![KnowWho — Government Relations Contact Solutions]

# Congress & State KnowWho

## Data Services – Level-2

# USER'S MANUAL

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# Data Services – Level 2

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This data service contains all the information you need to identify, communicate, and interact with the 541 Members of Congress and the 7,546 members in 99 chambers of the 50 state legislatures.

**Committees:** You will find extensive committee, subcommittee and caucus data that includes address and contact numbers; committee members with chair titles and rank; and committee staff with titles.

**Legislators:** Legislator data includes party, high-level election detail, fielded biographical data, contact information and social media sites; complete narrative biography documents; staffer names, titles, and areas of responsibility; Capitol Hill and district office addresses and contact numbers.

**Officers:** Officer data includes all Legislative officer's titles with address and contact information; as well as Staff names and titles.

This data package contains everything you need to establish an effective and up-to-date Federal and State-level grassroots database.

*This manual was developed and is maintained by KnowWho, Inc.*

An updated version of this document can be found at: https://www.knowwho.com/secure/download.asp

# Table of Contents

# 1. Introduction

Thank you for ordering Congress and/or State Legislature Data Service.

KnowWho has developed these data products with one purpose in mind – to make it easy and economical for our customer's to build and an effective Federal and State Legislature grassroots database program and keep it updated.

Please note that if you choose to receive your data in a .CSV ASCII format, the data and look-up tables (or LUTs) will each be in their own individual .CSV file. If you receive your data in an Excel format, you will receive one file with the data and LUTs on individual worksheets within the file.

We value your time and feedback- please feel free to contact Lou Bosse with any questions or comments at loubossejr@knowwho.com or 1-888-335-0263.

## QUICK REFERENCE TABLE TO DATA FIELDS

### COMMITTEES MEMBERS - tab/worksheet (CM-nn)

| Field Title | Field Name | WS Position | MAX length | Sample Data |
|---|---|---|---|---|
| Committee Unique Code | COMID | CM-01 | 8 | "14601" |
| Member's Unique Legislator Code | UID | CM-02 | 8 | "30197" |
| Person's Unique Code | PID | CM-03 | 8 | "216650" |
| Legislator Committee Type Code | CODE | CM-04 | 3 | "FCM" |
| Legislator Committee Description Code | DESCRIPTION | CM-05 | 35 | "Federal Committee Member" |
| Ranking in the Committee | RANK | CM-06 | 6 | "R023" |
| Last Updated | LASTUPDATED | CM-07 | 25 | "2/20/3013" |

### COMMITTEES - tab/worksheet (C-nn)

| Field Title | Field Name | WS Position | MAX length | Sample Data |
|---|---|---|---|---|
| Committee Unique Code | COMID | C-01 | 8 | "21743" |
| Committee Code | COMCODE | C-02 | 8 | HCOM15 |
| Committee Type | COMTYPE | C-03 | 2 | "FH" |
| Committee Type Description | TYPEDESCR | C-04 | 12 | "Federal House" |
| Committee Name | COMNAME | C-05 | 150 | House Subcommittee on Energy and Power |
| Committee Level | COMLEVEL | C-06 | 12 | "Subcommittee" |
| Committee Parent Name | PARENTNAME | C-07 | 80 | "House Committee on Energy and Commerce" |
| Committee Parent Code | PARENTCOMCODE | C-08 | 9 | "HCOM" |
| Committee State | COMSTATE | C-09 | N/A | Blank – not relevant to this data set |
| Committee State Name | STATENAME | C-10 | N/A | Blank – not relevant to this data set |
| Committee Street Address 1 | STREET1 | C-11 | 75 | "Room 2125 RHOB- Rayburn House Office Building" |
| Committee Street Address 2 | STREET2 | C-12 | 75 | "Independence Avenue and 1st Street, SW" |
| Committee City | CITY | C-13 | 15 | "Washington" |
| Committee State | STATE | C-14 | 2 | "DC" |
| Committee ZIP Code | ZIP | C-15 | 10 | "20515-6115" |
| Committee Phone Number | PHONE | C-16 | 17 | "(202) 225-2927" |
| Committee Fax Number | FAX | C-17 | 17 | "(202) 225-1919" |
| Committee Email | EMAIL | C-18 | 200 | http://energycommerce.house.gov/signup/contact.shtml |
| Committee Web URL | URL | C-19 | 200 | http://energycommerce.house.gov/ |
| Last Updated | LASTUPDATED | C-20 | 25 | "4/11/2013  1:14:00 PM" |

## COMMITTEES STAFFERS - tab/worksheet (CS-nn)

| Field Title | Field Name | WS Position | MAX length | Sample Data |
|---|---|---|---|---|
| Committee Unique Code | COMID | CS-01 | 8 | "14600" |
| Person's Unique Code | PID | CS-02 | 8 | "448285" |
| Committee Staffer Last Name | LNAME | CS-03 | 20 | "Pagett" |
| Committee Staffer First Name | FNAME | CS-04 | 12 | "Riley" |
| Committee Staffer Middle Name | MNAME | CS-05 | 12 | "Driessnack" |
| Committee Staffer Title | TITLE | CS-06 | 75 | "Staff Assistant" |
| Committee Staffer Title Code | CODE | CS-07 | 3 | "SAR" |
| Committee Staffer Majority/Minority Code | MAJMIN | CS-08 | 3 | "MAJ" |
| Committee Staffer Phone Number | PHONE | CS-09 | 17 | "(202) 225-2171" |
| Committee Staffer Email | EMAIL | CS-10 | 200 | riley.pagett@mail.house.gov |
| Committee Staffer Responsibility Code | RESPONSIBILITY | CS-11 | N/A | Blank – not relevant to this data set |
| Last Updated | LASTUPDATED | CS-12 | 23 | "2/11/2013  3:17:00 PM" |

