

and CLEMENT in the House, and Senators MCCAIN and HOLLINGS, the Subcommittee Chairwoman Senator HUTCHISON and of course, Senator LOTT in the Senate. I would also like to thank Jim Sartucci of Senator MCCAIN's staff and my counsel, Carl Bentzel, for their long hours of hard work and industry constituent service as they pieced this bill together. Without the efforts of Senate staffers, Amy Henderson, Jeanne Bumpus and Carl Biersack, and Mark Ashby of my staff, and House staffers John Cullather and Rebecca Dye we would not have been able to move this bill. I would also commend the FMC for its objective assessments and contributions to this project, particularly FMC Chairman Hal Creel, General Counsel Tom Panebianco and Legislative Counsel Dave Miles. When we needed expertise, they provided us with help.

I am particularly pleased that the Federal Maritime Commission will continue its mission as a nonpartisan, independent agency. The Commission, under Chairman Hal Creel, and with fellow Commissioners Ming Hsu, Joe Scroggins and Del Won, has done an excellent job administering our shipping laws in a firm but even-handed manner. I urge the FMC to keep up the good work, and to keep Congress informed of how the new legislation is working. I am particularly interested in whether the protections afforded the smaller shippers and intermediaries against unreasonable practices prove to be sufficient. To this end, I ask that the FMC pay particular attention to these parties' concerns about the new law and advise us of any recommended amendments to the legislation that may prove to be in order.

Again, I encourage the President to sign the Ocean Shipping Reform Act of 1998 into law.■

AMENDMENT TO VARIOUS REGULATIONS OF THE COMMITTEE ON RULES AND ADMINISTRATION

● Mr. WARNER. Mr. President, I would like to give notice to Members and staff of the Senate that the Committee on Rules and Administration has approved amendments to four Committee regulations, as noted below.

A. Committee Regulations Governing Franked Mail were amended by adding the following:

In section 8 (c), add the phrase "in excess of 500 notices per town meeting" after the phrase "Town meeting notices", so that it reads "Town meeting notices in excess of 500 notices per town meeting may not be sent fewer than 60 days immediately before the date of any primary or general election (whether regular, special, or runoff) for any Federal, State, or local office in which a Member of the Senate is a candidate for election, unless the candidacy of the Senator in such election is uncontested.

EXPLANATION: The statutory prohibition on mass mailing (2 USC 3210)

prohibits mailings in excess of 500 and completely exempts town meeting notices from this restriction. However, Committee regulations prohibited the use of town meeting notices during the 60 day period before a primary or general election regardless of the number of such notices that might be sent. This created the anomaly that a member may send less than 500 letters which include notice of a town meeting but may not send a simple, and less costly, town meeting notice. This amendment will permit town meeting notices less than 500 in number during the 60 day moratorium period.

A copy of the Committee Regulations Governing Franked Mail, as amended, is at attachment A.

B. Committee Public Transportation Subsidy Regulations for the United States Senate were amended by substituting as follows:

Substitute \$40 for \$21 in the first sentence of section 2 of so that it reads "... a value not exceeding \$40.00 per month."

EXPLANATION: Committee regulations implementing the Tax Reform Act of 1986 authorize \$21 per month as a tax free "de minimis fringe benefit" for employees using public transportation. This amount has not been increased since 1992. This amendment increases the benefit to \$40, which approximates the average subsidy given by federal agencies within the DC area.

A copy of the Committee Public Transportation Subsidy Regulations, as amended, is at attachment B.

C. Committee Regulation For The Display Of Flags and State Seals In The Hallways Outside Senators' Offices was amended by deletion and substitution as follows:

Delete current paragraph one and substitute the following: Two wooden flagpoles, 8 feet in heights by 1-5/32" in diameter, mounted in bright brass finished stands weighing at least 15 pounds, for flying 3 foot by 5 foot state and United States flags, at the Senator's option, are permitted in the hallway outside a Senator's office. The flagpoles and stands must be placed inside the office at night.

EXPLANATION: Committee regulations currently permit only one flag, either the United States or individual state flag, to be flown outside a member's office. This amendment will permit the flying of both the United States and the individual state flags outside a member's office.

A copy of the Committee Regulation For The Display Of Flags and State Seals In The Hallways Outside Senators' Offices, as amended, is at attachment C.

D. Committee Regulations Governing Advance Payments were amended by adding new section (k) as follows:

(k) state office rents, up to 1 year in advance

EXPLANATION: Committee regulations permitted advance payment of numerous obligations but did not include advance payments for state office

rents. This amendment authorizes a 1 year advance payment for state office rents to facilitate the processing of rent vouchers in a timely manner, consistent with good business practices.

A copy of the Committee Regulations Governing Advance Payment, as amended, is at attachment D.

I ask that the regulations be printed in the RECORD.

The Regulations follow:

ATTACHMENT A

REGULATIONS GOVERNING OFFICIAL MAIL

(Adopted by the Committee on Rules and Administration, United States Senate, October 30, 1997; Amended on September 30, 1998)

DEFINITIONS

SEC. 1. As used in these regulations—

(a) the term "election fiscal year" means a Federal fiscal year in which regular biennial general elections of Senators are held;

(b) the term "final printing and mailing clearance" means an approval of a blue line, color key, or other page proof giving final authorization to print and mail material submitted by a Senate office to the Sergeant at Arms;

(c) the term "franked mail" as defined in section 3201(4) of title 39, United States Code means: "... mail which is transmitted in the mail under a frank."

