

Intern Guidance



TABLE OF CONTENTS

CONGRESSIONAL INTERN MANUAL	4
Conditions of Appointment	4
Congressional Summer Intern Lecture Series	4
Mandatory Training.....	4
Ethics Training	4
Cybersecurity Awareness Training	4
Workplace Rights & Responsibilities Training	4
SUGGESTIONS FOR BEING A GREAT INTERN.....	5
Things to Know about your Office	5
House Intern Resource Office	5
Congressional Offices	5
Washington DC Staff Job Titles.....	5
Congressional Photo Identification Card	6
Computers	6
Office Duties	7
Telephones	7
Mail	7
Common Categories of Constituent Requests.....	7
THE STRUCTURE OF CONGRESS.....	8
House Leadership.....	8
The Speaker – Speaker Mike Johnson	8
Majority Leader – Leader Steve Scalise.....	8
Majority Whip - Whip Tom Emmer.....	8
Republican Conference Chair – Lisa McClain.....	8
Minority Leader – Leader Hakeem Jeffries.....	8
Minority Whip – Whip Katherine Clark.....	9
Democratic Caucus Chair – Pete Aguilar	9
House Officers.....	9
Clerk of the House – Kevin F. McCumber	9
Sergeant at Arms – William McFarland.....	9
Chief Administrative Officer – Catherine Szpindor.....	9
House Chaplain - The Reverend Dr. Margaret Grun Kibben.....	9

Other Congressional Officials	9
Architect of the Capitol – Thomas Austin	9
Librarian of Congress – Carla Hayden.....	10
House Legislative Bell Signals	11
THE LEGISLATIVE PROCESS	12
LEARNING YOUR WAY AROUND CAPITOL HILL.....	14
Overview of Capitol Hill.....	14
The U.S. Capitol.....	14
House Office Buildings.....	14
Subway and Elevator Etiquette	15
EMERGENCY SERVICES ON CAPITOL HILL.....	16
U.S. Capitol Police/Emergency Procedures	16
<i>In case of a Fire</i>	16
<i>Office Emergency Coordinator (OEC)</i>	16
Health Units	16
ADDITIONAL SERVICES ON CAPITOL HILL.....	17
HouseNet.....	16
CAO Coach Website.....	16
Congressional Research Service (CRS)	16
Legislative Information System (LIS).....	16
House Information Resources	16
Post Offices	18
Financial Services	19
Bulletin Boards.....	19
<i>Dining Services</i>	19
TOURING WASHINGTON	20
Metro Map.....	21
Map of the Capitol Complex.....	22

CONGRESSIONAL INTERN MANUAL

This booklet is intended to provide general information for interns in congressional offices and to assist offices with their intern programs. The Committee on House Administration also maintains information for interns at <http://cha.house.gov/> which includes useful information and links to helpful resources.

Conditions of Appointment

Neither the contents of this handbook, nor any other handbook, personnel manual, policy statement, and serves to create an actual or implied contract of employment, or to confer any right to remain in the service of the House or the specific office for which you work. Prior to beginning your internship, you should discuss the details of your internship with your office's intern coordinator. The details of your assignment may be different from those of your fellow interns both within your office and across Capitol Hill. Make certain you understand your salary, if any, office hours, the term of your internship and any of the other particulars of your appointing office.

Congressional Summer Intern Lecture Series

Each year, the Committee on House Administration invites prominent leaders to speak to the class of Congressional Summer Interns. The Lecture Series runs from early June to early August. Schedules will be distributed to Member offices and interns are encouraged to attend. Contact your office intern coordinator to learn more about the Lecture Series.

Mandatory Training

All interns (paid and unpaid) are required to take Ethics, Cybersecurity Awareness and Workplace Rights & Responsibilities training. All mandatory trainings can be accessed through the [Congressional Staff Academy](#) website located on HouseNet.

Ethics Training

Regardless of the appointing office for whom you are working, you are required to abide by applicable House Rules and regulations, including all applicable House Ethics Rules. Any intern paid by the House for more than 60 days is considered a new employee and is required to take ethics training.

Cybersecurity Awareness Training

Any individual with access to the House network must complete [Cybersecurity Awareness Training](#) once per year. The course must be completed within 30 days of your start date to maintain access to the House network. Your access to the House network can be revoked if you do not complete your Cybersecurity Awareness Training.