## MEMBERS - tab/worksheet (M-nn)

| Field Title | Field Name | WS Position | MAX length | Sample Data |
|---|---|---|---|---|
| Member's Unique Legislator Code | UID | M-01 | 8 | "21761" |
| Person's Unique Code | PID | M-02 | 8 | "158711" |
| Legislator's Type | LEGTYPE | M-03 | 2 | "FL" |
| Chamber (house/senate) | CHAMBER | M-04 | 30 | "H" |
| Ranking in the Chamber | CHAMBERANK | M-05 | 15 | "433" |
| State Code | STATECODE | M-06 | 2 | "AS" |
| Full State | STATE | M-07 | 25 | "American Samoa" |
| District | DISTRICT | M-08 | 4 | "001" |
| District Trailer | DISTRAIL | M-09 | 1 | "P" |
| District Type | DISTYPE | M-10 | N/A | Blank – not relevant to this data set |
| Party Rank | PARTYRANK | M-11 | 3 | "101" |
| Percent of Vote in Last Election | PERCENTVOT | M-12 | 3 | "55.2" |
| Date First Elected to Congress | ELECTDATE | M-13 | 9 | "1988" |
| Reelection Year | REELECTYR | M-14 | 9 | "2014" |
| Election Code | ELECTCODE | M-15 | 3 | "G" |
| FEC Link Number | FECLINK | M-16 | 6 | "H0AS00018" |
| Year 1 – ACU Score | PYRACUSC | M-17 | 3 | "0" |
| Year 2 – ACU Score | CYRACUSC | M-18 | 3 | "0" |
| Year 1 – ADA Score | PYRADASC | M-19 | 3 | "96" |
| Year 2 – ADA Score | CYRADASC | M-20 | 3 | "0" |
| Year 1 – AFL-CIO Score | PYRAFLSC | M-21 | 3 | "82" |
| Year 2 – AFL-CIO Score | CYRAFLSC | M-22 | 3 | "0" |
| Year 1 – CCUS Score | PYRUSCOSC | M-23 | 3 | "50" |
| Year 2 – CCUS Score | CYRUSCOSC | M-24 | 3 | "0" |
| Seat Status Code | SEATSCODE | M-25 | 3 | "AOK" |
| Seat Status | SEATSTAT | M-26 | 50 | "NORMAL" |
| District ID Link | DISTRICTID | M-27 | 4 | "7764" |
| District Seat ID | SEATID | M-28 | 4 | "7925" |
| Political Party | PARTYCODE | M-29 | 3 | "D" |
| First Name | FIRSTNAME | M-30 | 12 | "Eni" |
| Last Name | LASTNAME | M-31 | 20 | "Faleomavaega" |
| Middle Name | MIDNAME | M-32 | 12 | "F.H." |
| Nickname | NICKNAME | M-33 | 12 | "Eni" |
| Member's Prefix | PREFIX | M-34 | 4 | "Rep." |
| Suffix | GENSUFFIX | M-35 | 5 | "Jr." |
| Title | TITLE | M-36 | 75 | "US Representative" |

| Field Title | Field Name | WS Position | MAX length | Sample Data |
|---|---|---|---|---|
| Professional Suffix | PROSUFFIX | M-37 | 6 | "Dr." |
| Gender | GENDER | M-38 | 1 | "M" |
| Legal Name | LEGALNAME | M-39 | 60 | "Eni Fa'Auaa Hunkin Faleomavaega" |
| Pronunciation | PRONUNCTON | M-40 | 20 | "EN-ee FAH-lay-oh-malv-uh-EN-guh" |
| Birth Place | BIRTHPLACE | M-41 | 25 | "Vailoatai, AS" |
| Birth Year | BIRTHYEAR | M-42 | 4 | "1943" |
| Birth Month | BIRTHMONTH | M-43 | 2 | "08" |
| Birth Date | BIRTHDATE | M-44 | 2 | "15" |
| Marital Status | MARITAL | M-45 | 9 | "Married" |
| Spouses Name | SPOUSE | M-46 | 30 | "Hinaui Bambridge Cave" |
| Residence/Home | RESIDENCE | M-47 | 20 | "Vailoatai, AS" |
| Family | FAMILY | M-48 | 30 | "5 children; 3 grandchildren" |
| Religion Code | RELIGCODE | M-49 | 3 | "MOR" |
| Religion Long Form | RELIGION | M-50 | 26 | "Mormon" |
| Ethnic Code | ETHCODE | M-51 | 2 | "4" |
| Member's Race/Ethnic Origin | ETHNICS | M-52 | 25 | "Asian/Pacific American" |
| Most Recent Office Held #1 | REOFC1 | M-53 | 30 | "Ranking Minority Member, U.S. House Subcommittee on Asia and the Pacific" |
| Most Recent Office Held #1-Dates | REOFC1DATE | M-54 | 9 | "2013" |
| Most Recent Office Held #2 | REOFC2 | M-55 | 30 | "Lt. Governor, American Samoa" |
| Most Recent Office Held #2-Dates | REOFC2DATE | M-56 | 9 | "1984-1989" |
| Recent Occupation Code | RECOCCODE1 | M-57 | 3 | "PUB" |
| Recent Occupation Long | RECENTOCC1 | M-58 | 42 | "Assistant Counsel" |
| Other Occupation Code | RECOCCODE2 | M-59 | 3 | "PUB" |
| Other Occupation Long | RECENTOCC2 | M-60 | 42 | "Administrative Assistant" |
| Education #1 – Institution Name | SCHOOL1 | M-61 | 40 | "University of California Boalt Hall School of Law - Berkeley" |
| Degree | DEGREE1 | M-62 | 10 | "LL.M." |
| Date | EDUDATE1 | M-63 | 7 | "1973" |
| Education #2 – Institution Name | SCHOOL2 | M-64 | 40 | "University of Houston School of Law (TX)" |
| Degree | DEGREE2 | M-65 | 10 | "J.D." |
| Date | EDUDATE2 | M-66 | 7 | "1972" |
| Education #3 – Institution Name | SCHOOL3 | M-67 | 40 | "Texas Southern School of Law" |
| Degree | DEGREE3 | M-68 | 10 | "MBA" |
| Date | EDUDATE3 | M-69 | 7 | "1969" |
| Military #1- Branch | MILBRANCH1 | M-70 | 20 | "U.S. Army Reserve" |
| Military #1- Rank | MILRANK1 | M-71 | 14 | "SSG" |
| Military #1- Dates | MILDATES1 | M-72 | 7 | 1982-1990" |
| Military #2- Branch | MILBRANCH2 | M-73 | 20 | "U.S. Army" |
| Military #2- Rank | MILRANK2 | M-74 | 14 | "CPT" |
| Military #2- Date | MILDATES2 | M-75 | 7 | "1966-1969" |
| Capitol Office Email | EMAIL | M-76 | 200 | Faleomavaega@mail.house.gov |
| Member's WebForm | WEBFORM | M-77 | 200 | http://writerep.house.gov/writerep/welcome.shtml |
| Member's Web URL | WEBSITE | M-78 | 200 | http://www.house.gov/faleomavaega |
| Member's Web Blog | WEBLOG | M-79 | 200 | http://www.democraticleader.gov/blog/ |
| Member's FaceBook Profile | FACEBOOK | M-80 | 200 | http://www.facebook.com/NancyPelosi |
| Members Twitter | TWITTER | M-81 | 200 | http://twitter.com/NancyPelosi |
| Member's YouTube Channel | YOUTUBE | M-82 | 200 | http://www.youtube.com/user/NancyPelosi |
| Photo Path | PHOTOPATH | M-83 | 25 | "Images\Photos\FL\H" |
| Photo File | PHOTOFILE | M-84 | 50 | "Faleomavaega_Eni_158711.jpg" |
| Last Updated | LASTUPDATED | M-85 | 25 | "2/27/2013  4:16:00 PM" |