(d) the term "mass mailing" as defined in section 3210(a)(6)(E) of title 39, United States Code, as amended by the Legislative Branch Appropriations Act, 1995 (P.L. 103-283) means: "... with respect to a session of Congress, a mailing of more than five hundred newsletters or other pieces of mail with substantially identical content (whether such mail is deposited singly or in bulk, or at the same time or different times), but does not include any mailing—(i) of matter in direct response to a communication from a person to whom the matter is mailed; (ii) to other Members of Congress, or to Federal, State, or local government officials; or (iii) of a news release to the communications media; or (iv) of a town meeting notice, but no such mailing may be made fewer than 60 days immediately before the date of any primary election or general election (whether regular, special, or runoff) for any Federal, State, or local office in which a Member of the Senate is a candidate for election, or (v) of a Federal publication or other item that is provided by the Senate to all Senators or made available by the Senate for purchase by all Senators from official funds specifically for distribution." With respect to (i), a franked mailing made specifically and solely in response to, and mailed not more than 120 days after the date of receipt of a written request, inquiry, or expression of opinion or concern from the person to whom it is addressed is not a mass mailing. S.Res. 212 (101st Congress)

(e) the term "name addressed mail" means any mailing sent to named individuals at specific addresses;

(f) the term "newsletter" means any professionally photocomposed mailing consisting of documents which set forth, in textual and graphic form (or both), factual information and commentary on prospective, pending, or past issues of public policy;

(g) the term "non-election fiscal year" means a Federal fiscal year other than an election fiscal year;

(h) the term "postal patron mail" means any mailing prepared and mailed pursuant to section 3210(d) of title 39, United States Code;

(i) the term "official mail costs" means the equivalent of—

(1) postage on, and fees and charges in connection with, mail matter sent through the mail under the franking privilege; and

(2) the portions of the fees and charges paid for handling and delivery by the Postal Service of mailgrams considered as franked mail under section 3219 of title 39, United States Code; and

(3) and all other official mail other than the franking privileged as defined in section 58(a)(3)(B) and (C) of title 2, United States Code.

(j) the term "opinion survey" means any assemblage of mass mailings and related individual mailings, including, but not limited to, survey questionnaires, pre-survey letters, response forms, follow-up letters, and instructions that are sent to a sample group of individuals for the purpose of obtaining a reliable estimate of the opinion of the population from which the survey sample is drawn and are processed in accordance with the "Guidelines for Opinion Surveys" issued by the Committee on Rules and Administration in September 1979.

(k) the term "Senate office" means the Vice President of the United States, a United States Senator, a United States Senator-elect, a committee of the Senate, the Joint Committee on Printing, the Joint Economic Committee, an officer of the Senate, or an office of the Senate authorized by section 3210(b)(1) of title 39, United States Code, to send franked mail.

(l) the term "town meeting notice" means any mailing which relates solely to a notice of the time and place at which a Senator or a member or members of his or her staff will be available to meet constituents regarding legislative issues or problems with Federal programs. The notice may include a short description as to the subject matter or purpose of the town meeting and an official photo in the banner of the notice.

(m) the term "prepared" means all necessary preparation prior to mailing; including the production of additional copies of a mailing, the folding of the mailing, and inserting of the mail into envelopes.

POSTAL ALLOCATIONS FOR NON-ELECTION FISCAL YEARS

SEC. 2. (a) With respect to a nonelection fiscal year, as soon as practicable after the enactment of the appropriation for Senate franked mail costs for such year, the Committee on Rules and Administration shall determine the following amounts:

(1) The amount that has been appropriated for franked mail costs of the Senate for the nonelection fiscal year.

(2) The amount necessary to be reserved for contingencies, which shall not exceed 10 percent of the amount determined pursuant to paragraph (1).

(3) The amount necessary for franked mail costs of Senate offices other than Senators for the nonelection fiscal year.

(4) The amount necessary for each Senator to send one State-wide postal patron mailing, based on total addresses in each state.

(5) 1/3 of the amount appropriated in (2)(a)(1), after deducting the amount necessary for contingencies and offices other than Senators.

(6) The amount which may be available for allocation to Senators, when the amount in (2)(a)(5) and amounts in (2)(a)(2) and (2)(a)(3) are subtracted from the amount appropriated for official mail paragraph (2)(a)(1).

(7) The factor to be used to equitably distribute remaining appropriated funds, determined by dividing the amount in paragraph (2)(a)(6) by the sum of the amounts in paragraph (2)(a)(4).

(b) As soon as practicable after making the determination described in section (a), the Committee on Rules and Administration shall make the following allocations:

(1) The allocation to Senate offices (other than a Senator personal's office) for the nonelection fiscal year

(2) The allocation for contingencies,

(3) The allocation to each Senator—

(A) to include the amount determined subsection (2)(a)(5), divided by 100, establishing the base amount for each office plus,

(B) the amount to be allocated to each Member, determined by multiplying each amount in (2)(a)(4) by the prorated percentage determined in subsection (2)(a)(7).

POSTAL ALLOCATIONS FOR ELECTION FISCAL YEARS

SEC. 3. (a) With respect to an election fiscal year, as soon as practicable after the enactment of the appropriation for Senate franked mail costs for such year, the Committee on Rules and Administration shall determine the following amounts:

(1) The amount that has been appropriated for franked mail costs of the Senate for the election fiscal year.

(2) The amount necessary to be reserved for contingencies, which shall not exceed 10 percent of the amount determined in paragraph (3)(a)(1).

(3) For the election fiscal year, the amount necessary for franked mail costs of Senate offices other than Senators and Senators-elect.

(4) 1/3 of the amount appropriated in (3)(a)(1), after deducting the amount necessary for contingencies and offices other than Senators.

(5) The amount which may be available for allocation to Senators, for an election fiscal year, when the amount in (3)(a)(4), and the amounts in (3)(a)(2), and (3)(a)(3) are subtracted from the amount appropriated for official mail, paragraph (3)(a)(1).

(6) For the period beginning on the date immediately following the date of the general election and ending January 3 of the election fiscal year, 10 percent of two-twelfths of the full funding amount necessary for each Senator-elect to send one state-wide postal patron mailing.

(7) For the period January 3 through September 30 of the election fiscal year, 75 percent of the full funding amount necessary for each newly-elected Senator to send one state-wide postal patron mailing.

