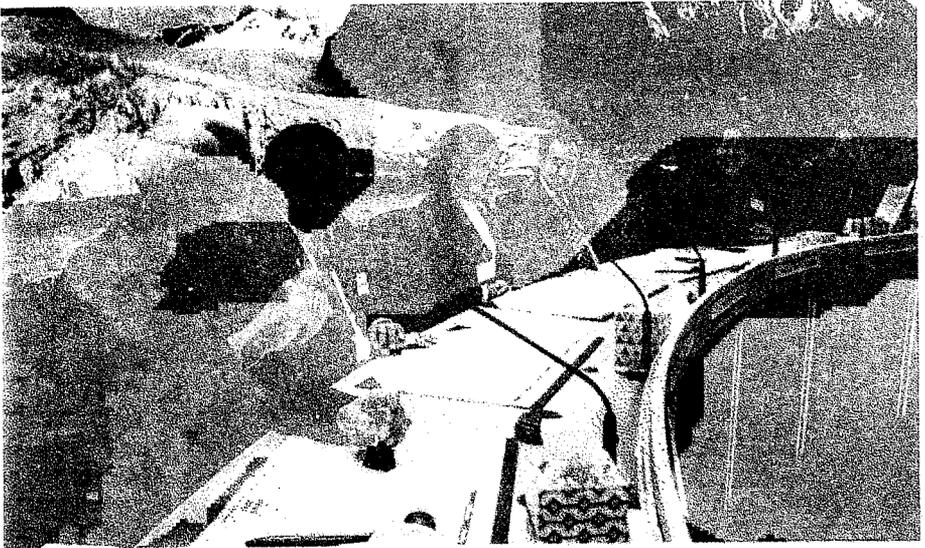


Mongolian delegation shares the wisdom of the steppes

Posted March 30, 2017

Updated April 10, 2017

By Kevin Gullufsen



Juneau Mayor Ken Koelsch teaches five members of Mongolia's parliament how city government works in America on Tuesday, March 28, 2017. The purpose of the visit is to expose officials of emerging democracies to civic processes in the U.S. Juneau's Rotary clubs hosted the Mongolians during the two-day visit. (Michael Penn | Juneau Empire)



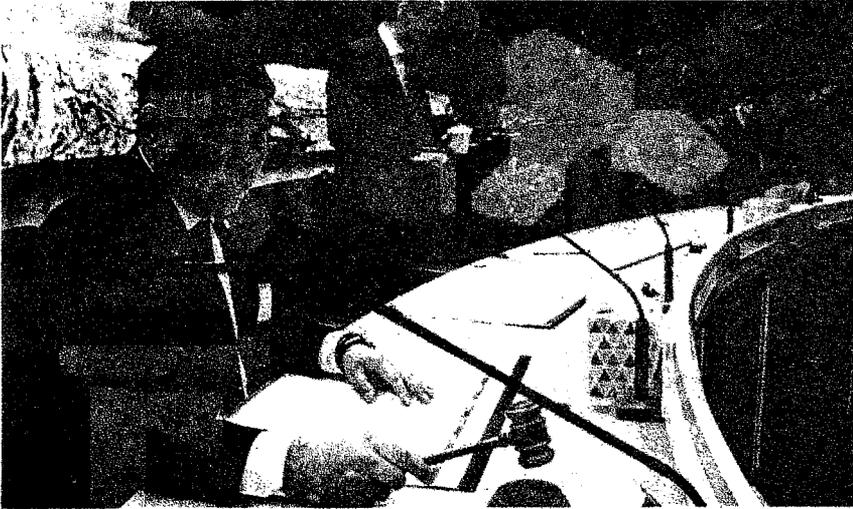
Mongolian Parliamentarian Group Leader Saranchimeg Batsukh asks Mayor Ken Koelsch a question during their visit to City Hall on Tuesday, March 28, 2017. The purpose of the visit is to expose officials of emerging democracies to civic processes in the U.S. Juneau's Rotary clubs hosted the Mongolians during the two-day visit. (Michael Penn | Juneau Empire)



Juneau Assembly member Beth Weldon passes out city pins to Mongolian Parliamentarians Tserenbat Namsrai, left, Murat Dakiyei, center, and interpreter Chimgee Erdenechimeg, right, as Mayor Ken Koelsch welcomes the delegation to City Hall on Tuesday, March 28, 2017. The

MONGOLIA: Juneau, AK**AK-1**

purpose of the visit is to expose officials of emerging democracies to civic processes in the U.S. Juneau's Rotary clubs hosted the Mongolians during the two-day visit. (Michael Penn | Juneau Empire)



Mongolian Parliamentarian Tserenbat Namsrai tests out the Mayor's gavel during a visit to the Juneau Assembly chambers on Tuesday, March 28, 2017. The purpose of the visit is to expose officials of emerging democracies to civic processes in the U.S. Juneau's Rotary clubs hosted the Mongolians during the two-day visit. (Michael Penn | Juneau Empire)

After the fall of the Soviet Union in the early 1990s, Mongolia has increasingly embraced Western political ideology.

Positioned between post-communist and communist superpowers in Russia and China, the sparsely-populated nation depends on agriculture and coal but has a surprisingly cosmopolitan capital in Ulaanbaatar. As the country strives to expand their economy, they're reaching out to America to learn how democracy can sustain free markets.

For five newly-elected parliamentarians from the country's State Great Khural, that journey started with a U.S. Congress-sponsored trip to Juneau early this week.

"Mongolia, after living through a communist regime, it was the first country that was part of the satellite of the Soviet Union, first Central Asian country that embraced democracy in a true sense and the first Central Asian country that went into an accepted parliamentary form of democracy," Tsogtbaatar Damdin said in a Monday talk for the Juneau World Affairs Council.

Juneau World Affairs Council sponsors lectures from leading figures in global affairs.

MONGOLIA: Juneau, AK**AK-1**

“We were the first to embrace this Western ideology of freedom,” Damdin said.

From there, democracy spread to other Eurasian countries.

“This is a country that was heralding the new ideology, new ideas and that was influencing other countries. ... Mongolia may be small, but it can influence historical processes,” Damdin said.

The delegation was in town early this week on a diplomatic exchange through the Open World Leadership Center. The idea behind visits like these is to cross-pollinate ideas between U.S. democratic institutions and foster America’s brand of democracy in Eurasia.

During their trip, the five parliamentarians visited the University of Alaska Southeast, the Alaska State Capitol and the Mendenhall Glacier, accompanied by translator Chingee Erdenechimeg and a representative from the U.S. embassy in Ulaanbaatar.

The trip alternated between serious intellectual exchange and lighthearted sightseeing.

On Monday, they sat down with mayor Ken Koelsch in the Assembly chambers to learn about city government. Sharing the language of bureaucracy, things got a little wonkish at the Assembly chambers.

Damdin looked comfortable in the seat usually reserved for Assembly member Jesse Kiehl. He asked about the city’s tax structure.

“Property tax is an important part of your revenue. How did the subprime mortgage crisis affect property prices here?” Damdin said.

“Juneau has always had a housing shortage and still does,” Koelsch answered. “So it was not that dramatic in scope. The last time we had a recession and threat of a capital move and oil revenue wasn’t very good, it affected property a lot here. This past year has been very stable.”

Mongolia has what’s called a unicameral parliamentary legislature. Instead of a house and a senate, the country uses a single 76-member parliament — officially known as the State Great Khural.

The insistence on bicameral structures at all levels of government struck a contrast for Damdin.

“I understand (bicameral structure) at the top level, where you really try to prevent the possibility of a dictator,” Damdin said after meeting with the mayor. “But you have it at every level down to the local level. It seems to me it could get very expensive, but that is your system and I am not here to comment on that.”

Damdin was impressed by the simplicity and accessibility of Alaska government.

The government “hears ordinary people,” and is “simple, not too complicated” that people can’t come in and understand it, he said.

MONGOLIA: Juneau, AK**AK-1**

Damdin has traveled on trips as a student — he studied at the Australia National University of Canberra and holds a Masters of International Law — but he said Juneau’s hospitality was world-class.

The group stayed with several families around town to get a closer look at life in Alaska.

On Tuesday, Koelsch handed over ceremonial keys to the city to five parliamentarians. The group didn’t miss a chance to pull Koelsch’s leg.

“In Mongolian tradition, if you give the key to the city, you have to have some door to open it. You also need to give that door,” Erdenechimeg deadpanned. “We are pragmatic people.”

After a pause, the room lit up with laughter.

You can watch a video of the delegation’s presentation, titled “Wisdom of the Steppes” at https://www.youtube.com/watch?v=GZdloM_bAgw

Correction & Clarification: An earlier version of this story stated the trip was sponsored by the U.S. State Department, due to misinformation provided by a University of Alaska Southeast official. The delegation's trip was sponsored by the U.S. Congress. This article has been updated to reflect the change. This article also stated the the delegation was in Juneau on diplomatic exchange. It should be noted that this visit did not meet policy leaders definition of diplomatic exchange, and they would use the phrase "professional exchange" to describe the visit.

• **Contact reporter Kevin Gullufsen at 523-2228 or kevin.gullufsen@juneauempire.com.**

###



Russian Foresters visit with DNR Staff

TOPICS: DNR Foresters Government Local News Russia UP News



POSTED BY: DANE WURMLINGER MAY 22, 2017

MARQUETTE — Foresters traveling from Russia on a prearranged trip visited the Marquette DNR Monday afternoon to discuss topics regarding forest management in the UP.

RUSSIA: Marquette, MI**MI-01**

DNR officials and the foreign visitors both learned a great deal from each other. The group is traveling through the Open World Program sponsored by the U.S. Congress.

The purpose of the trip is to show visitors the differences in forest management between their country and how things are done in Michigan.

"I was selected to participate in this program. I am from Siberia, and for me, it's very interesting to exchange my experience with colleagues from the U.S.," said forester Alexey Banov.

The Open World Program group will continue to explore the UP beyond Marquette, as they plan to visit Michigan Technological University in Houghton on Tuesday.

###



Russian researchers explore UNMC

by John Keenan, UNMC public relations | June 19, 2017



From left, Nadezhda Oyun, Ph.D., Marat Makenov, Ph.D., Tatiana Galinska, Ph.D., UNMC Chancellor Jeffrey P. Gold, M.D., Artem Tikunov, Ph.D., Galina Chicherina, Ph.D., Alexander Khilkov and Oxana Belova, Ph.D.

This week, participants in the Open World Program, a federal program that strives to stimulate goodwill and collaboration between the people of Russia and the United States, visited UNMC.

The seven Russian researchers, who work on mosquito- and tick-borne diseases such as Lyme disease, West Nile virus and Zika, met with various University of Nebraska experts during their weeklong visit.

RUSSIA: Council Bluffs, IA**IA-03**

Researcher Marat Makenov, Ph.D., was impressed by the collaborations at UNMC and across NU campuses.

"Frankly, I've never visited another university in the United States, but what I've seen here has impressed me greatly," he said. "Not only with the campus and labs and how well they're equipped, but also by the fact that talents from all over the world are here, and the university is able to integrate them all together in one collaborative effort. The range of studies they conduct is very impressive."

Oxana Belova, Ph.D., said the research on campus surpassed her expectations. "We're really fascinated by all the research going on, and we met a lot of very nice colleagues," she said.

Each delegate had opportunities to explore NU research projects in their particular area of scientific research.

"It's a once-in-a-lifetime opportunity," she said.

Alexander Khilkov, the delegation's group facilitator, said the Open World program offers many avenues for collaboration.

"We bring the top Russian emerging scientists in all fields," he said. "We have had delegations focused on cancer, molecular diagnostics and other diseases and areas. Now, this is tick-borne disease. We bring the best from Russia to introduce them to what we think is one of the best educational institutions in the United States."

Jane Meza, Ph.D., interim associate vice chancellor for global and student support at UNMC and the University of Nebraska at Omaha (and collaboratively with Nebraska Medicine), called the program important.

"What I've learned from meeting with this very talented group of people is that we're working on similar problems, so it makes a lot of sense for us to work together," she said. "They want to work with us, and it's a real opportunity for us to expand our reach and connections around the world. We're talking about opportunities for some students from the U.S. to go work with our collaborators in Russia around the same kind of problems we're working on here."

###



Ukrainian anti-corruption delegation tours Longview

Monday, September 25th 2017, 7:23 pm EDT Monday, September 25th 2017, 7:42 pm EDT

By Jamey Boyum, Multi-Media Journalist

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jboyum@kltv.com



Six Ukrainians tour longview with focus on anti-corruption Photo by Jamey Boyum KLTV.

LONGVIEW, TX (KLTV) - A delegation of professional Ukrainians got a look at the inner workings of city government and services in Longview. We caught up with them as they were getting a look at the equipment used by the Longview Fire Department.

The delegation started in Washington DC just a few days ago, and then to Longview. Facilitator Krystyna Dobrovolaska and Delegate Anton Ivanov are two of the six from five cities in the Ukraine. The delegates say they are anti-corruption activists.

“We came here to make new practices of fighting corruption, to see how the administrative system works, how the local system works,” Ivanov said.

In DC they took a tour and got a look at the Library of Congress to learn transparency on a national level.

“We will really have some information of how the financial system works, about the open information and access to this information so it’s been quite important to us,” Ivanov stated.

And they have found some things that may help.

“We discovered some possibilities for keeping city council members accountable for what they do,” Dobrovolaska relayed.

Of course, they realize looking at the federal and local systems will not eliminate governmental corruption.

“There is no 100-percent guarantee that there won’t be cases of corruption, where there are many people who actually have to oversee this process and hold the government accountable,” Dobrovolaska said.

And they say one of the most valuable things they’re taking home is an app.

UKRAINE: Longview, TX**TX-D1**

“Everyone can use just one application to get everything he wants from the city administration, and we definitely have to look through it more,” Ivanov said.

From here the Ukrainians will take their visit to Austin to learn more at the state level.

The Open World Program, started in 1999 by the U.S. Congress, brings emerging leaders from Eurasia to the U.S. to visit their professional counterparts.

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###

SONOMA WEST

TIMES & NEWS

Sebastopol hosts Ukrainians with focus on domestic violence



Sebastopol World Friends hosts and their Ukrainian guests

A seven-member delegation of Ukrainians arrived in Sebastopol on Sept. 23 and will stay in the area two weeks through a congressionally sponsored Open World cultural exchange program.

All of the delegates are from the Cherkasy region, which is the same region in Ukraine as Sebastopol's sister city, Chyhyryn. Sebastopol World Friends (SWF) was selected to be the hosting organization of this delegation, which is operating under the theme "Combating Domestic Violence," an issue of major importance in the country which experiences high rates of spouse abuse and little prosecution of offenders.

This is the 6th Open World delegation that SWF has hosted. Open World's mission is to bring young leaders from developing countries to the U.S. to forge better international understanding through opportunities to learn about American political, business, human services, community development and daily life.

The delegates are young adult leaders between 22 and 36 years old.

They will get to learn how domestic violence victims are cared for and how criminal proceedings against perpetrators of violence are conducted by spending time at the courts and meeting with representatives of

UKRAINE: Sebastopol, CA**CA-02**

Legal Aid, Adult Protective Services, the Men Evolving Non-Violently group, Verity, Social Advocates for Youth, Family Justice Center and Sonoma State University.

They are also scheduled to meet with state Assemblyman Marc Levine and a staff member of the office of U.S. Sen. Kamala Harris.

While in Sebastopol, they will also meet with the city council and visit the Sebastopol Police Department and local businesses. Each delegate is staying at a home in Sebastopol arranged by SWF.

Valeria Churma, co-chair of SWF's Chyhyryn committee said "We are very pleased to be selected to host an Open World delegation again this year. This program has given us unique opportunities to build profound connections with people in Ukraine through the process of sharing perspectives and concerns about the topics that we both truly care about."

SWF invites the public to "An Evening with the 2017 Open World Delegation" on Oct. 4 where there will be presentations highlighting Ukrainian culture followed by a question-and-answer session. This free event will be from 7:00 to 8:30 p.m. at Epworthian Hall, Sebastopol United Methodist Church at 500 North Main Street.

Since its foundation in 1985, SWF has been active with its two sister cities, Chyhyryn in Ukraine, and Takeo in Japan to advance its goal of bringing citizens together through youth and adult citizens' home-stay exchange programs. In 2014, SWF received the Best Overall Program award from Sister Cities International.

For more information, see www.sebastopolwf.org.

Submitted by Meg Mizutani

###



THE Rider News

From Rider to Russia, students learn about global affairs

2 days ago
222 2 minutes read

By Jennifer Boyer



Four visitors from Russia — Tatyana Mikhaylovna Permyakova, Olga Germanovna Podoplelova, Ammar Dzhamal Al-Ansi and Anna Yuryevna Galushkina — participate in a school tradition by touching the Rider Rock.

Rider was exposed to a new form of delegation from Sept. 15 to 23 when it hosted four young Russian professionals as a part of the Open World Program.

The event was sponsored by the Center for International Education (CIE) and the department of International Auxiliary Programs. The delegation gave students the opportunity to interact and engage with young professionals around the world.

The event consisted of four delegates and a facilitator. The delegates visited national centers and offices such as the National Constitution Center, Internal Revenue Service Office, the Foreign Policy Research Institute, District 12 Congresswoman Bonnie Watson-Coleman's office, and the Mercer County Prosecutor's Office. Rider will be also partnering with the Open World Program, an organization that brings leaders from the Eurasia region to network with their U.S. counterparts and advance each other's understanding of foreign governments.

"The Open World Program is a cultural immersion program that offers participants a window to the 'real' America and its people," said Sara Young-Singh, director of CIE. "I think it is important for students to envision how they can participate in similar programs in other countries such as the Fulbright Program, Marshall Program or Fulbright-Hayes Program.

RUSSIA: Lawrenceville, NJ**NJ-12**

“The program offered the opportunity for Rider students to apply and engage themselves in an intellectual and cultural program. By partnering with Open World, Rider allows students to express their thoughts on bureaucratic ideas.”

According to Young-Singh, the delegation allows the students to expand their views and impressions regarding foreign policies, and provide insight on how non governmental organizations aim to solve societal issues.

“One of the features of this program is the opportunity for delegates to engage with American families through a homestay program,” she said. “This is an important part of the exchange of ideas and experiences into the heart of American culture as several families have volunteered to host these [them].”

This opportunity would allow students to harbor mutual understanding and exchange diverse ideas. The conference offers outstanding learning experiences and connections with foreign countries, Young-Singh said.

Faculty members have also volunteered to host the delegation in their classes. Daniel Druckenbrod, director of sustainability and associate professor in the department of geological, environmental and marine sciences, will be participating in a field trip with his students.

“Students can learn a lot from this event, from world politics to best understanding government,” Druckenbrod said. “Students can learn a lot of business too, as this is think-tank based.”

Senior history major Zach Tall said the program is beneficial for future careers.

“As students will be in contact with professionals from Russian and American governments, there is a great opportunity for networking, which will allow students to be proactive.”

Networking at the conference allowed students to create strong bonds through interaction with Russian delegates. Students and faculty also gained international contacts that can benefit them in the future.

The delegation offered great opportunities for students to get involved in today’s governmental policies. This event will allow Rider students to learn how they can make a change in the world.

“With this conference, many serious political issues were addressed,” said senior accounting major Rayjohn Felicia. “With the students attending, they get to open themselves to different perspectives on many different global events happening and how they are affecting the U.S. and the delegation members. Also, with culture, students can learn the vast amounts of differences in public policies regarding [the delegates’] countries and ours.”

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JDNEWS.COM

THE DAILY NEWS – JACKSONVILLE, NC

By Jannette Pippin
Daily News Staff

Friday

Posted Oct 6, 2017 at 11:21 AM Updated Oct 6, 2017 at 11:21 AM

SWANSBORO | A world map caught the attention of Daniela Munca as she walked into a classroom at Queens Creek Elementary School and it quickly sparked a conversation with the fourth-grade students who greeted Thursday's visitors.