Workplace Rights & Responsibilities Training

All interns must complete the Workplace Rights & Responsibilities Training within 30 days of their date of hire.

SUGGESTIONS FOR BEING A GREAT INTERN

Things to Know about your Office

House Intern Resource Office

Every House Intern has access to the House Intern Resource Office, which provides a wide range of services and resources to House Interns and intern coordinators. Interns can access a wide array of services and events that help them acclimate to their role and the House community, succeed in their office, and learn about career opportunities after the internship. To connect with the Intern Resources Office, please call 202-225-5005 or view their website [linked here](#).

Congressional Offices

Each congressional office is its own employing authority. Your employing office will establish the rules you have to follow, and they may be different from those set for a fellow intern across the hall.

You should ask for details about your office's policies and procedures, such as:

- Working hours
- Leave
- Phone etiquette
- Use of congressional facilities
- Dress code
- The chain of command and staff member roles
- Use of the telephone and other office equipment
- Emergency procedures
- Private and public protocol
 - What do you call the Member?
 - How do you greet an office guest?

You should ask for details about the District Office:

- District office locations
- District office functions
- District staff members
- General district knowledge

Ask questions. Be professional at all times. Make sure you keep the office informed of your whereabouts if you're running errands or detained unexpectedly.

Washington DC Staff Job Titles

Although each office is unique and will have staff members perform different functions, below are general job titles for various positions in D.C. offices. Often initials are used to describe these positions.

Chief of Staff (C.O.S.): acts as Member's chief policy advisor, develops and implements policy, manages and directs D.C. and district offices, and coordinates with Leadership and committee offices.

Legislative Director (L.D.): advises Member on legislative areas, assists in policy and legislative

initiatives, and manages and supervises legislative staff.

Legislative Assistant (L.A.): develops and monitors legislation, writes Floor speeches for Member, drafts constituent correspondence, and meets with constituents and interest groups on behalf of the Member

Legislative Correspondent (L.C.): researches and drafts constituent correspondence and provides administrative support to L.A.s.

Press Secretary / Communications Director: manages and coordinates all communication activities, including media contacts, for the Member and the office.

Office Manager: supervises D.C. office staff, monitors all personnel matters and ensures that office policies and procedures are followed, maintains office and payroll accounts, and procures and maintains equipment and supplies in the D.C. office.

Systems Administrator: updates and maintains all office computers and systems, coordinates filing of correspondence and mass mailings, and acts as a liaison between the Member office and House Information Resources (HIR), the central systems office of the House.

Scheduler / Administrative Assistant (A.A.): maintains the Member's official schedule, travel plans, and related records and acts as a liaison for the Member with the staff, public and other Members.

Staff Assistant/Receptionist: answers phones, greets visitors, answers constituent requests for general information, tours, and other inquiries, monitors delivery and pickup of materials, maintains front office, and assists with various administrative and legislative duties.

Intern: assists in performing research, processing the mail, data entry, tours, reception duties and other office duties.

Congressional Photo Identification Card

After your office has submitted an ID request form, you will need to take a photo ID, such as a driver's license, to 112 Cannon House Office Building, between 9 AM and 5 PM, to have your Congressional Intern ID issued.

Your Congressional Intern ID is essential identification - you will need your ID to access:

- The Congressional Research Service
- The House or Senate galleries
- Enter certain staff-only areas of the Capitol
- Buy supplies
- Receive packages
- Enter the Capitol without CVC badge
- Give Tours

You must immediately report lost or stolen ID cards to your office intern coordinator and the Sergeant-at-Arms, Office of Identification Services, 112 Cannon HOB, x5-3820. Employees/interns are strictly prohibited from loaning or sharing ID cards. Upon your departure from the House, your Congressional ID must be returned to the ID office.

Computers

If you have access to email or the Internet in the office, make certain that they are used primarily for official purposes. Prior to using House computers and/or accessing e-mail or internet accounts,

you should discuss the office's policy regarding the use of these tools with your supervisor and/or the office systems administrator. Interns are recommended to take the cyber security tutorial on HouseNet to increase online threat awareness.