(8) For the period October 1 through January 3 of the election fiscal year, 25 percent of the full funding amount necessary for each Senator whose service as a Senator will end on January 3 of the election fiscal year to send one state-wide postal patron mailing.

(9) For the period January 3 through April 3 of the election fiscal year, 10 percent of 25 percent of the full funding amount necessary for each Senator whose service as a Senator will end on January 3 of the election fiscal year to send one state-wide postal patron mailing.

(10) For the election fiscal year, the full funding amounts necessary for each Senator, other than those Senators whose terms of service as Senators will begin or end on January 3 of the election fiscal year, to send one state-wide postal patron mailing.

(11) The factor to be used to equitably distribute remaining election fiscal year appropriated funds, determined by dividing the amount in paragraph (3)(a)(5) by the sum of the amounts in paragraph (3)(a)(6) through (3)(a)(10).

(b) As soon as practicable after making the determination described in subsection (b), the Committee on Rules and Administration shall make the following allocations:

(1) The allocation to a Senate office (other than a Senator or Senator-elect) for the election fiscal year.

(2) The allocation for contingencies,

(3) The allocation to each Senator—

(A) to include the amount determined in subsection (3)(a)(4), divided by 100, establishing the base amount for each office (¾ of the

individual amount to Senators-elect, and ¼ to departing Senators), plus,

(B) the amount determined in (3)(a)(5), allocated;

(i) To each Senator referred to in (3)(a)(6), adjusted by the amount determined in (3)(a)(11).

(ii) To each Senator referred to in (3)(a)(7), adjusted by the amount determined in (3)(a)(11).

(iii) To each Senator referred to in (3)(a)(8), adjusted by the amount determined in (3)(a)(11).

(iv) To each Senator referred to in (3)(a)(9), adjusted by the amount determined in (3)(a)(11).

(v) To each Senator referred to in (3)(a)(10), adjusted by the amount determined in (3)(a)(11).

USES OF FUNDS RESERVED FOR CONTINGENCIES

SEC. 4. The amounts described in sections 2(a)(2) and 3(a)(2) shall be available for distribution by the Committee on Rules and Administration only for—

(a) providing a Senator appointed to complete the term of a Senator who dies or retires with an allocation for the fiscal year in which such appointment is effective;

(b) providing the Secretary of the Senate with sufficient postage to send franked mail as provided for by section 3218 of title 39, United States Code; and

(c) reimbursing a Senator for a charge to the Senator's allocation for franked mail costs when the charge is the result of an error on the part of an office of the Sergeant at Arms.

COST DETERMINATION AND REPORTING

Franked Mail, Mass Mail, Mail Prepared Pursuant to Section 9 of these Regulations

SEC. 5. (a)(1) The postage on all franked mail shall be determined by the Senate Customer Service Records Section and reported to the U. S. Postal Service. State offices must advise their D.C. offices of their frank mail counts on a monthly basis. By the 5th of each month, the D.C. offices will inform the Service Department of these counts. Timely and accurate reports are required to ensure proper accounting of franked mail.

(2) Not more than 250 extra copies of a mass mailing printed with the frank may be returned to an office for distribution in reception rooms and at town meetings. Additional copies, printed without the frank, may be requested on a separate work order.

(3) No mass mailing and no mailing prepared pursuant to section 9 shall be mailed until the density analysis, indicating the total number of pieces to be mailed and the locations to which they will be mailed, has been approved by the office for which the mail is being sent. Such approval shall be signified by signing a statement of approval on the density analysis sheet. The approved copy of the density analysis shall be retained by the Customer Service Records Section with the work order and a copy of the mail matter.

(4) Before processing a request for a mass mailing submitted by a Member office, the Sergeant at Arms shall determine: (1) the postage cost of the mailing, and (2) that the postage cost of the request, when added to costs incurred or encumbered for mass mailings by that Member in the fiscal year, will not exceed the amount (\$50,000) allowed for mass mailings by each Member each fiscal year. (P.L. 103-283) If the requested mailing exceeds that amount, the Sergeant at Arms shall notify the Member and take no further action on the request.

Record Keeping

(b)(1) The Sergeant at Arms shall maintain records of the following information for each Senate office to which postage allocations are applicable.

(A) The amount of the allocation for franked mail costs.

(B) Each amount of franked mail cost determined pursuant to this section.

(C) The amount of the allocation for franked mail costs for such Senate office which remains after the amounts described in paragraph (B) is added to or subtracted from, as appropriate, the amount described in paragraph A.

(2) The Sergeant at Arms shall provide offices with monthly reports on the status of their postal allocations.

(3) The Sergeant at Arms shall provide to each Member a monthly report detailing the postage costs associated with franked mailings and mass mailings, and shall provide the office of the Financial Clerk of the Senate a monthly certification of franked mailing and mass mailing costs for each Member. The Financial Clerk of the Senate shall debit these costs from the respective expense accounts for such franked mailing and mass mailing, and issue a check in payment.

Publication of Mass Mail Costs

(c) Two weeks after the close of each calendar quarter, or as soon as practicable thereafter, the Sergeant at Arms and Doorkeeper of the Senate shall send to each Senate office a statement of the cost of postage and paper and of the other operating expenses incurred as a result of mass mailings processed for such Senate office during such quarter. The statement shall provide information regarding the cost of postage and paper and other costs, and shall distinguish the costs attributable to mass mailings. The statement shall also include the total cost per capita in the State. A compilation of all such statements shall be sent to the Senate Committee on Rules and Administration. A summary tabulation of such information shall be published quarterly in the Congressional Record and included in the semi-annual Report of the Secretary of the Senate. Such summary tabulation shall set forth for each Senate office the following information: the Senate office's name, the total number of pieces of mass mail mailed during the quarter, the total cost of such mail, and, in the case of Senators, the cost of such mail divided by the total population of the State from which the Senator was elected, and the total number of pieces of mass mail divided by the total population of the State from which the Senator was elected, and the allocation made to each Senator from the appropriation for official mail expenses.

