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Administrative Guidelines for OTA Employees

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CONGRESS OF
THE UNITED STATES

Office of Technology Assessment

WASHINGTON, D. C. 20510

Guidelines for OTA Staff

The following information is provided to help OTA staff members familiarize themselves with OTA administrative policies and procedures. The items listed below are not meant to be all-inclusive; only the most basic rules and information are covered. If you have further questions, please contact your group's administrative assistant or group manager; if you still need assistance after that, contact a member of the Administrative Office, 224-8712, or the Personnel Office, 224-8713, as appropriate.

BUDGET

Admin. (Sandy Cornett/Ann Woodbridge)

For budgetary and fiscal procedures, see either Sandy Cornett or Ann Woodbridge.

CAPITOL POLICE

The Capitol Police supply security for OTA's portions of the building. Please report any security irregularities immediately to 225-7960, or see the officers at the 4th or 5th floor desks.

CONFERENCE CENTER

Admin. (Judith Angerman/Lola Craw)

OTA has several conference rooms on the 1st floor for OTA meetings. If you are planning to hold a meeting, you must schedule your meeting with Lola Craw, and then contact Judith Angerman for information concerning the planning of your meeting. You must submit a Request for Meeting Facilities & Services form to Lola for each meeting you hold before your meeting will be approved and before you can begin planning. These forms can be obtained from your administrative assistant (AA) or from Judith Angerman.

CONTRACTS

Admin. (Joseph Fitzgerald/Pepi Pietz)

OTA has guidelines and policies concerning the use of non-OTA employees as contractors or consultants. If you plan to work with someone who requires reimbursement for his or her services, please talk with Joseph Fitzgerald or Pepi Pietz. You should also obtain a copy from your AA of a staff memo dated October 19, 1978, entitled "Guidelines for Utilization of Con-

tractors and Consultants." This will supply you with the guidelines and procedures concerning such outside employees. In the event that a contract is needed, Joe or Pepi will work with you to prepare it.

CONTRACTOR INVOICING & TRAVEL

Admin. (Ann Woodbridge; Eris Mattingly; Joseph Fitzgerald; Pepi Pietz)

If a contractor will be traveling for OTA on official business, such travel is reimbursable. If a contractor has travel funds in his/her contract, he/she should include travel expenses as a line item on the invoices he/she submits to OTA and fill out the travel documentation forms he/she will receive with his/her contract.

A contractor traveling on approved OTA business who has no travel funds in his/her contract should contact Pepi Pietz or Joseph Fitzgerald for separate arrangements.

For invoicing problems, contact Ann Woodbridge or Eris Mattingly; for extra copies of travel documentation and reimbursement forms, contact Pepi Pietz or Joseph Fitzgerald.

CORRESPONDENCE CONTROL

Director's Office (Pat Halley)

For procedures relative to the flow of correspondence within OTA and appropriate formats, call Pat Halley.

FACILITIES MANAGEMENT & OPERATION

Admin. (Jim Tolson/Greg Joyce)

The building is managed by Donohoe Company. OTA maintains a limited staff to

handle moves, telephones, furniture, etc. Contact Admin. for problems and information.

INFORMATION SERVICES

(Robin Winters Johnson/Martha Dexter)

Staff members can obtain information needed in their work through the Information Services Office, located in Room 304 (3rd floor). Books, journals, newspapers, reference materials, current awareness services, and computerized literature searching are described in a brochure available to all staff members. New staff members are especially encouraged to arrange for a tour of the facilities and to talk to the librarians about their information requirements. In addition, many groups have designated someone to coordinate the information needs within the group, so check with your group's liaison to determine special procedures and policies.

KEYS TO BUILDING & OFFICE

Admin. (Geneva Watkins)

Employees may obtain building and office keys from Admin. These keys must be returned upon separation and a replacement charge may be made for lost keys. The OTA building is locked after 7:00 p.m. and unlocked by 7:30 a.m. on weekdays; the building remains locked on weekends. There is a bolt on the front door to the building which cannot be opened with OTA keys once the building is locked; however, the back door on the 1st floor can be opened with an OTA key.

