

COMMITTEE RESOLUTION 112-3

Resolved, that the Oversight Plan of the Committee on House Administration for the 112th Congress, as required pursuant to clause 2(d)(1) of Rule X, is hereby adopted, as follows:

Committee on House Administration 112th Congress Oversight Plan

Member Services

- Oversee Members' allowance amounts, including structure and regulations.
- Provide guidance and outreach to congressional offices to ensure compliance with Committee regulations.
- Review, update and revise the *Members' Congressional Handbook*, a set of regulations governing the expenditure of Members' Representational Allowances.
- Review and revise the *Guide to Outfitting and Maintaining an Office of the U.S. House of Representatives*, a set of regulations governing the acquisition, transfer, and disposal of furnishings, equipment, software, and related services.
- Evaluate the formulas used to calculate the Members' Representational Allowances and ensure that all Members have adequate resources for representing their constituents.
- Oversee the processing of vouchers and direct payments, including those for payroll.

New Member Orientation

- Plan, implement, and oversee the New Member Orientation Program for newly-elected Members of Congress.
- Oversee the planning and implementation of the Congressional Research Service New Member Issues Seminar in Williamsburg.

Intern Program

- In coordination with the Senate Committee on Rules and Administration, organize, administer, and oversee the Intern Lecture Series.
- Review and consider revising the Intern Handbook and other publications and communication materials used in support of the Intern Program

Committee Funding and Oversight

- Review Monthly Reports on committee activities and expenditures.
- Review the *Committees' Congressional Handbook* regulations governing expenditure of committee funds and update regulations as needed.
- Review Primary and any Secondary Expense Resolutions and approve authorization of committee-funding levels in committee and by House Resolution.
- Review Committees' Franking expenditures.

Congressional Accountability Act of 1995

- Monitor application of the Congressional Accountability Act of 1995 (CAA) (PL 104-1).
- Review regulations adopted by the Office of Compliance.
- Evaluate resources available to the Office of Compliance and House employing offices to facilitate implementation of the Act.
- Conduct general oversight of the Office of Compliance.
- Monitor ongoing judicial proceedings to determine the impact on the CAA.

Franking Commission

- Oversee the Members' use of the congressional frank by providing guidance, advice, and counsel through consultation or advisory opinion on the frankability of congressional mail
- Review proposals to reform mass mailing practices of Members, and regulations governing such mailings, and monitor current prohibition on mass mailings 90 days before a primary or general election.
- Review previously implemented rules to increase disclosure and improve the accounting of franked mail costs.
- Revise the *Regulations on the Use of the Congressional Frank and Rules on Practice in Proceedings Before the House Commission on Congressional Mailing Standards*.

House Officers and House Operations

- Work with House officers to identify and reduce spending and create more cost effective and efficient operations within the House.
- Analyze management improvement proposals and other initiatives submitted by the House Officers, the Inspector General, the Capitol Police Board, the Architect of the Capitol, the Library of Congress, the Smithsonian Institute, and other legislative branch agencies.
- Coordinate with the Subcommittee on Legislative Appropriations on matters impacting operations of the House and joint entities.
- Provide policy guidance to the House Officers, Inspector General and the joint entities as appropriate.
- Oversee compliance with the House Employee Classification Act (2 U.S.C. 291 *et seq.*).
- Assure coordination among officers and joint entities on administrative and technology matters.
- Continue review of congressional continuity issues, including organizing sessions of Congress at alternate locations, technological support for Member communications and chamber operations and filling vacancies in the House.
- Provide policy guidance and conduct oversight of security and safety issues and congressional entities charged with such roles.

Chief Administrative Officer

- Review procedures for processing contracts with the House that exceed the threshold of \$350,000.
- Continue to review the current financial management system and implementation of the Financial System Replacement project.
- Review the structure of House Information Resources and determine organizational direction of technology services in the House.
- Review and oversee information technology services provided, maintained or hosted by House Information Resources. Continue oversight of failsafe procedures to guarantee continuity of operations.
- Review new technology initiatives to better serve Members, committees, and the public.
- Continue the review of functions and administrative operations assigned to the Chief Administrative Officer.
- Review semi-annual financial and operational status reports; oversee implementation of changes in operations to improve services and increase efficiencies.
- Review the operations of the House gift shop and its management.
- Continue review of House restaurant operations; furniture policy, inventory and selection; and alternatives to the current mail delivery process in order to strengthen the services and tools available to Members and staff.
- Continue review of Greening the Capitol operations by both the Chief Administrative Officer and the Architect of the Capitol and consider proposals to improve efficiency and cost savings.
- Review the printing needs of the Chief Administrative Officer's operation to identify the potential for eliminating duplication.
- Examine Chief Administrative Officer's role in assuring accessibility to the House wing of the Capitol, the House Office Buildings and other House facilities consistent with the Americans with Disabilities Act.
- Review staff benefits offered by the House and proposals to modify benefits.