Incidental personal use of Office resources to access the Internet is permissible only to the extent that such use is negligible in nature, in frequency and in time consumed; and otherwise complies with the regulations of the Committee on House Administration and the Code of Official Conduct. Employees should harbor no expectation of privacy with the use of their computers.

Office Duties

Telephones

Find out about incoming/outgoing lines, outside local calls, long distance calls, the hold button, transferring calls, voicemail, and the use of intercom and conference calls.

When calling within the Senate and House offices, it is only necessary to dial the last five digits of the number, provided the number begins with a 202-22...

For example, when calling the Committee on House Administration from an internal office you only need to dial **5-8281**, rather than 202-225-**8281**.

Be thorough when taking a message, make sure you have:

- The correct name
- Organization/Member Office
- Telephone number

Mail

You may be asked to help open, time stamp, sort, or log incoming mail. Find out what to do with the different types of incoming mail.

A “**frank**” is the use of the Member of Congress’ signature in lieu of postage. **It can only be used for official business. It is a violation of federal law to mail any personal, campaign or political matter in franked envelopes.**

Common Categories of Constituent Requests

- Requests for a U.S. Flag to be flown over the U.S. Capitol
- Tours of the Capitol, the White House, the Kennedy Center, the Bureau of Engraving and Printing, the Library of Congress, the Supreme Court. You may be asked to lead constituent tours during your internship.
- Requests for copies of bills, documents, and federal publications.
- Casework requests involve problems that individual constituents have with the federal government. Many offices handle casework in the district offices.

If you are asked to draft a letter to a constituent, remember that you are drafting it on behalf of the Member of Congress rather than you as an individual and should reflect that fact in tone and style. This responsibility is to be taken seriously.

THE STRUCTURE OF CONGRESS

House Leadership

The Speaker – Speaker Mike Johnson

The Speaker is the presiding officer of the House of Representatives and the leader of the majority party conference. On the House floor, the Speaker administers proceedings, which includes recognizing Members to speak or make motions, maintaining decorum and deciding points of order, referring measures to committee(s), and calling for votes on pending business. The Speaker has the authority to appoint Members to select and conference committees, and, depending upon the rules of his or her party conference, may also exercise additional standing committee appointment authority. In addition to these institutional roles, the Speaker, as party leader, is largely responsible for the party's legislative agenda and works closely with the other party leaders to achieve these goals.

Majority Leader – Leader Steve Scalise

As the second-ranked Member of his or her party, the Majority Leader works alongside the Speaker of the House to help achieve the party's legislative agenda. In contrast to the Speaker, the Majority Leader has relatively few institutional responsibilities and works more fully as a party leader, monitoring floor activities and procedures, organizing coalitions of Members, and gauging their support on pending proposals and measures. The Majority Leader works with the Speaker to schedule legislation for floor consideration, and thus plays a critical role in organizing short-term and long-term legislative agendas for the party.

Majority Whip - Whip Tom Emmer

The Majority Whip serves as a liaison, maintaining communication between party leadership and party Members. When the party leadership decides upon its legislative agenda, the Majority Whip is responsible for distributing notices and advisories on these issues to the party Members. If party leaders are unsure of support for a measure, the Majority Whip counts potential votes on key legislation and tries to persuade Members to vote for the party's position.

Republican Conference Chair – Lisa McClain

The Republican Conference Chair represents every Republican member of the House of Representatives and helps create unity and consensus among member priorities. The Chair helps forward Member initiatives and support Members with the tools needed to reach their goals. He or she hosts regular meetings for party members and leads in communicating the party's message.

Minority Leader - Leader Hakeem Jefferies

The Minority Leader develops and maintains his or her party's legislative agenda and organizes the minority party in opposition to the majority party. The Minority Leader develops strategies to promote his or her party and maintain party unity. He or she also negotiates with the majority party leadership to help preserve the minority party's interests and coordinates the minority party's floor activities. The Minority Leader is also responsible for nominating or appointing minority party members to certain standing committees.

Minority Whip - Whip Katherine Clark

The Minority Whip serves the same function as the Majority Whip but for the minority party. He or she assists the minority leader in communicating the legislative agenda to party Members, counts potential votes on measures, and helps persuade Members to vote in accordance with the party's agenda.

