

# COMMITTEE ON HOUSE ADMINISTRATION

116<sup>th</sup> CONGRESS

## A RESOLUTION

COMMITTEE RESOLUTION 116-24

**Resolution to Amend the *Members' Congressional Handbook*,  
the *Committees' Congressional Handbook*, and the *Guide to Outfitting &  
Maintaining an Office***

*Be it resolved*, that the Committee adopt the following regulations amending and superseding the relevant portions of the prior regulations known collectively as the *Members' Congressional Handbook*, the *Committees' Congressional Handbook*, and the *Guide to Outfitting & Maintaining an Office* respectively:

In the *Members' Congressional Handbook*:

1. The section Introduction: Members' Representational Allowance, subsection General, is amended by striking:

“24. Any asset purchase of \$500.00 or more must be added to the Member's inventory.”

and inserting:

“24. Any asset purchase of \$1,000 or more and any high-risk equipment regardless of original cost must be added to the Member's inventory.”

2. The section Office Expenses, subsection Appliances, is amended by striking all that follows the subsection title and inserting:

“Small appliances under \$250 in value for use in the Member's congressional offices are reimbursable. In Washington, D.C., congressional offices, the MRA may not be used to pay for items that are readily supplied to offices by the Chief Administrative Officer or the Architect of the Capitol.”

3. The section Office Expenses, subsection Postal Expenses, is amended by striking “Franking Regulations.” at end of the third sentence of the first paragraph and inserting “The House of Representatives Communications Standards Manual.”

4. The section Office Expenses, subsection District Office, paragraph Security Items by striking all that follows the paragraph title and inserting:

“Security equipment is a high-risk category and must be added to the Member’s inventory regardless of the original purchase cost. The purchase of a bulletproof vest is a reimbursable expense. Member offices should contact the Office of General Counsel concerning applicable laws for ballistic vests in their state and district.”

5. The section Travel is amended by inserting the following after the second sentence of the fourth paragraph:

“For Members who represent the insular territories, travel expenses incurred abroad (e.g. hotels) during the normal course of travel by the Members between their two duty stations are authorized when no practical alternative is available.”

6. The section Travel, subsection Official Travel Expenses, is amended by adding at the end the following statement:

“In order to ensure the safety of Members, the MRA may be used to reimburse the cost of a Member’s individual, annual CLEAR Plus membership. This plan enables individuals to access CLEAR check-in and security lines at participating airports. Official funds may not be used to pay for upgrades to a CLEAR Plus membership that enable additional travelers to access CLEAR kiosks, lines, and facilities.”

7. The section Office Expenses, subsection Food and Beverage Expenses, is amended to add the following statement at the end of the second paragraph:

“Members and staff may be reimbursed for food and non-alcoholic beverage expenses incurred while participating in virtual legislative planning sessions. Virtual legislative planning sessions may not occur more than twice in a legislative year.”

8. The section Office Expenses, subsection Equipment, is amended by striking the text following the subsection title and replacing with:

“All official work of the House of Representatives is to be performed and maintained on House equipment, except for Members’ handheld personal devices. Ordinary and necessary expenses for equipment for use in the Member's congressional offices are reimbursable subject to

Committee regulations. Equipment used for remote work purposes can only be issued to paid House staff or vendors. For all questions relating to equipment and equipment-related issues, refer to the Guide to Outfitting and Maintaining an Office, available at (<https://cha.house.gov>). For further information relating to any of the CAO's services, please refer to HouseNet or call First Call at x58000.”

9. The section Office Expenses, subsection Supplies, is amended by adding at the end the following statement:

“The MRA may be used to procure or reimburse the cost of certain personal protective equipment such as facemasks, face shields, protective gloves, protective eyewear, and certain personal use thermometers as authorized by the Committee upon the recommendation of the Office of Attending Physician. ”

10. The section Office Expenses, subsection Furniture, is amended by adding at the end the following statement:

“Effective March 13, 2020, the MRA may be used to procure or reimburse the cost of items such as desks (standing and traditional), office chairs, and desk lamps necessary for remote work situations, subject to any applicable telework requirements. Offices are required to maintain an inventory of items used in remote work locations. The purchase of any single item exceeding \$250.00 is subject to preapproval by the Committee on House Administration.”

11. The section Office Expenses, subsection Photography Expenses, is amended by striking the second paragraph and inserting in its place the following:

“Official photographs are those taken with the use of House resources (e.g. equipment, staff, etc.) for official use. These include photos for use on House credentials and in-House directories. Additionally, photos taken with House equipment by House staff are considered official photographs. Members may use MRA funds to procure photographic equipment and use staff resources to take official photos. Additionally, Members may hire a photographer as a shared, temporary, or contract employee. Official photographs must comply with applicable rules and regulations for official use and may not be used for personal or campaign purposes. Members may use personal funds to retire a photograph from official use at a cost established by the House Photography Studio. (At this time, the reimbursement cost is \$20.) Payment is by check made out to the “U.S. Treasury”. An official photograph is considered retired from official use one week

after payment is received by the House from the Member and all official resources (e.g. documents, websites, social media, etc.) have discontinued use of the image(s). A Member may not use MRA funds to purchase 1) photos that have been retired from official use, 2) photos from a Member's campaign, or 3) photos from a political organization. A Member may use MRA funds to purchase photographs that are official in nature, at the established market rate, from outside organizations such as media outlets. In Washington, D.C., contact the House Photography Studio at x52840 for services, charges, and availability."

