

XML Standard			
XML Tag	Example	Required	Description
<?xml version="1.0" ?>	<?xml version="1.0" ?>	Mandatory	Defines XML version
<CWC></CWC>	<CWC></CWC>	Mandatory	This is the standard opening and closing root XML wrapper tag for grassroots communications transmitted to Capitol Hill. The opening tag appears before all other tags, and the closing tag concludes each individual message. This code originates from the Communicating with Congress (CWC) Project title and is used to create a unique wrapper tag that is distinct from other XML protocols in use by the House and Senate.
Primary Sections			
XML Tag	Example	Required	Description
<CWCVersion></CWCVersion>	<CWCVersion>1.0</CWCVersion>	Mandatory	This tag denotes the version of the CWC XML specification that the delivery adheres to.
<Delivery></Delivery>	<Delivery></Delivery>	Mandatory	This tag denotes the section devoted to uniquely identifying the delivery, the sending organization, the sending organization's campaign, and the delivery agent.
<Recipient></Recipient>	<Recipient></Recipient>	Mandatory	This tag denotes the section devoted to the recipient of the message and the optional bill to which it pertains
<Constituent></Constituent>	<Constituent></Constituent>	Mandatory	This tag denotes the section devoted to information pertaining to the constituent sending the message
<Message></Message>	<Message></Message>	Mandatory	This tag denotes the section devoted to information pertaining to the message content
<Delivery> Section			
XML Tag	Example	Required	Description
<DeliveryId></DeliveryId>	<DeliveryId>LKAP1036285LFVUID194HDCI6452ADDF</DeliveryId>	Mandatory	The <DeliveryId> is a unique message identifier to be used to uniquely identify a single delivery. It is a 32-digit alpha-numeric global unique identification protocol (GUID). The <DeliveryId> and the <DeliveryAgent> combination should uniquely identify a single, specific delivery message sent.
<DeliveryDate></DeliveryDate>	<DeliveryDate>20100121</DeliveryDate>  Note: The example used here is based on a message delivery date of January 21, 2010.	Mandatory	The <DeliveryDate> is the date the delivery was sent. It is an 8-digit date in YYYYMMDD format.
<DeliveryAgent></DeliveryAgent>	<DeliveryAgent>Hill Data Group</DeliveryAgent>	Mandatory	The delivery agent facilitating the campaign is required to identify itself in order for recipients to know who to contact if there is a technical issue with a particular campaign. If the sponsoring grassroots organization is also the delivery agent, and has identified itself through the <Organization>, <OrganizationContact> and <OrganizationAbout> fields, it should repeat that information in the delivery agent fields. It is unacceptable for this tag to be empty. The <DeliveryId> and the <DeliveryAgent> combination should uniquely identify a single, specific delivery message sent.
<DeliveryAgentAckEmailAddress></DeliveryAgentAckEmailAddress>	<DeliveryAgentAckEmailAddress>email_acknowledge@hdg.com</DeliveryAgentAckEmailAddress>	Mandatory	This is a valid email address of the Delivery Agent to which to send the acknowledgement that the House or Senate CMS systems generate upon receipt of the message