PREPARATION OF OFFICIAL MAIL

SEC. 6. (a) All mass mailings shall be submitted to and mailed by the Sergeant at Arms and shall be charged against the Senator's Official Personnel Office Expense Account, pursuant to the Legislative Branch Appropriations Act, 1995 (P.L. 103-283). All mailings are to be presented to the Sergeant at Arms for accountability prior to mailing. Such mailings shall not exceed total postage cost of \$50,000 in any fiscal year, and must adhere to all regulations pertaining to mass mailings.

Two Sheet Limit

(b) A mass mailing by a Senator shall not exceed 2 sheets of legal size paper (or their equivalent), including any enclosure that—

(1) is prepared by or for the Senator who makes the mailing; or

(2) contains information concerning, expresses the views of, or otherwise relates to the Senator who makes the mailing.

Taxpayer Expense Notice

(c) Each mass mailing by a Senate office shall contain the following notice in a prominent place on the bottom of the cover page of the document: "PREPARED, PUBLISHED, AND MAILED AT TAXPAYER EX-

PENSE." The notice shall be printed in a type size not smaller than seven point.

Mail to be Mailed under the Frank

(d) All mass mailings by Senate offices shall be mailed under the frank.

Mail to be Mailed by the Sergeant at Arms.

(e) The following mail matter shall be mailed through the Sergeant at Arms—

(1) All mass mailings by Senate offices, whether printed on the Sergeant at Arms high speed laser printers or elsewhere.

(2) All mail prepared pursuant to section 9 of these regulations.

Town Meeting Notices

(3) Town meeting notices shall be processed as postal patron mail, unless sending name addressed mail to selected persons in the area served by the town meeting would be more economical, or the town meeting is to be on a subject or subjects that would not be of interest to all the people who would receive a postal patron mailing. Town meeting notices may not be mailed in franked envelopes.

(4) All franked and mass mail sent from D.C. offices, including flats and parcels, and constituent response mail and comparable mail prepared through an offices' Office Automation System shall be picked up by the Senate Post Office and delivered by the Senate Post Office to the Sergeant at Arms.

(5) Constituent response mail mailed through the Sergeant at Arms shall be sorted and bundled by zip code and endorsed with the most economical rate unless otherwise specified by the Senator for whom the mail is mailed. Senators may specify that such mail be endorsed "AUTO PRESORT" or "BLK. RATE."

Survey Questionnaires

(f) Mass mailings, other than opinion surveys, shall not contain franked response cards or forms. Any mass mailing containing a questionnaire shall contain instructions to the recipients on how to properly return their responses.

Rates and Endorsements

(g) (1) Name addressed mass mailings shall be sent at the lowest postal rate for which the mail qualifies, unless the office for whom the mail is being mailed directs, in writing, that it be mailed at a higher rate.

(2) Bulk rate mail will have no endorsement other than "BLK RATE" or "AUTO PRESORT."

Pictures of Missing Children

(h)(1) Unless (i) a Senator, committee chairman, or other office head for whom a mass mailing or automated mail system mailing is being sent directs that such picture and information not be printed on a particular mailing, or (ii) the Sergeant at Arms finds, with respect to any or all of the mass mailings in a period of time, that the printing of such pictures and information will significantly slow the processing of the mail, all mass-mailings that are mailed as self-mailers shall bear on the address panel a picture of and information about a missing child in accordance with this subsection, and all letters prepared, folded, inserted in envelopes, and mailed by the Sergeant at Arms shall be inserted in window envelopes bearing the picture of and information about the same missing child whose picture appears on mass mailings during the same work-week. No other official mail of the Senate shall be used for the mass dissemination of pictures of, and information about, missing children.

(2) Only pictures of, and information about, missing children that are provided by the National Center for Missing and Exploited Children (hereinafter in this section referred to as the Center) are to be printed on mass mail and envelopes subject to this

section. The Sergeant at Arms shall be the liaison with the Center for obtaining such pictures and information.

(3) The Sergeant at Arms and the Director of the Center or his or her designee shall make arrangements for the Sergeant at Arms to periodically receive photographs of and information about a missing child for each State from which the Center has such photographs and information.

(4) The pictures of, and information about, missing children shall be made part of the printing plates prepared for mailings subject to this section. To the greatest extent possible, mail prepared for a Senator shall bear the photograph of, and information about, a missing child from the Senator's State.

(5) Whenever information is received from the Center that a child has been found whose picture and information are currently being printed on Senate mail, the Sergeant at Arms shall determine whether or not printing plates currently in use or awaiting use shall be discarded and new plates prepared. Whenever information is received from the Center that a child has been found whose picture and information were previously printed on Senate mail, the Sergeant at Arms shall notify offices on whose mail such picture and information were printed, and such offices shall destroy any extra copies of such mail that are on hand.

(6) The Sergeant at Arms shall transmit to the Center at the end of each month a list of the mass mailings and automated mail system letters mailed that month indicating for each mailing the State to which mailed, the number of pieces, and the child whose picture appeared thereon.

ORANGE BAG MAIL AND EXPRESS MAIL

Orange Bag Mail

SEC. 7. (a) Orange bags are used by offices only for intra-office mail from Washington, D.C. to State offices. These bags are charged at priority rates. (Orange bags used by state offices are only for transportation of franked mail to the Post Office).

Express Mail

(b) The frank may not be used for express mail. Expenses for non-frankable official mail, such as Express mail, Overseas mail, Registered and Certified mail, etc., may be defrayed from any source of funds only as provided by subsections (d) and (l) of section 311 of the Legislative Branch Appropriations Act of 1991, Public Law 101-520. Offices are advised that the Senate Post Office has created a system through which offices may present express mail, together with an authorization card similar to the cards used to purchase office supplies from the Keeper of Stationery, and have the cost of the express mail charged to the office's official office expense account. Offices choosing to use express mail originating outside Washington may establish commercial accounts with the U.S. Postal Service instead of pre-paying each mailing.

