

GUIDANCE ON USE OF FUNDS FOR SECURITY RELATED EXPENSES

Sergeant-at-Arms (SAA) Security Programs

Residential Security & Cybersecurity Program

Member Security: (202) 226-1244 or SAA_ResidentialSecurity@mail.house.gov

The SAA can pay for certain security system equipment and installation costs for interested Members at their personal residence(s) up to a combined lifetime total of \$10,000. In conjunction with the CAO, SAA will also pay for costs associated with the implementation and installation of cybersecurity services and up to a yearly total of \$1,000.

District Office Security

District Office Security Center: (202) 225-3380 or HSAA.DSSC@mail.house.gov

The SAA funds a standard security system in one District Office per Member. SAA also assumes all monthly monitoring fees of existing or newly installed systems. Physical security assessments of District Offices will determine the security upgrades necessary. Upon completion of a physical security assessment, SAA and each Member office will receive a copy of a quote and the recommended security package for review and approval.

A District Office Security Assessment Request is available on the SAA website and can also be submitted by designated staff on House devices through the Member Secure Portal. A Security Specialist will follow up regarding security system installation.

Law Enforcement Coordinator (LEC)

Security and Law Enforcement Operations: (202) 225-1000 or saa.sleo@mail.house.gov

The LEC is the Member's district office liaison with local law enforcement agencies and the USCP. Each Member office should assign one senior district staff member per office as the primary LEC and one staff member as an alternate LEC.

Member Travel Security Program

The SAA and U.S. Capitol Police (USCP) have partnered with the Transportation Security Administration, Federal Air Marshal Service, Amtrak, and Washington Metropolitan Airports Authority to increase security for Members while traveling. Additionally, the USCP is stationed at select National Capital Region airports. Upon request, the Office of the SAA will reach out to attempt coordination of an escort through United States airports from our partnering agents. If preferred, the Office of the SAA can provide notification-only to local airport authorities should an escort not be desired. To take advantage of this resource, go to the [Member Travel Security Request Form](#) through HouseNet.

Campaign Funds

The Federal Election Commission (FEC) has issued multiple Advisory Opinions regarding the use of campaign funds for residential security, cybersecurity, and security personnel that are bona fide, legitimate and professional. The Advisory Opinions can be located on the FEC's website at <https://www.fec.gov/help-candidates-and-committees/making-disbursements/candidate-and-officeholder-security/>.

Advisory Opinion 2021-03 allows Members to use campaign funds to pay for *bona fide, legitimate, professional* personal security personnel to protect themselves and their immediate family due to threats arising from their status as officeholders, when federal agents are not protecting the Members or the Members' families. However, House Rule XXIV prohibits the use of campaign funds for compensation for official services. Therefore, campaign funds cannot be used for security personnel when a Member is conducting official business.

Member's Representational Allowance

Pursuant to 2 U.S.C. § 5341, the Member's Representational Allowance (MRA) shall be available to support the conduct of the official and representational duties of a Member with respect to the district from which the Member is elected. The MRA may not be used for personal or campaign expenses.

- The MRA may be used to purchase and install security systems or make non-capital security enhancements in a district office.
- The costs of security enhancements considered capital improvements (e.g., constructing a new doorway, installing bulletproof glass) are not reimbursable and must be borne by the landlord. However, these costs can be incorporated into the monthly rent of the district office lease. For questions on capital improvements or modifying district office leases, please contact the CAO's Office of the Administrative Counsel at (202) 225-6969.
- The MRA may be used to pay for security personnel to:
 - provide security at official, Member-hosted district events (e.g., town halls);
 - accompany Members during the performance of their official duties; or
 - be stationed inside or outside the district office during business hours.

Offices should consult the District Security Service Center before hiring a security provider and coordinate any security needs with their Law Enforcement Coordinator.

- The use of official funds for security related expenses in the course of official duties while in D.C. are allowable in certain limited circumstances. Please contact Committee on House Administration Democratic staff to discuss the specific circumstances prior to expending any funds related to security in D.C. at (202) 225-2061.
- The MRA may be used to purchase a bulletproof vest. Offices should contact the Office of General Counsel (202-225-9700) concerning applicable laws for ballistic vests in their state and district. Security equipment is a high-risk category and must be added to the Member's inventory regardless of the original purchase cost.
- Security training for Members and staff is a reimbursable expense. Please contact the SAA for training resources available to the D.C. and District Offices.
- The MRA may be used to pay for cybersecurity services to remove personally identifiable information of Members and staff from the internet.