12. The section Staff, subsection Categories of Staff, paragraph Employees is amended by adding the following:

"Employees are classified into one of the following two categories:

1. Employees who are Exempt from the overtime requirements of the Fair Labor Standards Act, as incorporated by the Congressional Accountability Act, are those who are not required to be paid overtime for all hours worked in excess of 40 hours in one workweek. Exempt employees are expected to work whatever hours are necessary to meet the job responsibilities and needs of the Office.

2. Employees who are Non-Exempt from the overtime requirements of the Fair Labor Standards Act, as incorporated by the Congressional Accountability Act, are those who are required to be compensated for all hours worked in excess of 40 hours per workweek.

The employee classification determination is based on the actual job duties and responsibilities of the employee. For a detailed review of overtime pay and work requirements for Non-Exempt employees, at the request of a Member or his/her designee, the Office of House Employment Counsel can advise an office of the Fair Labor Standards Act as it pertains to that respective office."

13. The section Vouchers and Payments, subsection Advance Payments is amended by adding before the final sentence the following:

"18. Travel screening services permitted by these regulations (may be paid after a general election only for a returning Member)".

In the *Committees' Congressional Handbook*:

1. The section Introduction, subsection General, is amended by adding at the end the following:

“12. Any asset purchase of \$1,000 or more and any high-risk equipment regardless of original cost must be added to the Committee’s inventory.”

2. The section Communications section, subsection Postal Expenses, is amended by striking “Franking Regulations.” at the end of the third sentence and inserting “The House of Representatives Communications Standards Manual.”

3. The section Disbursements, subsection General Expenses, paragraph Appliances, is amended by striking all that follows the paragraph title and inserting:

“Small appliances under \$250 in value for use in Committee offices are reimbursable. Committee funds may not be used to pay for items that are readily supplied to offices by the Chief Administrative Officer or the Architect of the Capitol.”

4. The section Disbursements, subsection General Expenses, paragraph Food and Beverage Expenses, is amended to add the following statement:

“Members and staff may be reimbursed for food and non-alcoholic beverage expenses incurred while participating in virtual legislative planning sessions. Virtual legislative planning sessions may not occur more than twice in a legislative year.”

5. The section disbursements, subsection General Expenses, paragraph Furniture, is amended to add the following statement:

“Effective March 13, 2020, Committee funds may be used to procure items such as desks (standing and traditional), office chairs, and desk lamps necessary for remote work situations, subject to any applicable telework requirements. Offices are required to maintain an inventory of items used in remote work locations. The purchase of any single item exceeding \$250.00 is subject to preapproval by the Committee on House Administration.”

6. The section Committee Staff, Consultants, and Detailees, subsection General, is amended by adding at the end the following:

“Employees are classified into one of the following two categories:

1. Employees who are Exempt from the overtime requirements of the Fair Labor Standards Act, as incorporated by the Congressional Accountability Act, are those who are not required to be paid overtime for all hours worked in excess of 40 hours in one workweek. Exempt employees are expected to work whatever hours are necessary to meet the job responsibilities and needs of the Office.

2. Employees who are Non-Exempt from the overtime requirements of the Fair Labor Standards Act, as incorporated by the Congressional Accountability Act, are those who are required to be compensated for all hours worked in excess of 40 hours per workweek.

The employee classification determination is based on the actual job duties and responsibilities of the employee. For a detailed review of overtime pay and work requirements for Non-Exempt employees, at the request of a Chairperson/Ranking Member or his/her designee, the Office of House Employment Counsel can advise an office of the Fair Labor Standards Act as it pertains to that respective office.”

7. The section Disbursements, subsection General Expenses, paragraph Supplies, is amended by adding the following:

“Committee funds may be used to procure or reimburse the cost of certain personal protective equipment such as facemasks, face shields, protective gloves, protective eyewear, and certain personal use thermometers as authorized by the Committee upon the recommendation of the Office of the Attending Physician.”

In the *Guide to Outfitting and Maintaining an Office*:

1. The section Furnishings, Equipment, Software, subsection Inventory, paragraph DC Member and Committee offices, is amended by:
  - a. Striking the first sentence and replacing with “The CAO shall maintain an inventory of all Member and Committee office equipment items having an original purchase price of \$1,000 or more and any high-risk equipment (i.e., equipment that presents a cybersecurity risk because it contains official data and/or provides access to the House network) regardless of original cost.”
  - b. Striking “six years” and replacing with “four years”.
  - c. Striking “\$499.99” and replacing with “\$999.99”.

2. The section Furnishings, Equipment, Software, subsection Inventory, paragraph District Offices, is amended by:
  - a. Striking the first sentence and replacing with “The CAO shall maintain an inventory of all Member office equipment items having an original purchase price of \$1,000 or more and any high-risk equipment (i.e., equipment that presents a cybersecurity risk because it contains official data and/or provides access to the House network) regardless of original cost.”
  - b. Striking “six years” and replacing with “four years”.
3. Making technical and conforming changes that 1) reflect the 116th Congress including, but not limited to, updating dates, titles, office locations, and office phone numbers, 2) reflect any changes to the Members’ Congressional Handbook or the Committees’ Congressional Handbook adopted by the Committee in this or any other resolution previously agreed to by the Committee in the 116th Congress, or 3) reflect any changes to regulations issued by the Committee and previously agreed to by the Committee in the 116th Congress.

Adopted November 10, 2020