"Do you know how many miles it took us to get here?" Munca asked the class as she pointed to the map and the distance between the United States and Eastern Europe.

Munca was among a delegation of teachers and education representatives from Moldova who visited Queens Creek Elementary as part of their participation in the Open World program.

The group toured the school and stopped to talk briefly with students.

While they spoke in English, the students were interested in knowing more about their native language.

"Do you speak Russian?" one student asked.

They spoke several languages, including Romanian, Russian and languages specific to the region in which they live.

Fourth grader Lucian Ionescu, whose family is Romanian, was able to speak with some of the teachers in their language.

"It's interesting," he said of their visit to the school.

The interaction with the students was just one example of the cultural exchange that has taken place between Queens Creek and teachers and education leaders in Moldova.

Fourth grade teachers at the school got involved in the program last year and their students interacted with students in Moldova via sessions using Skype.

MOLDOVA: Raleigh, NC**NC-04**

The students asked questions about each other's language, culture and currency, and were interested in everything from what their school was like to foods they eat.

Queens Creek teacher Timothy Ryan said their students saw that students in Moldova don't have the same resources and access to technology that they take for granted and the Moldova students, for instance, speak multiple languages while students here primarily speak English.

What the teachers found from last year's Skype sessions is that the students on both side of the globe were excited to learn from each other.

Queens Creek teacher Victoria Bell said the cultural exchange can help foster greater understanding between cultures.

"There may be a lot of differences between our countries but at the end of the day we are all the same," Bell said.

Victoria Isac, an English teacher and school psychologist in Moldova, has created a partnership with Bell and Queens Creek Elementary through the Open World program.

"I want Moldova to become a country where people can fulfill their dream and not flee from it, so we the teachers must educate the young generation" that this is possible, Isac wrote in her profile.

Isac said Thursday that her experience with the partnership has been a worthwhile one and one she looks forward to continuing.

"I'm happy to have this partnership and we are going to continue; we are not going to stop," Isac said.

The Open World Leadership Center administers the Open World program, an exchange and partnership program designed to enhance understanding and cooperation between the American communities and global leaders.

Open World Leadership Center is an independent government agency of the U.S. Congress under the legislative branch.

The North Carolina – Moldova Partnership for Peace was formalized in April 1999.

###

THE UKRAINIAN WEEKLY

Journalists from Ukraine learn about the fight against fake news in Chicago

By the Rev. Myron Panchuk and Vera Eliashevsky

CHICAGO – A group of journalists from Kyiv took part on September 8-16 in a professional exchange program sponsored by the Open World Leadership Center, an international exchange agency of the U.S. legislative branch with administration provided by the U.S.- Ukraine Foundation.

The program was organized and hosted by the Kyiv Committee of Chicago Sister Cities International and the Ukrainian Genocide Famine Foundation.

The delegation of six media professionals included Oksana Poluliakh (StopFake), Maksym Skubcnko (VoxUkraine), Artem Skrypnyk (Reanimation Package of Reforms), Viktoria Yermolaieva (Hromadske Radio) and Maria Zhdanova (Vogue UA, StopFake and Mohyla School of Journalism), accompanied by Alina Mosendz (StopFake), a bicultural facilitator and journalist from Ukraine.



At the WBEZ (front row, from left) are: Alina Mosendz, Vera Eliashevsky (chair, Kyiv Committee), Julian Hayda (WBEZ program producer), Viktoria Yermolaieva, Maria Zhdanova, Maksym Skubcnko, Nigel Colley (great-nephew and biographer of Gareth Jones); (back row): Artem Skrypnyk, Oksana Poluliakh, Nicholas Kotcherha (president, Ukrainian Genocide Famine Foundation).

UKRAINE: Chicago, IL**(IL-05)**

Prior to their arrival in Chicago, delegates completed an orientation in Washington on Capitol Hill.

In Chicago, delegates collaborated on best practices for media literacy and countering false information with seasoned journalists, media professionals and experts involved in the sphere of communications and government to see how they expose false reporting/information and search for objectivity. They discussed thoughts on how society can be better prepared to think critically, check facts and respond to disinformation in effective ways.

During an intense week of activities, the group visited the offices of Sen. Dick Durbin (D-Ill.), Chicago Mayor Rahm Emanuel's press office, Bloomberg, Fox, NBC and Reuters news outlets and the "Worldview" program of WBEZ on National Public Radio. The delegation also met journalists at the Chicago Tribune and Columbia College of Communications.

To become acquainted with governance and policy, they visited the Better Government Association and the Illinois Policy Institute. Each morning the group also had an opportunity to speak on myriad issues to the Ukrainian diaspora on Chicago's Ukrainian Independent Radio program.

Rep. Mike Quigley (D-Ill.), who actively supports Ukraine and the battle against fake news, spoke with the delegation at the Ukrainian Institute of Modern Art. This included a viewing of Daria Marchenko and Daniel Green's exhibit "The Elements of War."

Another meeting of note was held with Walter Dudycz, former state senator of Illinois. Mr. Dudycz shared his experiences of being a target of falsified news reporting and how this adversely impacted the good he tried to accomplish.

The highlight of the week was a public lecture at DePaul University's Center for Journalism Integrity and Excellence titled "Journalistic Veracity: A Lesson from History," featuring Nigel Colley, great-nephew and biographer of murdered Welsh journalist Gareth Jones. Jones was the only Western journalist to break and cover the story of the Famine-Genocide against Ukrainians in 1932-1933. The journalists had an opportunity to discuss the issue of false information and media literacy today. Three years after an invasion by Russia, Ukraine is the

UKRAINE: Chicago, IL**(IL-05)**

biggest example where fake news and war fuel one another. Programs like Ukraine's Stopfake.org show how important fact checking is in the face of war.

Thanks are due to WBEZ Program Producer Julian Hayda for organizing this event, Mr. Colley for traveling to the U.S. to share this story and the president of the Ukrainian Genocide Famine Foundation, Nicholas Kotcherha, for helping to make it possible.



At the Ukrainian Institute of Modern Art with Rep. Mike Quigley (from left) are: Svitlana Mefford (translator), Artem Skrypnyk, Oksana Poluliakh, Daria Marchenko (artist), Motria Melnyk (president, Ukrainian Institute of Modern Art), Maksym Skubenko, Viktoriya Yermolaieva, Congressman Quigley, Daniel Green, Maria Zhdanova, Vera Eliashevsky and the Rev. Myron Panchuk.

###

RUSSIA: Burlington, VT

VT-01



Russian journalists visit WCAX

By Eva McKend

November 15, 2017



SOUTH BURLINGTON, Vt. (WCAX) A group of Russian journalists came to visit WCAX Wednesday.

Among them digital journalists and even a local morning anchor. They come from Burlington's sister city Yaroslavl, Russia. The delegation is part of the Vermont Council on World Affairs. The Open World Program is funded through Congress and brings leaders from the former Soviet Union to communities around the U.S. We asked them what they thought about the American media and the coverage of Russia's suspected role in the American 2016 election.

"It's very difficult to talk about meddling because we don't know what happened and there might have been certain attempts but I just don't have enough information to tell you exactly whether or not it had any real effect on the results of the election. And at the same time, I cannot completely deny that there were attempts to influence the situation in some way," said Daniil Aleksandrovich Kuznetsov.

They also said perceptions of Americans in their country run the gamut. Some people believe the anti-American propaganda while others idolize Americans and try to mimic American culture. The group will be traveling around the state the rest of the week.

###

Tab 5:
Select State Summaries

Open World in Connecticut



A delegation from Ukraine meeting with State Senators Tami Zawistowski and Tim Acker (April 2016)

Hartford, April 2016

A Ukrainian delegation studying open and accountable governance visited Hartford last spring. While touring the State Capitol, the group met with Lieutenant Gov. Nancy Wyman and State Sen. Len Fasano. Delegates learned of the various systems in play to ensure timely, legitimate, and democratic voting systems in America. Other notable meetings included State Rep. Tim Acker, State Rep. Tami Zawistowski, and multiple aides and advisors to State Senators Stephen Cassano, and Tony Guglielmo.

Making a Difference

After participating on the October 2017 Open World Program in New Haven, our delegates from Belarus were excited to share the information they learned on the program upon their return home. The participants representing governmental institutions are highly interested in organizing a visit of Lolahon Kadiri from Yale Office of Cooperative Research (OCR) to Belarus to conduct a series of lectures on technology transfer and identifying, counseling and nurturing early-stage technologies in Belarus. The National Center of Intellectual Property and Belarusian Universities are among institutions that are interested in the opportunity.

About Open World

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Last updated, January 2018



Open World in Connecticut

Fast Facts

Connecticut has hosted 284 Moldovan, Russian, Tajikistani, Afghani, Azerbaijani, Georgian, Kyrgyz, Uzbek, and Ukrainian Open World visitors since the program began in 1999. Past Connecticut host cities for Open World exchanges include Canton, Hartford, Westport, and Wethersfield

Upcoming Exchanges

In March, Milford will host a delegation from Ukraine focusing on Community Development.

Recent Delegation Highlights

New Haven, October 2017

A delegation from Belarus traveled to New Haven to focus on Intellectual Property Rights. Their visit started with a meeting at the district office of Rep. Rosa DeLauro to discuss accountable governance, democracy in action, and state-level legislation regarding the protection of individuals' property rights. A visit to the Yale University School of Management allowed the delegation to learn about state-of-the-art coding technology. A day trip to Middletown, CT included meetings at the Connecticut Cyber Task Force and the District of Connecticut's Cybercrime Program at the U.S. Department of Justice.

Hartford, April 2017

A delegation of Rumsfeld Fellows from various countries visited Hartford in late April. While there, the delegation visited several historical sites and multiple presentations at institutions. The delegates went on the Mystic Seaport Tour, visited the Nautilus and US Navy Submarine Force Museum, toured the Thomas Hooker Brewery, and went inside the Connecticut Department of Consumer Protection. The delegation also attended presentations at the Entrepreneurial Center at the University of Hartford Butterworth Hall. The delegation also had lunch with the West Hartford Chamber of Commerce.



Delegates from Ukraine meet with Sen. Chris Murphy (April 2017)

Previous Delegations

City	Local Host	Theme (Country)
Colchester	Colchester Rotary Club	Accountable Governance (Ukraine)
Hartford	Friendship Force of Hartford	Parliamentarians (Serbia)
New Haven	Connecticut-Pskov Rule of Law Partnership	Rule of Law (Russia)
New Haven	U.S. District Court/New Haven Rotary Club	Rule of Law (Moldova)
West Haven	Henry C. Lee College of Criminial Justice and Forensic Sciences	Rule of Law, Anticorruption (Russia)
Storrs	University of New Haven, University of Connecticut Global Training and Development Institute, Friendship Force of Connecticut	NGO Development (Ukraine)

Testimonial

The program was described by one of the delegates as "the best way to get to know the U.S. and its people without labels or someone else's opinions." The delegates were especially impressed by the openness of the officials they met as well as by the eagerness they can be reached.

Facilitator of October 2017 Program

Open World in Kansas



Delegates from Kazakhstan visit a local news station in Wichita (September 2017)

Wichita, September 2017

Delegates from **Kazakhstan** visited Wichita to focus on Best Media Practices and Government Spokespersons. Through meetings with the Elliott School of Communications, KMUW Radio Station, KAKE TV Station, and several News Papers, the Kazakh delegation was able to develop new methods of communications and developing the media. The program also facilitated a meeting with the Representative from the 88th district of Kansas, **State Rep. Elizabeth Bishop**, granting a unique perspective to the American State government. In addition to attending briefings and meetings, the Kansas State Fair was the ideal location for the delegation to experience Kansas' agriculture, livestock, and delicious food.

Making a Difference

Our local host from Lenexa Rotary Club put into perspective the impact that Open World has on our delegates, especially on women from Azerbaijan, by reflecting on a moment during the program, "Clinical Professor of Law at the University of Kansas, Suzanne Valdez, shaking hands with Azerbaijani attorney Rovshana Rahimova. Now Rovshana, an attorney who defends victims of domestic violence in Azerbaijan and has played an important role in drafting legislation that is now in place, can return to her country with information, resources, and support that will continue to improve the lives of victims in Azerbaijan."

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Last updated: January 2018



Open World in Kansas

Fast Facts

Kansas has hosted **363** Open World participants since the program began in 1999, including participants from **Russia, Serbia, Ukraine, and Uzbekistan.**
 Past Kansas host cities include **Abilene, Dodge City, El Dorado, Hays, Junction City, Larned, Leawood, Overland Park, Prairie Village, Shawnee, and Topeka**

Upcoming Exchanges

In September, **Wichita** will host a delegation from **Russia**. In April, **Lenexa** will host a delegation from **Ukraine.**

Delegation Highlights

Lawrence, October 2017

Members of Parliament from **Ukraine** participated on a Government Transparency and Accountability program. The program included meetings with former **State Senator Chris Steineger**, the local office of **Rep. Kevin Yoder** in Overland Park as well as tours of local museums, Universities and the Truman Presidential Library. Through the program, the Ukrainian members were able to develop skills of how to continue the implementation of a free and transparent government in Kiev while experiencing the American way of life.

Lenexa/Overland Park, September 2017

Delegates from **Azerbaijan** visited Lenexa/Overland Park to focus on Combatting Domestic Violence. The group met with the CEO of SAFEHOME, a shelter serving Johnson and Miami counties. They learned about the roles of different agencies involved with victims of domestic violence in the state of Kansas. A meeting at the Lenexa Police Department allowed for the delegates to review the role of law enforcement in domestic disputes. A very useful meeting for the delegates was spending time with **Johnson County District Attorney Steve Howe**. Steve implemented the Lethality Assessment Program, which has helped reduce the number of domestic homicides. A whole day was spent with **Judge Kathleen Lynch** observing trials at the Wyandotte County Courthouse.



Members of Parliament from Kazakhstan meet with Rep. Kevin Yoder in his D.C. office (April 2017)

Selected Delegations

City	Local Host	Theme (Country)
Kansas City Area	International Visitors Council of Greater KC (KCIVC)	Accountable Governance (Ukraine)
Kansas City Area	KCIVC	Intermunicipal Cooperation (Serbia)
Kansas City Area	KCIVC	NGO Development (Ukraine)
Lawrence	University of Kansas	Accountable Governance (Russia)
Lawrence	University of Kansas	Education (Russia)
Wichita	Friendship Force of Wichita	Accountable Governance (Russia)
Winfield	Winfield Rotary Club	Disability Services (Russia)

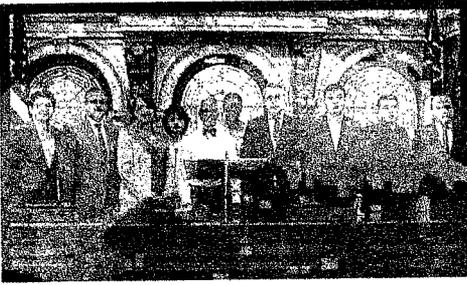
Testimonials

One delegate changed her mind about the U.S. She expected to see America as she used to know from movies and news. By the end of her trip she mentioned she discovered a real America for herself.

-Facilitator of September 2017 Wichita delegation

Continued on reverse

Open World in Mississippi



Members of Parliament from Uzbekistan visit the Mississippi State Capitol (November 2017)

Jackson, March 2016

Jackson hosted a group of professionals from **Ukraine** working to rid the country of its endemic corruption. As a part of an extensive program on **anti-corruption** measures, the group visited the Mississippi Supreme Court, as well as the Pigott & Johnson Law, a firm which represents whistleblowers throughout the U.S. who disclose fraud against the government and facts of corruption. Additionally, the **Mississippi College School of Law** designed an Anti-corruption workshop for the group covering professional ethics, the role of private attorneys in stopping corruption, corruption at the local government level and investigative methods. The group also sat down for an in-depth discussion

Making a Difference

After participating on the Open World Program in April 2017, our Estonian Judges felt that The visit provided participants a lot of ideas concerning what is better in the US legal system and what should be done better in our legal system. At the same time it provided insight into what is already well in our system and should not be changed. The delegates mentioned that the fact that the public is more involved in the judicial decision making in the US is better compared to our system where the public does not have a significant role. On the other hand, what is better in Estonia is that our judges are not publicly elected. Finally, the delegates considered that the US judges are extremely professional and well-equipped to lead court hearings and in a way that the rights of a party are not infringed.

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Last updated: January 2018



Open World in Mississippi

Fast Facts

Mississippi has hosted 145 Open World participants from Azerbaijan, Estonia, Georgia, Kyrgyzstan, Russia, Turkey, and Ukraine since the program began in 1999. Sen. Roger Wicker serves on the Open World Leadership Center Board of Trustees. Past Mississippi Open World host cities include Greenwood, Hattiesburg, Oxford, and Tupelo.

Upcoming Exchanges

Jackson will host a delegation from Uzbekistan

Recent Delegation Highlights

Jackson, November 2017

Members of Parliament from Uzbekistan traveled to Jackson to focus on accountable governance. Uzbekistan and Mississippi are sister states through the National Guard State Partnership Program. Senators Thad Cochran and Roger Wicker met with the delegation before they traveled to Mississippi. The delegates met with Judge Denise Owens to discuss the challenges and rights of Mississippians seeking justice through the court system. A panel discussion at the Mississippi State Capitol brought together members from each governing body will give an overview of the infrastructure and discuss collaborative efforts that have strengthened the City of Jackson, Hinds County and the State.

Jackson, April 2017

A delegation from Estonia traveled to Jackson for a program focused on judicial rule of law. While there, the delegates met with district, magistrate, and bankruptcy judges and discussed myriad legal topics. The Estonian judges toured the Mississippi College Law School with Professor Richard Meyer afterwards giving presentations to law students and faculty. The group observed proceedings in Judge Dan Jordan's courtroom and met with the judge in his chambers. U.S. District Clerk Arthur Johnston took the group on a tour of the Federal Courthouse and introduced them to his staff.



Members of Parliament from Mongolia meet with Senator Roger Wicker at his D.C. office (March 2017)

Previous Delegations

City	Local Host	Theme (Country)
Jackson	Rotary Club of Jackson/Judge Southwick	Rule of Law (Turkey)
Jackson	International Visitors Center of Jackson	Role of Legislators (Ukraine)
Oxford	National Peace Foundation Oxford	Economic Development (Russia)
Oxford	University of Mississippi Department of English	Culture-Writing (Russia)
Tupelo	Rotary Club of Tupelo	Rule of Law (Russia)
Jackson	International Visitors Center of Jackson	Urban Planning (Azerbaijan)
Hattiesburg	Rotary Club of Hattiesburg	Federalism (Russia)

Testimonial

I believe people in Mississippi benefited because it is not often that they have the opportunity to come into contact with people from that region of Europe. The delegates were often questioned about (and explained quite well) the economics of socialism. Several teachable moments happened throughout the delegation's visit.

—Local host for April 2017 Program

Continued on reverse

Open World in New Jersey



A delegate from Russia learns how to make bio-diesel from used cooking oil while in Branchville. (April 2016)

Branchville, April 2016

A delegation from **Ukraine** visited **Branchville** during a program focused on Agriculture. While in D.C., delegates were able to meet with **Senator Chris Murphy** and congressional staffer Ms. Sarah Eyman, from the office of **Senator Richard Blumental**. Delegates toured several local farms, Sutherland Packaging, and Thor Labs. The group also engaged in discussion on State level agricultural efforts and economic development with local state legislators **Senator Steve Oroho**, Assemblywoman **Gail Pheobus**, and Assemblyman **Parker Space**.

Making a Difference

After participating on the October 2016 Open World Program in Montclair, delegates from Russia were eager to develop a program to implement inclusive education and introduce new diagnostic tools after viewing how American doctors work with kids with disabilities. To develop this project, the delegates were going to consult parents who have kids with disabilities on various topics from legal support to new trends in treatment and consult NGOs that work in that sphere.

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Last updated: January 2018

Open World in New Jersey



Fast Facts

New Jersey has hosted 145 **Armenian, Russian, Ukrainian, and Uzbekistani** Open World visitors since the program began in 1999.