## MEMBERS BIOGRAPHIES - tab/worksheet (B-nn)

| Field Title | Field Name | WS Position | MAX length | Sample Data |
|---|---|---|---|---|
| Member's Unique Legislator Code | UID | B-01 | 8 | "21889" |
| Individual's Unique Code | PID | B-02 | 8 | "264815" |
| Biography Type | BIOTYPE | B-03 | 13 | "Narrative Bio" |
| Source | SOURCE | B-04 | N/A | Blank – not relevant to this data set |
| Date of the Biography | BIODATE | B-05 | 10 | "10/10/2012" |
| Actual Narrative Biography Document | DOCUMENT | B-06 | 2048 | "Bill Enyart has a long history of public service…" |
| Last Updated | LASTUPDATED | B-07 | 25 | "10/10/2012" |

## MEMBERS STAFFERS - tab/worksheet (MS-nn)

| Field Title | Field Name | WS Position | MAX length | Sample Data |
|---|---|---|---|---|
| Member's Staffers Unique Legislator Code | UID | MS-01 | 8 | "21758" |
| Individual's Unique Code | PID | MS-02 | 8 | "432217" |
| Member's Staffers State Code | LOCATION | MS-03 | 2 | "CO" |
| Member's Staffer's Last Name | LNAME | MS-04 | 20 | "Heiles" |
| Member's Staffer's First Name | FNAME | MS-05 | 12 | "Holli" |
| Member's Staffers Middle Name | MNAME | MS-06 | 12 | "Maxwell" |
| Member's Staffers Title | TITLE | MS-07 | 40 | "Office Manager; Scheduler" |
| Member's Staffers Title Code | CODE | MS-08 | 3 | "OM" |
| Member's Staffers Title Code 2 | CODE2 | MS-09 | 3 | "SC" |
| Member's Staffers Title Code 3 | CODE3 | MS-10 | 3 | "TC" |
| Member's Staffers Phone | PHONE | MS-11 | 17 | "(202) 225-2506" |
| Member's Staffers Email | EMAIL | MS-12 | 200 | holli.heiles@mail.house.gov |
| Member's Staffers Responsibility | RESPONSIBILITY | MS-13 | 365 | "Banking; Commerce / Business; Finance; Military / Defense;" |
| Last Updated | LASTUPDATED | MS-14 | 25 | "3/27/2013  4:48:00 PM" |

## MEMBERS OFFICES - tab/worksheet (O-nn)

| Field Title | Field Name | WS Position | MAX length | Sample Data |
|---|---|---|---|---|
| Member's Office Unique Code | UID | O-01 | 8 | "21824" |
| Member's Office Location | LOCATION | O-02 | 3 | "D02" |
| Member's Office Room Number | ROOM | O-03 | 20 | "Suite 1212" |
| Member's Office Building | BUILDING | O-04 | 60 | "HSOB- Hart Senate Office Building" |
| Member's Office Street Address 1 | STREET1 | O-05 | 75 | "40 Webb Hall" |
| Member's Office Street Address 2 | STREET2 | O-06 | 75 | "205 North Washington Street" |
| Member's Office City | CITY | O-07 | 15 | "Buena Vista" |
| Member's Office State | STATE | O-08 | 2 | "CO" |
| Member's Office Zip Code | ZIPCODE | O-09 | 10 | "81211-8106" |
| Member's Office Phone Number | PHONE | O-10 | 17 | "(719) 520-0055" |
| Member's Office Fax | FAX | O-11 | 17 | "(719) 520-0840" |
| Last Updated | LASTUPDATED | O-12 | 25 | "5/6/2013" |

## OFFICERS - tab/worksheet (OFC-nn)

| Field Title | Field Name | WS Position | MAX length | Sample Data |
|---|---|---|---|---|
| Officer's Unique Code | OFCID | OFC-01 | 8 | "1597" |
| Person's Unique Code | PID | OFC-02 | 8 | "208702" |
| Officer Type | OFCTYPE | OFC-03 | 2 | "FH" |
| Officer Type Description | TYPEDESCR | OFC-04 | 12 | "Federal House" |
| Officer Name | OFCNAME | OFC-05 | 75 | "House Majority Chief Deputy Whip" |
| Officer State | OFCSTATE | OFC-06 | N/A | Blank – not relevant to this data set |
| Full State Name | STATENAME | OFC-07 | N/A | Blank – not relevant to this data set |
| Officer's Street Address 1 | STREET1 | OFC-08 | 75 | "Room H-116 The Capitol" |
| Officer's Street Address 2 | STREET2 | OFC-09 | 75 | "Independence and New Jersey Avenues, SE" |
| Officer's City | CITY | OFC-10 | 15 | "Washington" |
| Officer's State | STATE | OFC-11 | 2 | "DC" |
| Officer's ZIP Code | ZIP | OFC-12 | 10 | "20515" |
| Officer's Phone | PHONE | OFC-13 | 17 | "(202) 225-4561" |
| Officer's Fax | FAX | OFC-14 | 17 | "(202) 225-1166" |
| Officer's Email | EMAIL | OFC-15 | 200 | http://writerep.house.gov/writerep/welcome.shtml |
| Officer's Web URL | URL | OFC-16 | 200 | http://majoritywhip.house.gov/ |
| Last Updated | LAST UPDATED | OFC-17 | 25 | "3/13/2013  5:01:00 PM" |

