Selecting Congressional Office Space

**Rayburn House Office Building**
- Built in 1965 and named after House Speaker Sam Rayburn of Texas
- 4 stories, 2 basements, 3 levels of underground garage
- Over 2 million sq. ft. of floor area; 169 three-room office suites
- Connected to Capitol by a subway with 2 subway cars
- Amenities include a cafeteria, recording studio, post office, and gym

**Longworth House Office Building**
- Completed in 1933 and named after Speaker Nicholas Longworth of Ohio
- Building varies in height from 2 to 4 stories
- Less than 600,000 sq. ft. of floor area
- 251 office suites, 12 committee rooms, 1 large assembly room
- Connected to other House office buildings by underground walkways

**Cannon House Office Building**
- Completed in 1908 and named after House Speaker Joe Cannon of Illinois
- 5 floors
- More than 600,000 sq. ft. of floor area
- 85 two- or three-room suites, 10 single rooms, 23 committee rooms
- Connected to Capitol by underground walkway

**Madison Building Library of Congress**
- Completed in 1935
- Over 2 million sq. ft. of floor area
- 25 committee rooms
- Connected to Capitol by underground walkway

**Russell Senate Office Building**
- Completed in 1935 and named after Senator Richard Russell of Georgia
- Over 2 million sq. ft. of floor area
- 250 three-room office suites
- Connected to Capitol by underground walkway

**Dirksen and Hart Senate Office Buildings**
- Completed in 1958 and named after Senators Dirksen and Hart
- Over 2 million sq. ft. of floor area
- 250 three-room office suites
- Connected to Capitol by underground walkway

**Jefferson Building Library of Congress**
- Completed in 1935
- Over 2 million sq. ft. of floor area
- 25 committee rooms
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Selecting Congressional Office Space

Capitol Hill

- Visitor’s entrance
- Entrance for members and staff
- Underground walkway or subway

U.S. Capitol Building

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Madison Building Library of Congress

Russell Senate Office Building

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Jefferson Building
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U.S. Capitol
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Library of Congress

Capitol Hill
Hiring Congressional Staff

Organizational Chart for a Typical Congressperson’s Washington, D.C., Office

Chief of Staff
Responsibilities: Press calls, federal appointments

Legislative Director
Responsibilities: Appropriations, special projects, filtering issues to the congressperson

Senior Legislative Assistant
Policy areas: Military, homeland security, first responders, veterans

Legislative Assistant A
Policy areas: Telecommunications and Internet, health, social issues, Social Security, education, labor, federal employee issues, pensions, manufacturing

Legislative Assistant B
Policy areas: Transportation and infrastructure, judiciary, immigration, international relations, taxes, budget, civil rights, trade, Capitol tours

Legislative Assistant C
Policy areas: Agriculture, housing, animal rights, postal issues, small business, ethics, government reform, House administration

Legislative Assistant D
Policy areas: Science, environment, interior, waste, natural resources, arts, energy/nuclear, insurance, banking, flag requests

Special Assistant
Responsibilities: Director of interns, scheduling coordination, emergency coordination, bodyman

Interns
Hiring Congressional Staff

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- **Interns**
Requesting Committee Assignments

Standing Committees of the U.S. House of Representatives

**Exclusive Committees**
- Members typically may not serve on any other committees.

- **Appropriations**
  This committee decides how the federal government sets its expenditures.

- **Energy and Commerce**
  This committee oversees operations related to public health, energy, and interstate and foreign commerce.

- **Rules**
  This committee determines rules for the House to debate and vote on a bill.

- **Ways and Means**
  This committee handles legislation related to taxes, tariffs, and welfare programs.

  * For Republicans, this is considered an exclusive committee.

**Major Committees**
- Members typically serve on only one major committee.

- **Agriculture**
- **Armed Services**
- **Education and Labor**
- **Energy and Commerce**
- **Financial Services**
- **Foreign Affairs**
- **Judiciary**
- **Transportation and Infrastructure**

  ** For Democrats, this is considered a major committee.

**Nonmajor Committees**
- Members typically serve on one or two nonmajor committees.

- **Budget**
- **Homeland Security**
- **House Administration**
- **Natural Resources**
- **Oversight and Government Reform**
- **Science and Technology**
- **Small Business**
- **Standards of Official Conduct**
- **Veterans’ Affairs**
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- Budget
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- House Administration
- Natural Resources
- Oversight and Government Reform
- Science and Technology
- Small Business
- Standards of Official Conduct
- Veterans’ Affairs
## Choosing and Working in Caucuses

### The Blue Dog Coalition
The Blue Dog Coalition is a caucus in the U.S. House of Representatives comprised of fiscally conservative Democrats who are deeply committed to the financial stability and national security of the United States and dedicated to finding bipartisan solutions to the nation’s biggest challenges.