Democratic Caucus Chair – Pete Aguilar

The Democratic Caucus Chair, similar to the Republican Conference Chair, represents every Democrat member of the House of Representatives and helps create unity and consensus among member priorities. The Chair helps forward Member initiatives and support Members with the tools needed to reach their goals. He or she hosts regular meetings for party members and leads in communicating the party's message.

House Officers

Clerk of the House – Kevin F. McCumber

At the beginning of a new Congress, the Clerk of the House examines credentials of all Members and presides over the election of the Speaker of the House. The Clerk has various curatorial duties concerning House artwork and artifacts, records management, and House journal. The Clerk transmits messages to the Senate and presents House-originated bills and Joint Resolutions to the President. Upon the death, resignation, or expulsion of any Member, the Clerk is responsible for managing that Member's office until a successor is elected.

Sergeant at Arms – William McFarland

The Sergeant at Arms is the chief law enforcement and protocol officer for the House of Representatives. Along with the Architect of the Capitol, the Sergeant at Arms and Doorkeeper of the Senate, and the Chief of the Capitol Police (acting in an ex-officio, non-voting capacity), the House Sergeant at Arms provides guidance for security measures and policy across the Capitol by serving as a member of the Capitol Police Board.

Chief Administrative Officer – Catherine Szpindor

The Chief Administrative Officer (CAO) is responsible for many administrative and financial functions in the House of Representatives. The CAO's office assists with payroll, human resources, technology infrastructure, procurement, and other support services. The CAO also maintains the financial records for all House operations.

House Chaplain - The Reverend Dr. Margaret Grun Kibben

The House Chaplain opens the daily sessions with a prayer. The House Chaplain is also available to serve as a spiritual counselor to Members or staff, and may coordinate prayer meetings, religious studies or discussions. The House Chaplain also coordinates the scheduling of guest chaplains, who are invited by Members of the House to offer the opening prayer and have represented various faiths. If requested, the House Chaplain may also preside over weddings or funerals for Members.

Other Congressional Officials

Architect of the Capitol – Thomas Austin

The Architect of the Capitol maintains, operates, and coordinates preservation efforts for the

buildings and grounds of the U.S. Capitol complex. This includes the U.S. Capitol, House and Senate office buildings, the Capitol Visitor Center, the Supreme Court building, the Library of Congress, the U.S. Botanic Garden, and the Capitol Power Plant.

Librarian of Congress – Carla Hayden

The Librarian of Congress manages the Library of Congress, which includes the U.S. Copyright Office, the Congressional Research Service, the Law Library of Congress, and a collection of more than 147 million items. The Librarian of Congress oversees Library acquisitions, cataloging systems, preservation efforts, and accessibility to the Library's collections both in the Library buildings and online.

House Legislative Bell Signals

1 long ring and a pause, followed by 3 rings	Signals the start or continuation of a notice quorum call. This call is terminated if and when 100 Members appear.
1 long ring	Termination of a notice quorum call.
2 rings	Electronically recorded vote.
2 rings and a pause, followed by 2 rings	Manual roll call vote. The bells will ring again when the Clerk reaches the R's.
2 rings and a pause, followed by 5 rings	First vote under suspension of the rules or on clustered votes. There will be 2 more rings after five minutes. The first vote will take 15 minutes, with successive votes at intervals no shorter than five minutes.
3 rings	Quorum call (possibly converted from a notice quorum call). The bells will ring again in five minutes. Members have 15 minutes to be recorded.
3 rings and a pause, followed by 3 rings	Manual quorum call. The bells will ring again when the Clerk reaches the R's.
3 rings and a pause, followed by 5 rings	Quorum call in the Committee of the Whole. This may be followed by a five-minute recorded vote.
4 rings	adjournment of the House.
5 rings	Five-minute electronically recorded vote.
6 rings	Recess of the House.
12 rings at two second intervals	Civil defense warning.

*lights on the clocks (where they exist) will correspond with rings.

To view a graphic of both the House and Senate Legislative Call Systems, please see

http://www.aoc.gov/sites/default/files/WhatDoTheClocksSay_AOC-Infographic.pdf.