## OFFICER'S STAFFERS - tab/worksheet (OS-nn)

| Field Title | Field Name | WS Position | MAX length | Sample Data |
|---|---|---|---|---|
| Officer's Staffers Unique Code | OFCID | OS-01 | 8 | "853" |
| Person's Unique Code | PID | OS-02 | 8 | "225755" |
| Officer's Staffers Last Name | LNAME | OS-03 | 20 | "Thomasson" |
| Officer's Staffers First Name | FNAME | OS-04 | 12 | "Russ" |
| Officer's Staffers Middle Name | MNAME | OS-05 | 12 | "Noelle" |
| Officer's Staffers Title | TITLE | OS-06 | 75 | "Chief of Staff" |
| Officer's Staffers State Code | CODE | OS-07 | 2 | "SD" |
| Officer's Staffers Phone Number | PHONE | OS-09 | 17 | "(202) 224-2934" |
| Officer's Staffers Email | EMAIL | OS-10 | N/A | Blank – not relevant to this data set |
| Officer's Staffers Responsibility | RESPONSIBILITY | OS-11 | 350 | "Foreign Policy / International Affairs" |
| Last Updated | LASTUPDATED | OS-12 | 25 | "4/2/2013  2:08:00 PM" |

# 2. Data Fields, Descriptions and Uses

## 2.1 Committees Members - tab/worksheet (CM-nn)

| + Committee Unique Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| COMID | CM-01 | 8 | "14601" |

**Description:** Unique code for single Committee/Subcommittee.
**Data Usage:** Used to identify Committee.

| + Member's Unique Legislator Code | Position in record | Max Characters | Sample |
|---|---|---|---|
| UID | CM-02 | 8 | "30197" |

**Description:** Member's unique Legislator code.
**Data Usage:** Used in tracking and cross-referencing this data to other KnowWho database products, including narrative biographies; committee/subcommittee data;  This UID is what maps a person to a valid seat/role. UID is tied to a singular seat/role and it is a zero sum gain, meaning that there are a fixed number of UID's.  The only way that a UID would be deleted from the data is if there were a redistricting and the seat/role was removed. The only way a new UID would be created is if there were a redistricting and a new seat/role was added.
*DEVELOPERS NOTE1:  When this UID is paired with the PID (below) it is always unique.*
*DEVELOPERS NOTE2:  To link to Congress and State Photofile™ products, use fields PHOTOPATH (M-83) and  PHOTOFILE (M-84) at the end of the Member's worksheet. They are specially designed to make this task simple.*

| + Person's Unique Code | Position in record | Max Characters | Sample |
|---|---|---|---|
| PID | CM-03 | 8 | "216650" |

**Description:** A unique ID code that identifies an individual, this ID never changes and is never reused.
**Data Usage:** Used in tracking individuals as they move through different positions, and responsibilities within the database.

| + Legislator Committee Type Code | Position in record | Max Characters | Sample |
|---|---|---|---|
| CODE | CM-04 | 3 | "FCM" |

**Description:** Legislator committee type code where FCM = Federal Committee Member
**Data Usage:** Used to establish record type for Legislator Committee records.

| + Legislator Committee Description | Position in Record | Max Characters | Sample |
|---|---|---|---|
| DESCRIPTION | CM-05 | 35 | "Federal Committee Member" |

**Description:** Description of code in "CODE" field above.
**Data Usage:** Used to describe record type code for Legislator Committee records.

| + Ranking in the Committee | Position in Record | Max Characters | Sample |
|---|---|---|---|
| RANK | CM-06 | 6 | "R023" |

**Description:** Data helps track Member's seniority within the committee - the lower the number, the higher the seniority in the committee.
**Data Usage:** Use to sort Members by seniority within a committee.

| + Last Updated | Position in Record | Max Characters | Sample |
|---|---|---|---|
| LASTUPDATED | CM-07 | 25 | "2/20/2013" |

**Description:** This date represents the last time a record in the data was updated.
**Data Usage:** Use to determine the date a particular record was last updated.

## 2.2 Committees - tab/worksheet (C-nn)

| + Committee Unique Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| COMID | C-01 | 08 | "21743" |

**Description:** Unique code for single Committee/Subcommittee.
**Data Usage:** Used to identify Committee.

| + Committee Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| COMCODE | C-02 | 08 | "HCOM15" |

**Description:** Unique code to identify Committee/Subcommittee.
**Data Usage:** Used to identify Committee.

| + Committee Type | Position in Record | Max Characters | Sample |
|---|---|---|---|
| COMTYPE | C-03 | 2 | "FH" |

**Description:** Code for Committee type and chamber**.**
**Data Usage:** Used to determine ownership and responsibilities of Committees.
FS= Federal Senate; FH= Federal House; FJ= Federal Joint.
SS= State Senate; SH= State House; SJ= State Joint
Note: No look up table currently available.

| + Committee Type Description | Position in Record | Max Characters | Sample |
|---|---|---|---|
| TYPEDESCR | C-04 | 12 | "Federal House" |

**Description:** Description of code in previous "COMTYPE" field.
**Data Usage:** Used to determine ownership and responsibilities of Committees.

| + Committee Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| COMNAME | C-05 | 150 | "House Subcommittee on Energy and Power |

**Description:** Formal name of Committee.
**Data Usage:** For display purposes.

| + Committee Level | Position in Record | Max Characters | Sample |
|---|---|---|---|
| COMLEVEL | C-06 | 12 | "Subcommittee" |

**Description:** Committee Level
**Data Usage:** Establish Committee/Subcommittee hierarchy.

| + Committee Parent Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PARENTNAME | C-07 | 80 | "House Committee on Energy and Commerce" |

**Description:** Name of the "Parent"/Committee the Subcommittee serves.
**Data Usage:** Used to establish lines of Committee/Subcommittee hierarchy.

| + Parent Committee Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PARENTCOMCODE | C-08 | 9 | "HCOM" |

**Description:** Committee Code for the "Parent"/Committee of the Subcommittee above.
**Data Usage:** Use the Code to help link the subcommittee to its parent record

| + Committee State | Position in Record | Max Characters | Sample |
|---|---|---|---|
| COMSTATE | C-09 | N/A | Blank - not relevant to this data set |

**Description:** Committee State code field is blank because it is not relevant to this data set.
**Data Usage:** N/A

| + Committee State Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| STATENAME | C-10 | N/A | Blank - not relevant to this data set |

**Description:** Committee State Name field is blank because it is not relevant to this data set.
**Data Usage:** N/A

| + Committee Street Address #1 | Position in Record | Max Characters | Sample |
|---|---|---|---|
| STREET1 | C-11 | 75 | "Room 2125 RHOB-Rayburn House Office Building" |

**Description:** First line of Committee's office address.
**Data Usage:** Use this data to address material to the Committee's office.

| + Committee Street Address #2 | Position in Record | Max Characters | Sample |
|---|---|---|---|
| STREET2 | C-12 | 75 | "Independence Avenue and 1st Street, SW" |

**Description:** Second line of Committee's office address.
**Data Usage:** Used when the Committee's office address requires more than one address line.