Past New Jersey host cities include **Cherry Hill, Hackettstown, New Milford, Newark, Princeton, Trenton, and Woodbury**

Upcoming Exchanges

Lawrenceville will host a delegation from Ukraine in October.

Recent Delegation Highlights

Lawrenceville, September 2017

A delegation from **Russia** traveled to Lawrenceville to learn about think tanks and their role in accountable governance. Highlights included visiting the district office of **Rep. Bonnie Watson Coleman**, touring a local courthouse with Mercer County's Prosecutor, **Angelo Onofri**, meeting policy leaders at America's Grow-A-Row, New Jersey's Policy Perspective, and Islamic Society of Central Jersey. Delegates also explored think tanks in the tristate area and traveled to Philadelphia, New York City, and Dover

Montclair, October 2016

Russian delegates traveled to **Montclair** to participate in a program on social services focusing on early intervention programs for young children (0-5). During the program, delegates were able to meet with several congressional staffers representing members from the Northeast. Delegates visited the Hospital for Special Surgery in New York and various educational institutions, such as Montclair State University. While in Montclair, delegates also had the opportunity to meet with the Mayor of Montclair, Mr. **Robert Jackson**.



Delegates from Russia focusing on social services, visit the Academy 360 Lower School in Verona. (October 2016)

Selected Delegations

City	Local Host	Theme (Country)
Atlantic City	Rotary Club of Atlantic City	Improved English Language Education Secondary Schools (Ukraine)
Woodbury	Friendship Force of Southern New Jersey	Media and Governance (Moldova)
New Brunswick	New Brunswick Sister City Association	Legislative Staff (Armenia)
Montclair	Montclair State University	Legal Education/Justice Studies (Ukraine)

Testimonial

"The visit showed that ordinary people in the two countries of Russia and the United States have shared interests. American caretakers, educators and medical therapists learnt where Russians are ahead of us in treatment methods for early childhood autistic/handicapped patients. Common projects were discussed and are in the planning stages."

—Host for October 2016 Montclair visit



Open World in New York

Fast Facts

New York has hosted 1,279 participants from Azerbaijan, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, Lithuania, Moldova, Russia, Serbia, Tajikistan, Turkmenistan, and Ukraine since Open World began in 1999, making it the **second most-visited state** under the program.

Past New York host communities include Albany, Bellport, Brooklyn, Clifton Park, Dobbs Ferry, Irondequoit, Ithaca, Lyons, Oneonta, Ossining, Poughkeepsie, Queens, Syosset and Syracuse.

Upcoming Exchanges

Dobbs Ferry will host a delegation from Ukraine in October focusing on Media Coverage of Political Leaders and Elections.

Recent Delegation Highlights

Dobbs Ferry, October 2017

The delegation from Kosovo participated in the Open World Program to improve Higher Education through Policies and Planning in Dobbs Ferry. Throughout the program, the delegation met with educators in an array of well-known American universities such as NYU and Columbia University. The delegation also had the opportunity to meet with State Senator Neil D. Breslin. Although the program was based out of Dobbs Ferry, the program spanned from Albany to New York City, facilitating an understanding of the variety of cultural scenes New York State has to offer.

Syracuse, September 2017

A delegation from Georgia was hosted in Syracuse to develop a greater understanding of Media Practices and Independent Media production. The delegation was able to attend meetings with a number of meetings with professionals and educators. While visiting the WCNY Public Radio and Television, the Georgian delegation was able to learn about the methods one of the most well-known local stations connect their viewers to education and the arts.



The Delegation from Ukraine visit Nazareth College in Rochester July 2017

Selected Recent Delegations

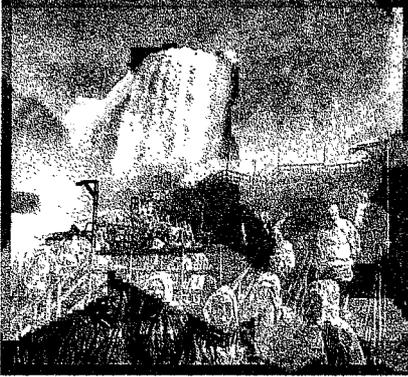
City	Local Host	Theme (Country)
Albany	International Center of the Capital Region	Legislation, Development, Education (Ukraine), Issues of Internally Displaced Persons, Career (Tatars) (Ukraine)
Buffalo	International Institute of Buffalo	Best Media Practices (Russia), PTSD and Reintegration (Medical Practitioners and Social Workers) (Poland) (Ukraine)
Liberty	Bolton Club of Liberty, NY	Best Media Practices (Independent Media) (Georgia)
Rochester	Rochester Global Connecticut	Policies and Planning
Syracuse	International Center of Syracuse	
Dobbs Ferry	Mercy College	

Testimonial

"Many of the delegates made it clear that they intended to implement knowledge they learned during this Open World program once they returned to Ukraine. We asked the group during the Program Closing if there's anything they're going to take away from their experience, and one delegate mentioned that he observed how things can be done in a more simple way than they are done in Ukraine, and he's hoping to bring back that method of work back home."

—Local Host of March 2017 Program

Open World in New York



Delegates from Georgia stand at the base of Niagara Falls in during an excursion to Buffalo, NY (September 2017)

Rochester, May 2017

A delegation from **Ukraine** was hosted in **Rochester** to discuss the role of medical practitioners and social workers in reintegrating citizens with PTSD. The delegation attended the 5th Annual Veterans Mental Health and Homeless Summit at Nazareth College and visited Batavia VA Medical Center. When visiting medical institutions, delegates received an overview of a PTSD residential program and behavioral health treatment options. While in Rochester, delegates visited the district office of **Rep. Louise Slaughter**.

Making a Difference

After participating in the March 2017 Open World Program in Buffalo, the delegates from Ukraine were eager to reconnect with the people they met to implement similar programs in Ukraine. Specifically, delegate Kseniia Bukhanets was very interested in a program at Western New York Heroes called Operation B.O.O T.S. – Battle Buddies on Our Troops Side, which brings veterans and their families together in a casual, safe, non-clinical, fun environment that fosters teamwork, networking, and friendship. Kseniia also expressed that she would be contacting the International Institute of Buffalo's Refugee Resettlement Director to get more information on programs provided for refugees to get some ideas on how she can implement them in her work.

About Open World

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Jane Sargus
Executive Director

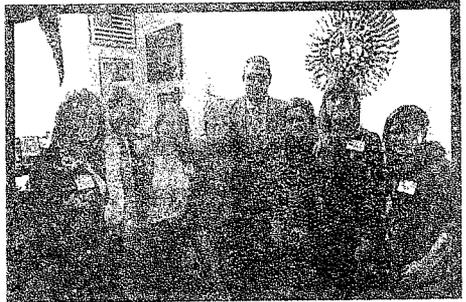
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Last updated: January 2018

Open World in Ohio

Fast Facts

Ohio has hosted **1,185** visitors from **Azerbaijan, Georgia, Estonia, Kyrgyzstan, Lithuania, Moldova, Russia, Serbia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan** since Open World began in 1999. Ohio is the **sixth most-visited** state under Open World. **Columbus** is one of the **10 most-visited** host cities under Open World, **Cleveland and Cincinnati** are among the **top 25 most-visited**. Past Ohio host cities include **Athens, Boardman, Chesterhill, Dayton, Miami, Akron, and Worthington**.



Delegates from Ukraine meet with Rep. Tim Ryan in his D.C. office (March 2017)

Upcoming Exchanges

Akron will host delegations in March and October. **Columbus** will host a delegation in **May**. **Dayton** will host in September. In October, **Chagrin Falls Cincinnati** will host delegations.

Recent Delegation Highlights

Dayton, May 2017

A delegation of mental health and well-being experts from **Tajikistan** traveled to Dayton where they visited several educational institutions and multiple hospitals. On their first day, the delegates visited Wright State University, Soin Hospital, and Miami Valley Hospital to provide an overview of medicine in the United States. Each day of the program focused on a different topic including psychiatry training, developmental disabilities, and mental health care.

Selected Recent Delegations

City	Local Host	Theme (Country)
Columbus	International Visitors Council of Columbus	Members of Parliament (Serbia)
Dayton	Friendship Forces of Dayton, OH	Innovation and Creativity for Youth (Serbia)
Cincinnati	Cincinnati-Kharkiv Sister City Partnership	Decentralization (Ukraine)
Akron	Akron International Friendship	Telemedicine (Ukraine)
Toledo	Great Lakes Consortium for International Training and Development	Energy Efficiency (Ukraine)
Columbus	International Visitors Council of Columbus	Specialized Rule of Law (Estonia)
Toledo	Great Lakes Consortium for International Training and Development	Women Leaders (Ukraine)

Testimonial

All were quite impressed with the dedication, professionalism and commitment of the delegates who with very little available resources are improving the lives and the hopes of so many who have been displaced. It was beneficial to our Professional presentors to have an opportunity to learn about how the situation in Ukraine is impacting those who are internally displaced.

Local host of March 2017 Program

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Akron, March 2017

An all-women delegation from **Ukraine** traveled to **Akron** to discuss the issues facing internally displaced people from the Crimean Peninsula. Before heading to Akron, the delegates visited the D.C. office of **Rep. Tim Ryan**. A meeting with the International Institute of Akron allowed the delegates to learn about the services available to refugees and immigrants in the U.S. A highlight of the visit was observing a city council meeting.

Open World in Ohio



Delegates from Tajikistan showing off their Ohio spirit (May 2017)

Columbus, January 2017

A delegation comprised of members of parliament from **Serbia** visited Columbus in late January. While there, they met with **Kim Maggard**, the Mayor of Columbus, **Michael F. Curtin**, the 17th district house representative for Ohio, and **Jon Husted**, the Ohio Secretary of State. Meeting with these local and state representatives was able to enhance the group's knowledge of accountable governance on a micro level. The group was also able to meet **Edmund A. Sargus, Jr.**, a presiding judge on the United States District Court

Making a Difference

After the Open World Program in Dayton, our local host was very eager to start a partnership with Tajikistan. She commented that, "a potential partnership would be for a group of American doctors, nurses, social workers, and friends of the cause, to plan a Symposium for Family Practice Medical Doctors (therapists) in Tajikistan. We could pull together a group of speakers, who would provide educational workshops for 2 1/2 days. We could offer the Mental Health First Aid course to nurses, police, and/or teachers. We could have physicians provide training about diagnosis and treatment. There are only a handful of psychiatrists in the whole country of Tajikistan. When their Family Practice doctors are in training, there is little provided about mental health or developmental disabilities."

About Open World

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Last updated: January 2018



Open World in Oklahoma

Fast Facts

Oklahoma has hosted 310 Azerbaijani, Georgian, Kyrgyzstani, Russian, Serbian, Tajikistani, Turkish, Turkmen, and Ukrainian Open World visitors since the program began in 1999. Past Oklahoma host cities include Bartlesville, El Reno, Guymon, Muskogee, Oklahoma City, Tahlequah, and Tulsa

Upcoming Exchanges

Tulsa will host a delegation from Ukraine in March

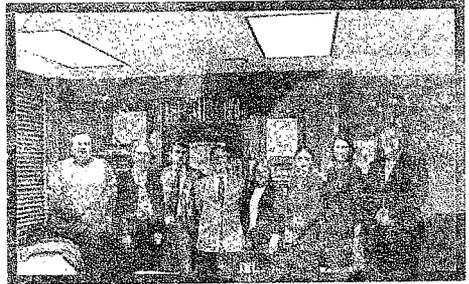
Recent Delegation Highlights

Oklahoma City, October 2017

U.S. Magistrate Judge Suzanne Mitchell hosted a delegation of judges specializing in criminal and juvenile justice from Georgia. Highlights included meeting Judge Robert E. Bacharach for a Q&A session, observing Federal proceedings with Judge Lisa K. Hammond and Judge Vicki Miles-LaGrange, a tour of the Oklahoma Judicial Center with Justice Noma Gurich, a visit to the Oklahoma State Bureau of Investigation Forensic Science Center, and observing a Federal Naturalization Ceremony with Judge Mitchell. Delegates also participated in a host recognition ceremony thanking all judges and hosts at Oklahoma City University. In attendance was U.S. Senator James Lankford (OK) who spoke to the delegation on their experience. The delegation's visit to Oklahoma City was administered by the Rotary Club of Oklahoma City.

Tulsa, September 2017

A delegation of educators and health professionals from Kazakhstan visited Tulsa to focus on school-based drug prevention programs. Highlights included meeting staff at the district office of Rep. Jim Bridenstine, visiting Tulsa Health Department Regional Prevention Coordinators Office, and visits to local high schools and non-profits. The delegation's visit to Tulsa was administered by Tulsa Global Alliance.



Georgian judicial delegation meets Judge Robert E. Bacharach (center) at Judge Suzanne's Mitchell's (second to the right) office in Oklahoma City (October 2017)

Selected Delegations

City	Local Host	Theme (Country)
Norman	University of Oklahoma International Programs	Accountable Governance (Azerbaijan)
Oklahoma City	Friendship Force Oklahoma	Accountable Governance (Georgia)
Oklahoma City	Oklahoma Supreme Court	Rule of Law (Ukraine)
Oklahoma City	U.S. District Court	Rule of Law (Russia)
Oklahoma City	OKC Rotary Club	Rule of Law (Turkey)
Oklahoma City	U.S. District Court OKC Rotary Club	Rule of Law (Turkey)
Tulsa	Tulsa Global Alliance	Acc. Gov. (Central Asia, Caucasus)

Testimonial

"Each delegate contributed to our discussion and, I believe, each had time to tell their individual story and have their questions answered. The delegation appreciated the program's balance of legal presentations, the perspectives of other stakeholders (legislators, bar association, academics), and cultural experiences.

— Open World Host, Magistrate Judge Suzanne Mitchell

Continued on reverse

Open World in Oklahoma



Women entrepreneurs from Russia meet with the CEO of Bama Pies, a women-owned business (March 2017)

Tulsa, March 2017

An all-women delegation from **Russia** visited Tulsa to focus on partnerships and entrepreneurship. The delegates met with the owner of Euro-Mart, a store that members of Tulsa's Russian community work and shop. A visit to the district office of **Rep. Jim Bridenstine**, allowed the delegates to learn how the congressman serves his constituents. The delegation met with the women-owned business of Bama Companies, which is one of the largest manufacturers of pies and biscuits in the U.S. A highlight of the visit was meeting with the Tulsa chapter of 1 Million Cups, a national program designed to educate, engage, and connect entrepreneurs. The delegation's visit to Tulsa was administered by **Tulsa Global Alliance**

Building Relationships

Long-time Open World partner, Federal Judge **Stephen P. Friot** has hosted numerous delegations of legal professionals in **Oklahoma City**. Upon return, Delegate Viktor Tsyganov, Department Dean of the Law Department and Acting Chair of the Business Law Division at Lobachevskiy Nizhniy Novgorod State University in Russia, was among delegates hosted in Oklahoma City in 2011. Upon return, he invited Judge Friot to come on a reciprocal visit to the Department of Law of Lobachevskiy Nizhniy Novgorod State University. The Department covered travel expenses for their guest. With the support of the US Embassy in Moscow, Judge Friot returned to Russia in 2015 and 2017. In April 2017, Judge Friot gave a lecture at Lobachevsky State University Faculty of Law and Saratov State Law Academy. Judge Friot lectured on the constitutional and statutory structure of U.S. presidential elections.

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Twitter: [@OWProgram](https://twitter.com/OWProgram)

Last updated: January 2018



Open World in Vermont

Fast Facts

Vermont has hosted 327 Armenian, Georgian, Kazakhstani, Lithuanian, Russian, Serbian, and Ukrainian Open World visitors since the program began in 1999. Past Vermont host cities include Middlebury and South Royalton. The Vermont-based International Rule of Law Consortium oversees Open World rule of law exchanges in multiple states.

Upcoming Exchanges

In October, Burlington will host digital media specialists from their sister city Yaroslavl, Russia.

Recent Delegation Highlights

Burlington, November 2017

A delegation from Yaroslavl, Russia traveled to their sister city of Burlington to focus on media. The delegates visited a multitude of media outlets including radio stations, newspapers, and news websites. A visit to the Vermont Public Radio allowed the delegates to see the operations of one of the smallest NPR member networks in the U.S. The delegates learned how the University of Vermont's newspaper, *Vermont Cynic*, has become an independent student voice that strives to be an outlet for valuable information and to promote the exchange of ideas.

Burlington, May 2017

Delegates from Russia, focusing on the use of DNA Analysis to Deter Illegal Logging, visited the U.S. Forest Service Northern Research Center to learn about its leading-edge forest science and technology applications. The delegates enjoyed a visit to the district office of Senator Patrick Leahy, since he serves on the Conservation, Forestry, and Natural Resources Subcommittees. A trip to Green Mountain National Forest allowed the delegates to see the flora and fauna of Vermont.



Members of Parliament from Tajikistan meet with Governor of Vermont Phil Scott (February 2017)

Selected Recent Delegations

City	Local Host	Theme (Country)
Burlington	Vermont Council on World Affairs (VCWA)	Accountable Governance (Kazakhstan)
Burlington	VCWA	Accountable Governance (Armenia)
Burlington	VCWA	Environmental Management (Serbia)
Burlington	Vermont Karalia Rule of Law Project	Rule of Law (Ukraine)
Burlington	Vermont Karalia Rule of Law Project	Accountable Governance (Georgia)
Montpelier	Vermont Karalia Rule of Law Project	Rule of Law (Russia)

Testimonial

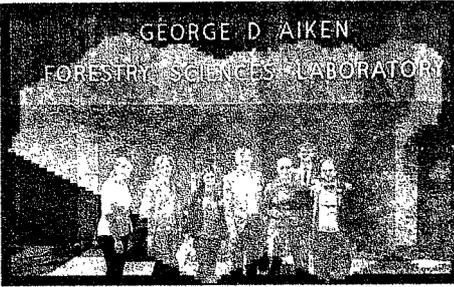
"The host families had an amazing experience getting to know each of the delegates and learning more about the rich culture of Tajikistan. Most people that the delegation met with had very little knowledge of the country and enjoyed learning more about its rich culture of the country."

"The delegates seemed to appreciate the openness and welcoming spirit of Vermont. They were well received by each of the resources and enjoyed the opportunity to ask questions and receive candid answers."

Local Host of Tajik Members of Parliament

Continues on cover to

Open World in Vermont



Russian delegation visiting the George D Aiken Forestry Sciences Library (May 2017)

Burlington, February 2017

Members of Parliament from **Tajikistan** visited Burlington to focus on accountable governance. The delegates visited Burlington City Council and met with Jane Knodell, City Council President. They toured both the Vermont Supreme Court and the Vermont State House before meeting with **Governor Phil Scott**. A meeting with **Vermont Secretary of State Jim Condos**, allowed the delegates to learn how his office oversees elections, advises public agencies in record and information management, and protecting the public from unethical or unprofessional behavior. They also visited the district offices of **Senators Patrick Leahy and Bernie Sanders**.

Making a Difference

After participating on the May 2017 Open World Program focusing on use of DNA Analysis to Deter Illegal Logging, the Facilitator of the delegation commented, "I think the delegates were surprised to find out that their jobs do not differ much from those of their American colleagues. American scientists in the University of Vermont labs carry out very similar experiments, and the process of logging looks very similar to logging in Russia. One major difference, however, is that as a rule it is simply not feasible to engage in illegal logging in Vermont. Therefore the number of cases of illegal logging is significantly smaller than what is reported in Russia."