THE LEGISLATIVE PROCESS

Bills (except revenue measures) may be initiated in either chamber of Congress, the House of Representatives or the Senate. For this example, we will track a bill introduced in the House of Representatives. For more information, please see [How Our Laws are Made](#) (House Document 110-149).

1. When a Representative has an idea for a new law, s/he becomes the sponsor of that bill when s/he introduces it by placing it in the hopper (a box at the bill clerk's desk on the floor). The clerk assigns a number to the bill, with H.R. for bills introduced in the House of Representatives. (A Senate clerk assigns a number using S. for bills introduced in the Senate.) The Government Printing Office (GPO) then prints the bill.
2. Next, the bill is referred to a committee (or committees) by the Speaker of the House, on the advice of the parliamentarian. (The House has 21 committees that have legislative jurisdiction over bills in specified areas.) The committee (or often a subcommittee) examines the bill, and in a limited number of cases, may decide to hear testimony from experts and others interested in the bill. The committee then may "mark-up" the bill, by allowing committee members to propose and vote on amendments to it. The committee may then report the bill with a recommendation that the House pass it (possibly with amendments agreed to by the committee).
3. If the bill is reported, it goes on a calendar (a list of bills eligible for floor action). There are several paths for taking the bill off a calendar and bringing it to the floor for consideration. Noncontroversial bills may be considered and then passed, by a two-thirds vote on the floor, if members agree to suspend the rules. For more controversial or complex bills, the House Rules Committee proposes to the House a "special rule," which may bring the bill to the floor, limit debate on it, and limit or prohibit amendments members may wish to offer on the floor. (The special rule must be agreed to on the House floor by a majority vote before the bill is brought to the floor and considered under the proposed parameters.)
4. A bill that comes to the floor after agreement to a special rule, may be read for amendment; members then offer, debate, and vote on any proposed amendments. (The House typically does this while acting on the floor as a "Committee of the Whole," which provides certain limits on the floor amending process.) If the bill passes by a simple majority of those voting (e.g., 218 of 435), the bill moves to the Senate.
5. The Senate may consider the passed House bill (which is referred to as an Act since it has passed one chamber, even though it is not yet law). Alternatively, the Senate may instead decide to process a bill introduced in the Senate. A senator introduces a bill by presenting it to a clerk on the floor.
6. The bill typically is then assigned by the presiding officer (on advice of the parliamentarian) to one of the Senate's 18 committees that have legislative authority. As in the House, the Senate committee examines the bill, and may elect to have hearings and then mark-up the bill by proposing possible amendments to it.

7. Once reported by the committee, the bill goes onto a Senate calendar and is eligible for floor consideration. The Majority Leader proposes a floor agenda by asking the Senate to take up particular pieces of legislation on a specified day or time. When the Senate considers the bill, Senators generally may offer amendments and can debate the bill (and amendments to it) without time limits. A supermajority vote of three-fifths of the Senate (e.g., 60) may be necessary to bring debate to a close and have a vote. On the vote to pass the bill, only a simple majority (e.g., 51 of 100) is needed. If the bill is a Senate bill, that bill is sent to the House (which may or may not take up the bill).
8. Once one chamber has passed a bill, the other chamber may agree to that bill without any changes. If the second chamber amends the other chamber's bill, then the bill may be passed back-and-forth between the chambers until both chambers agree to the same language. In a minority of cases of disagreement between the chambers, the two bill proposals now move to a conference committee, which is made up of selected members from each chamber. The committee works out any differences between the House and Senate versions of the bill. The revised bill (called a conference report) is sent back to both houses for their final approval. Once approved, the bill is prepared in its final form ("enrolled") by clerks in the chamber of the bill's introduction. An official from the introducing house (the House Clerk or Secretary of the Senate) certifies the final version.
9. The enrolled bill is now signed by the Speaker of the House and then the President of the Senate (or their designees). Finally, it is sent for presidential consideration. The president has ten days (excluding Sundays) to sign or veto the enrolled bill (though it can also become law without his signature if Congress is in session and he declines to sign or veto it within that time). If the president vetoes the bill, it can still become a law if two-thirds of the Senate and two-thirds of the House then vote to override the veto.

For more detailed information or quick reference please refer to (<http://www.congress.gov/>) or ask your office for a copy of How Our Laws Are Made (distributed by the Committee on House Administration).