MAIL

Service Center (3rd floor) and Admin.

Congressional mail should be placed in the Inside Mail basket in the 3rd floor Service Center; no postage is needed. Outside mail can either be placed in the Outside Mail basket in the Service Center or left in the U.S. post box on the 1st floor in the lobby:

OTA employees may use the permit mail for all official business. The permit envelopes may not be used for private business; there is a \$300 penalty for improper usage.

Mail requiring special postage (special delivery, foreign, certified, insured, etc.) should be marked with the appropriate group name and cost code, and placed in the Hand Delivery box in Admin.

MAIL, HAND DELIVERED, EXPRESS

Admin. (Geneva Watkins)

Mail that must be hand delivered should be sent through the U.S. Postal Service ("Postal Express Mail"). The Postal Express service will hand deliver both within the Washington, D.C., metropolitan area and outside D.C. Place all such items, marked "Postal Express, Hand Deliver," and with appropriate cost code and group name noted, in the Hand Delivery box in Admin.

Postal Express does not, however, deliver to all cities. Call any post office to find out if the city you need something delivered to is covered. In the event that Postal Express cannot be used, you may use one of the delivery services with which OTA has an account. Your group AA or Admin. will be able to help. For **local** mail (within D.C. metropolitan area), use Postal Express (U.S. Postal Service) first; otherwise Central Delivery or Acuity may be contacted. For mail to be sent **outside Washington, D.C.**, Federal Express can be used; see your group AA or Admin. for Federal Express order forms, and please mark group name and cost code on these forms.

Note: Hand delivered mail is much more expensive and should only be resorted to when it is essential.

PARKING, STAFF

Admin. (Geneva Watkins)

Obtain an OTA sticker for front bumper and a yellow "activator" card for the garage entrance gate. OTA parking is on the **second** basement level (B-2) on a "first come, first serve" basis. OTA cars parking on the first basement level will be ticketed.

The garage gates are open from 7:15 a.m. until 9:40 a.m. on weekdays; at all other times, the yellow activator card is needed to enter the garage. Do not leave valuables in your car unless it is locked.

PARKING, VISITORS

Security guards (4th or 5th floors)

Park in OTA spaces in the back of the building or on the **second** basement level. Obtain a yellow temporary parking permit from the guard and place it in the left windshield area. Cars parking in other than OTA spaces or not displaying temporary permits will be ticketed.

PERSONNEL SERVICES

Personnel

Contact the Personnel Office for the following:

Full-time and part-time staff appointments

- Annual and sick leave policies
- Change of address
- Counseling
- Health and life insurance
- Issuance of I.D. cards
- Paychecks (late or lost)
- Payroll deductions (savings, credit union, U.S. bonds, etc.)
- Retirement
- Tax deductions (Federal & State)
- Verifications of employment for credit unions (loans, credit cards, etc.)

Consultant appointments, extensions, and terminations

Commercial advertisements for position vacancies

Detailees (reimbursable and nonreimbursable)

Fellowship program

Notary services

Requests for temporary help

Training requests

Work-related injuries and compensation

PUBLIC AFFAIRS

The OTA Public Affairs Office informs the Congress and the public of OTA activities. To meet that responsibility, it carries out the following activities: writing and disseminating the OTA One-Pagers, news releases, a monthly newsletter, and an Annual Report. It supports OTA's public participation efforts and maintains the mail list.

PUBLISHING

The Publishing Office oversees all printing activities that are regulated under Title 44 of the United States Code, *Public Printing and Documents*, to ensure compliance. The Publishing Office is responsible for the production, editing, layout and design, graphics, specifications and contracting for printing and sales of OTA publications and is the contact point within OTA for the Government Printing Office and the Joint Committee on Printing. In addition, Publishing handles specialty items, such as nameplates/nametags, vue-graphs/overhead transparencies, 35 mm slides, visual presentations, stationery, forms, or other items that involve the printing process.