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2016 ANNUAL REPORT

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OPEN WORLD LEADERSHIP CENTER | *As of December 31, 2016*

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The Honorable Ben Nelson

EXECUTIVE DIRECTOR

The Honorable John O'Keefe

TABLE OF CONTENTS

OPEN WORLD LEADERSHIP CENTER | *As of December 31, 2016*

Board of Trustees	1
Letter from the Chairman	4
Letter from the Executive Director	5
Program History	6
2016 Statistics	7
Participating Countries	7
Staff	7
Introduction	8

Program Highlights

Members of Parliament

Serbia	9
Ukraine	10
Mongolia	11
Kyrgyzstan	12

Rule of Law

Ukraine	13
Kosovo	14
Azerbaijan	15
Estonia	16

Civic Leaders

Georgia	17
Turkmenistan	18
Armenia	19
Ukraine and Kazakhstan	20

Regional Highlights

Northeast

Ukraine	21
Russia	22
Ukraine	23

Mid-Atlantic

Russia	24
Ukraine	25
Russia	26

South

Ukraine	27
Tajikistan	28
Kyrgyzstan	29

Midwest

Ukraine	30
Ukraine	31

West

Rumsfeld Fellows	32
Russia	33
Russia	34

Additional Programs and Acknowledgements

Senator Ben Nelson Fellows	35
Open World Partners	36
Open World Visits Ukraine and Russia in 2016	37
Open World Alumni Results and Updates	38
Host Recognition and Alumni Events for 2016	40
Reciprocal Visits by American Hosts	41
A Farewell Dinner for Dr. James Billington	43
2016 Grantees	44
2016 Local Host Organizations	45
A Thank You to Local Hosts	48
Open World Financial Information	49

LETTER FROM THE CHAIRMAN

to The President of the Senate and The Speaker of the House of Representatives | July 1, 2017



**SECRETARY R. JAMES
NICHOLSON**

Chairman of the Board of Trustees

Dear Mr. President and Mr. Speaker,

It is my honor to present to the Congress the Open World Leadership Center's Annual Report for 2016.

When the Board of Trustees of the Open World Leadership Center (Open World or the Center) asked me to serve as its Chairman in early 2016, I accepted the position with great honor. I believe strongly in this high-impact, well-managed, and cost-effective program which links our Congress with rising democratic legislators and political and civic leaders from strategically important countries around the world.

In 2016, I eagerly began the hard work of raising awareness of this unique legislative branch agency that works solely for the United States Congress. The Board and I want you to better understand the tremendous resources that Open World offers. Our strategy reorients the program to make a more significant impact on relations between the United States and many important countries. The key role of legislatures is creating laws and exercising accountability which impacts all aspects of lives, economies, and freedoms – these are the critical takeaways of the Open World experience.

The Center administers the only international exchange program completely controlled by the Congress. In 1999, Congress authorized the Open World program, to be administered by the Center, as a result of discussions between Librarian of Congress (Emeritus) Dr. James H. Billington and Members of Congress. The founders of the program were united in the belief that widespread, direct contact between American leaders and those of other nations would greatly benefit all involved. Open World has since expanded its reach far beyond Russia to over twenty countries.

Without collective Congressional vision and leadership, the success of the Open World program could not have been realized. Open World's work in Russia, Ukraine and elsewhere is one of the very few viable programs that still support the rising post-Soviet generation's desire for rule of law, less corruption, and more accountability of elected officials. To date, over 26,000 emerging leaders have come to the United States from the countries of Eurasia to experience the Open World program. Under my leadership, the enhanced program will work with any emerging democracy that the Congress wishes to engage in a meaningful and long term manner.

I have great confidence in this organization, and I am humbled and thankful to be serving as Chairman of the Board. Mr. President, Mr. Speaker: I thank you for the opportunity to contribute to this unique and effective Legislative Branch agency. I hope that you and your colleagues continue to support Open World for years to come.

Sincerely,
Secretary R. James Nicholson
Chairman of the Board of Trustees

WELCOME LETTER

Ambassador John O'Keefe | Executive Director of the Open World Leadership Center



JOHN O'KEEFE
Executive Director

Dear Friends of Open World,

Welcome to the Open World Leadership Center's 2016 annual report to Congress. It was a productive year; in addition to hosting 852 participants, we also adopted our Strategic Plan for 2016 – 2020, which further enhances our identity as a Legislative Branch agency supporting Members of Congress. It details our goal in reaching out to more Members of Parliament and their staffs to engage them in our immersive programming and share their unfiltered knowledge and policies with Members of Congress.

Through the Open World program, Congress has linked over 26,000 emerging leaders from countries in Eurasia to their counterparts in communities across the United States. We are incredibly proud that our emerging leaders were hosted in all 50 states, ensuring that constituents across the nation benefit from working with these remarkable young people. Open World's local hosts and their communities go above and beyond to share American values and best practices with our participants, most of whom come from Russia, Ukraine and other former Soviet states, with the goal of helping them move their countries toward a more accountable form of governance.

Open World serves the Congress by bringing foreign legislators and other officials straight to Members' doorsteps and into the homes and communities of their constituents. American leaders and their communities share many values and a strong belief in democracy with Open World participants. One of the most efficient exchange programs in the U.S. government, and the only one in the Legislative Branch, we prioritize linking our young leaders to Members of Congress and their staff, in order to support Congress' oversight responsibilities.

I hope you enjoy this report as much as we enjoyed revisiting and compiling this selection of Open World's 2016 results. I look forward to hearing from you; our door is always open.

Sincerely,
John O'Keefe
Executive Director

PROGRAM HISTORY

About Open World

Open World Leadership Center is a Legislative Branch agency established in May 1999 by Congress to support bipartisan outreach to over 15 countries through 10-day professional exchange programs targeting emerging Eurasian leaders.

Open World was created in response to a speech given by Former Librarian of Congress, Dr. James H. Billington to senior Members of Congress on the future of Russia. In 2000, Congress created a separate Legislative Branch entity, Open World Leadership Center, to manage an exchange program, which initially focused on Russia.

As part of Open World's expansion of congressional outreach, other post-Soviet countries became eligible to participate in the program in 2003. In 2004, Congress extended its eligibility to any country designated by Open World's public-private board of trustees.

Program Types

Open World's mission is to create and sustain relationships between Members of Congress and their counterparts from strategically important countries of the former Soviet Union and other designated countries. To accomplish this mission, Open World hosts emerging Eurasian leaders through three unique congressionally sponsored exchange programs. Program types include: **Members of Parliament**, **Rule of Law**, and **Civic Leaders**. Each exchange program relates to significant themes facing each of Open World's participating countries. Delegates are matched to each program based on their professional interests and needs.

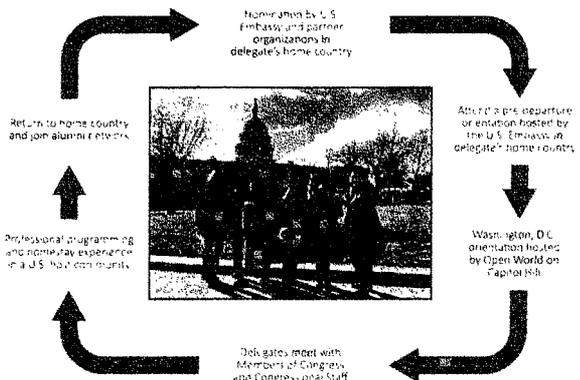
Open World, with its unique and effective exchange model, began supporting programs initiated by the **House Democracy Partnerships (HDP)** to continue thematic programming for Members of Parliament, Rule of Law, and Civic professionals in emerging democracies outside of Eurasia. In 2016, Open World hosted HDP delegates from Kenya, Liberia, and Timor Leste allowing them to see state legislatures up close.

Under Open World's Strategic Plan 2016-2020, a significant goal is to increase the participation of millennial delegates under the age of 35. The rationale behind this goal is to empower participants under 35 who are entry level professionals and introduce them to, ideas of transparency for them to carry throughout their career as they rise into positions of influence within their home country. In 2016, one-third of Open World's delegates were under the age of 30.

Life Cycle of an Open World Delegate

The flow chart outlines a delegate's nomination process, pre-departure orientation in their home country, Washington, D.C. Orientation, professional programming and homestay experience in the U.S., and returning to their home country and joining alumni networks.

In 2016, Open World conducted exchanges across the United States for leaders from Armenia, Azerbaijan, Estonia, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, Moldova, Mongolia, Serbia, Russia, Tajikistan, Turkmenistan, and Ukraine.



2016 STATISTICS

Open World has brought over **26,000** current and future leaders of Armenia, Azerbaijan, Georgia, Estonia, Kazakhstan, Kosovo, Kyrgyzstan, Moldova, Mongolia, Russia, Serbia, Tajikistan, Turkey, Turkmenistan, Ukraine, and Uzbekistan to the United States since 1999.

1/3 of the Open World delegates were under 30.

Women constituted **50.7** percent of Open World delegates.

In 2016, Open World conducted **852** participants from **19** different countries.

Open World also hosted **5** leaders from Afghanistan under a special agreement and cost arrangement with the Rumsfeld Foundation.

Open World hosted **9** leaders from Kenya, Liberia, and Timor-Leste through the House Democracy Partnership.

In 2016, Open World's participants traveled to all 50 states in the United States. Since the program's inception, more than **8,000** American volunteer families in over **2,100** communities in all 50 states have hosted Open World alumni.

PARTICIPATING COUNTRIES

	ARMENIA		MONGOLIA
	AZERBAIJAN		RUSSIA
	ESTONIA		SERBIA
	GEORGIA		TAJIKISTAN
	KAZAKHSTAN		TURKMENISTAN
	KOSOVO		UKRAINE
	KYRGYZSTAN		UZBEKISTAN
	MOLDOVA		

STAFF

as of December 31, 2016

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Deputy Executive Director: Jane Sargus

Program Managers: Vera DeBuchananne, Lewis Madanick, and Matt Tucker

Congressional Relations Specialist: Maura Shelden

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Program Management Assistants: Sean Kelly and Alexa King

Country Director for the Russian Federation: Alexander Khilkov

INTRODUCTION

Open World Across America

The Open World Leadership Center continues to impact communities across the United States through our professional exchange programs. In 2016, Open World reached a program milestone and conducted programs in all 50 states. Since Open World's inception, more than 2,100 communities generously welcomed an Open World delegate into their homes which has increased the awareness of global issues among many constituencies.

As an arm of the United States Congress, Open World works to further Congress's interests in an increasingly uncertain Eurasian region. Open World's programs for **Members of Parliament**, **Rule of Law**, and **Civic Leaders** focus on impacting and securing long lasting relationships between the U.S. and emerging leaders in the Eurasian region. Our delegates are then able to have peer-to-peer interactions with their American counterparts in fields ranging from government, law, entrepreneurship, and many more which result in future projects and areas of collaboration.

In 2016, Open World played a significant role in connecting Congress to their counterparts from Eurasia. In our programs for Members of Parliament, Open World dramatically increased the amount of engagement with Members of Congress. This year, Open World brought elected officials from Serbia, Ukraine, Mongolia, and Kyrgyzstan described on pages 9–12. For our Rule of Law programs, Open World brought judges and legal professionals from Azerbaijan, Estonia, Kosovo, and Ukraine described on pages 13–16. Additionally, Open World hosted a myriad of civic delegations with leaders from Armenia, Kazakhstan, Kyrgyzstan, Russia, Tajikistan, and Ukraine as seen throughout this year's annual report.

To engage our vast network of more than 26,000 alumni across Eurasia, Open World visited Ukraine and Russia from August 24–29, 2016 hosting workshops for facilitators and alumni on page 37. Our programs have influenced the lives of our alumni and communities of the next generation of leaders on page 38.

This year was also a prominent year for local hosts who opened their homes to Open World delegates and decided to take a reciprocal visit on page 41. In our seventeen years, we celebrate the growing impact Open World has on the rising leaders from critical regions we have brought to Congress and to our country.

As Open World continues to engage more foreign members of parliament, legal professionals, and civic leaders, we increase our relevancy to Congress. Therefore, Open World plays a critical role in connecting Congress, constituents, and international leaders to facilitate open communication fostering a spirit of cooperation and mutual respect.



Delegates from Ukraine meet Amanda Dickson (center), co-host of Utah's #1 rated morning show, Utah's Morning News on KSL Newsradio in Salt Lake City, UT in February 2016

SERBIAN MEMBERS OF PARLIAMENT VISIT COLUMBUS

Highlights from the Members of Parliament Program

Members of Parliament (MPs) from Serbia arrived for a 10-day professional development program in January. During their program, delegates discussed U.S.-Serbia Relations, transparency in government, constituent engagement, the U.S. Electoral College, and anti-corruption efforts in government. Prior to their arrival in Columbus, delegates spent three days on Capitol Hill meeting leaders of both the Executive and Legislative Branches. In Washington, delegates met **Ambassador Kyle Scott** to discuss relations between the U.S. and Serbia. Delegates also had the opportunity to meet **Open World Trustee, Senator Roger Wicker (MS), Rep. Peter J. Visclosky (IN-01) and Rep. Robert Aderholt (AL-04)**.

In Columbus, delegates had numerous meetings with Ohio State officials. Members of the Ohio House of Representatives, **State Rep. Clifford A. Rosenberger (District 91), Former State Rep. William Batchelder, and State Rep. Michael F. Curtin (District 17)** met with the delegation to discuss their roles in State Government. There were also meetings with **Mark C. Flanders**, the Director of the Ohio Legislative Services Commission, **Randall J. Meyer**, the Ohio Inspector General, and **William A. Anthony, Jr.**, the Director of the Board of Elections. These meetings covered the U.S. Electoral College and anti-corruption in government offices.

Although the delegation spent a majority of their program experiencing how the American government operates, they also had the opportunity to see how Americans work. Additionally, delegates spent time with their host-family and attended a jazz concert.



RS

Travel Date: January 25, 2016

Location: Columbus, OH

Theme: Members of Parliament

Grantee: FHI360

Local Host: International Visitors Council of Columbus



Serbian MPs are greeted by Senator Roger Wicker (MS) (center) in his Capitol Hill office in January 2016. Senator Wicker also serves on Open World's Board of Trustees.

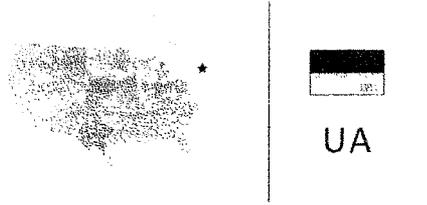
UKRAINIAN MEMBERS OF PARLIAMENT VISIT ALBANY

Highlights from the Members of Parliament Program

Members of Parliament (MPs) from Ukraine arrived for a 10-day professional development program in June. Prior to their arrival in Albany, delegates met Members of Congress and other leaders working in the Legislative Branch on Capitol Hill. In Washington, delegates met Members of Congress in the U.S. House of Representatives serving on House Democracy Partnership (HDP). Ukraine is a partner legislature with HDP. The MP delegation met HDP Chairman, **Rep. Peter Roskam** (IL-06), Ranking Member and Open World Trustee, **Rep. David Price** (NC-04), **Rep. Dina Titus** (NV-01), and Open World Trustee, **Rep. Jeff Fortenberry** (NE-01). Delegates also met **Senator Jeanne Shaheen** (NH), **Senator Joni Ernst** (IA), **Senator Rob Portman** (OH), Open World Trustee, **Senator Roger Wicker** (MS). Delegates concluded their time in Washington by meeting **Rep. Paul D. Tonko** (NY-20), **Rep. Sander Levin** (MI-09), **Rep. Marcy Kaptur** (OH-09), **Rep. Paul Cook** (CA-08), **Rep. Bill Pascrell** (NJ-09), and **David Mao**, Acting Librarian of Congress as well.

Delegates brought their own unique perspectives to meetings with Members of Congress. **MP Taras Pastukh** of the Samopomich (Self-Reliance) Party, serves on the Subcommittee on the Efficient Use of Budget Funds of the Committee on National Security Defense. Recently, Pastukh voluntarily joined the Armed Forces of Ukraine in 2014 and served in 128th mountain-infantry brigade during the armed conflict in country's east. Another MP in the Open World delegation represented the *Batkivshyna* (Fatherland) Party and one MP was an independent.

In Albany, delegates met **Mayor Kathy Sheehan** as well as organizations like League of Women Voters and the New York State Legislative Bill Drafting Commission. Most meetings covered themes of economic development, efficiency, and responsiveness from government.



Travel Date: June 19, 2016

Location: Albany, NY

Theme: Members of Parliament

Grantee: FHI360

Local Host: International Center of the Capital Region



Ukrainian MPs meet with Rep. Peter Roskam (IL-06), Chairman of House Democracy Partnership (HDP) in his Capitol Hill office in June 2016.

MONGOLIAN MEMBERS OF PARLIAMENT DISCUSS GLOBAL EDUCATION IN HONOLULU

Highlights from the Members of Parliament Program

Prior to departing for an accountable governance program in Honolulu, Members of Parliament (MPs) from Mongolia's State Great Hural spent two days on Capitol Hill meeting Members of Congress. In Washington, delegates met members of the House Democracy Partnership (HDP), including Chairman Rep. Peter Roskam (IL-06) also Ranking Member and Open World Trustee Rep. David Price (NC-04). The delegation also met Rep. Dina Titus (NV-01) and Rep. Ander Crenshaw (FL-04) on HDP. Also greeting the delegation were Rep. Joe Pitts (PA-16), Rep. Jim McDermott (WA-07), Rep. Reid Ribble (WI-08), and Senator Jeanne Shaheen (NH).

Delegates were very interested in learning more about the inner workings of Congress, and had productive conversations with the Senate and House Members. In addition to learning more about how Congress operates, the delegation discussed U.S. – Mongolia relations.

In Honolulu, delegates were invited to speak at Hawaii Pacific University (HPU) to students regarding the current challenges and opportunities that Mongolia faces politically, economically and socially. The delegation met President Charles Morrison of the East-West Center at HPU to discuss and reflect on the program before leaving Honolulu.

★



MG

Travel Date: February 22, 2016

Location: Honolulu, HI

Theme: Members of Parliament

Grantee: FHI360

Local Host: Pacific and Asian Affairs Council



Mongolian MPs are greeted by Senator Jeanne Shaheen (NH) (center) in her Capitol Hill office in February 2016

CONSTITUENT ENGAGEMENT AND TRANSPARENCY INSPIRES KYRGYZ MEMBERS OF PARLIAMENT

Highlights from the Members of Parliament Program

Members of Parliament (MPs) from Kyrgyzstan visited Washington, D.C. and Manchester, NH for a program focused on accountable governance. In Washington, the delegation met **Rep. Ann Kuster (NH-02)**, **Rep. Peter Roskam (IL-06)**, **Rep. Chuck Fleischmann (TN-03)**, **Open World Trustee, Senator Roger Wicker (MS)** and **Senator Jeanne Shaheen (NH)**.

In Manchester, delegates met **Sarah Holmes**, State Director, and **Scott Merrick**, Deputy State Director, at **Senator Jeanne Shaheen's (NH)** district office. They spoke about how district offices function and work with constituents. Later, delegates had meetings with State Senate and House leadership to gain an understanding of state legislative branch functions. Delegates were struck by the transparency of government as well as the dedication senators and representatives displayed for their constituents. They hoped to improve government systems in Kyrgyzstan and build better relationships with their constituents.

The group's time in Manchester fostered many positive outcomes. **MP Janar Akayev** and other members of his Open World delegation are developing a program on youth leadership which will encourage self-made youth to achieve their goals. The delegation also helped to facilitate the House Democracy Partnership (HDP) congressional delegation visit to Kyrgyzstan which took place in May 2016.



Kyrgyz MPs talk to Senator Jeanne Shaheen's (NH) staff in her Capitol Hill office in May 2016.



KG

Travel Date: May 16, 2016

Location: Manchester, NH

Theme: Members of Parliament

Grantee: FHI360

Local Host: World Affairs Council of New Hampshire

"I think the thing that struck them the most about their trip to New Hampshire was how transparent our government is. They could not believe that anyone can walk through our State House and visit the Governor's Office. Also, the fact that all meetings are open to the public and the public can give their input was quite the surprise. I would guess that they will certainly try to increase transparency back home based on what they saw here."