Clerk of the House

- Review the administration of audio transmission on the House floor.
- Review and approve contracts and requests for proposals by the Clerk that exceed the \$350,000 spending threshold.
- Oversee the Document Management System.
- Review standard for the electronic exchange of legislative information among the Houses of Congress and legislative-branch agencies.
- Coordinate on matters under the jurisdiction of the House Fine Arts Board.
- Continue review of functions and administrative operations assigned to the Clerk.
- Review of semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.
- Review the printing needs of the Clerk to evaluate the potential for eliminating duplication.
- Oversee preparation of congressionally-authorized publications.

Sergeant at Arms

- Review and oversee security operations in the House, including the House chamber, the galleries, the Capitol, House Office Buildings, Capitol Grounds, and District offices.
- Review and oversee initiatives designed to increase security and security awareness for Members and staff in district offices.
- Review semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.
- Review impact of electronic access to controlled spaces.
- Continue review of functions and administrative operations assigned to the Sergeant at Arms.
- Review the security operation of House parking facilities, regulations, and allocation of parking spaces.
- Consult with the Sergeant at Arms on policies adopted by the Capitol Police Board.
- Review the policies and procedures for visitor access to the Capitol.
- Review the printing needs of the Sergeant at Arms and the Capitol Police Board to identify the potential for eliminating duplication.
- Examine Sergeant at Arms' role in assuring accessibility to the House wing of the Capitol, the House Office Buildings, and other House facilities consistent with the Americans with Disabilities Act.
- Review the use of technology generally in the protection of the House of Representatives.
- Oversee the Office of Emergency Management, including the implementation of coordinated plans for emergency evacuation and response.

House Inspector General

- Review proposed audit plan and audit reports.
- Review comprehensive financial and operational audits of the House, investigate any irregularities uncovered, and monitor necessary improvements.
- Monitor progress of House audits.
- Continue review of functions and administrative operations assigned to the Inspector General.
- Direct Inspector General to conduct management advisories to improve implementation and operation of key House functions.

Oversight of Legislative Branch and Other Entities

Information and Technology Coordination

- Oversee, in conjunction with the Senate, forums for the sharing of technology plans and capabilities among the legislative branch agencies.
- Oversee, in conjunction with the Senate, the Legislative Branch Telecommunications group.
- Oversee continuing improvements to the Legislative Information System.
- Oversee work of the Legislative Branch Financial Managers' Council.

Library of Congress

- Conduct a review of the progress that the Library has made in providing public access to government information, especially in electronic form.
- Continue oversight of Library of Congress operations, including inventory and cataloguing systems.
- Continue oversight of Law Library operations.
- Continue oversight of Congressional Research Service operations, and consider any need to modify management of the Service.
- Review implementation of the Library of Congress Fiscal Operations Improvement Act of 2000 (Public Law 106-481), the Veterans' Oral History Project Act (Public Law 106-380), the National Recording Preservation Act of 2000 (Public Law No: 106-474), and the History of the House Awareness and Preservation Act (Public Law 106-99).
- Consider human-resources legislation proposed by the Library.
- Review the use of technology generally in Library of Congress operations.
- Review printing policies of the Library of Congress to assure compliance with Title 44 of the U.S. Code.
- Review reports by Library of Congress Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the Library of Congress Inspector General's office.

United States Capitol Police

- Monitor administrative operations of the agency, including budgetary management, civilian component, attrition rates, recruitment efforts and incentive programs for officers and civilian employees.
- Review proposals for additional USCP facilities and equipment.
- Review analysis of uniformed officer post/duty assignments to determine and authorize force levels to meet the agency's security requirements within the Capitol complex to include the Capitol Visitor Center, the Library of Congress and U.S. Botanic Garden.
- Review and consider proposals to improve USCP training program for new recruits, and in-service training.
- Authorize and oversee the installation and maintenance of new security systems and devices proposed by the Police Board.
- Review and authorize regulations prescribed by the Police Board for use of law enforcement authority by the Capitol Police.
- Examine Capitol Police role in assuring accessibility to the House wing of the Capitol, House Office Buildings and other facilities consistent with the Americans with Disabilities Act.
- Monitor the ongoing implementation of the Radio Modernization Project.
- Review reports by USCP Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the USCP Inspector General's office.
- Evaluate costs and benefits of merging GPO police force with USCP.