### Congressional Diabetes Caucus
The mission of the Congressional Diabetes Caucus is to educate members of Congress and staff about diabetes and to support legislative activities that would improve diabetes research, education, and treatment. The Congressional Diabetes Caucus was founded in 1996 and has grown to be one of the largest and most influential member organizations on Capitol Hill.

### House Tea Party Caucus
The Tea Party Caucus is issue-based in nature, promoting the principles of fiscal responsibility, limited government and a strict adherence to the Constitution. The Tea Party movement is synonymous with these principles, and members of this caucus are working in Congress to apply and advance them.

### Congressional Caucus on Foster Youth
This caucus examines reforming the child welfare system. The current system’s primary focus is on families already identified as child abuse and/or neglect cases. In other instances, removal is not the only answer, and more should be done to help strengthen families. The caucus’s ultimate goal is to reduce the number of children in care.

### Congressional China Caucus
The Congressional China Caucus is a bipartisan group of members of Congress who share a common interest in the emergence of China as a political, economic and military actor on both the regional and global stage. The primary purpose of the caucus is to educate its members on issues pertaining to China and Chinese interests and serve as a forum for discussion of such issues. This caucus seeks to investigate China’s global reach and the consequences of its growing international, economic, and political influence on U.S. interests.

### Congressional Travel and Tourism Caucus
The Congressional Travel and Tourism Caucus (CTTC) was founded in 1979, and from the very beginning, members of the House recognized the economic importance of travel and tourism within their communities and the vital need for a congressional advocacy organization to support this multifaceted industry in Congress. The caucus’s mission is to formulate national policy that promotes travel to and within the United States.

### Congressional Bike Caucus
This caucus seeks to provide Congressional leadership in complementing the efforts of the millions of cyclists actively working for safer roads, more bikeways, convenient bike parking, and increased recognition of the importance of cycling for transportation and recreation.

### House of Representatives Sustainable Energy and Environment Coalition
The purpose of the House of Representatives Sustainable Energy and Environment Coalition is to advance policies that promote clean energy technology innovation and domestic manufacturing, develop renewable energy resources, and create green collar jobs throughout the product supply chain. The coalition also seeks to advance policies to help arrest global warming and protect our nation’s clean air, water, and natural environment.
## Choosing and Working in Caucuses

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Working on Legislation

How Many Bills Become Laws
112th Congress, Second Session, 2012

Bills introduced: 4,695
Bills reported from committee: 485
Bills passed by either House or Senate: 592
Bills passed by both House and Senate: 198
Bills signed into law: 148

Note: Data are for bills and joint resolutions.
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Doing Constituent Casework

Deferred Tax Payment
This year, I deferred filing my taxes because I needed to deal with income I earned overseas. However, the IRS gave me a penalty . . .

Help! Passport Issues
I received my passport, but the date of birth is incorrect on the document. My ticket to Italy is booked for next week. How can I . . .

Re: Letter of Recommendation
Thank you again for agreeing to write a letter of recommendation for me. I mailed my application for the military service academy . . .

New Business Regulations
I am concerned about new federal laws that affect my online t-shirt business. Can you help me? The new laws make international sales . . .

College Funding for a Veteran
After being deployed for ten years, I returned to civilian life. I am attending my local JC through the G.I. Bill, but the funding . . .

Re: Child Adoption
Thank you! After you discussed the matter with the immigration authorities, I was able to bring my adopted daughter home for the . . .

Lost Medicare Check
I am writing this e-mail for my grandmother who applied to receive a check for Medicare. Unfortunately, she hasn’t received it yet . . .

A chance for college?
Because of my legal status, I am concerned about applying to colleges. I came to America with my parents as a child. Is there a way . . .
### Doing Constituent Casework

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Protecting the Interests of the District

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That highway bill is the grossest collection of stinkin' wasteful ugly pork ever!

Present company excluded, of course...

Local Projects
Running for Reelection

Incumbents Reelected, 1982–2010

Running for Reelection

Incumbents Reelected, 1982–2010

House of Representatives

Senate