LEARNING YOUR WAY AROUND CAPITOL HILL

Overview of Capitol Hill

Capitol Hill grounds include the Capitol Building, the House and Senate office buildings, the Library of Congress, and the Supreme Court. A map of the grounds is available at: http://www.aoc.gov/cc/cc_overview.htm

The U.S. Capitol

The Speaker of the House presides in the House Chamber, and the Vice President of the United States serves as the President of the Senate.

Staff with identification badges are permitted into the House and Senate Galleries located on the third floor of the U.S. Capitol. An intern with a Congressional ID may watch the floor proceedings from the gallery, if space is available.

No cameras, pagers, cell phones or recording equipment are allowed in the gallery. Once seated, a visitor cannot talk, write, eat, drink, smoke, clap, wear a hat, lean over or touch the first-row railing. These restrictions are specified on the standard gallery pass.

In the House wing of the Capitol, an “H” prefixes the room numbers, and in the Senate wing, an “S” prefixes the room numbers. The first of the three digits that follow an “H” or “S” indicates the floor level. The basement and terrace of the Capitol are prefixed with a “B” and “T” respectively, and are followed by one or two digits. For example:

H-326	U.S. Capitol, House side, third floor
S-236	U.S. Capitol, Senate side, second floor
HT-12	U.S. Capitol, House side, terrace level
ST-5	U.S. Capitol Senate side, terrace level
HC-5	U.S. Capitol, House side, courtyard
SC-6	U.S. Capitol Senate side, courtyard

House Office Buildings

Cannon House Office Building

The Cannon House Office Building (CHOB) rooms are identified by three-digit room number. The first of the three digits indicates the floor level, and a “B” followed by two digits indicates the basement level. A special elevator, located separately from the main elevators, is necessary to travel to the fifth floor.

241	Cannon, second floor
136	Cannon, first floor
B-37	Cannon, basement level

There are tunnel connections on the basement level between CHOB, the Capitol, and LHOB. There are tunnel connections on the sub-basement level between the RHOB and the LHOB and the Capitol. There is also a subway connection between the RHOB and the Capitol.

Longworth House Office Building

The Longworth House Office Building (LHOB) rooms are identified by four-digit room numbers beginning with “1”; the second of the four digits indicates the floor level. “0” is used to designate the ground level and a “B” followed by three digits identifies rooms on the basement level.

1236	Longworth, second floor
1126	Longworth, first floor
1026	Longworth, ground floor
B-217	Longworth, basement

Rayburn House Office Building

Rooms in the RHOB are identified by four-digit room numbers beginning with “2”; the second of the four digits indicates the floor level. Room numbers on the basement and sub-basement levels begin with “B” or “SB”, respectfully, followed by three numbers.

2255	Rayburn, second floor
2182.	Rayburn, first floor
B-310	Rayburn, basement level
SB-342.	Rayburn, sub-basement level

Ford House Office Building

The Ford House Office Building (FHOB) is located on Second and “D” Streets, S.W. The FHOB has seven floors. Floors 1-6 are identified by the prefix “H 2-” followed by three numbers, the first number indicates the floor level; the ground level by the prefix “H2-B” followed by two numbers.

H2-232	Ford / House Annex 2, second floor
H2-120	Ford / House Annex 2, first floor
H2-B10	Ford / House Annex 2, ground floor

Subway and Elevator Etiquette

When using the subways from Rayburn to the Capitol and from the Capitol to the Senate side, be advised that the first subway car of each train is reserved for Members only. If the bells ring for attendance in the House or Senate or for a vote, the rule is strictly enforced and may apply to other cars as well. Some elevators are marked “Members only.” While some are always reserved, others, like those in Cannon, become “Members only” only when a vote has been called.

EMERGENCY SERVICES ON CAPITOL HILL

U.S. Capitol Police/Emergency Procedures

The U.S. Capitol Police are responsible for the security of the U.S. Congress and the Capitol campus.

For security reasons, purses, backpacks, and similar objects are subject to inspection by Capitol Police Officers stationed at the entrances to buildings on Capitol Hill and at the doors of the House and Senate galleries. It is illegal to carry firearms or explosives on Capitol Grounds.