RESTRICTION ON THE USE OF MASS MAIL AND TOWN MEETING NOTICES PRIOR TO A PRIMARY OR BIENNIAL FEDERAL GENERAL ELECTION

SEC. 8. (a) No Senator may send mass mailings during the period beginning 60 days before the date of any biennial Federal general election. The 60-day pre-election moratorium on mass mailings does not apply to a committee when such mass mailings are mailed under the frank of the Chairman and relate to the normal and regular business of the committee.

Use of mass mail by Senators who are candidates is further restricted (unless the Senator's candidacy has been certified as uncontested pursuant to procedures of the Committee on Rules and Administration):

(b) Mass mailings may not be sent fewer than 60 days immediately before the date of

any primary or general election (whether regular, special, or runoff) for any Federal, State, or local office in which a Member of the Senate is a candidate for election, unless the candidacy of the Senator in such elections is uncontested, correct mail

(c) Town meeting notices in excess of 500 notices per town meeting may not be sent fewer than 60 days immediately before the date of any primary or general election (whether regular, special, or runoff) for any Federal, State, or local office in which a Member of the Senate is a candidate for election. There is no exception for uncontested candidacies (P.L. 103-283).

(d) Solicitation forms provided by a Member through a mass mailing which are intended to be mailed back by constituents, may not be responded to during the 60 days immediately before the date of any primary or general election (whether regular, special, or runoff) for any Federal, State, or local office in which a Member of the Senate is a candidate for election.

RESPONSES TO ORGANIZED MAIL CAMPAIGNS

SEC. 9. (a) Whenever a Senator determines that he or she is the recipient of mail generated by an organized mail campaign and that the resources of his or her office are not sufficient to enter the names and addresses into the offices' mail management system, the Senator may use the services of commercial vendors under contracts approved by the Committee on Rules and Administration. This service converts names and addresses to machine readable media which then may be added to such Senator's mail management system. The Sergeant at Arms has the responsibility for the processing and administrative support for this service.

(b) Expenses for work performed in accordance with this section shall be paid from funds from a Senator's Official Personnel and Office Expense Account and shall be reported to offices with their quarterly mass mail cost reports required by section 5(c).

CHANGE OF ADDRESS PROGRAMS

SEC. 10. Offices may have names and address on their mail files processed through the National Change of Address (NCOA) Program. A Senator may use any of the vendors certified by the U. S. Postal Service to provide NCOA service. A current list of vendors can be obtained from the Senate Computer Center. Processing costs charged by the NCOA vendor and transportation costs charged by the delivery service shall be billed to, and paid by, such Senator from his or her Official Personnel and Office Expense Account.

(a) Such Senator shall request the Senate Computer Center to prepare his or her mail file for shipment to the vendor selected by the Senator, using the delivery service selected by the Senator. A Sergeant at Arms "Request for Assistance" form shall be used for this purpose, and shall include a statement in the following format:

Processing and shipping costs will be paid by the Office of Senator _____ (insert name). Bills are to be submitted to _____ (insert address).

Senator's Signature

(b) The Senate Computer Center will provide the Senator with information about the mail file that will assist the Senator in estimating processing costs that will be incurred. Please contact the Sergeant at Arms for other options regarding change of address.

(c) The Computer Center will prepare the Senator's file for processing, and arrange for transportation, using the delivery service designated by the Senator. The NCOA vendor and the delivery service will be provided

with copies of the "Request for Assistance" for their use in billing the Senator for their services. On receipt of the corrected file from the NCOA vendor, the Senate Computer Center will restore it to the Senate Mail File System or provide the updated file to the appropriate vendor.

PAPER AND ENVELOPE ALLOWANCES

SEC. 12. (a)(1)(A) Each year the Secretary of the Senate shall provide each Senator with the greater of—

(i) one and one-third sheets of blank paper per adult constituent, as reported by the Bureau of the Census; or

(ii) 1,800,000 sheets of blank paper.

(B) Each year the Secretary of the Senate shall provide each Senator with letterhead paper and envelopes in the greater of the following quantities:

(i) 100 sheets and 100 envelopes per 1,000 constituents of the Senator; or

(ii) 180,000 sheets and 180,000 envelopes.

(2) A portion of a Senator's allowance for paper that is unused at the end of a year may be used during the following year but lapses at the end of that year and shall not be available for use thereafter.

(3) A portion of a Senator's allowance for paper that is unused at the time the Senator resigns, retires, or otherwise leaves office shall lapse and shall not be available for use thereafter.

(4) No portion of the paper allowance of a Senator may be given or otherwise transferred to another Senator office.

(b) (1) Each year the Secretary of the Senate shall provide each office set forth below with 180,000 sheets of blank paper, 180,000 sheets of letterhead paper, and 180,000 envelopes:

(A) Each standing committee of the Senate.

(B) Each select committee of the Senate.

(C) Each special committee of the Senate.

(D) Each impeachment trial committee of the Senate.

(2) A portion of an allowance for paper made pursuant to paragraph (1) that is unused at the end of a year shall not be available for use thereafter.

(c) (1) The Secretary of the Senate shall provide each of the following offices with such quantities of paper and envelopes as may be necessary for the performance of its official duties:

(A) The Joint Committee on the Library.

(B) The Joint Committee on Printing.

(C) The Joint Committee on Taxation.

(D) The Joint Economic Committee.

(E) The President of the Senate.

(F) The President pro tempore of the Senate.

(G) The Majority Leader of the Senate.

(H) The Assistant Majority Leader of the Senate.

(I) The Secretary for the Majority.

(J) The Minority Leader of the Senate.

(K) The Assistant Minority Leader of the Senate.

(L) The Secretary for the Minority.

(M) The Republican Conference.

(N) The Republican Policy Committee.

(O) The Republican Steering Committee.

(P) The Democratic Conference.

(Q) The Democratic Policy Committee.

(R) The Democratic Steering Committee.

(S) The Architect of the Capitol, including the Senate Restaurants and the Superintendent of the Senate Office Buildings.