| + Committee City | Position in Record | Max Characters | Sample |
|---|---|---|---|
| CITY | C-13 | 15 | "Washington" |

**Description:** City in which the Committee's office is located.
**Data Usage:** Use as an export field to mail-merge to a label/letter addressed to the Committee's office.

| + Committee State | Position in Record | Max Characters | Sample |
|---|---|---|---|
| STATE | C-14 | 2 | "DC" |

**Description:** Abbreviation for state where Committee's office is located.
**Data Usage:** Use as an export field to mail merge to label/letter addressed to Committee's office.

| + Committee ZIP Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| ZIP | C-15 | 10 | "20515-6115" |

**Description:** Nine-digit ZIP Code where Committee's office is located.
**Data Usage:** Use as an export field to mail- merge to a label/letter addressed to the Committee's office.

| + Committee Phone Number | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PHONE | C-16 | 17 | "(202) 225-2927" |

**Description:** Telephone number of Committee's office.
**Data Usage:** Use this data to contact the Committee's office.

| + Committee Fax Number | Position in Record | Max Characters | Sample |
|---|---|---|---|
| FAX | C-17 | 17 | "(202) 225-1919" |

**Description :** FAX number of principal district office.
**Data Usage:** Use this data to contacting the district office via FAX, or as an export field for generating reports to broadcast FAX programs.

| + Committee Email | Position in Record | Max Characters | Sample |
|---|---|---|---|
| EMAIL | C-18 | 200 | "http://energycommerce.house.gov/signup/ contact.shtml" |

**Description:** Committee's Email address.
**Data Usage:** Use to contact the Committee via Email.

| + Committee URL | Position in Record | Max Characters | Sample |
|---|---|---|---|
| URL | C-19 | 200 | "http://energycommerce.house.gov" |

**Description:** Committee's Web URL address.
**Data Usage:** To access official web site information

| + Last Updated | Position in Record | Max Characters | Sample |
|---|---|---|---|
| LASTUPDATED | C-20 | 25 | "4/11/2013  1:14:00 PM" |

**Description:** This date represents the last time a record in the data was updated.
**Data Usage:** Use to determine the date a particular record was last updated.

## 2.3  Committees Staffers - tab/worksheet (CS-nn)

| + Committee Unique Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| COMID | CS-01 | 8 | "14600" |

**Description:** Unique ID for single Committee/Subcommittee.
**Data Usage:** Used to identify Committee.

| + Person's Unique Code | Position in record | Max Characters | Sample |
|---|---|---|---|
| PID | CS-02 | 8 | "448285" |

**Description:** A unique ID code that identifies an individual, this ID never changes and is never reused.

**Data Usage:** Used in tracking individuals as they move through different positions, and responsibilities within the database.

| + Committee Staffer Last Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **LNAME** | CS-03 | 20 | **"Pagett"** |

**Description:** Committee Staffer's last name.
**Data Usage:** Used when addressing the Committee Staffer. This data includes any hyphenated names.

| + Committee Staffer First Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **FNAME** | CS-04 | 12 | **"Riley"** |

**Description:** Committee Staffer's first name. This field represents the name you should use in addressing formal correspondence, but does not represent the Committee Staffer's informal name.
**Data Usage:** Use this data when addressing the Committee Staffer in a formal tone.

| + Committee Staffer Middle Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **MNAME** | CS-05 | 12 | **"Driessnack"** |

**Description:** Committee Staffer's middle name or initial.
**Data Usage:** Add to Committee Staffer's name when middle name/initial is required.

| + Committee Staffer Title | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **TITLE** | CS-06 | 75 | **"Staff Assistant"** |

**Description:** The Committee Staffer's title.
**Data Usage:** Used when addressing the Committee Staffer.

| + Committee Staffer Title Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **CODE** | CS-07 | 3 | **"SAR"** |

**Description:** The Committee Staffer title code which corresponds to title above (CS-06).
**Data Usage:** Allows user to search for a staffer by title code.

| + Majority/Minority Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **MAJMIN** | CS-08 | 3 | **"MAJ"** |

**Description:** Establishes whether the Committee Member linked to staffer is a majority or minority member of the committee
**Data Usage:** Use to extract or sort Committee Staffer's by majority or minority Committee Membesr.

| + Committee Staffer Phone Number | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **PHONE** | CS-09 | 17 | **"(202) 225-2171"** |

**Description:** Committee Staffer's phone number.
**Data Usage:** Used this to contact a Committee Staffer by telephone.

| + Committee Staffer Email | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **EMAIL** | CS-10 | 200 | **"riley.pagett@mail.house.gov"** |

**Description:** Committee Staffer's email address.
**Data Usage:** Use this data to contact a Committee Staffer using their electronic mail address.

| + Responsibility Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **RESPONSIBILITY** | CS-11 | N/A | **Blank - not relevant to data set** |

**Description:** Responsibility code is blank because it is not relevant to this data set.
**Data Usage:** N/A

| + Last Updated | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **LASTUPDATED** | CS-12 | 25 | "**2/11/2013 3:17:00 PM**" |

**Description:** This date represents the last time a record in the data was updated.
**Data Usage:** Use to determine the date a particular record was last updated.

## 2.4 Members - tab/worksheet (M-nn)

| + Member's Unique Legislator Code | Position in record | Max Characters | Sample |
|---|---|---|---|
| UID | M-01 | 8 | "**21761**" |

**Description:** Member's unique legislator code.
**Data Usage:** Used in tracking and cross-referencing this data to other KnowWho database products, including narrative biographies; committee/subcommittee data;  This UID is what maps a person to a valid seat/role. UID is tied to a singular seat/role and it is a zero sum gain, meaning that there are a fixed number of UID's.  The only way that a UID would be deleted from the data is if there were a redistricting and the seat/role was removed. The only way a new UID would be created is if there were a redistricting and a new seat/role was added.
*DEVELOPERS NOTE1:* *When this UID is paired with the PID (below) it is always unique.*
*DEVELOPERS NOTE2:* *To link to Congress and State Photofile™ products, use fields PHOTOPATH (M-83) and  PHOTOFILE (M-84) at the end of the Member's worksheet. They are specially designed to make this task simple.*

| + Person's Unique Code | Position in record | Max Characters | Sample |
|---|---|---|---|
| PID | M-02 | 8 | "**158711**" |

**Description:** A unique ID code that identifies an individual – this code never changes and is never reused.
**Data Usage:** Used in tracking individuals as they move through different positions, and responsibilities in the database.