-Tim Horgan, Local Host

UKRAINIAN LEGAL PROFESSIONALS LEARN ABOUT COMBATTING CORRUPTION THROUGH TRANSPARENCY IN FLORIDA

Highlights from the Rule of Law Program

Ukrainian legal professionals traveled to Longwood, FL for a program on anti-corruption measures. Delegates were hosted by Judge Jim DeKleva and Judge Donna McIntosh. Delegates observed jury selection and a trial in progress at Seminole County Criminal Court. Other meetings with the Supervisor of Elections to Seminole County, Seminole County Sheriff's Office, and Editor-in-Chief of the Orlando Sentinel provided different perspectives on how to combat corruption in multiple levels of government.

Delegates admired the high level of self-governance among lawyers and the pride judges had in the judiciary. Inspired by their time in Longwood, participants targeted the need to improve the level of legal culture and legal consciousness in Ukraine.

"The delegates welcomed the friendliness and openness of our culture and government. I believe this was a pleasant surprise. They arrived as strangers, left as friends and family. Home hosting is critical to a successful program. Additionally, every one of our presenters personally connected with the delegates. Each of our guests looks at their experience in Florida as an encouragement and endorsement for change in Ukraine. Especially the issue of corruption."

-Clark Gwinn, Local Host



UA

Travel Date: May 12, 2016

Location: Longwood, FL

Theme: Rule of Law

Subtheme: Anti-Corruption

Grantee: Rotary

Local Host: Seminole County South Rotary Club



Ukrainian legal professionals observe a simulation of an electric ballot reading machine at work in Longwood, FL in May 2016.

ENGAGEMENT AMONG LEGAL PROFESSIONALS INSPIRES KOSOVARs

Highlights from the Rule of Law Program

A group of legal professionals from the Kosovo Bar Association (KBA) traveled to Minneapolis, MN for a program on Rule of Law. Delegates were exposed to a range of topics to help develop new laws and programs that could be adopted in Kosovo. The participants discussed opening and building law firms, specialization and certification programs, useful technology for bar associations, and methods to increase member engagement.

In Minneapolis, delegates identified the need to develop a section within the KBA for a section for young lawyers and create more opportunities for female lawyers. The average age of KBA members is around 60, which makes the establishment of a young lawyer section an important step to allowing this demographic to be represented within the organization. As women are similarly underrepresented, the delegates hope to develop strategies to engage and mentor female law students and lawyers.

“A particular, concrete benefit is that in-person visits by international colleagues are highly efficient and effective...Through site visits and in-person experiences visitors see and learn things that they would never have thought to ask about, and that the hosts would never have mentioned. For example, during a tour of Minnesota State Bar Association offices, the Kosovars took several photos of the member-recognition plaques—something important to sustain member involvement and motivation, but which would never have come up in conversation...”

-Mike Trittipò, Local Host



KV

Travel Date: May 8, 2016

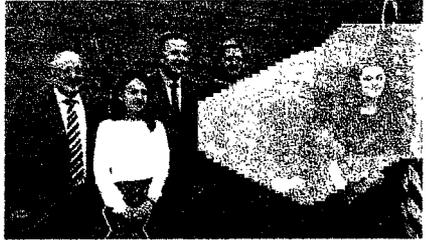
Location: Minneapolis, MN

Theme: Rule of Law

Subtheme: American Bar Association/Rule of Law Initiative Nominated

Grantee: World Services of LaCrosse, Inc.

Local Host: Minnesota State Bar Association



Kosovars with Judge John R. Tunheim, Chief Judge, District Court of Minnesota in May 2016.



Delegates observe criminal court proceedings presided by Judge Diane Alshouse of the Second Judicial District of Ramsey County in Minneapolis, MN in May 2016.

AZERBAIJANI LAWYERS DISCUSS LEGAL ETHICS IN OKLAHOMA CITY

Highlights from the Rule of Law Program

A delegation of legal professionals from Azerbaijan traveled to Oklahoma City, OK for a program focused on Civic Rule of Law. Delegates were hosted by U.S. **Magistrate Judge Suzanne Mitchell** of the Western District of Oklahoma and **Special Judge Lisa K. Hammond** of the Oklahoma City District Court. Delegates were able to gain a comprehensive view of the American legal system through meetings with attorneys, judges, forensic scientists, and NGOs such as the American Civil Liberties Union (ACLU) and Oklahoma Bar Association.

In Oklahoma City, delegates observed a jury trial at the Oklahoma County Courthouse and a naturalization oath ceremony presided over by **Chief Judge Joe Heaton** at the William J. Holloway, Jr. Courthouse. Discussions focused on issues such as jury trial strategies, complex litigation issues, and ethical challenges. Delegates met **Austin Manger**, Field Representative for **Senator James Lankford (OK)**, former **Governor David Walters**, and **State Rep. Kevin Calvey (District 82)**.

Throughout their experience, delegates were impressed by information technology's ability to transform the legal profession. They appreciated how dependent the justice system was upon the moral values of the practitioners. Judges, prosecutors, investigators, and other legal professionals were the key to having fair trials.

"Through this program delegate Aytan Alizamanli learned about best practices in the U.S. justice system. She saw firsthand how real courts operate and what their challenges and advantages are. This experience was great asset for Aytan, since as a member of Transparency Azerbaijan, she contributes to legislative policy papers."

-Huseyn Panahov, Facilitator



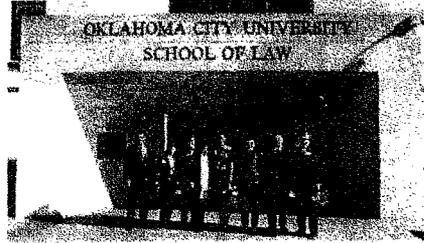
Travel Date: November 9, 2016

Location: Oklahoma City, OK

Theme: Civic Rule of Law

Subtheme: Bar Association and Civil Rights Advocacy Lawyers

Grantee and Local Host: Rotary Club of Oklahoma City



Azerbaijani Bar Association and Civil Rights Advocacy Lawyers at the Oklahoma City University School of Law in November 2016.



The Azerbaijani delegation with Oklahoma Bar Association members in Oklahoma in November 2016.

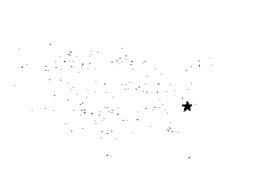
ESTONIAN JUDICIAL DELEGATION TRAVELS TO RALEIGH

Highlights from the Rule of Law Program

Prior to their departure to Raleigh, a delegation of Estonian judges attended an orientation at the Administrative Office of the U.S. Courts in Washington, D.C. In Washington, delegates attended presentations outlining the U.S. Judiciary, including how judges are appointed and the judicial process. Presenters included **Jeffrey Minear**, counselor to Chief Justice **John G. Roberts**, Federal District Judges **Richard D. Bennett**, and **Anthony J. Trenga**, and **Bob Deyling**, Assistant General Counsel of the Administrative Office of the U.S. Court. These meetings with judges and lawyers gave the delegates a strong background on the American legal system. Following these meetings, delegates toured the Supreme Court.

In Raleigh, the delegates met with various officials, visited historic sites, and attended several presentations. Judge **Allyson K. Duncan**, U.S. Court of Appeals and Chair of the International Judicial Relations Committee (IJRC) of the Judicial Conference served as host judge to the Open World delegates for their visit. Delegates met with **Rep. David Price (NC-4)**, Chief District Judge **James C. Dever III**, Magistrate Judge **James E. Gates**, Justice **Paul M. Newby** of the North Carolina Supreme Court, and **John Bruce**, Acting North Carolina State Attorney.

The delegation visited the North Carolina Supreme Court, Duke University School of Law, Wake County Detention Center, the North Carolina Museum of Art, and observed a federal criminal hearing. The exchange was made possible through a cost share with the Judicial Training Department of the Supreme Court of Estonia.



EN

Travel Date: April 20, 2016

Location: Raleigh, NC

Theme: Rule of Law

Grantee: FHI360

Local Host: Judge Allyson K. Duncan, U.S. Court of Appeals and International Focus



Delegation of Estonian Judges meeting with Judge Allyson Duncan (third from right) in Raleigh in April 2016.

GEORGIANS DEVELOP RESPONSIVE GOVERNANCE IN BIG CANOE AND ATLANTA

Highlights from the Civic Leaders Program

Two Georgian delegations traveled to Big Canoe and Atlanta, GA to learn about American civil society and responsive governance to improve existing systems in their communities. Prior to their arrival in Georgia, delegates completed an orientation on Capitol Hill. In Washington, delegates met **Jim Purekal**, U.S. Marines Corps Congressional Fellow for **Senator David Perdue** (GA).

In Georgia, the delegation was divided into an Atlanta and a Big Canoe bound groups. In Big Canoe delegates enjoyed a potluck dinner the night prior to meeting **Mayor John Weaver**. They also met with organizations such as Habitat for Humanity and Good Samaritan Health and Wellness Center.

In Atlanta, the delegation met **State Rep. Rick Jasperse** (District 11) to discuss water management and education. The delegations also met with the Boys and Girls Club of North Georgia while other notable events included a visit to the Fulton County Jail, Leadership Atlanta and a tour of the Jimmy Carter Center.

"...all the meetings were relevant to our delegations."

– Lana Chkhartishvili, Facilitator



GE

Travel Date: March 30, 2016

Location: Big Canoe and Atlanta, GA

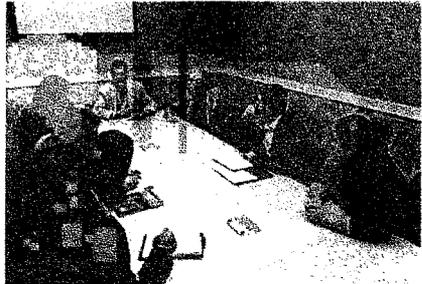
Theme: Accountable Governance

Grantee: Friendship Force International

Local Host: Friendship Force of North Georgia and Friendship Force of Greater Atlanta



Open World's program manager for Georgia, Lewis Madanick (first from left) and the Georgian delegation meet with Jim Purekal (fourth from left) from the office of Senator David Perdue (GA) in April 2016.



Mayor Frank Auman (center) and Counsel William Rosenfeld (at Auman's left from right) meet with members of the Georgian delegation in April 2016.

TURKMEN LIBRARIANS VISIT OHIOAN LIBRARIES

Highlights from the Civic Leaders Program

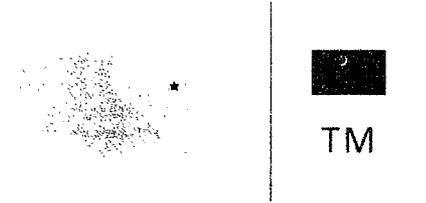
A delegation of librarians from Turkmenistan traveled to Willoughby Hills, OH to observe how libraries are operated and provide services for the public. Prior to their homestay experience, delegates visited the office of **Rep. Marcia Fudge (OH-11)** for a meeting with her staff.

In Willoughby Hills, delegates visited a diverse set of libraries including Willoughby Public Library, the Mudd Library at Oberlin College, and the research library at the Western Reserve Historical Society. At each library, delegates learned new aspects of library services ranging from community events hosted by libraries, to the electronic media resources they can provide. Given the wide range of libraries the delegates visited, delegates were able to gain new skills pertaining to each of their careers.

The second half of the visit focused on meeting local leadership. Delegates traveled to Cleveland to visit Cleveland's Municipal Court. There delegates gained insight into Cuyahoga County's judicial process. Delegates also had the opportunity to meet members of Cleveland's local government including **Mayor Frank G. Johnson**, and **Valarie J. McCall**, Chief of Government and International Affairs. The meeting focused on the linkage between the Mayor's office, city council, and other city services.

"All participants were amazed by the level of volunteerism in the U.S. All the libraries we visited had lots of volunteers, both young and senior. It was mind-blowing for participants to find out that all these volunteers are not paid anything; they just do it for free. Participants said that they will try to involve volunteers in their library activities..."

-Merdan Annamanov, Delegation Facilitator



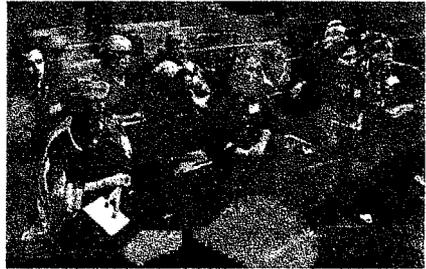
Travel Date: May 19, 2016

Location: Willoughby Hills, OH

Theme: Library Services

Grantee: Friendship Force International

Local Host: Friendship Force of Northeast Ohio



The Turkmen delegation visits at the Cleveland Municipal Court to learn about Cuyahoga County's judicial process in May 2016.



Turkmen librarians meet with Mayor Frank G. Johnson in Cleveland in May 2016.

ARMENIANS OBSERVE SOCIAL INCLUSION IN CAMBRIDGE

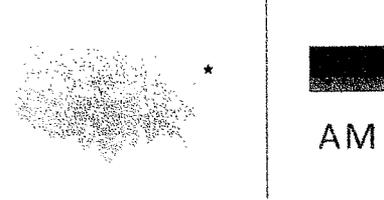
Highlights from the Civic Leaders Program

In May, a delegation of civic leaders from Armenia traveled to Cambridge, MA to observe techniques designed to expand social inclusion in Armenia. Prior to their arrival in Cambridge, delegates met **Levon Avdoyan** from the African and Middle East Division/ Near East Section at the Library of Congress to discuss Armenian literature collections. **Ted Massey**, U.S. Department of State, Armenia Desk Officer joined the group for dinner during their orientation.

In Cambridge, delegates met **Kelsey Perkins**, Deputy District Director of **Rep. Katherine Clark's** (MA-05) district office. Delegates also visited the Massachusetts State House to meet members of the state legislature including **State Rep. Jonathan Hecht** (29th Middlesex District), **State Rep. Kay Khan** (11th Middlesex District), and **State Senator Jason Lewis** (5th Middlesex District).

Later, delegates spent an afternoon at Cambridge City Hall greeted by **Mayor E. Denise Simmons** and the City Council of Cambridge. Topics discussed included legislative functions and the relevance of female leaders in politics.

Highlights from the visit to Cambridge include visiting Perkins School for the Blind, the Cambridge Commission for Persons with Disabilities and the Disability Law Center of Massachusetts.



Travel Date: May 19, 2016

Location: Cambridge, MA

Theme: Expanding Social Inclusion

Grantee: Cambridge-Yerevan Sister City Association



Delegates meet Kelsey Perkins (third from right) at the district office of Rep. Katherine Clark (MA-05) to discuss the role of representatives in Cambridge, MA in May 2016.



Mayor E. Denise Simmons (seated, center) meets with delegates at Cambridge City Hall to discuss women's role in leadership within the government in May 2016.

UKRAINIAN AND KAZAKH DELEGATIONS EXPLORE NONPROLIFERATION AT OAK RIDGE AND LOS ALAMOS NATIONAL LABS

Highlights from the Civic Leaders Program

Two delegations of nonproliferation experts from Ukraine and Kazakhstan traveled to Oak Ridge, TN and Los Alamos, NM in early November. Prior to their arrival in Oak Ridge and Los Alamos, delegates arrived in Washington, D.C. for an orientation. In Washington, delegates met with Members of Congress, and representatives of various governmental agencies.

The groups met the staff of **Rep. Jeff Fortenberry** (NE-01), a member of the House Democracy Partnership (HDP) and Open World Trustee. The Ukrainian delegation also met professional staff members of the House Foreign Affairs Committee's Subcommittee on Terrorism, Nonproliferation, and Trade. The delegation was also greeted by the staff of **Senator Chris Murphy** (CT), **Senator Chris Coons** (DE), **Rep. Brad Sherman** (CA-30), and **Rep. Steve Chabot** (OH-01). Before departing Washington, delegates attended a presentation by the National Nuclear Security Administration, and met with individuals from the Proliferation Prevention Program.

The Ukrainian delegation was hosted in Oak Ridge, TN, by the Sister City Support Organization of Blount County. The delegation received a warm welcome by **Rep. Chuck Fleischmann** (TN-03). Delegates were able to tour the University of Tennessee campus, the Blount County Public Library, and the greater Oak Ridge area. The delegates also met with **Dr. Mathew Murray**, a professor of Economics at the Boyd Center for Business and Economic Research.

The Kazakh delegation was hosted in Los Alamos, NM by the Santa Fe Council on International Relations. The delegates were welcomed with meetings at the offices of **Senator Tom Udall** (NM), **Senator Martin Heinrich** (NM), Open World Trustee, and **Rep. Ben Ray Lujan** (NM-03). Delegates visited the Sandia National Laboratory on Nuclear Nonproliferation, and attended a presentation at the Los Alamos National Laboratory. Afterwards, delegates toured the Bradbury Science Museum, and Bandelier National Monument.



UA



KZ

Travel Date: November 2, 2016

Location: Oak Ridge, TN and Los Alamos, NM

Theme: Accountable Governance – Nonproliferation and Nuclear Waste Disposal

Grantee: FHI360

Local Host: Sister Cities of Blount County and Santa Fe Council on International Relations



The Kazakh delegation meeting with Johnathon Lowe, (center) Legislative Correspondent of Rep. Steve Chabot, in Washington D.C. in November 2016.



The Ukrainian delegation meeting with a local police officer (center) in Alcoa, TN in November 2016.

UKRAINIANS EXPERIENCE BEST PRACTICES FOR FREEDOM OF INFORMATION IN HARTFORD

Northeast Region

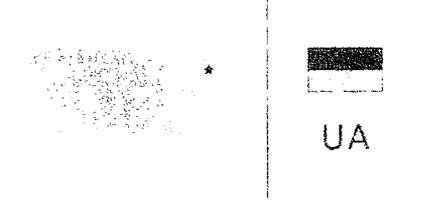
Delegates from Ukraine visited Hartford, CT to observe government transparency and access to public information.

Prior to their arrival in Hartford, delegates met **Senator Chris Murphy** (CT) in Washington, D.C. to discuss the political climate in Ukraine and ways to facilitate transparency.

During their program, delegates had the opportunity to meet **Rep. John Larson** (CT-01) and **Lt. Governor Nancy Wyman** as well as other state representatives and senators. The meetings enabled the delegates to gain an understanding of the various systems that ensure legitimate and democratic voting systems in Connecticut. Delegates heard lectures at the Yale Media Freedom and Information Access Clinic, where they expressed their interest in developing a partnership to implement similar organizations in Ukraine.

“The delegates were involved each and every day with the program. The home hosts truly bonded with this group and were sorry to see them leave. They arrived as strangers and left as friends.”

-Betty DeAngelis, Local Host Coordinator



Travel Date: April 27, 2016

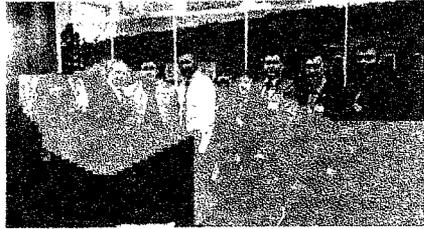
Location: Hartford, CT

Theme: Government Transparency

Subtheme: Access to Public Information

Grantee: Friendship Force International

Local Host: Friendship Force of Connecticut



Ukrainian delegates meet with Senator Chris Murphy (CT) (center) in his Capitol Hill office in April 2016.



Delegates meet with Rep. John Larson (CT-01) (center) at his district office in Hartford, CT in April 2016.

DELEGATES FROM RUSSIA LEARN INTERDISCIPLINARY MODELS FOR DISABILITY TREATMENT IN ROCHESTER

Northeast Region

A delegation of professionals focused on intellectual and developmental disabilities from Novgorod, Russia traveled to their sister city of Rochester, NY. Delegates' program focused on community planning and services for individuals with intellectual and developmental disabilities. Prior to arriving in Rochester, delegates met with the office of **Rep. Louise Slaughter (NY-25)** in Washington, D.C.

In New York, delegates toured numerous facilities and engaged with panelists discussing topics ranging from early childcare programs, skills training, social adaptation to complex care, crisis intervention, life transitions, and special education. Highlights included visits to Daystar for Medically Fragile Children, Mary Cariola Children's Center, Cerebral Palsy Rochester, and Heritage Christian Services.