(T) The Attending Physician.

(U) The Capitol Police.

(V) The Chaplain of the Senate.

(W) The Secretary of the Senate, including all offices reporting thereto.

(X) The Senate Legislative Counsel.

(Y) The Senate Legal Counsel.

(Z) The Senate Sergeant at Arms, including all offices reporting thereto.

(AA) The Congressional Budget Office.

(BB) The Democratic Senatorial Campaign Committee.

(CC) The Republican Senatorial Campaign Committee.

(DD) The Senate Employees' Federal Credit Union.

(EE) The Senate Day Care Center.

(FF) The Senate Defense Liaison Office.

(HH) The Senate Press Galleries.

(2) Except as provided in paragraph (3), no portion of an allowance for paper made pursuant to paragraph (1) may be given or otherwise transferred to a Senator or an office named in subsection (b)(1).

(3) Paper from the allowance of the Sergeant at Arms may be used to reprint matter previously printed and charged to the allowance of another office if—

(A) an error in the previously printed matter was caused by the Sergeant at Arms; and

(B) (i) the previously printed matter was destroyed prior to distribution; or

(ii) the previously printed matter was distributed before the discovery of the error, and the reprinted matter is noted as a corrected version of such previously printed matter.

(d) For the purposes of this section—

(1) blank paper means paper that is 8.5 inches by 11 inches or 8.5 inches by 14 inches; and

(2) letterhead paper means paper that is 8.5 inches by 11 inches.

(e) For the purposes of this section, the term "year" means the period beginning on January 3 of a calendar year and ending on January 2 of the following year. Paper for any mass mailing the work order for which is submitted prior to the close of business of the Sergeant at Arms on January 2 of any year shall be charged to the allotment for such year ending on January 2 (or, in the case of Senators, to any remaining balance from the previous year) if the office for which the mass mailing is being prepared gives the Sergeant at Arms, by its close of business the following February 14, a final printing and mailing clearance. If final clearance for printing is not given by close of business on February 14, the work order for such work shall be canceled and, if the office still desires to have the work completed, a new work order shall be prepared and the paper charged to the year in which such work order is dated (or, in the case of Senators, to any remaining balance from the previous year). Costs incurred in processing a work order that is canceled because the final clearance for printing was not received prior to close of business February 14 shall be reported in the cost report for the quarter ending March 31.

PRINTING OF LETTERHEAD STATIONERY AND ENVELOPES

SEC. 13. (a) The return address on envelopes to be used with franked mail must bear the nine-digit zip code of the office sending the mail.

(b) Envelopes with Senators' return addresses and nine-digit zip codes shall not be used for mail from committees. Envelopes with committee return addresses and nine-digit zip codes shall not be used for mail from Senators' offices.

(c) Senators' letterhead stationery and envelope allowances may be used for personal office letterhead stationery and envelopes and committee letterhead stationery. Such allowances shall not be used for committee envelopes.

(d) Paper used for the following purposes shall not be charged to an office's paper allowance—

(1) Mailings that relate solely to a notice of appearance or scheduled itinerary of a Senator in the State represented by the Senator and which is mailed to the part of the State where such appearance is to occur.

(2) "Dear friend" letters or post cards processed in accordance with section 9 of these regulations.

(3) Non-personalized Senate letterhead stationery used for automated mail system letters printed on the Sergeant at Arms high speed laser printers.

(e) Committee envelopes may bear only the frank of the chairman or the ranking minority member, the name and address of the full committee, including the nine-digit zip code of the committee, and "Official Business" or "Public Document."

Approved by Chairman and Ranking Member.

Date: 9/30/98.

ATTACHMENT B

APPENDIX A. PUBLIC TRANSPORTATION SUBSIDY REGULATIONS

(Committee on Rules and Administration,
United States Senate, effective August 1,
1992, Amended on September 30, 1998)

SEC. 1. POLICY

It is the policy of the Senate to encourage employees to use public mass transportation in commuting to and from Senate offices.

SEC. 2. AUTHORITY

The Tax Reform Act of 1986 allows employers to give employees as a tax free "de minimis fringe benefit" transit fare media of a value not exceeding \$40.00 per month. The Fiscal Year 1991 Treasury-Postal Appropriations Act (Pub. L. 101-509) allows Federal agencies to participate in state or local government transit programs that encourage employees to use public transportation.

SEC. 3. DEFINITIONS

(a) Public Mass Transportation—A transportation system operated by a State or local government, e.g. bus or rail transit system.

(b) Fare Media—A ticket, pass, or other device, other than cash, used to pay for transportation on a public mass transit system.

(c) Office—Refers to a Senate employee's appointing authority, that is, the Senator, committee chairman, elected officer, or an official of the Senate who appointed the employee. For purposes of these regulations, an employee in the Office of the President pro tempore, Deputy President pro tempore, Majority Leader, Minority Leader, Majority Whip, Minority Whip, Secretary of the Conference of the Majority, or Secretary of the Conference of the Minority shall be considered to be an employee, whose appointing authority is the Senator holding such position.

(d) Qualified Employee—An individual employed in a Senate office whose salary is disbursed by the Secretary of the Senate, whose salary is within the limit set by his or her appointing authority for participation in a transit program under these regulations, and who is not a member of a car pool or the holder of any Senate parking privilege.

(e) Qualified program Refers to the program of a public mass transportation system that encourages employees to use public transportation in accordance with the requirements of Pub. L. 101-509 whose participation in the Senate program in accordance with these regulations has been approved by the Committee on Rules and Administration.

SEC. 4. PROGRAM REQUIREMENTS

(a) Each office within the Senate is authorized to provide to qualified employees under its supervision a de minimis fringe employment benefit of transit fare media of a value not to exceed the amount authorized by statute (currently not to exceed \$21 per month).

(b) Each appointing authority may establish a salary limit for participation in this program by his or her employees. If such salary limit is established, all staff paid at or below that limit, and who meet the other

criteria established in these regulations, must be permitted to participate in this program.