| + Legislator Type | Position in record | Max Characters | Sample |
|---|---|---|---|
| LEGTYPE | M-03 | 2 | "**FL**" or "**SL**" |

**Description:** Legislator type where FL = Federal Legislator and SL= State Legislator.
**Data Usage:** Used to establish record type for Legislator records.
 *New for Congressional Manual replaces M-10 "District Type" in State Legislator Manual.

| + Chamber (house/senate) | Position in record | Max Characters | Sample |
|---|---|---|---|
| CHAMBER | M-04 | 30 | "**S**" or "**H**" |

**Description:** States the chamber of the Congress.
**Data Usage:** Distinguish between House and Senate when data is merged.

| + Ranking in the Chamber | Position in Record | Max Characters | Sample |
|---|---|---|---|
| CHAMBERANK | M-05 | 15 | "**433**" |

**Description:** Data helps track Member's seniority within chamber the lower the number, the higher the seniority in chamber.
**Data Usage:** Use to sort Members by seniority.

| + State Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| STATECODE | M-06 | 2 | "**AS**" |

**Description:** State that the Member represents.
**Data Usage:** Allows user to sort or identify Members by state.

| + Full State | Position in Record | Max Characters | Sample |
|---|---|---|---|
| STATE | M-07 | 25 | "**American Samoa**" |

**Description:** Full name of the State. *(Same as C-09)*
**Data Usage:** Useful if you need to sort data by the true state name as opposed to the 2-digit PO code.

| + District | Position in Record | Max Characters | Sample |
|---|---|---|---|
| DISTRICT | M-08 | 4 | "**01**" or "**003A**" |

**Description:** Legislative district number for Senate or House Members. In some cases it may contain an additional alpha character such as "A". If it is in this field it is an official part of the district name. Other identifiers that distinguish between several legislators that share a district are found in the next field - "District Trailer" field. *(Same as Field O-06 and A-06)*
**Data Usage:** Use in combination with state field to locate Member who represents a particular Congressional district.

| + District Trailer | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **DISTRAIL** | M-09 | 1 | **"P"** |

**Description:** Used to distinguish between several legislators that share a district.
**Data Usage:** Use in combination with the District field. *(See District field M-08.)*

| +District Type | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **DISTYPE** | M-10 | N/A | **Blank – not relevant to this data set** |

**Description:** District Type field is blank because it is not relevant to this data set.
**Data Usage:** N/A

| + Party Rank | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **PARTYRANK** | M-11 | 3 | "101" |

**Description:** This data helps track a legislator's seniority within their party - the lower the number, the higher their seniority. (See field M-05 for ranking within the chamber.)
**Data Usage:** Used to sort members within a chamber by their party seniority.

| + Percent of Vote in Last Election | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **PERCENTVOT** | M-12 | 3 | **"55.2"** |

**Description:** Percent of total vote the Member received in the last election.
**Data Usage:** Use this information to determine the strength of a Member in relation to his political opponents.

| + Date First Elected to Congress | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **ELECTDATE** | M-13 | 9 | **"1988"** |

**Description:** This is the date that the Member was first elected to Congress for current service.
**Data Usage:** This information establishes a Member's seniority.

| + Reelection Year | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **REELECTYR** | M-14 | 9 | **"2014"** |

**Description:** Member's next election year.
**Data Usage:** Used to determine the Member's next election year. This data is most relevant to the Senate because every Member of the House is up for election every two years.

| + Election Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **ELECTCODE** | M-15 | 3 | **"G"** |

**Description:** Used to indicate whether legislator was elected in a general election, run-off election, appointed by Governor or other process.
**Data Usage:** Code allows programs to determine the election type.

| + FEC Link Number | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **FECLINK** | M-16 | 6 | **"HOAS00018"** |

**Description:** A link to "FEC" members numbering system.
**Data Usage:** Use to link data to FEC data. NOTE: Only relevant to Congress data
**Editor's Note:** The ratings are compiled at the end of the year, so the Past Year is the previous year's ratings (2 years ago)

| + Year 1 – ACU Score Past Year | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **PYRACUSC** | M-17 | 3 | **"70" (0-100)** |

**Description: The ACU- American Conservative Union "Rating of Congress"** (http://www.conservative.org). "The American Conservative Union is the nation's oldest and largest grassroots conservative lobbying organization. ACU's purpose is to effectively communicate and advance the goals and principles of conservatism through one multi-issue, umbrella organization. "We rate each member of the House and Senate on a scale of 0 to 100, based on votes cast on a wide range of issues. The ratings are designed to show how members voted on all the major issues in order to gauge their adherence to conservative principles."
This data is helpful in making generalizations about Member's position on issues.
**Data Usage:** Use the data to define a population that may (or may not) be sympathetic to a particular cause.

| + Year 2 – ACU Score Current Year | Position in Record | Max Characters | Sample |
|---|---|---|---|
| CYRACUSC | M-18 | 3 | "85" (0-100) |

**Description:  See M-17 -** This data is helpful in making generalizations about a Member's position on issues.
**Data Usage:** Use the data to define a population that may (or may not) be sympathetic to a particular cause.
**Editor's Note:** All the ratings are compiled at the end of the year, so the Current Year is last year's ratings

| + Year 1 – ADA Score | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PYRADASC | M-19 | 3 | "96" (0-100) |

**Description:  The ADA- Americans for Democratic Action** (http://www.adaction.org/) is a lobbying group concerned with liberal domestic/foreign policies.  ADA rating runs from 0-100.  High score tends to indicate a more liberal stance.
**Data Usage:**  This data is helpful in making generalizations about a Member's position on issues.  Use the data to define a population that my (or may not) be sympathetic to a particular cause.

| + Year 2 – ADA Score | Position in Record | Max Characters | Sample |
|---|---|---|---|
| CYRADASC | M-20 | 3 | "98" (0-100) |

**Description:**  Same as Field M-19-only a more recent year.
**Data Usage:**  See Field M-19.

| + Year 1 – AFL-CIO Score | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PYRAFLSC | M-21 | 3 | "82" (0-100) |

**Description:**  The AFL-CIO (http://www.aflcio.org) promotes a pro-labor agenda.  The AFL-CIO rating system runs from 0-100.  A High score indicates that a Member votes pro-labor.
"The American Federation of Labor and Congress of Industrial Organizations (AFL-CIO) is a voluntary federation of 56 national and international labor unions. The AFL-CIO union movement represents 10.5 million members, including 2 million members in Working America, its new community affiliate. We are teachers and taxi drivers, musicians and miners, firefighters and farm workers, bakers and bottlers, engineers and editors, pilots and public employees, doctors and nurses, painters and plumbers—and more. The mission of the AFL-CIO is to improve the lives of working families to bring economic justice to the workplace and social justice to our nation. To accomplish this mission we will build and change the American labor movement."
**Data Usage:**  This data is helpful in making generalizations about a Member's position on Labor/Business issues. Use the data to define a population that may (or may not) be sympathetic to a particular cause.