This program inspired several new projects in addition to strengthening the longstanding Novgorod-Rochester Sister City relationship. Delegate, **Anna Sipyagina** works at the Center for Inclusive Education, part of the Novgorod Regional Government, plans to organize a series of seminars for her colleagues to share some of the methods and techniques she observed in Rochester. All delegates were interested in the interdisciplinary models and collaboration between agencies to care for both individuals and families of those with intellectual and developmental disabilities. The participants expressed hopes to train additional specialists in disability services to facilitate a transition to an interdisciplinary model in Novgorod.



RS

Travel Date: October 26, 2016

Location: Rochester, NY

Theme: Accountable Governance

Subtheme: Young Professionals/U.S. Russia Partnerships

Grantee/Local Host: Linkages of Rochester



Russian delegates meet staff of Rep. Louise Slaughter (NY-25), Jack Spasiano, (third from right) in Washington, D.C. in October 2016.

UKRAINIANS OBSERVE MEDIA'S ROLE IN SOCIETY IN NEW HAMPSHIRE

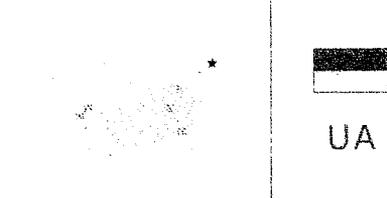
Northeast Region

Ukrainian media professionals traveled to Dover, NH for an Open World program on media's role in society. Delegates attended programming at the University of New Hampshire covering a variety of topics including political surveys, how research contributes to national conversation in the media, and the evolution of journalism with new technologies. Local news organizations were showcased with visits to local radio station WOKQ, New Hampshire Public Television, and the Media Services Manager of the City of Dover. Additional meetings were also held with the district offices of **Rep. Frank Guinta** (NH-01) and **Senator Jeanne Shaheen** (NH).

Delegates were impressed by the warmth and openness of their hosts and professional contacts. For one delegate, **Valeriia Perkova**, the Open World program reversed the negative impression left by a previous trip to the United States. Upon her return to Ukraine, Perkova hosted two radio programs at her station, **Aristocrats.fm**. The first radio program, reunited all of the delegates from the April 2016 exchange to Dover to talk about their experience on the Open World program. The second radio program, played a podcast of Open World presenter **Dr. John Brown's** presentation "What Keeps the United States United," given during the delegates' Washington, D.C. orientation.

"Delegates were impressed by the depth and range of the program and inspired by the frankness with which media people described their work and discussed issues facing the journalism profession here."

-Jim Verschueren, Host Coordinator



Travel Date: April 27, 2016

Location: Dover, NH

Theme: Accountable Governance

Subtheme: Media's Role in Society

Grantee: Friendship Force International

Local Host: Friendship Force of the New Hampshire Seacoast



Delegates meet with staff of Senator Jeanne Shaheen (NH), Emily Cashman, (third from left) legislative assistant at the district office in Dover, NH in April 2016

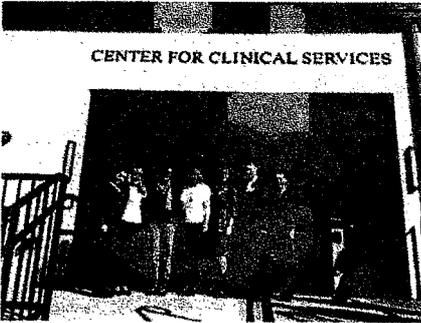
NEW JERSEY AND RUSSIA COMPARE AUTISM PROGRAMS

Mid-Atlantic Region

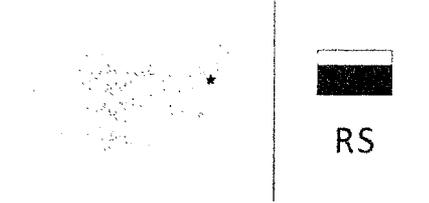
Delegates from Russia, including social rehabilitation specialists, musical therapy directors, and methodologists visited Montclair, NJ to discuss social service programs for young children.

The delegation attended a meeting at Montclair Township Council where they met with community officials. At Caldwell University, delegates interacted with children with disabilities and participated in a question and answer session with behavioral specialists. The social services delegates visited the Hospital for Special Surgery where they met their professional counterparts. During the trip, delegates also met with the Montclair Fire Chief, **John Herrmann** and Mayor **Robert Jackson**.

Through Open World, delegates were able to compare U.S. programs for autistic children and those offered in Russia. A highlight of the trip was a visit to Montclair State University where they had a hands-on experience at the Center for Clinical Services.



Delegates get hands-on experience while visiting Montclair State University in October 2016.



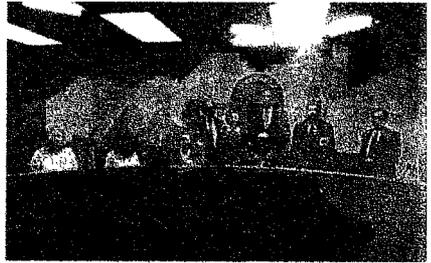
Travel Date: October 26, 2016

Location: Montclair, NJ

Theme: Social Services Focusing on Early Intervention/ Programs for Young Children (0-5)

Grantee: Rotary International

Local Host: Montclair Rotary Club



U.S.-Russia partnerships grow as Montclair's Mayor Robert Jackson, expresses a desire to visit Cherepavets, the delegates' hometown in Russia during their visit to Montclair, NJ in October 2016.

UKRAINIANS OBSERVE RULE OF LAW IN ANNAPOLIS AND ALEXANDRIA

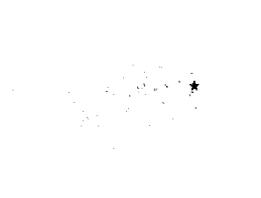
Mid-Atlantic Region

Two delegations of judges from Ukraine visited Annapolis, MD and Alexandria, VA for a Rule of Law program. Prior to their local program, delegates arrived in Washington, D.C. for an orientation at the Administrative Office of the U.S. Courts. In Washington, delegates met with **Rep. C.A. Dutch Ruppersberger** (MD-02) and **Senator Ben Cardin** (MD), a member of the Senate Foreign Relations Committee. Delegates also met **Tom Jipping**, Chief Counsel to **Senator Orrin Hatch** (UT) on the Senate Judiciary Committee.

For the second half of their Open World experience, delegates continued to move about the Greater Washington Metropolitan Area to meet American judicial, legal, and policy professionals. The judges observed disciplinary procedures in courtrooms in Maryland, Virginia, and West Virginia.

In Annapolis, **District Judge Richard Bennett** served as host judge to delegates for their visit. Delegates met **Ambassador John E. Herbst**, former U.S. Ambassador to Ukraine (2003-2006) and current Director of the Dinu Patriciu Eurasia Center at the Atlantic Council. During this meeting, the judges and Ambassador Herbst discussed judicial reforms in Ukraine.

In Alexandria, the group visited the U.S. District of the Eastern District of Virginia. Delegates were welcomed by **District Judge Anthony J. Trenga**. Judge Trenga held a workshop on how to review pre-trial services on criminal sentencing. Additional take aways included further understanding of the U.S. judiciary system, case management, the jury system, and time management standards.



UA

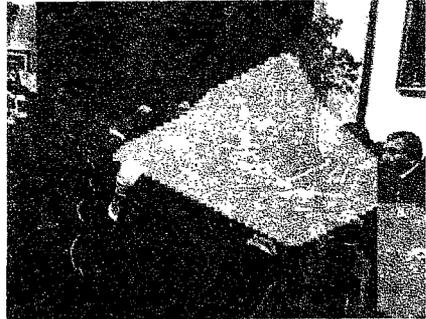
Travel Date: April 20, 2016

Locations: Annapolis, MD and Alexandria, VA

Theme: Specialized Rule of Law

Grantee: FHJ360

Local Hosts: Judge Richard Bennett and Judge Anthony J. Trenga



Delegates meet with Tom Jipping, Chief Counsel to Senator Orrin Hatch (UT) on the Senate Judiciary Committee in Washington, D.C. in April 2016.

PHILADELPHIA SHARES EXPERIENCE IN GOVERNMENT ACCOUNTABILITY WITH RUSSIANS

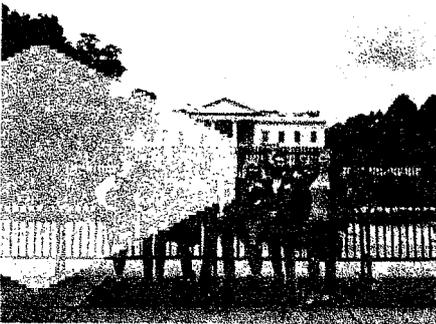
Mid-Atlantic Region

A delegation of Russians were hosted in Philadelphia, PA and traveled to Newark, DE to observe democracy, free markets, and accountable government in action. Prior to their arrival in Pennsylvania and Delaware, delegates spent two days in Washington, D.C., where they met **Ryan Doherty**, legislative aide to **Senator Christopher Coons** (DE).

Delegates visited multiple universities including Drexel and the University of Pennsylvania (UPenn). At UPenn the Russians met with senior fellows from think tanks as well as civil society programs to examine international collaborative efforts to design and establish regional and international networks for policy institutes tasked with policy improvement.

The delegation received an exclusive tour of the Penn Center of Innovation (PCI), which at the time of their visit had not yet been open to the public. Delegates observed how PCI transforms ideas into new products and businesses by facilitating relationships with the public and private sectors.

In Newark, delegates discussed public policy in the district office of **Senator Tom Carper** (DE). Delegates asked Senator Carper's staff questions about economic job growth and restoring financial stability. Delegates also visited the University of Delaware's School of Public Policy and Administration.



Delegates pose for a photo in front of the White House in October 2016.



RS

Travel Date: October 5, 2016

Location: Philadelphia, PA

Theme: Accountable Governance Think Tanks and Innovation

Grantee: FHI360

Local Host: Citizen Diplomacy International of Philadelphia



Russian delegates visit the office of Senator Chris Coons (DE) for a meeting with Ryan Doherty, legislative aide, to discuss government accountability in October 2016.

UKRAINIANS OBSERVE ACCOUNTABLE GOVERNANCE IN JACKSON

Southern Region

Ukrainian delegates traveled to Jackson, MS to participate in an accountable governance program on NGO development and government reform. Prior to their arrival in Mississippi, delegates attended an orientation in Washington, D.C. where they met **Senator Roger Wicker (MS)**, an Open World Trustee.

In Jackson, delegates attended a "Welcome to Mississippi" panel discussion on state history, religion, politics, and education. Attorney General, **Jim Hood** and **Mayor Arnel Boldin** of Canton met delegates to discuss the fight against corruption and city government operations. Delegates then spent a day engaging in an anti-corruption workshop designed to recognize and eradicate corruption in Ukraine.

Delegates also met **Doug Davis**, Secretary of State at the Mississippi State Capitol where a discussion on fighting government corruption was held. Additional visits included the American Civil Liberties Union of Mississippi and the Mississippi Museum of Art.

The delegates were heavily influenced by their experience in Jackson and plan on utilizing the best practices they observed in their communities.

"Delegates who went to church with their hosts were taken by surprise when they saw how kind people were. It was an unforgettable experience that helped the delegates to realize that they were not alone in their sorrow, that people cared about them from across the ocean, and that people in the U.S. prayed for their safety and well being."

-Krystyna Dobrovolksa, Facilitator



UA

Travel Date: March 16, 2016

Location: Jackson, MS

Theme: Accountable Governance

Subtheme: NGO Development/Government Reform

National Grantee: FHI360

Local Host: Legacy International Development Group



Delegates meet with Senator Roger Wicker (MS) on Capitol Hill in his Washington, D.C. office in March 2016.

SPORTS PROGRAMMING FOR TAJIK YOUTH DISCUSSED IN CHARLOTTE

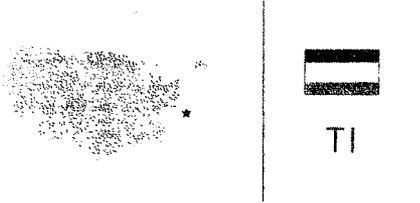
Southern Region

A delegation of sports trainers and professionals from Tajikistan traveled to Charlotte, NC to discuss sports programming for at-risk and underprivileged youth. Delegates were hosted by International House, a grassroots non-profit organization that provides services to Charlotte's growing population of international members. Prior to their arrival in Charlotte, delegates traveled to Washington, D.C. and were introduced to American Federalism and explored Capitol Hill.

In Charlotte, delegates visited several sports organizations that provide athletic opportunities to underprivileged children. Delegates met with the following organizations: Yes I Can Basketball Foundation, Charlotte Eagles Soccer, and Charlotte Boxing Academy. Delegates were able to tour the Carolina Panthers football facilities, which gave the group a larger-scale example of the facilities that they can develop. Delegates also met **Rep. Robert Pittenger (NC-09)**, who is a member of the Congressional Sportsmen's Caucus in his district office.

"The meetings with Members of Congress and local administration helped the participants to understand how government provides jobs and stability for poor families, orphans, underprivileged youth and people with disabilities."

- Rajabi Muhammadmasrur Ayubzoda, Facilitator



Travel Date: May 19, 2016

Location: Charlotte, NC

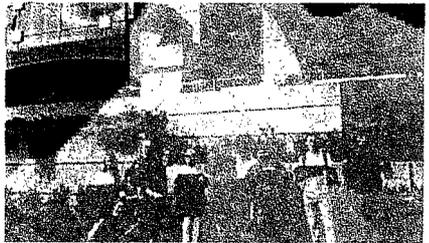
Theme: Sports Programming

Subtheme: At-Risk and Underprivileged Youth

National Grantee and Local Host: International House



Delegates met Rep. Robert Pittenger (NC-09) in his district office in Charlotte, NC in May 2016.



Delegates in front of the Bank of America Stadium of the Carolina Panthers in Charlotte, NC in May 2016.

DELEGATES FROM KYRGYZSTAN EXPLORE CIVIL SOCIETY REFORM IN COLUMBIA

Southern Region

A group of Kyrgyz civil society experts traveled to Columbia, SC to partake in a program focused on public finance and civil society development. Stopping briefly in Washington, D.C. for an orientation, delegates attended presentations on American Federalism and public-private partnerships.

In Columbia, delegates were hosted by the Palmetto Council for International Visitors, a nonprofit organization dedicated to assisting foreign visitors in the Columbia Metropolitan Area. While in the state capital, delegates visited several organizations such as the State Fiscal Accountability Authority, Department of Education, and the Department of Revenue. Delegates also met with staff of **Senator Lindsey Graham (SC)** and with **Rep. Joe Wilson (SC-02)** in their Columbia offices. Delegates participated in multiple cultural activities to round out their trip overseas, including a day trip to Charleston and a walking tour of downtown Columbia.

Travel Date: March 30, 2016

Location: Columbia, SC

Theme: Civil Society Oversight

Subtheme: Public Finance

National Grantee: International Focus

Local Host: Palmetto Council for International Visitors



KG



Delegates meet staff of Rep. Joe Wilson (SC-02) in his district office in Columbia, SC in 2016.



Delegates pose with staff of Senator Lindsey Graham (SC) in the district office Columbia, SC in 2016.

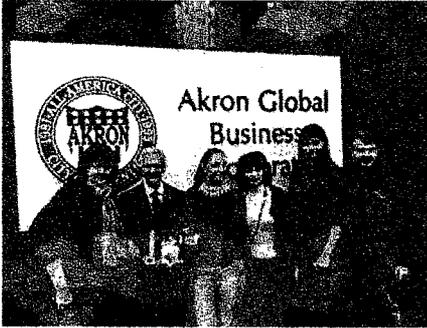
UKRAINIAN DELEGATION IMPRESSED BY NGO NETWORK IN OHIO

Midwest Region

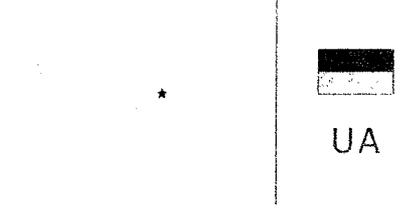
Delegates from Ukraine visited Akron, to observe NGOs serving internally displaced persons. Prior to their arrival in Akron, delegates traveled to Washington, D.C. and met **Senator Sherrod Brown (OH)** at his weekly constituent coffee.

In Akron, delegates observed a city council meeting where they were welcomed by City Council President, **Marilyn Keith**. A highlight of the trip was when the delegates visited the International Community Health Center Clinic where the delegates observed routine refugee health screening processes and learned about the financial capabilities of the program.

The delegation visited the Refugee Empowerment Agricultural Program at the Ohio City Farm which is the largest contiguous farm in the nation. Delegates also visited the Ohio Domestic Violence Network where a roundtable discussion was held.



Visiting Akron Global Business Acceleration, delegates gain insight on one of the country's top performing technology business incubators in Ohio in March 2016.



Travel Date: March 16, 2016

Location: Akron, OH

Theme/Subtheme: NGOs Serving Internally Displaced Persons

Grantee: FHI360

Local Host: Global Ties Akron



Ukrainian delegates participate in a constituent coffee hosted by Senator Sherrod Brown (OH) [center] in Washington, D.C. in March 2016.

UKRAINIANS EXPLORE HEALTHCARE IN NEBRASKA

Midwest Region

A delegation of five Ukrainian healthcare professionals traveled to Lincoln, NE to learn best practices in their field. Prior to their arrival in Lincoln, delegates attended an orientation in Washington, D.C. In Washington, delegates met **Ambassador William B. Taylor**, Executive Vice President at the U.S. Institute of Peace and U.S. Ambassador to Ukraine (2006-2009).

In Lincoln, delegates received an overview on federal and state healthcare systems. The delegation visited several local healthcare centers including Nebraska Department of Health and Human Services, Madonna Rehabilitation Hospitals-Lincoln Campus, and Bryan Health. Delegates also attended a healthcare and insurance overview at University Health Center of the University of Nebraska-Lincoln, complete with a tour of the facility.

Additional activities included a tour of the Nebraska Capitol Building and a luncheon at **Governor Pete Rickett's** residence. Delegates also had a dinner meeting with **Rep. Jeff Fortenberry (NE-01)** to discuss current events in Ukraine. Rep. Fortenberry serves on the Open World Board of Trustees.

"The delegates came away from each experience with new insights. They will be taking the new ideas and formulating ways to address health care issues in Ukraine."

– Dr. Julie A. Albrecht, Local Hosting Coordinator



UA

Travel Date: February 24, 2016

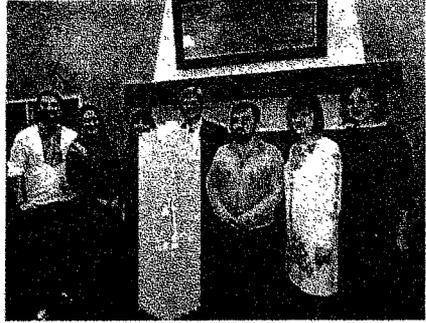
Location: Lincoln, NE

Theme: Legislative Development

Subtheme: Healthcare Systems

National Grantee: Friendship Force International

Local Host: Friendship Force of Lincoln



The Ukrainian with Open World Trustee, Rep. Jeff Fortenberry (NE-01) of Lincoln, NE in February 2016.

RUMSFELD FELLOWS GAIN INSIGHT ON YOUTH CIVIL SOCIETY IN NEW MEXICO

Western Region

A varied group of delegates originating from Azerbaijan, Kazakhstan, Kyrgyzstan, Mongolia, Tajikistan, and Uzbekistan traveled to Albuquerque, NM to observe youth engagement in civil society.

In Albuquerque, delegates visited the University of New Mexico's Community Engagement Center where delegates observed how private and non-profit sectors interact with each other and the government. A staff member of **Senator Tom Udall** (NM) met with the delegation to discuss foreign affairs.

Additional trip highlights for the delegates included visiting the Indian Pueblo Cultural Center and the New Mexico Human Rights Projects. The delegates participated in hands-on activities designed to engage people intellectually, encouraging them to think about how to act when confronted with prejudice. Also, the delegation visited the non-profit Global One to One, which focusses on empowering youth through the development of life skills such as effective conflict resolution practices.