<DeliveryAgentContact></DeliveryAgentContact>	<DeliveryAgentContact><DeliveryAgentContactName>John Smith</DeliveryAgentContactName><DeliveryAgentContactEmail>	Mandatory	The delivery agent facilitating the campaign should provide congressional offices with the contact information and name of an individual within their organization to whom they can reach out to resolve technical issues or request additional information.
	<DeliveryAgentContactName></DeliveryAgentContactName>	Mandatory	Name of Delivery Agent Contact
	<DeliveryAgentContactEmail></DeliveryAgentContactEmail>	Mandatory	Email of Delivery Agent Contact
	<DeliveryAgentContactPhone></DeliveryAgentContactPhone>	Mandatory	Phone of Delivery Agent Contact
<Organization></Organization>	<Organization>American Education Coalition</Organization>	Optional	Grassroots advocacy organizations generating campaigns have the option of identifying their organization so congressional offices know who to contact if a technical issue arises or if they would like more information.
<OrganizationContact></OrganizationContact>	<OrganizationContact><OrganizationContactName>Jane Doe</OrganizationContactName><OrganizationContactEmail>jan	Optional	Grassroots advocacy organizations have the option of providing congressional offices with the contact information and name of an individual within their organization to whom recipients can reach out to resolve technical issues or request additional information.
	<OrganizationContactName></OrganizationContactName>	Optional	Name of Organization Contact
	<OrganizationContactEmail></OrganizationContactEmail>	Optional	Email of Organization Contact
	<OrganizationContactPhone></OrganizationContactPhone>	Optional	Phone of Organization Contact
<OrganizationAbout></OrganizationAbout>	<OrganizationAbout>AEC is a grassroots association of students, parents, educators, and professionals dedicated to advancing education in America.</OrganizationAbout>	Optional	Sponsoring grassroots advocacy organizations can transmit information about their organization's mission in 500 characters or less.
<CampaignId></CampaignId>	<CampaignId>8d969eef6ecad3c29a3a629280e686cf0c3f5d5a86a	Mandatory	The <CampaignId> is a unique identifier specific to each advocacy campaign transmitted to congressional offices. Multiple campaigns from the same Organization would each have a different advocacy campaign code. It is a unique string within the namespace of the <DeliveryAgent> that denotes a particular campaign, and recommended to be passed through a SHA-2 (preferably SHA-256) encoding mechanism to obfuscate the actual original string. This field can be used by Congressional email vendors to rollup deliveries associated with the same <DeliveryAgent> / <CampaignId> combination. If the delivery is being sent as part of an adhoc campaign, then the <CampaignId> should be a unique string corresponding only to this single delivery.
<Recipient> Section			
XML Tag	Example	Required	Description
<MemberOffice></MemberOffice>	<MemberOffice>HWY01</MemberOffice>	Mandatory	This tag will be used to properly direct messages to their intended recipient. These codes identify the office, not the Member, and would only change after a redistricting occurs and states either gain or lose congressional districts. A complete list of the appropriate codes for the 100 Senate offices, the 435 congressional offices, and the six House delegates are listed in the "Member Office Codes" tab in this spreadsheet. For House Members, this consists of the the letter "H" to specify the U.S. House of Representatives, the two-letter state or territory in all caps, and the two-digit district code (i.e. HMD04 for Maryland's 4th Congressional District). For House Delegates and at-large Representatives the district code would be "01" (i.e. HDC01 for the District of Columbia). For Senate Members, this consists of the the letter "S" to specify the U.S. Senate, the two-letter state code in all caps, and then the Senate seat's two-digit class number (i.e. SHI01 for the Senate office from Hawaii which belongs to Senate Class I, the seat currently occupied by United States Senator Daniel Akaka).

<IsResponseRequested></IsResponseRequested>	<IsResponseRequested>N</IsResponseRequested>	Optional	The "is response requested" XML tag is used for giving citizens the option of whether or not they would prefer to receive a response from the Member of Congress on this single communication. This is not an opt-out of any future communications and does not preclude the Member of Congress from sending a response if they choose to do so. Possible values are Y (yes) or N (no). Absence of the element is equivalent to N.
<NewsletterOptIn></NewsletterOptIn>	<NewsletterOptIn>Y</NewsletterOptIn>	Optional	The newsletter opt-in tag is an optional code for transmitting to a congressional office that a constituent would like to subscribe to the Member's e-mail newsletter. Any implementation of this tag in grassroots advocacy campaigns must require the constituent to affirmatively choose to receive these communications by opting into the subscription. This must not be a pre-populated option requiring the constituent to opt-out. Possible values are Y (yes) or N (no). Absence of the element is equivalent to N.