Government Printing Office

- Oversee operations of the Government Printing Office, including the Superintendent of Documents.
- Review and adopt legislative proposals to reform government printing by eliminating redundancies and unnecessary printing, increasing efficiency, and enhancing public access to government publications.
- Examine options to improve operation and structure of the GPO Inspector General's office. Monitor implementation of remedial actions taken to address audit issues identified by the GPO Inspector General.
- Review the printing needs of the House of Representatives to identify the potential for eliminating duplication.
- Examine current GPO printing and binding regulations to determine advisability of change.
- Oversee Superintendent of Documents' Sales and Depository Library Programs.
- Review GPO labor practices and labor agreements.
- Review use of GPO facilities and other assets to identify possible alternatives enhancing value to the Congress and the public.
- Evaluate costs and benefits of merging GPO police force with Capitol Police.

Architect of the Capitol

- Review the operations of the office of the Architect.
- Review the electronic and procured services provided by the Architect.
- Oversee Architect of the Capitol's maintenance of House buildings and the House side of the Capitol, and review any plans for rehabilitation of House buildings.
- Continue oversight of life safety measures, accessibility measures, and improved evacuation mechanisms in House buildings.
- Continue oversight of implementation of utility tunnel rehabilitation settlement.
- Oversee operations of the Capitol Visitors Center, in conjunction with the Senate Committee on Rules and Administration.
- Review reports by Architect of the Capitol Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the Architect of the Capitol Inspector General's office.

Office of Congressional Accessibility Services

- Oversee management and operations of Office of Congressional Accessibility Services, such as the implementation of the Americans with Disabilities Act (ADA), in conjunction with Senate Committee on Rules and Administration.

Smithsonian Institution

- Review the Smithsonian Inspector General's reports on the status of the Smithsonian.
- Oversee general museum and research facility operations of the Smithsonian Institution.
- Review and evaluate the Smithsonian Institution's use of authorized public funds.

- Review proposed appointments of Citizen Regents to the Smithsonian Institution's Board of Regents.
- Review proposals for authorization of new Smithsonian facilities. Review Smithsonian policies regarding initiation of planning, design and construction of projects.
- Review operations of the National Zoo.
- Conduct additional oversight of Smithsonian Networks.
- Review the use of technology generally in Smithsonian operations.
- Review Smithsonian policies regarding compliance with the Freedom of Information Act.
- Review any proposals to charge fees for admission to any Smithsonian exhibits.

Technology Use by the House

- Continue oversight of House Information Resources and other technology functions of the House to improve electronic information dissemination.
- Oversee implementation of House Rule XI 2(e)(4) requiring committee documentation to be made available electronically, to the maximum extent feasible.
- Review computer security measures.
- Oversee implementation of Committee hearing room upgrade program.
- Oversee and continue to implement an enterprise House Disaster Recovery Program for house offices, committees and member offices.
- Oversee and coordinate the House strategic technology plan.
- Oversee continuation of House technology assessment in new media.

Oversight of Federal Election Law and Procedures

- Recommend disposition of House election contests pending before the Committee; monitor any disputed election counts.
- Review operations of the Federal Election Commission (FEC) and evaluate possible changes to improve efficiency, improve enforcement of the Federal Election Campaign Act, and improve procedures for the disclosure of contributions and expenditures. Consider authorization issues and make recommendations on the FEC's budget.
- Review federal campaign-finance laws and regulations, including Presidential public financing, and consider potential reforms.
- Examine the role and impact of political organizations on federal elections.
- Review operations of the Election Assistance Commission (EAC) and evaluate possible changes to improve efficiency and improve implementation of the Help America Vote Act (HAVA). Consider authorization issues and make recommendations on the EAC's budget.
- Examine the impact of amendments made by HAVA and the Military and Overseas Voter Empowerment Act (MOVE Act) to the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), and consider proposals to improve voting methods for those serving and living abroad.
- Review state and federal activities under the National Voter Registration Act to identify potential for improvement to voter registration and education programs and reducing costs of compliance for state and local government.

- Review all aspects of registration and voting practices in federal elections. Monitor allegations of fraud and misconduct during all phases of federal elections and evaluate measures to improve the integrity of the electoral process.