(c) For purposes of these regulations, an individual employed for a partial month in an office shall be considered employed for the full month in that office.

(d) The fare media purchased by participating offices under this program shall only be used by qualified employees for travel to and from their official duty station.

(e) Any fare media purchased under this program may not be sold or exchanged.

(f) In addition to any criminal liability, any person misusing, selling, exchanging or obtaining or using a fare media in violation of these regulations shall be required to reimburse the office for the full amount of the fare media involved and may be disqualified from further participation in this program.

SEC. 5. OFFICE ADMINISTRATION OF PROGRAM

Each office electing to participate in this program shall be responsible for its administration in accordance with these regulations, shall designate an individual to manage its program, and may adopt rules for its participation consistent with these regulations.

An employee who wishes to participate in this program shall make application with his or her office on a form which shall include a certification that such person is not a member of a motor pool, does not have any Senate parking privilege (or has relinquished same as a condition of participation), will use the fare media personally for travelling to and from his or her duty station, and will not exchange or sell the fare media provided under this program. The application shall include the following statement:

This certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to criminal prosecution under 18 U.S.C. § 1001.

Safekeeping and distribution of fare media purchased for an office is the responsibility of the program manager in that office. Participating offices may not refund or replace any damaged, misplaced, lost, or stolen fare media.

SEC. 6. SENATE STATIONERY ROOM RESPONSIBILITIES

The only program currently available in the Washington, DC metropolitan area at this time is "Metro Pool, a program established through Metro by the District of Columbia. Transit benefits will be provided through Metro Pool for participating offices in the Washington, D. C. area. The Committee on Rules and Administration shall enter into an agreement with Metro Pool for purchase of fare media by the Senate Stationery Room as required by participating offices on a monthly basis.

A participating office shall purchase the fare media with its authorized appropriated funds from the Senate Stationery Room through its stationery account pursuant to 2 U.S.C. § 119.

At the time of purchase each office shall present to the Senate Stationery Room two copies of the certification referred to in section 7 of these regulations. The Stationery Room shall make one copy available to the Senate Rules Committee Audit Section. In addition, the Stationery Room may not refund or replace any damaged, misplaced, lost, or stolen fare media that has been purchased through the office's stationery account.

SEC. 7. CERTIFICATION

The certification required by section 6 shall be approved by the appointing authority and shall include the name, and social security number of each participating em-

ployee within that office, and the following statements:

(a) Each person included on the list is currently a qualified employee as defined in Section 3.

(b) No person included on the list has any current Senate parking privilege and that no parking privileges will be restored to any person on the list during the period for which the fare media is purchased.

(c) That only one (1) fare media per month is being purchased for each participating employee.

SEC. 8. OTHER PARTICIPATING PROGRAMS

Section 6 provides for procedures for participation by Washington offices in the Metro Pool program established through Metro by the District of Columbia. Additional programs in the Washington, D.C. metropolitan area, or programs offered in other locations where Members have offices that meet the requirements of the law and these regulations, may be used for qualified employees, subject to the following requirements:

(A) Authorization

The public transit system shall submit information to the Committee on Rules and Administration that it participates in an established state or local government program to encourage the use of public transportation for employees in accordance with the provisions of Pub. L. 101-509 and these regulations. If the program meets the requirements of the statute and these regulations and is approved by the Committee on Rules and Administration, any Senate office served by such transit system may provide benefits to its employees pursuant to these regulations.

(B) Procedures

(1) A qualified program operating in the Washington, D.C. metropolitan area that permits purchase arrangements similar to those provided by the Metro Pool program shall participate in the Senate program in accordance with the procedures set forth in Section 6.

(2) A qualified program operating in the Washington, D.C. metropolitan area that does not have purchase arrangements similar to Metro Pool, or a qualified program located outside that metropolitan area, that permits purchases directly by an office, may make arrangements for purchase of media directly with a participating office. Such an office may provide for direct payment to that system and shall submit the certification in accordance with Section 7.

(3) In the case of a qualified program that does not permit purchase arrangements as provided in paragraphs (1) or (2) above, an office may provide for reimbursement to a qualified employee and shall submit a certification in accordance with Section 7.

(C) Documentation

The following documentation must accompany a voucher submitted under paragraph 8(B)(2) or (3):

(1) A copy of the Rules Committee approval, in accordance with section 8(A), with the first voucher submitted for that transit program, provided subsequent vouchers identify the transit program.

(2) The certification.

(3) Proof of purchase of the fare media.

(D) Voucher Guidance

In the case of a Senator's state office, reimbursement for payment to either a qualified transit system, or a qualified employee shall be from the Senators' Official Personnel and Office Expense Account (SOP&OEA) as a home state office expense on a seven part voucher.

In the Washington, DC metropolitan area, reimbursement for payment to either a

qualified transit system, or a qualified employee shall be as follows:

(1) in the case of a Senator's office from the SOP&OEA as an "other official expense" (discretionary expense).

(2) in the case of a Senate committee or administrative office as an "Other" expense.

SEC. 9. SPECIAL CIRCUMSTANCES

Any circumstances not covered under these regulations shall be considered on application to the Committee on Rules and Administration.

SEC. 10. EFFECTIVE DATE

These regulations shall take effect on the first day of the month following date of approval.

Approved by Chairman and Ranking Member.

Date: September 30, 1998.

ATTACHMENT C

REGULATIONS FOR THE DISPLAY OF FLAGS AND STATE SENATE SEALS IN THE HALLWAYS OUTSIDE SENATOR'S OFFICES

(Adopted by the Committee on Rules and Administration, United States Senate, October 21, 1987; Amended on September 30, 1998)

1. Two wooden flagpoles, 8 feet in height by 1-5/32" in diameter, mounted in bright brass finished stands weighing at least 15 pounds, for flying 3 foot by 5 foot state and United States flags, at the Senator's option, are permitted in the hallway outside a Senator's office. The flagpoles and stands must be placed inside the office at night.