<b>&lt;Constituent&gt; Section</b>			

XML Tag	Example	Required	Description
<Prefix></Prefix>	<Prefix>Mr.</Prefix>	Mandatory	The prefix tag is a mandatory, free-form field that many congressional offices consider to be a critical component in their ability to respond to constituents in a professional manner. See the Prefix Codes tab of this spreadsheet for the format and examples of possible values.
<FirstName></FirstName>	<FirstName>John</FirstName>	Mandatory	The first name should be written in full in title case.
<MiddleName></MiddleName>	<MiddleName>A.</MiddleName>	Optional	If provided, the format should either be the middle initial capitalized and followed by a period or the full middle name in title case.
<LastName></LastName>	<LastName>Tova</LastName>	Mandatory	The last name should be written in full in title case.
<Suffix></Suffix>	<Suffix>Jr.</Suffix>	Optional	The suffix tag is an optional, free-form field that would allow individual citizens to elect to include appropriate suffixes, such as Jr. or Esq. The field should allow enough characters so that someone could choose more than one appropriate suffix.
<Title></Title>	<Title>Vice Principal</Title>	Optional	To be used if the constituent wishes to transmit a title as part of their personal information.
<ConstituentOrganization></ConstituentOrganization>	<ConstituentOrganization>Sandview Elementary School</ConstituentOrganization>	Optional	To be used if the constituent wishes to transmit their organization name as part of their communication. (Note: This is not a field for including the name of the sponsoring grassroots advocacy organization, but rather the constituent's employer or other affiliated organization.)
<Address1></Address1>	<Address1>2101 O'Neil Avenue</Address1>	Mandatory	To the greatest extent possible, all address information should adhere to the standards on which CASS-certification software is based. More information can be found at: <a href="http://www.usps.com/ncsc/addressservices/certprograms/cass.htm">http://www.usps.com/ncsc/addressservices/certprograms/cass.htm</a>
<Address2></Address2>	<Address2>Room 310</Address2>	Optional	To the greatest extent possible, all address information should adhere to the standards on which CASS-certification software is based. More information can be found at: <a href="http://www.usps.com/ncsc/addressservices/certprograms/cass.htm">http://www.usps.com/ncsc/addressservices/certprograms/cass.htm</a>
<Address3></Address3>	<Address3>Rural Route</Address3>	Optional	To the greatest extent possible, all address information should adhere to the standards on which CASS-certification software is based. More information can be found at: <a href="http://www.usps.com/ncsc/addressservices/certprograms/cass.htm">http://www.usps.com/ncsc/addressservices/certprograms/cass.htm</a>
<City></City>	<City>Cheyenne</City>	Mandatory	Cities should be listed in title case and to the greatest extent possible, adhere to the standards on which CASS-certification software is based. More information can be found at: <a href="http://www.usps.com/ncsc/addressservices/certprograms/cass.htm">http://www.usps.com/ncsc/addressservices/certprograms/cass.htm</a>
<StateAbbreviation></StateAbbreviation>	<StateAbbreviation>WY</StateAbbreviation>	Mandatory	The state or territory of the constituent, specified using U.S. two-letter standardized state/territory abbreviations. To the greatest extent possible, all address information should adhere to the standards on which CASS-certification software is based. More information can be found at: <a href="http://www.usps.com/ncsc/addressservices/certprograms/cass.htm">http://www.usps.com/ncsc/addressservices/certprograms/cass.htm</a>

<Zip></Zip>	<Zip>82001-3512</Zip>	Mandatory	This tag is meant to accommodate a ten-digit zip code submission, allowing for zip+4 (i.e. 80233-1234). It would accept a five-digit zip code, but zip+4 is strongly preferred. To the greatest extent possible, all address information should adhere to the standards on which CASS-certification software is based. More information can be found at: <a href="http://www.usps.com/ncsc/addressservices/certprograms/cass.htm">http://www.usps.com/ncsc/addressservices/certprograms/cass.htm</a>
<Phone></Phone>	<Phone>307-555-1212</Phone>	Optional	The telephone number should include the area code and be provided in ten-digit form with dashes and without parenthesis, as seen in the example.
<AddressValidation></AddressValidation>	<AddressValidation>Y</AddressValidation>	Optional	This tag is meant to transmit information about whether or not address information provided by the citizen was validated using USPS-licensed software. Possible values are Y (yes) or N (no). Absence of the element is equivalent to N.
<Email></Email>	<Email>jtova@someplace.com</Email>	Mandatory	Electronic communications should always include the constituent's email address.
<EmailValidation></EmailValidation>	<EmailValidation>Y</EmailValidation>	Optional	This tag is meant to transmit information about whether or not the email address provided by the citizen was validated for form/deliverability prior to submission. Possible values are Y (yes) or N (no). Absence of the element is equivalent to N.