Delegates gather after a meeting with the Mayor's Youth Advisory Council to discuss what they observed in Albuquerque, NM in April 2016.



Travel Date: April 16, 2016

Location: Albuquerque, NM

Theme/Subtheme: Rumsfeld Fellows

Grantee: FHI 360

Local Host: Global Ties Albuquerque



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RUSSIAN ENTREPRENEURS VISIT ELKO

Western Region

A delegation of Russian entrepreneurs visited Elko, NV to gain insight on best business practices. In Elko, delegates visited the Western Folklife Center, Wiegand Exhibit Gallery, and the Northeastern Nevada Museum, to learn about local history, geology, and culture of the American West.

At a breakfast hosted by the Rotary Club of Elko, delegates gave presentations about their professional experience as women in business. Delegates enjoyed a traditional Basque family-style meal over which they discussed business finance with **George Kleeb**, a business instructor at Great Basin College.

Delegates were exposed to digital marketing techniques throughout their time in Nevada. A highlight of the trip was visiting the Newmont Mining Company where they got acquainted with how the company promotes its public image in Nevada through hands-on experience.

To complete the cultural experience, delegates attended the Sheepherder's Ball where they were exposed to music, dance, and cuisine of Spanish and French Basque culture.



Delegates visit the locally owned Western outfitter J M. Capriola Company and the Boot Barn immersing themselves in the Elko lifestyle in March 2016.



RS

Travel Date: March 3, 2016

Location: Elko, NV

Theme/Subtheme: Women Entrepreneurs

Grantee: Rotary International

Local Host: Desert Sunrise and Elko



Delegates visit Newmont Mining Company to see how companies promote their public image in Elko, NV in March 2016.

RUSSIANS BRAVE THE ARCTIC IN ALASKA

Western Region

Homer, AK welcomed a delegation of Russians to their community to observe the Alaska's Arctic Wilderness programs.

In Homer, delegates traveled to the Kenai National Wildlife Refuge as well as the Alaska Department of Fish and Game. Destination highlights included visits to the Center for Alaskan Coastal Studies (CACS) which included a boat trip to various Kachemak Bay sites. Delegates spent an evening in a remote cabin with the Denali National Park Superintendent, **Don Striker**. CACS's mission is to foster responsible interaction with natural surroundings through science based education and stewardship.

State Rep. Paul Seaton (District 31) of Alaska's State Legislature met with participants to discuss the conservation issues in the lower Kenai Peninsula. Following the meeting, the Rotary Club of Homer-Kachemak Bay and Soldotna hosted a working lunch for the delegates to present information they had gathered during their visit.



Russian delegates get field experience hiking trails in Soldotna, AK in June 2016.



RS

Travel Date: June 2, 2016

Location: Homer, AK

Theme/Subtheme: Arctic Wilderness Programs

Grantee: Rotary International

Local Host: Rotary Clubs of Homer-Kachemak Bay and Soldotna



State Rep. Paul Seaton (in hat) meets with the delegation to discuss changes in arctic environmental conditions in his office in Homer, AK in June 2016

SENATOR BEN NELSON FELLOWS

Fourth Annual Delegation

In 2016, Open World welcomed its fourth delegation of **Senator Ben Nelson Fellows**, an annual program that brings top Russian doctors to the United States for a professional development program. Open World's Board of Trustees created the Senator Ben Nelson Fellows program to honor Senator Nelson's contribution to Open World and improve ties between the U.S. and Russia. Senator Nelson represented Nebraska in the U.S. Senate from 2001-2013 and currently serves on Open World's Board of Trustees.

This year's visit included local hosting in Nebraska by Friendship Force of Greater Omaha. The program began with a dinner in honor of the Nelson Fellows at the Omaha Country Club hosted by **Walter Scott Jr.**, former Open World Chairman and **Michael Yanney**, former Open World Trustee. Senator Nelson and his wife, Diane, were present to welcome the Nelson Fellows to Omaha, NE.

During their time in Omaha, Nelson Fellows toured the Nebraska Biocontainment Unit of the University of Nebraska Medical Center (UNMC) where three Ebola patients were treated during the epidemic of 2016. The Nelson Fellows also spent time in sessions on experimental neuroscience and nanomedicine with **Dr. Howard Gendelman** and his research staff at the Durham Research Center.

"The greatest benefit is derived by the home hosts who have daily contact with the Nelson Fellows. This group was wonderful to have in our homes. They collectively had a great sense of humor and were always helpful. They truly appreciated their home hosts."

— Dr. Mike Mendlick, Host Coordinator, Friendship Force of Greater Omaha



RS

Travel Date: October 26, 2016

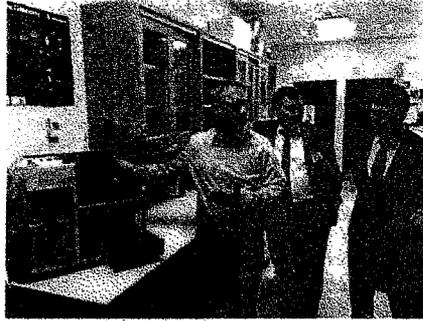
Location: Omaha, NE

Theme: Public Health/ HIV/AIDS/ Misc. Infectious Diseases

Subtheme: Molecular Diagnostics

National Grantee: Friendship Force International

Local Host: Friendship Force of Greater Omaha



Nelson Fellows discuss equipment for genotype and cell studies at the University of Nebraska Medical Center (UNMC) in Omaha, NE in October 2016.

OPEN WORLD ALUMNI RESULTS AND UPDATES

Ukraine: Professional Advancement

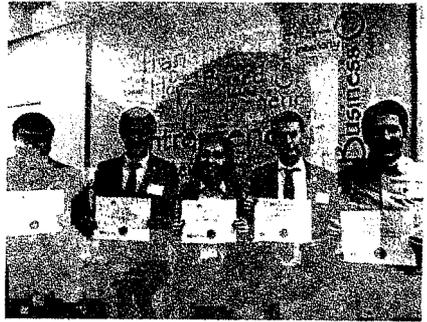
Alona Shkrum is one of the Ukraine's youngest members of Verkhovna Rada, Ukraine's National Parliament. As the head of the Civil Service Subcommittee, Alona aims to clean up Ukraine's corrupt state bureaucracy. Since 2014, Shkrum has pushed for laws regarding the rights of internally displaced people and transparent government operations. At age 28, Alona was recognized in Kyiv Post's "Top 30 Under 30" for her work in lawmaking and human rights. Alona completed an Open World program for Members of Parliament in June 2016 and was hosted by International Center of the Capitol Region in Albany, New York.



Alona Shkrum, Open World alumna and Ukrainian lawmaker, was recognized in Kyiv Post's "Top 30 Under 30."

Kyrgyzstan: Project

Open World alumnus, **Bekzhan Kasymzhanov** is the Director of Promo-Studio Consulting Company in Osh, Kyrgyzstan. Bekzhan's company is promoting a new ecological fertilizer in southern Kyrgyzstan. The entrepreneur has utilized the skills he gained during the Open World program to become more confident in business marketing and branding. Bekzhan also presented to an undergraduate class in the Economics Department of Osh State University regarding entrepreneurship and the economy of the U.S. Bekzhan completed the Open World program for civic leaders titled, "Young Entrepreneurs" in March 2016 hosted by Fox Valley Technical College Appleton, WI.

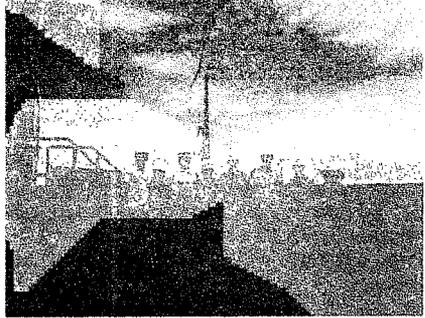


Bekzhan Kasymzhanov (second from left) with his Open World delegation of entrepreneurs receives an award from Fox Valley Technical College of Wisconsin during their homestay in Appleton, WI.

OPEN WORLD ALUMNI RESULTS AND UPDATES

Ukraine: Partnership

Oleksandr Dyatlov was hosted in Tulsa, OK in 2015 on a clean energy program. In 2016 he was awarded the Edison Electric Institute's prize for innovation on a return visit he made to the United States. Oleksandr attended EEI's Annual Convention in Chicago, where he met with key industry leaders and showcased the company's technology to a wide array of stakeholders from the electric power industry. According to Oleksandr, "Our team is really excited to get the Insight of the U.S. energy market and we hope to build strong relations with its key players."



Oleksandr Dyatlov learns about clean energy while with visiting ION Solar LLC in Tulsa, OK to learn about clean energy.

Russia: Project

Anna Rivina, created a mobile application (app) called "No Violence" to reduce the instances of domestic violence against women in Russia. Users of the app can create a database of family and friends to contact in the event of danger. Anna's app also provides users with a map of all public and private crisis centers in Russia, allowing women to receive the help they need immediately. Anna is looking to expand the app into Kazakhstan in the near future. Anna completed her Open World program for accountable governance in May 2016 and was hosted by Supporters of Civil Society in Russia in St. Louis, MO.



Anna Rivina promotes women's safety with the launch of her app "No Violence."

HOST RECOGNITION AND ALUMNI EVENTS FOR 2016

In 2016, Open World held four host recognition events to acknowledge the exceptional work of our local hosts. Local hosts play an integral role in supporting the mission of Open World and creating experiences for our delegates in all 50 states. Local host responsibilities include creating professional programming in their community and providing home hosting to program participants.

Ambassador O'Keefe honored local hosts and hosting organizations in the following cities:

January

Rotary International
Conference, San Diego, CA

June

Global Ties Akron, Akron, OH

February

Georgia 2 Georgia,
Atlanta, GA

November

Council of International
Programs USA,
Cleveland, OH

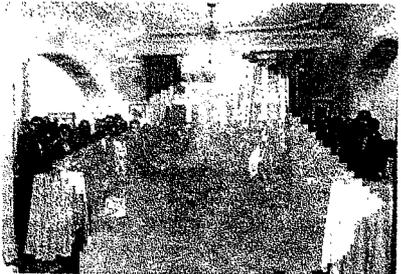
Open World Alumni Tour

Ambassador O'Keefe went on an alumni tour through Eurasia in December 2016. Ambassador O'Keefe started his tour in Kyrgyzstan where U.S. Embassy Bishkek was celebrating 25 years of U.S.-Kyrgyzstan relations. Ambassador O'Keefe was U.S. ambassador to Kyrgyzstan from 2000-2003.

At his former post, Ambassador O'Keefe celebrated with Open World alumni and Ambassador Sheila Gwaltney. During the alumni reunion, Ambassador O'Keefe learned about the lives of the program's alumni in Kyrgyzstan and their tremendous accomplishments since their Open World experience. On his second alumni tour stop, Ambassador O'Keefe traveled to Serbia and visited alumni at the U.S. Embassy Belgrade. Ambassador O'Keefe co-hosted an Alumni Reunion event along with Ambassador Kyle Scott, U.S. Ambassador to Serbia. Over thirty Open World alumni were in attendance. Ambassador O'Keefe's final stop on his alumni tour was in Belarus at the U.S. Embassy in Minsk. There Ambassador O'Keefe met with embassy staff to brainstorm new ways to refresh Open World's programming in Belarus. As a result of this meeting, Open World brought delegation of health professionals from Belarus to Utah in May 2017.



Ambassador Sheila Gwaltney (second from right), U.S. Ambassador to Kyrgyzstan and Ambassador O'Keefe (center, red tie) meet Open World alumni at the 25th Anniversary of U.S. - Kyrgyzstan Relations Ceremony at the U.S. Embassy Bishkek in Kyrgyzstan on December 2, 2016.



Ambassador Kyle Scott, U.S. Ambassador to Serbia and Ambassador O'Keefe host an Open World Alumni Reunion at the U.S. Embassy Belgrade in Serbia on December 5, 2016.



Ms. Rima Z. Koyler, Public Affairs Officer with Ambassador O'Keefe after a planning meeting at the U.S. Embassy Minsk on December 8, 2016.

RECIPROCAL VISITS BY AMERICANS HOSTS

Open World local hosts provide a network of Americans from communities across the country. When local hosts welcome Open World delegates into their homes, our local hosts build lifelong friendships with our delegates. Local hosts on occasion travel independently to the home countries of their delegates and meet with Open World alumni. These reciprocal visits are considered to be a major result of the Open World program. In 2016, hosts from seven cities across the United States made the long journey to visit program alumni.

Reciprocal visits are planned independently by Open World hosts and their alumni with non-financial support from Open World Leadership Center. Reciprocal visits allow host families to gain insight into the way of life of alumni across the globe, and help these Americans to visit important regions they may not have otherwise experienced.

Reciprocal Travels

- A host from Mauston, WI traveled to Kazakhstan to attend a conference (March 2016)
- The son of a Pennsylvania host visits Open World alum on Serbian tour (August 2016)
- Hosts from the Grants Pass-Rubtsovsk Sister Cities organization visited Open World alumni in Russia (September 2016)
- Maryland hosts made a reciprocal visit to St. Petersburg and Moscow (November 2016)

Wichita Rotarians visit Open World Alumni in Russia

In September of 2015, Rotarians from Wichita hosted a delegation of entrepreneurs and young professionals from Russia. In July 2016, the hosts made a reciprocal visit to see Open World alumni in Russia. **Deann Sullivan, Greg Sullivan, Joyca and Fred Heismeyer, Geri Appel, and June Meredith Costin** began their trip in St. Petersburg prior to traveling to Moscow. The group of five were able to experience White Nights and enjoy the local cuisine. Open World facilitators were excited to reconnect with their American friends and offered to translate during the visit.



Open World alumni gather from across Russia to greet Wichita Rotarians on reciprocal visit in Moscow in July 2016.

RECIPROCAL VISITS BY AMERICANS HOSTS

California Host Gets a Taste of Kyrgyzstan Culture

Jean Elliot, Director of the International Visitors Center of Los Angeles (IVCLA), along with other IVCLA members visited Kyrgyzstan in May 2016. While in Kyrgyzstan, the group received a guided tour of the Kyrgyz National Museum of Fine Arts from Open World alumna, **Baktygul Kapalova**. During their trip the IVCLA members visited the U.S. Embassy in Bishkek and met with the Public Affairs section. In addition to spending time in Bishkek the group also traveled to Cholpon-Ata and Issyk Kul where they visited several museums and cultural sites.



IVCLA members with Open World alumna, Nurkhat Imankulova, in front of a traditional yurt in Cholpon-Ata, Kyrgyzstan in May 2016.

Staying Connected from Wisconsin to Kyrgyzstan

Betsy Krizensky, an Open World host from Appleton, WI, traveled to Kyrgyzstan in August 2016 to visit the delegation of young entrepreneurs she hosted in April 2016. Betsy visited alumni along with their families, friends, and business partners. During her trip, she had a meeting with the local American Councils office to learn more about programs in Kyrgyzstan. One highlight of her travels was being invited by Open World alum, **Cholpon Bakirova** to instruct a class on the making of Native American dreamcatchers to a group of Bishkek American Center coordinators. Betsy commented, "I am very grateful to Open World for the opportunity to become a small part of these young Kyrgyz lives."



Betsy Krizensky reconnects with Open World alumni on a visit to Kyrgyzstan in August 2016.

Frequent Host Organizes Ukrainian Alumni Event

A long-time local host from Rochester, NY, **Tamara Densenko**, made a reciprocal visit to Ukraine after hosting numerous Ukrainian delegations in her home. Tamara was the leading force in organizing an alumni event that took place in Kyiv in August 2016. During her visit to Ukraine, Tamara attended Open World alumni presentations and listened as they shared what they learned in the U.S. regarding U.S. federal government sponsored programs, grant opportunities, and resources that Open World provides its alumni after their trip. While in Ukraine, Tamara and other hosts also coordinated five containers full of humanitarian aid for their partners throughout the country.



Tamara Densenko receives an honorary certificate as she retires from being an Open World host in Rochester, NY in May 2017.

A FAREWELL DINNER FOR DR. JAMES H. BILLINGTON

Farewell Dinner for Dr. James H. Billington,
Chairman Emeritus of Open World in The
Lyndon Baine Johnson Room U.S. Capitol,
Washington, D.C. | February 9, 2016

On February 9, Walter Scott, Jr., former Chairman of Open World's Board of Trustees and other Trustees and friends of the Open World program hosted a farewell dinner in honor of Dr. James H. Billington. Dr. Billington, Librarian of Congress Emeritus, is the founding Chairman of Open World Leadership Center.

Dr. Billington contributed to a greater appreciation of U.S. values and institutions in countries stretching across the former Soviet states. Among those who attended the farewell dinner were Members of Congress, the diplomatic community, friends, and family.

Dr. Billington founded Open World with the support of the U.S. Congress in 1999 which has now brought more than 26,000 current and emerging leaders from the post-Soviet region.



From left to right: Mrs. Marjorie Billington, Walter Scott, Jr., Dr. Billington, House Democratic Leader Nancy Pelosi (CA-12), and Dr. Susan Billington Harper gather together prior to the farewell dinner in the U.S. Capitol on February 9, 2016.



House Minority Whip Mr. Steny Hoyer (MD-05) is welcomed by Dr. Billington on February 9, 2016.

2016 OPEN WORLD GRANTEES

Archangel Committee (Greater Portland-Russian Sister City Project)
Portland, ME

Cambridge-Yerevan Sister City Association, Inc.
Cambridge, MA

Council of International Programs USA
Chagrin Falls, OH

FHI 360
Washington, DC

Friendship Force International (FFI)
Washington, DC

Georgia to Georgia Foundation, Inc.
Marietta, GA

International Focus
Raleigh, NC

International House
Charlotte, NC

Linkages of Rochester, Inc.
Rochester, NY

Maryland Leningrad Sister State Committee
Annapolis, MD

Oak Ridge Tennessee Sister City Support Organization
Oak Ridge, TN

Rotary International
Evanston, IL

Rotary Club of Oklahoma City
Oklahoma City, OK

Supporters of Civil Society in Russia
St. Louis, MO

US-Ukraine Foundation
Washington, DC

World Services of La Crosse, Inc.
La Crosse, WI

2016 LOCAL HOST ORGANIZATIONS

Open World would like to thank the following organizations and institutions for hosting our delegations in 2016:

Alabama

Birmingham Sister Cities
Friendship Force of Birmingham
Global Ties Alabama

Alaska

Rotary Clubs of Homer-Kachernak Bay, and Soldotna
Rotary Club of Ketchikan, First City

Arizona

Empower International
People to People International of Greater Phoenix
Southern Arizona Council for International Visitors
Tucson Council for International Visitors

Arkansas

Global Ties Arkansas

California

Concord Rotary Club
Friendship Force of Sacramento
Friendship Force of Kern County
International Visitors Council of Los Angeles
Modesto Sister Cities
Sacramento City College
Santa Barbara Cinco de Mayo Festival
Santa Cruz Sister Cities
San Diego Diplomacy Council
People to People International, Greater Los Angeles Chapter

Colorado

Arvada-Kyzylorda Sister Cities
Boulder-Dushanbe Sister Cities
Friendship Force of Denver
Longmont Rotary Club
Parker Rotary Club
Rotary Club of Longmont
Rotary Club of Parker
Westminster 7:10 Rotary Club

Connecticut

Friendship Force of Connecticut

Florida

Global Jax
Global Ties Miami
Gulf Coast Citizen Diplomacy Council
Seminole County South Rotary Club
United States Bankruptcy Court, Southern District of Florida

Georgia

Friendship Force of Big Canoe/ North Georgia
Friendship Force of Greater Atlanta
GA2GE

Idaho

Rotary Club of Boise

Hawaii

Pacific and Asian Affairs Council

Illinois

Council of International Programs in Chicago
Supporters of Civil Society in Russia
WorldChicago
Vladimir and Canterbury Sister City Association

Indiana

Lafayette Rotary Club
Rotary Club of Berne

Iowa

Dubuque Chamber of Commerce
Friendship Force of Cedar Rapids-Iowa, City
Iowa Sister States

Kansas

Lawrence Rotary Club
Winfield Rotary Club

Kentucky

World Affairs Council of Kentucky and Southern Indiana

Louisiana

Rotary Club of Metairie

Maine

Greater Portland Russian Sister City Project (The Archangel Committee)

2016 LOCAL HOST ORGANIZATIONS

Maryland

Maryland Sister State Committee
United States District Court for the District of Maryland

Massachusetts

Cambridge-Yerevan Sister City Association
International Center of Worcester
West Springfield Rotary Club

Michigan

Colleagues International
International Visitors Council of Metropolitan Detroit, Inc.