2. One state seal in cast bronze, or other acceptable material, not less than 14 inches nor more than 15 inches in diameter, may be mounted on the wall to the right or left of the main entrance to the suite, at a height of 5 feet above the floor. The state seal may not be mounted on the entrance door.

3. Artifacts are not permitted on the walls, doors, and in the corridors outside Senator's offices.

Approved by Chairman and Ranking Member.

Date: September 30, 1998.

ATTACHMENT D

REGULATIONS GOVERNING ADVANCE PAYMENT

(Adopted by the Committee on Rules and Administration, United States Senate, October 30, 1997; Amended on September 30, 1998)

Under the authority granted by Sec. 1(b) for P.L. 105-55, the FY98 Legislative Branch Appropriations bill and using these regulations—

The term "advance payment" means any expense authorized, by the Committee on Rules and Administration, pursuant to P.L. 105-55.

By the above definition of advance payment and following the enactment of the FY98 Legislative Branch Appropriations bill, in addition to subscriptions, the following items are for advance payment:

(a) Rental of water coolers (cooler units only/not for water)

(b) monthly maintenance on equipment that is either non-standard and/or above the \$500 limit

(c) cable TV services (including basic satellite service where needed)

(d) online services (for official use by the Senator only)

(e) rental booths at State Fairs, rent for space to be use during town hall meetings and associated costs (not to include insurance)

(f) conference and seminar fees (not to include meals charged separately)

(g) payments on leased equipment

(h) paging service

(i) clipping services

(j) yellow page listings (not to include the classified yellow pages)

(k) State office rents, up to 1 year in advance.

With respect to charges for on-line services, paging services, clipping services, and equipment maintenance, advance payment shall only be made in the cases of "flat fee services." Also, no advance payment will be allowed in instances where cancellation fees may be incurred. Time limitation on the obligation of funds is restricted to a Member's six-year term of office and a Committee's biennial funding period.

Approved by Chairman and Ranking Member.

Date: September 30, 1998.●

BREAST AND CERVICAL CANCER TREATMENT ACT

● Mrs. BOXER. Mr. President, in the remaining days of this Congress, we can make a profound difference in the lives of American women. The Breast and Cervical Cancer Treatment Act, S. 2017, would ensure that women whose cancer is diagnosed through the Centers for Disease Control and Prevention's screening program have access to the medical care they need. It would give states the option of extending Medicaid coverage to low-income, uninsured women who have been diagnosed with breast or cervical cancer through the CDC program.

Federal legislation is needed because the patchwork of state laws does not ensure women the treatment they need. In California, the health care community and breast cancer activists mobilized behind a bill to provide breast cancer treatment to uninsured and underinsured women. The California legislature passed the bill and sent it to the Governor for his signature. Despite the bill's widespread popularity, the Governor vetoed it a few days ago.

If we care enough about women's health to provide coverage for screenings, then we should care enough to provide treatment when those screenings find cancer. The last thing a woman should have to worry about when she is diagnosed is how she will pay for her treatment.

The heart wrenching experience of one of my constituents shows us how important the Breast and Cervical Cancer Treatment Act is.

Two and a half years ago, Edna Harris of Imperial Beach, California felt a lump in her breast. Like so many other women in her position, she feared it was cancerous. But Edna had another reason to worry. She was uninsured, and neither she nor her husband were employed.

Under the CDC's Early Detection program, Edna underwent a mammogram, a fine needle biopsy, and then a full biopsy. When the results came in, her worst fear had come true: she was diagnosed with breast cancer, and told she needed surgery. The CDC program that had diagnosed her did not cover the costs of treatment. Edna was told that unless she would come up with nearly \$4,000, she could not receive treatment.

Edna's experience reveals a fatal flaw in one of our best-intentioned, and indeed most successful, programs. Low income and uninsured women who are diagnosed with cancer under the CDC program must scramble to find the money for treatment. Edna was fortunate; she ultimately was able to come up with the resources to fund her treatment. But others are not so fortunate. I have heard from women who have had to mortgage their homes or hold bake sales to pay for cancer treatment. This is unacceptable.

The Breast and Cervical Cancer Treatment Act will help ensure that all our mothers, daughters, and sisters receive the treatment they need at one of the most vulnerable times of their lives. I urge our leadership to bring the Breast and Cervical Cancer Treatment Act to the floor this session. We owe it to the women of this country to pass this legislation before Congress adjourns.●

ONE GUN A MONTH FORUM

● Mr. LAUTENBERG. Mr. President, I rise today to inform my colleagues of a forum I held on September 2 on the deadly problem of gun trafficking. I am pleased that Senator ROBB and Senator SARBANES were able to join me at the forum.

As my colleagues know, I have introduced S. 466, the Anti-Gun Trafficking Act. The Judiciary Committee has not held hearings on this legislation, and I thought it was important to gather expert testimony on the issue. The testimony I heard at the forum has made me even more determined to pass this sensible legislation and make it more difficult for gun traffickers to obtain and sell their deadly merchandise on our streets.

The witnesses at this forum included: Philadelphia Mayor Ed Rendell, who is also the chair of the Conference of Mayor's Task Force on Gun Violence; James and Sarah Brady; Captain R. Lewis Vass of the Virginia State Police, and Captain Thomas Bowers of the Maryland State Police.

We also heard from a panel of youth from right here in our nation's capital who live with gun violence everyday in their communities. They were John Schuler, Kenisha Green and Quanita Favorite.

In this statement I will summarize what happened during the forum. But I will also be including, during the next few days, testimony from the witnesses so that my colleagues and the public will have a record of their views.

Mr. President, as a result of the Brady Act, we have helped prevent thousands of guns from getting into the hands of the wrong people. Since the Brady Act went into effect in 1994, more than 242,000 handgun purchases have been denied to convicted felons, fugitives, drug addicts and other dangerous persons. The Domestic Violence Gun Ban in the Brady Act, which I sponsored and which went into effect in