## <Message> Section

XML Tag	Example	Required	Description
<Subject></Subject>	<Subject>Excellence in Education</Subject>	Mandatory	This should be a short description of the topic or subject of the advocacy campaign or a general description of the issue, similar to the subject line of an email message.
<LibraryOfCongressTopic></LibraryOfCongressTopic>	<LibraryOfCongressTopic>Education</LibraryOfCongressTopic>	Mandatory	All incoming LibraryOfCongressTopic codes should utilize the standard CRS Subject Terms developed by the Library of Congress. An updated list of CRS Subject Terms can be accessed at: <a href="http://thomas.loc.gov/help/terms-subjects.html">http://thomas.loc.gov/help/terms-subjects.html</a> . Only the top term codes should be utilized. They appear in bold on the Library of Congress' Web site, but the secondary terms can be used as a reference by the sender to help ensure that the proper top term(s) are chosen. A dated list of CRS Subject Terms are also listed in the "Library of Congress Topic Codes" tab in this spreadsheet (in the spreadsheet the top terms are bold and appear in the blue shaded boxes). However, the most up-to-date list of terms is accessible from the Library of Congress Web site listed above. Each congressional office will then have the flexibility to map these standardized topic codes to their own internal taxonomy. Multiple topics can be defined through the use of multiple Topic elements.
<Bill></Bill>	<Bill><BillCongress>111</BillCongress><BillTypeAbbreviation>hr</BillTypeAbbreviation>	Optional	Defines an optional Bill that the delivery or campaign references. Multiple bills can be specified by multiple Bill elements.
	<BillCongress>111</BillCongress>	Optional	This should reference the Congress in which the bill was introduced to eliminate any confusion about the intended bill. While optional, it should be always be used when referencing specific legislation. This should be a positive integer.
	<BillTypeAbbreviation>hr</BillTypeAbbreviation>	Optional	This should be populated with the bill or amendment identification number if the advocacy campaign is referring to specific legislation. This field should follow the format listed in the "Bill Type Abbreviations" tab in this spreadsheet, which matches the Bill Types defined by the THOMAS "Legislative Handle" syntax defined at: <a href="http://thomas.loc.gov/home/handles/help.html">http://thomas.loc.gov/home/handles/help.html</a>
	<BillNumber>233</BillNumber>	Optional	This should be populated with the bill, resolution, or amendment identification number if the advocacy campaign is referring to specific legislation. This should be a positive integer

<ProOrCon></ProOrCon>	<ProOrCon>Pro</ProOrCon>	Optional	This should be used when the grassroots organization wishes to convey its support for, or its opposition to, a bill or general issue. There are only two options for this field: pro or con. If the position is qualified or neutral, this tag should not be utilized. Note: This tag references support or opposition for the specific legislation identified in the <Bill> field if the campaign references specific legislation, or the <Subject> field if the campaign is not bill specific and instead references a more general issue. The <ProOrCon> tag does not connote support or opposition for the subjects chosen in the <LibaryOfCongressTopic> field.
<OrganizationStatement></OrganizationStatement>	<OrganizationStatement>I urge you to support the Education for All Americans Act of 2009 to help foster learning for all Americans, benefitting their communities and themselves. </OrganizationStatement>	Optional (see comments)	This contains a general statement of the campaign sponsor's position on the issue. It should be static and reflects the overall position of the organization and the individual participants. Individual citizen comments appear elsewhere in the ConstituentMessage field. NOTE: The Message section should contain at least one of <OrganizationStatement> or <ConstituentMessage>. Maximum length of this field is 10,000 characters.
<ConstituentMessage></ConstituentMessage>	<ConstituentMessage>Dear Congresswoman, as a father of two small children, I believe that nothing is more important than access to education.</ConstituentMessage>	Optional (see comments)	The constituent message tag should contain the personalized free form text of the message from the constituent to the Member. Note: This is not a field that should contain the advocacy campaign's suggested text or the organizations position on an issue, but should only contain the personal message that the end-using citizen would like to transmit along with the information contained in the rest of the campaign. NOTE: The Message section should contain at least one of <OrganizationStatement> or <ConstituentMessage>. Maximum length of this field is 10,000 characters.
<MoreInfo></MoreInfo>	<MoreInfo> <a href="http://www.aec.org/issue/legislation/HR233/">http://www.aec.org/issue/legislation/HR233/</a> </MoreInfo>	Optional	Grassroots organizations would have the option to transmit a URL that points to a resource where congressional offices can view more detailed information about the organization's position on the issue.