If you require emergency assistance, call: 911 (for DC EMS) on the Land line 202-224-0911 or 202- 225-0911 (for USCP EMS) on any non-House line

When you are reporting an emergency situation e.g., a fire, police, medical emergency, identify the location, room number and nature of emergency, if possible. The U.S. Capitol Police Headquarters is located at 119 “D” Street, NE, x82800.

Satellite offices are located at:

- B-220 Longworth House Office Building, Room, x50400
- SR-B31 Russell Senate Office Building, x45151

In case of a Fire

- Stay low. Keep your head 12 to 24 inches above the floor
- Test doors before opening, by placing the back of your hand against the knob and door frame, or as high as you can while kneeling. If it is hot, use another escape route. If the door is cool, open it slowly

Office Emergency Coordinator (OEC)

- Each office has a primary and secondary OEC
- **Please make sure that your OEC has your emergency information, and you are familiar with your office’s emergency evacuation procedures.**

Health Units

The Health Units under the jurisdiction of the Attending Physician are staffed by registered nurses who provide medical aid in emergencies, basic first aid and over-the-counter medical remedies. These services are available to Members, staff, interns and visitors.

Health units are located at the following and are open from 9am-5pm:

MEDICAL EMERGENCY: 911		
U.S. Capitol	S-153	X64830
Cannon HOB	110	x53470
Longworth HOB	1204	x52500
Rayburn HOB	B-344	x57131
Ford HOB	H2-145	x52442
Hart SOB	SH-124	x46580

ADDITIONAL SERVICES ON CAPITOL HILL

HouseNet

The House of Representatives has an Intranet, which contains information on House services provided by the Officers of the House (CAO, Clerk, and Sergeant at Arms), as well as other available House resources and Committee on House Administration publications.

(<https://housenet.house.gov/>)

CAO Coach Program

The CAO Coach Program, housed within the Congressional Staff Academy, offers staffers a diverse range of classes, webinars, and information aimed at helping them learn, acquire, and strengthen their unique skills. CAO Coaches meet staff and work with them one-on-one, through classes, and the CAO House Staff Conferences. Consultations with staff can cover everything from navigating difficult situations in the office to growing in their careers.

(<https://caocoach.house.gov/>)

Congressional Research Service (CRS)

CRS offers an orientation to its services for congressional interns and volunteers to enhance their abilities to be successful in meeting the needs of congressional offices. This orientation is a prerequisite to using CRS services. The orientations are year-round and are offered two or more times a week.

The hour-long orientation program for congressional interns and volunteers includes a briefing on CRS. The program covers briefly the CRS Website and other legislative information systems; and an explanation of the CRS products available. Interns and volunteers who complete the mandatory orientation will receive a six-digit number on a CRS intern identification card which they must provide when requesting CRS assistance. Interns and volunteers may not use any CRS services, including the research centers and reading room, without being certified. Call 7-7904 to find out about registering for the CRS Orientation for Interns and Volunteers.

(<http://www.crs.gov/Events/EvtDefault.aspx>)

Legislative Information System (LIS)

The purpose of the Legislative Information System is to provide Members of Congress and their staffs with access to legislative information that is accurate, timely, and complete. Use the Web-based Legislative Information System (LIS) to find information by: bill and amendment number, sponsor and cosponsor, word/phrase, Committee and Subcommittee, and legislative history. Learn how to search the full text of legislation, Committee reports, and the Congressional Record. To register for LIS training, call the House Learning Center at 6-3800.

House Information Resources

House Information Resources (HIR) serves as the computer support arm of the House of Representatives. The Committee on House Administration sets the policies on technology, its utilization and services. HIR provides training and consultation to House staff.

Post Offices

- U.S. Capitol HT1 Capitol Building, x65417
- Longworth HOB B-202, x65423
- Rayburn HOB 2106, x50956
- Ford HOB H1-121, x65413

Financial Services

House interns with valid House I.D. are eligible to join the Wright Patman Congressional Federal Credit Union, x63100, in the basement of the Longworth House Office Building. Services available include checking, savings, and money market accounts.