Minnesota

Minnesota State Bar Association
White Bear Lake Rotary Club

Mississippi

Legacy International Development Group

Missouri

Global Ties Kansas City
Supporters of Civil Society in Russia
World Affairs Council of St. Louis

Montana

Advisory Commission on International Relationships
WorldMontana

Nebraska

Friendship Force of Lincoln
Friendship Force of Greater Omaha
Rotary Club of Lincoln South, Lincoln Downtown, East Lincoln and Sunrise

Nevada

Rotary Club of Desert Sunrise and Elko
Northern Nevada International Center

New Hampshire

Friendship Force of the New Hampshire Seacoast
World Affairs Council of New Hampshire

New Jersey

Branchville Rotary Club
Montclair Rotary Club

New Mexico

Bridges to Tajikistan
Global Ties Albuquerque
Santa Fe Council on International Relations

New York

International Center of the Capital Region
International Center of Syracuse
International Institute of Buffalo
Linkages of Rochester
Rochester Global Connections, Inc. (formerly Rochester International Council, Inc.)

North Carolina

Friendship Force of Central North Carolina
International House Charlotte
International Focus, Inc.
League of Women Voters of Henderson County
United States Court of Appeals for the Fourth Circuit

North Dakota

Dacotah Territory International Visitor Program

Ohio

Cincinnati-Kharkiv Sister City Partnership
CIPUSA Cleveland
Global Ties Akron
Great Lakes Consortium for International Training and Development
International Visitors Council, Inc.
Friendship Force of Northeast Ohio
United States District Court for the Northern District of Ohio

Oklahoma

Tulsa Global Alliance
Rotary Club of Oklahoma City
United States District Court for the Western District of Oklahoma

Oregon

Corvallis Sister Cities Association-Uzhhorod Council
Umpqua Community College

Pennsylvania

Citizen Diplomacy International of Philadelphia
GlobalPittsburgh (Pittsburgh Council for International Visitors)
Friendship Force of Greater Harrisburg

Rhode Island

World Affairs Council of Rhode Island



2016 LOCAL HOST ORGANIZATIONS

South Carolina

Palmetto Council for International Visitors

South Dakota

Dacotah Territory International Visitor Program

Tennessee

Cookeville Breakfast Rotary Club

Friendship Force of Memphis

Oak Ridge National Laboratory

Sister City Support Organization of Blount County

Texas

Grapevine Rotary Club

Rotary Club of Fredericksburg, TX – Morning

McAllen South Rotary Club

Kilgore College Small Business Information Center

United States District Court for the Southern District of Texas

Utah

Utah Valley University

Vermont

Vermont Council on World Affairs

Virginia

Friendship Force of Central Virginia

Norfolk Sister City Association

United States District Court for the Eastern District of Virginia

Virginia Commonwealth University

Washington

Community Colleges of Spokane

World Affairs Council of Seattle

West Virginia

Center for International Understanding

Wisconsin

Fox Valley Technical College (FVTC)

Friendship Force of Greater Milwaukee

University of Wisconsin Extension Juneau County

AAUW La Crosse (WI) Branch

Wyoming

Friendship Force of Cheyenne

A THANK YOU TO LOCAL HOSTS

Open World prides itself on giving its participants a full and immersive experience into American culture. This would not be possible without the hospitality and support of our local hosts. Local hosts welcome delegates into their homes, communities, and places of work sharing a glimpse of American life. Open World has over 100 host organizations that span across all 50 states. We thank our local hosts for their expectational support of the Open World program.



Rotarian Craig Forest (back to camera) of the Homer Kachemak Bay Rotary Club, shares a meal with a Konstantin Fomin, a Russian delegate exploring the Arctic wilderness issues in Homer, AK in June 2016.

OPEN WORLD FINANCIAL INFORMATION

In fiscal year 2016, the Open World Leadership Center received \$5.6 million in appropriated funds, \$2.135 million in interagency transfers, and \$10,500 in direct private donations. In calendar 2016, the accumulated value of cost-sharing with the Open World community of grantees, local host organizations, and individual local hosts totaled an estimated \$1.831 million.

Open World Leadership Center submitted a complete set of financial statements for fiscal year 2016 to the independent public accounting firm of Kearney and Company for a full audit. Kearney and Company issued an unmodified (clean) audit opinion on the financial statements. With the 2016 audit, the Center has received ten clean opinions since the first year of audits. The Financial Statements document (with notes) and Kearney and Company's Independent Auditor's Report are available in full on the Open World website at www.openworld.gov.

STATEMENTS OF NET COSTS | For the Years Ended September 30, 2016 and 2015

	FY2016	FY2015
Net Costs by Program Area		
<i>Program Costs</i>	\$ 6,598,325	\$ 7,995,600
<i>Less earned Revenue</i>	0	(40,000)
Net Costs of Operations	\$ 6,598,325	\$ 7,955,600

The accompanying notes are an integral part of these financial statements

BALANCE SHEETS | As of September 30, 2016 and 2015

	FY2016	FY2015
ASSETS		
Entity Assets:		
Intragovernment Assets		
<i>Fund Balance with Treasury (Note 2)</i>	\$ 1,672,206	\$ 540,334
<i>Investments (Note 3)</i>	2,251,200	2,213,010
Total Intragovernmental	3,923,406	2,753,344
<i>Prepayments (Note 4)</i>	2,268	72,619
<i>Other Accounts Receivable, Net (Note 5)</i>	4,446	475
Total Assets	\$ 3,930,120	\$ 2,826,438
LIABILITIES		
Intragovernmental Liabilities		
<i>Accounts Payable and Accrued Funding Payroll Benefits</i>	\$ 6,062	\$ 4,481
Total Intragovernmental	6,062	4,481
<i>Accounts Payable and Accrued Funding Payroll Benefits</i>	398,932	583,599
<i>Unfunded Annual and Compensatory Leave</i>	50,787	53,045
Total Liabilities (Note 6)	\$ 455,781	\$ 641,125
NET POSITION		
<i>Cumulative Results of Operations</i>	\$ 3,474,339	\$ 2,185,313
Total Net Position	3,474,339	2,185,313
Total Liabilities and Net Position	\$ 3,930,120	\$ 2,826,438

The accompanying notes are an integral part of these financial statements

NOTE 2 FUND BALANCE WITH TREASURY

	FY2016	FY2015
OWLC Funds Originally from Appropriations	\$ 647,612	\$ 424,046
Gift Funds	1,024,594	116,288
Total	\$ 1,672,206	\$ 540,334

Status of Fund Balance with Treasury:		
Unobligated Balances - Available	\$ 0	\$ 0
Obligated Balances - Unavailable	1,672,206	540,334
Total	\$ 1,672,206	\$ 540,334

NOTE 3 INVESTMENTS, NET

Funds that are not needed to finance current activities are invested in interest-bearing obligations of the United States. Open World has directed the Library to invest funds derived from contributions in Treasury securities. Due to the short-term nature of the investments, the cost of investments in conjunction with accrued interest approximates their fair market values. Investments outstanding were \$2,251,200 and \$2,213,010 for fiscal years 2016 and 2015. Average annual investment rates were 2.0% and 2.0% in fiscal years 2016 and 2015.

	FY2016	FY2015
Face Value	\$ 2,240,000	\$ 2,202,000
Interest Receivable	11,200	11,010
Investments, Net	\$ 2,251,200	\$ 2,213,010

NOTE 4 PREPAYMENTS

Open World awards grants to approximately 12-16 organizations with exchange-program expertise that are competitively selected for the purpose of hosting the foreign delegates. In fiscal years 2016 and 2015, \$2,268 and \$72,619 had been paid to but not yet used by these organizations to carry out their services.

NOTE 5 OTHER ACCOUNTS RECEIVABLE

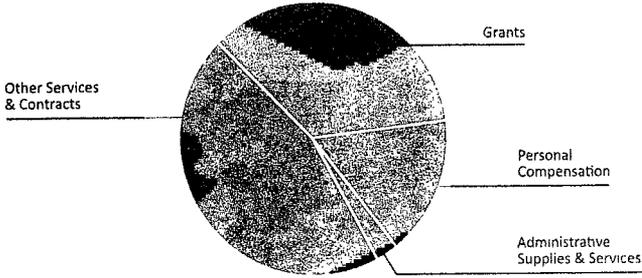
Other Accounts Receivable consisted of a \$4,446 payroll billing document for fiscal 2016.

NOTE 6 LIABILITIES COVERED AND NOT COVERED BY BUDGETARY RESOURCES

	FY2016	FY2015
Liabilities Covered by Budgetary Resources	\$ 404,994	\$ 588,080
Liabilities Not Covered by Budgetary Resources		
<i>Intragovernmental</i>	0	0
<i>Other</i>	50,787	53,045
Total	\$ 455,781	\$ 641,125

Liabilities covered by budgetary resources include accounts payable and accrued funded payroll and benefits. Liabilities not covered by budgetary resources include accrued unfunded annual leave and benefits.

DISTRIBUTION OF SELECT OBLIGATION CATEGORIES FY2016



NOTE: "Contracts" includes, but is not limited to, the cost of applicant and participant processing, travel, planning, participant airfare, and database management and other expert services. "Grants" covers payments to hosting organizations

OPEN WORLD LEADERSHIP CENTER OBLIGATIONS FY2016

Category	FY2016 Actual Obligations
Personal Compensation (all staff)	\$ 820,249
Administration Supplies & Services	55,970
Other Services & Contracts	3,278,095
Grants	2,152,334
Total - FY2016 Obligations	\$ 6,306,648

NOTE: Administrative costs equal \$484,159 or 7.68 percent of total appropriated obligations. Open World used trust fund revenue, prior year recovered funds, and cost reduction measures to maintain programming at previous years' levels.

John C. Stennis Center for Public Service
FY 2019 Budget Request



Stennis Center for Public Service Congressional Staff Training and Development Budget Request for Fiscal Year 2019

Introduction

Congress created the John C. Stennis Center for Public Service in 1988 (PL 100-458) as an agency of the Legislative Branch specifically to promote and strengthen public service leadership in America. It is governed by a Board of Directors¹ appointed by the Speaker and the Minority Leader of the House and by the Majority and Minority Leaders of the Senate and is located in Starkville, Mississippi with an office in Washington, DC.

Congressional staff training and development activities are the focal point for the Stennis Center's work. The core of this effort is a unique bipartisan, bicameral leadership development program for senior-level Congressional staff known as the Stennis Congressional Staff Fellows program. Since the program began in the 103rd Congress, work with Congressional staff has been expanded to include a mentoring program for junior staff and a program for summer interns working in Congressional offices. The Stennis Center also conducts programs connecting Congressional staff leaders with military leaders, as well as a variety of other learning opportunities presented to Congressional staff during each Congress.

The Stennis Fellows program brings together House and Senate chiefs of staff, committee staff directors, legislative directors, and other senior professional staff leaders in an extensive leadership development program focused on issues confronting the Congress as a vital institution of American democracy. Each Congress, an independent committee selects 28 to 32 Congressional staff nominated by Members of Congress. The aim of the program is to strengthen the capacity of these staffers to confront the challenges facing the Legislative Branch and thereby to better serve Members and their constituents.

This program is modeled on executive development programs available in the Executive Branch and in the private sector, but it is designed specifically for the unique needs of senior-level staff in Congress. By bringing together Congressional staff expressly to strengthen their leadership skills and to build bipartisan, bicameral relationships, the program fills a need that is not addressed by any other program. To date, approximately 360 Stennis Fellows have participated in the program, many of whom continue to be involved in the Center's activities as Senior Stennis Fellows.

One of the ways Senior Stennis Fellows continue to support Congressional public service leadership is through the Emerging Congressional Staff Leaders program. Begun in the 106th Congress, this mentoring program was created for staff members who have served less than five years on Capitol Hill but have demonstrated a commitment to Congress and potential for future

leadership. Senior Fellows serve as mentors to Emerging Leaders, providing guidance and insights that enable Emerging Leaders to strengthen their leadership potential and better serve their Member or Committee. The Emerging Leaders also develop strong and meaningful bonds that bridge party and chamber boundaries. Over 160 young staffers have participated in this program since its inception.

Additionally, the Stennis Center conducts a program for selected summer interns in the Congress that enhances their intern experience. Senior Stennis Fellows share their insights and expertise with these promising young leaders through a series of forums and interactive experiences that reveal both the real workings of the Congress as well as the challenges and rewards of Congressional public service. Since the program began in 2003, over 430 Congressional interns have participated.

The Stennis Center also provides other learning opportunities for senior staff, including programs for Senior Stennis Fellows. For example, senior Congressional staff members are regularly brought together with senior military leaders to build relationships and to facilitate a mutual understanding of their respective cultures. Joint programs have also been conducted with the Wharton School at the University of Pennsylvania and the Harry S. Truman Scholarship Foundation bringing senior Congressional staff together with upcoming business leaders and public service scholars respectively. The Stennis Center has recently partnered with the John F. Kennedy School of Government at Harvard University, connecting current Stennis Fellows and senior Stennis Fellows with Harvard faculty and researchers examining how Congress can best work through political polarization to pass vital legislation.

In the 112th Congress, the Stennis Center established the William E. “Eph” Cresswell Congressional Staff Leadership Award to recognize an exceptional Congressional staff leader each Congress. The award is named for Eph Cresswell who served as Administrative Assistant and Chief of Staff for U.S. Senator John Stennis from 1958 to 1989. To date, there have been five recipients of the award.

In addition to the Congressional Staff Training and Development activities, the Stennis Center conducts a wide array of programs ranging from leadership development for promising high school students and women in public service to programs for Members of Congress.

Since the Stennis Center was founded in 1989, the Center has maintained an effort to improve the quality and character of public service by encouraging more women to seek elected and appointed office. Most of that work so far has been focused on 14 Southern states. In April 2018 the Stennis Center will convene women leaders from local, state, and federal government in Asheville, North Carolina to celebrate contributions Southern women have brought to public service leadership and to chart a course for continued growth in the participation of women in government leadership. The Southern Women in Public Service program was founded in 1991 under the leadership of Lindy Boggs, former U.S. Ambassador to the Holy See, who also served 17 years as a Member of Congress from Louisiana. Engaging female Members of Congress

from both political parties to serve as speakers and motivators is a tradition and highlight of the program, with former speakers including: U.S. Senators Elizabeth Dole (R-NC), Heidi Heitkamp (D-ND), Kay Bailey Hutchison (R-TX), Nancy Kassebaum (R-KS), Mary Landrieu (D-LA), and Blanche Lincoln (D-AR), and U.S. Representatives Marsha Blackburn (R-TN), Tillie Fowler (R-FL), Kay Granger (R-TX), Karen Handel (R-GA), Eddie Bernice Johnson (D-TX), Sheila Jackson Lee (D-TX), Marilyn Lloyd (D-TN), Denise Majette (D-GA), Marjorie Margolies-Mezvinsky (D-PA), Cynthia McKinney (D-GA), Sue Myrick (R-NC), Anne Northup (R-KY), Martha Roby (R-AL), Debbie Wasserman Schultz (D-FL), and Karen Thurman (D-FL).

FY 2019 Budget Request: \$430,000

While most Stennis Center programs are funded from interest earned on the Stennis Center's \$7.5 million trust fund established by Congress in 1988, Congress began funding the Stennis Center's Congressional staff leadership development programs in FY 2006 through an annual appropriation (as authorized in 2 USC 1109). This annual funding was necessitated by a decline in interest income from the trust fund, which is required to be invested in U.S. Treasury securities. Interest income had declined from 9.125 percent when the fund was established to 3.5 percent in 2006. As interest rates have continued to decline (currently at 2 percent), the annual appropriation for Congressional staff training and development has become critical to enabling the Stennis Center to maintain its high standard of commitment to the Congressional staff leadership programs without eliminating other programs.

The Congressional Staff Training and Development activities are conducted in a two-year cycle that corresponds to the Congressional calendar. Because of this, expenses for the programs generally peak during the second session of Congress. For FY 2019, the first session of the 116th Congress, the \$430,000 appropriation is expected to equal program costs. In FY 2020, total expenses are expected to be more than the \$430,000 appropriation. This shortfall in the annual appropriation will be covered by earnings from the trust fund.

The Stennis Center strives to present the highest quality programs for Congressional staff at the lowest possible cost. Actual expenditures for these programs in FY 2017 included: employment of staff to conduct the programs totaling \$139,500; direct program costs including speakers, facilities, travel, food and lodging at \$229,400; office lease and utilities at \$47,000; printing, copying and postage at \$2,100; and equipment and supplies at \$12,000.

The \$430,000 appropriations request for FY 2019 is essential to enable the Stennis Center to continue to provide leadership training and development opportunities to Congressional staff as mandated by its authorizing legislation. Without the appropriation, the highly successful Congressional Staff Fellows, Emerging Leaders, and Congressional Intern programs would be severely reduced, if not eliminated.

FY 2019 Budget Request Detail**Congressional Staff Programs**
(by Program Activity)

Stennis Congressional Staff Fellows Program	\$276,700
Emerging Congressional Staff Leaders Program	36,400
Stennis Leadership Program for Congressional Interns	37,800
Civil-Military Leadership Program for Members and Staff	38,200
Senior Stennis Congressional Staff Fellows Program	<u>\$ 40,900</u>
Total	\$430,000

(by Object Classification)

Personnel	\$139,500
Direct Program Costs (including speakers, facilities, travel, food and lodging)	239,800
Office Lease and Utilities	47,000
Printing, Copying and Postage	1,800
Equipment and Supplies	<u>1,900</u>
Total	\$430,000

Conclusion

As a Legislative Branch agency established to promote and strengthen public service leadership, the Stennis Center is uniquely positioned to provide leadership development opportunities for Congressional staff. Like their counterparts in the Executive Branch and similar to professionals in the private sector, Congressional staff benefit from opportunities to strengthen their skills through leadership development. Furthermore, the design of the Center's Congressional staff programs enables staff leaders across chamber and party lines to learn from each other and build relationships that would otherwise not be possible.

While the individual Congressional staff leaders who participate in Stennis Center programs benefit greatly from the experience, there are also significant benefits to the Members of Congress they serve, and to citizens as these staff strengthen their leadership skills. And perhaps there is no greater beneficiary than the institution they serve – the United States Congress. The primary focus of the program is to strengthen the effectiveness of Congress to fulfill its Constitutional role as a vital institution of American democracy. To meet the demands and

complexities of a rapidly changing nation, Congressional staff leaders must continually sharpen their leadership skills and expand their understanding.

The Stennis Center will use the \$430,000 appropriation requested to accomplish its Congressional mandate to provide Congressional staff training and development opportunities while it continues to achieve its broader mission to promote and strengthen public service leadership in America. We are grateful for the opportunity to work with such highly-qualified individuals who are committed to public service in the Legislative Branch and who are eager for opportunities to further develop their leadership abilities.

*** I

– List of current board members.

Rex G. Buffington, II
Executive Director of the Stennis Center for Public Service

Christopher Coons
U.S. Senator from Delaware

Gregg Harper
U.S. Representative from Mississippi

Michael Moore
Former Attorney General of Mississippi

Martha Roby
U.S. Representative from Alabama

Terri A. Sewell
U.S. Representative from Alabama

Roger F. Wicker
U.S. Senator from Mississippi