| + Year 2 – AFL-CIO Score | Position in Record | Max Characters | Sample |
|---|---|---|---|
| CYRAFLSC | M-22 | 3 | "75" (0-100) |

**Description:**  Same as field M-21 only a more recent year.
**Data Usage:**  (See field M-21)

| + Year 1 – CCUS Score | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PYRUSCOSC | M-23 | 3 | "50" (0-100) |

**Description:**  The Chamber of Commerce (http://www.uschamber.com) represents all businesses, large and small.  It seeks to improve the free-market economy and promote a pro-business agenda. The rating system runs from 0-100.  A high score indicates that the Member votes with the Chamber and is pro-business.
"The U.S. Chamber of Commerce is the world's largest business federation representing more than 3 million businesses of all sizes, sectors, and regions. It includes hundreds of associations, thousands of local chambers, and 111 American Chambers of Commerce in 99 countries. Whether you own a business, represent one, lead a corporate office, or manage an association, the Chamber of Commerce of the United States of America® provides you with a voice of experience and influence in Washington, D.C., and around the globe. Our core mission is to fight for business and free enterprise before Congress, the White House, regulatory agencies, the courts, the court of public opinion, and governments around the world."
**Data Usage:**  This data is helpful in making generalizations about a Member's position on issues.  Use the data to define a population that may (or may not) be sympathetic to a particular cause.

| + Year 2 – CCUS Score | Position in Record | Max Characters | Sample |
|---|---|---|---|
| CYRUSCOSC | M-24 | 3 | "55" (0-100) |

**Description:**  Same as field M-23 only a more recent year.
**Data Usage:**  (See field M-23)

| + Seat Status Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **SEATSTCODE** | M-25 | 3 | **"AOK"** |

**Description:** DIP= Defeated in Primary and AOK= Normal
**Data Usage:** A method for tracking seated Members and their status in the Chamber.

| + Seat Status | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **SEATSTAT** | M-26 | 50 | **"Retiring at end of term"** |

**Description:** Text details to compliment the code in field M-25.
**Data Usage:** To explain why Member is leaving or not up for reelection.

| + District ID Link | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **DISTRICTID** | M-27 | 4 | **"7764"** |

**Description:** A link to the new District Table for more detail on and/or about the Legislative District.
**Data Usage:** Use this data to link your application to more information on and about the Legislative including the total district population, counties represented and the % of shared counties.

| + District Seat ID | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **SEATID** | M-28 | 4 | **"7925"** |

**Description:** A link to the new District SEAT Table for exact identification of legislators in legislative districts.
**Data Usage:** Use this data to identify legislators when there are multiple records within a given Legislative district.

| + Political Party | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **PARTYCODE** | M-29 | 3 | **"R" (or "D"; "I"; "IR"; "DFL")** |

**Description:** Political party.
**Data Usage:** Values reference the **PartyLUT TAB.** Used to distinguish between political parties. Establishes the ability to identify and sort Members by party.

| + First Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **FIRSTNAME** | M-30 | 12 | **"Eni"** |

**Description:** Member's first name.  This field represents the name you should use in addressing formal correspondence, but does not represent the Member's informal name. *(Same as field O-08 and A-08)*
**Data Usage:** Use this data when addressing the Members in a formal tone.

| + Last Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **LASTNAME** | M-31 | 20 | **"Faleomavaega"** |

**Description:** Member's last name. *(Same as field O-09 and A-09)*
**Data Usage:** Used when addressing the Member.  This data includes any hyphenated names.

| + Middle Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **MIDNAME** | M-32 | 12 | **"F.H."** |

**Description:** Member's middle name or initial. *(Same as field O-10 and A-10)*
**Data Usage:** Member's name when middle name/initial is required.

.

| + Nickname | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **NICKNAME** | M-33 | 12 | **"Eni"** |

**Description:** Member's nickname.  This name reflects how the Member prefers to be addressed in informal situations.
**Data Usage:** When you wish to address the Member in an informal manner use the "nickname."  For a more formal approach, use Field M-30 – First Name.

| + Member's Prefix | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **PREFIX** | M-34 | 4 | **"Rep." (Sen. Or Del.)** |

**Description:** The prefix found before the Member's name.  *(Same as field O-11 and A-11)*
**Data Usage:** Prefix used when introducing or announcing a Member.  When addressing correspondence, use the pre- formatted address line in Field M-76 which includes the term "Honorable" before the Member's name.

| + Suffix | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **GENSUFFIX** | M-35 | 5 | **"Jr." (or Sr., II, III)** |

**Description:** Any suffix to the Member's name. *(Same as field O-12 and A-12)*
**Data Usage:** Used when addressing the Member's full name.

| + Title | Position in Record | Max Characters | Sample |
|---|---|---|---|
| TITLE | M-36 | 75 | "US Senator" or "US Representative" |

**Description:** Title of legislator. *(Same as field O-13 and A-13)*
**Data Usage:** Used when addressing legislator.

| + Professional Suffix | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PROFSUFFIX | M-37 | 6 | "PHD" or "DVM" |

**Description:** Professional suffix field for legislator's name.
**Data Usage:** Allows program to identify legislators that have a professional suffix.

| + Gender | Position in Record | Max Characters | Sample |
|---|---|---|---|
| GENDER | M-38 | 1 | "M" (or "F") |

**Description:** Member's gender.
**Data Usage:** Used as a search field when gender is relevant to your research.

| + Legal Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| LEGALNAME | M-39 | 60 | "Eni Fa'Auaa Hunkin Faleomavaega" |

**Description:** Legislative Member's Legal Name.
**Data Usage:** Used for researching public documents and FEC data.

| + Pronunciation | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PRONUNCTON | M-40 | 20 | "EN-ee FAH-lay-oh-malv-uh-EN-guh" |

**Description:** Contents provide dictionary style pronunciation for legislator names.
**Data Usage:** Provides end-user with guide to pronouncing legislators names.

| + Birth Place | Position in Record | Max Characters | Sample |
|---|---|---|---|
| BIRTHPLACE | M-41 | 25 | "Vailoatai, AS" |

**Description:** Member's place of birth.
**Data Usage:** Allows user to find legislators with ties or loyalties to specific geographical areas.