U.S. House of Representatives		
Service	Location & Extension	Description of the Services
Legislative Resource Center	135 CHOB x65200	Provides resources including bills, resolutions, reports and documents for Member offices
Convenience Store	B-224B LHOB	Snacks, candies, and trail mixes, along with an assortment of beverages and sundry items
Dry Cleaner	B-239 LHOB x68698	Laundry, dry cleaning, linen/leather cleaning
Shoeshine Services	Basement Rotunda CHOB	Shoeshine and repair; luggage repair, key-cutting, and umbrellas

Bulletin Boards

In the House office buildings, bulletin boards are located in the hallway adjacent to the Cannon Carryout, Longworth Food Court, Rayburn Cafeteria, and Ford Cafeteria.

For an updated list of food offerings and hours, visit [HouseNet](#).

TOURING WASHINGTON

Arlington House, Custis-Lee Mansion: <http://www.nps.gov/arho/index.htm>

Arlington National Cemetery: <http://www.arlingtoncemetery.mil/>

Botanic Gardens: <http://www.usbg.gov/>

Bureau of Engraving and Printing: <http://www.moneyfactory.gov/>

Federal Bureau of Investigation: <http://www.fbi.gov/>

FDR Memorial: <http://www.nps.gov/frde/index.htm>

Jefferson Memorial: <http://www.nps.gov/thje/index.htm>.

Korean War Memorial: <http://www.koreanwarvetsememorial.org/memorial>

The Evening Parade: <http://www.barracks.marines.mil/>

The Sunset Parade: <http://www.barracks.marines.mil/>

National Arboretum: <http://www.usna.usda.gov/>

National Archives: <http://www.archives.gov/>

National Gallery of Art & Sculpture Garden: <http://www.nga.gov/>

Navy Museum: <http://www.history.navy.mil/museums/NationalMuseum/org8-1.htm>

Smithsonian Institution Group: <http://www.si.edu/>.

Anacostia Community Museum: <http://anacostia.si.edu/>

The Freer Gallery of Art: <http://www.asia.si.edu/>

The Hirshhorn Museum and Sculpture Garden: <http://hirshhorn.si.edu/>

National Air and Space Building: <http://www.nasm.si.edu/museum/flagship.cfm>

National Museum of African Art <http://africa.si.edu/>

National Museum of American Art: <http://www.aaa.si.edu/>

National Museum of American History: <http://americanhistory.si.edu/>

Museum of Natural History <http://www.mnh.si.edu/>

Museum of the American Indian: <http://www.nmai.si.edu/>

National Portrait Gallery: <http://www.npg.si.edu/>

National Postal Museum: <http://www.postalmuseum.si.edu/>

National Zoological Park: <http://nationalzoo.si.edu/>

Renwick Gallery: <http://americanart.si.edu/renwick/>

Smithsonian Institution Building (The Castle): <http://www.si.edu/Museums/smithsonian-institution-building>

State Department: <http://www.state.gov/>

Supreme Court: <http://www.supremecourt.gov/>

Treasury Department: <http://www.treasury.gov/Pages/default.aspx>

United States Capitol: <http://www.aoc.gov/cc/capitol/index.cfm>

United States Naval Observatory <http://www.usno.navy.mil/>

Washington Monument: <http://www.nps.gov/wamo/index.htm>

The White House: <http://www.whitehouse.gov/>

Metro Map



wmata.com
 Customer Information Service: 202 637-7000
 TTY Phone: 202 639-3790
 Metro Transit Police: 202 962-2121

- Legend**
- Red Line • Glenmont / Shady Grove
 - Orange Line • New Carrollton / Vienna
 - Blue Line • Franconia-Springfield / Largo Town Center
 - Green Line • Branch Ave / Greenbelt
 - Yellow Line • Huntington / Fort Totten
 - Silver Line • Wiehle-Reston East / Largo Town Center

Station Features

- Bus to Airport
- Parking
- Hospital
- Airport

Connecting Rail Systems



Rush-Only Service: Monday-Friday
 6:30am - 9:00am 3:30pm - 6:00pm



Metro
 Operating Times

Mon-Thu	5am-midnight
Fri	5am-3am
Sat	7am-3am
Sun	7am-midnight

Times are approximate

Metro is accessible.
www.wmata.com/for-the-disabled/



Map of the Capitol Complex