SERVICE CENTER

Admin. (Jim Tolson)

The Service Center is operated by a contractor; the Center provides reprographic services, dispenses supplies, and operates the mail room. Supplies must be signed for, with cost codes and group names noted. Reprographic services that exceed the capabilities of the Service Center are handled by the Publishing Office.

SHUTTLE

Admin. (Greg Joyce/Andy Kapsak)

OTA operates limited shuttle service at specified times during the day to the House and Senate office buildings and the Capitol. If you need to arrange transportation to one of these locations, contact Admin.

SPECIAL EQUIPMENT

Admin. (Jim Tolson/Greg Joyce/Andy Kapsak)

16mm slide and overhead projectors, screens, audio recording equipment, calculators, and TV recording equipment are maintained and furnished by Admin. Please check this equipment out through Jim Tolson, Greg Joyce, or Andy Kapsak. **You are responsible for all equipment signed out by you.** Equipment should be returned promptly for the use of other staff members.

STAFF TRAVEL
Admin. (Geneva Watkins)

If your group manager has approved you to travel for OTA, with or without reimbursement, pick up a copy of the travel procedures from Admin. You may obtain the necessary forms and monetary advance, if appropriate, from Admin.

TELEPHONES

Admin. (Jim Tolson/Greg Joyce/Andy Kapsak)

Most OTA phones are connected to the Senate and House exchanges. If your phone number begins with "224" or "225," you may dial any other "224" or "225" number (which includes congressional and OTA extensions) by dialing the last five digits, i.e., "4-6029" or "5-6029."

To get an **outside line**, dial "9," then the number. **All long distance** calls should be made on the OTA watts line. Dial "77," then the area code, and then the number.

TIME & ATTENDANCE
Admin. (Lola Craw)

All OTA permanent employees must have time and attendance sheets submitted bi-weekly to Admin. by Wednesday, 3:00 p.m. before they can receive paychecks from the General Accounting Office. Your group AA is responsible for this task. Check with your AA as soon as you begin working for OTA to make sure a sheet is being submitted for your services. For timesheet problems, contact Lola Craw, Admin. (**Note:** for late or lost checks, contact Personnel Services.)

OTA DIRECTORY
(Please consult your group AA first!)

Problem	Staff Person(s)	Telephone
Budget	Sandy Cornett; Ann Woodbridge	224-6025; 225-6146
Capitol Police		225-7960
Conference Center	Judith Angerman; Lola Craw	224-1806; 224-6022
Contracts	Joseph Fitzgerald; Pepi Pietz	224-6692; 224-6024
Contractor Invoicing	Ann Woodbridge; Eris Mattingly	225-6146; 224-6880
Contractor Travel	Pepi Pietz; Eris Mattingly	224-6024; 224-6880
Correspondence Control	Pat Halley	224-3695
Facilities Management	Greg Joyce; Andy Kapsak	224-2053
Information Services	Robin Johnson; Martha Dexter	224-6994
Keys	Geneva Watkins	224-6021
Mail	Greg Joyce; Andy Kapsak	224-2053
Mail—Hand delivered	Geneva Watkins	224-6021
Parking, Staff	Geneva Watkins	224-6021
Parking, Visitors	Capitol Police (4th or 5th floors)	225-7960
Personnel Services	Kathy Mason; Dale Donahue	224-8713; 224-8714
Public Affairs	Vicki Sibley	224-8996
Publishing	Joanne Heming; Kathie Boss	224-3827
Service Center	J. Tolson; G. Joyce; A. Kapsak	224-2053
Shuttle Service	Andy Kapsak	224-2053
Special Equipment	J. Tolson; G. Joyce; A. Kapsak	224-2053
Staff Travel	Geneva Watkins	224-6021
Telephones	J. Tolson; G. Joyce; A. Kapsak	224-2053
Timesheets	Lola Craw	224-6022
Building Emergency #:		225-7960 or 225-7961