| + Birth Year | Position in Record | Max Characters | Sample |
|---|---|---|---|
| BIRTHYEAR | M-42 | 4 | "1943" |

**Description:** Member's year of birth.
**Data Usage:** Allows user to sort or locate legislators by their year of birth.

| + Birth Month | Position in Record | Max Characters | Sample |
|---|---|---|---|
| BIRTHMONTH | M-43 | 2 | "08" |

**Description:** Member's month of birth.
**Data Usage:** Allows user to sort or locate legislators by their month of birth.

| + Birth Date | Position in Record | Max Characters | Sample |
|---|---|---|---|
| BIRTHDATE | M-44 | 2 | "15" |

**Description:** Member's date of birth.
**Data Usage:** When combined with M-42 and M-43 establishes the legislators full date of birth..

| + Marital Status | Position in Record | Max Characters | Sample |
|---|---|---|---|
| MARITAL | M-45 | 9 | "married (or single, divorced, widowed)" |

**Description:** Member's current marital status.
**Data Usage:** Use this data when marital status is relevant to your research.

| + Spouses Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| SPOUSE | M-46 | 30 | "Hinaui Bambridge Cave" |

**Description:** Member's spouse's name.
**Data Usage:** Used as a search field when marital status is relevant to your research (i.e. Invitation to Member and his spouse for a particular function).

| + Residence/Home | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **RESIDENCE** | M-47 | 20 | **"Vailoatai, AS"** |

**Description:** This is the Member's official residence. The state can be picked up from Field M-06.
**Data Usage:** This information is useful when you are trying to locate Members who are from a certain town or area.

| + Family | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **FAMILY** | M-48 | 30 | **"5 children; 3 grandchildren"** |

**Description:** Member's family including children, often grandchildren, stepchildren.
**Data Usage:** Used as a search field when family status is relevant to your research. Whether or not a Member has a family could impact how they will vote on a particular issue.

| + Religion Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **RELIGCODE** | M-49 | 3 | **"MOR"** |

**Description:** Religious affiliation code. For expanded version use Field M-50 Religion Long Form.
**Data Usage:** Use this as a search field when religious affiliation is relevant to your research.

| + Religion Long Form | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **RELIGION** | M-50 | 26 | **"Mormon"** |

**Description:** Religious affiliation-long version.
**Data Usage:** (See Field M-49 Religion Code)

| + Ethnic Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **ETHCODE** | M-51 | 2 | **"4"** |

**Description:** Ethnic code from ethnic table.
**Data Usage:** To establish selections by ethnicity.

| + Member's Race/Ethnic Origin | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **ETHNICS** | M-52 | 25 | **"Asian/Pacific American"** |

**Description:** Description of member's race.
**Data Usage:** To establish selections by ethnicity.

| + Most Recent Office Held #1 | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **REOFC1** | M-53 | 30 | **"Ranking Minority Member, U.S. House Subcommittee on Asia and the Pacific"** |

**Description:** Details the most recent political office held prior to current office.
**Data Usage:** Used as (1) a search field; (2) a reference field when previous political experience is relevant to your research.

| + Most Recent Office Held #1-Dates | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **REOFC1DATE** | M-54 | 9 | **"2013"** |

**Description:** Dates of political service - corresponds to Field M-53.
**Data Usage:** Used in connection with Field M-53.

| + Most Recent Office Held #2 | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **REOFC2** | M-55 | 30 | **"Lt. Governor, American Samoa"** |

**Description:** Any political office held prior to assignment listed in Field M-53.
**Data Usage:** (See Field M-53.)

| + Most Recent Office Held #2-Dates | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **REOFC2DATE** | M-56 | 9 | **"1984-1989"** |

**Description:** Dates of political service - corresponds to Field M-55.
**Data Usage:** Used in connection with Field M-55.

| + Recent Occupation Code | Position in Record | Max Characters | Sample |
|:---:|:---:|:---:|:---:|
| **RECOCCODE1** | M-57 | 3 | **"PUB"** |

**Description:** Member's most recent occupation prior to holding public office-coded version. For expanded version, use Field M-58 Recent Occupation Long.
**Data Usage:** Use this as a search field when a Member's previous occupation is relevant to your research, or when researching Members with similar backgrounds

| + Recent Occupation Long | Position in Record | Max Characters | Sample |
|:---:|:---:|:---:|:---:|
| **RECENTOCC1** | M-58 | 42 | **"Assistant Counsel"** |

**Description:** Member's most recent occupation prior to holding public office - long version.
**Data Usage:** Use in connection with Field M-57 Recent Occupation Code.

| + Other Occupation Code | Position in Record | Max Characters | Sample |
|:---:|:---:|:---:|:---:|
| **RECOCCODE2** | M-59 | 3 | **"PUB"** |

**Description:** Member's other occupation-short version. For expansion, use Field M-60 Other Occupation Long.
**Data Usage:** (See Field M-57 Recent Occupation Code.)

| + Other Occupation Long | Position in Record | Max Characters | Sample |
|:---:|:---:|:---:|:---:|
| **RECENTOCC2** | M-60 | 42 | **"Administrative Assistant"** |

**Description:** Member's other occupation-long version. *(See Field M-59 Other Occupation Code.)*
**Data Usage:** Used in connection with Field M-59 Other Occupation Code.

| + Education #1 – Institution Name | Position in Record | Max Characters | Sample |
|:---:|:---:|:---:|:---:|
| **SCHOOL1** | M-61 | 40 | **"University of California Boalt Hall School of Law-Berkeley"** |

**Description:** Educational institution Member last attended
**Data Usage:** Use this data as a search field when a Member's educational institution is relevant to your research, or to locate Alumni who are Members.

| + Degree | Position in Record | Max Characters | Sample |
|:---:|:---:|:---:|:---:|
| **DEGREE1** | M-62 | 10 | **"LL.M."** |

**Description:** Degree awarded at educational institution named in Field M-61 Education #1-Institution Name.
**Data Usage:** When a Member's level of education or type of degree received is a factor in your research.

| + Date | Position in Record | Max Characters | Sample |
|:---:|:---:|:---:|:---:|
| **EDUDATE1** | M-63 | 7 | **"1973"** |

**Description:** Date the degree listed in Field M-62 Degree, was awarded.
**Data Usage:** This information is used to establish the time frame in which a Member attended the educational institution or received their degree

| + Education #2 – Institution Name | Position in Record | Max Characters | Sample |
|:---:|:---:|:---:|:---:|
| **SCHOOL2** | M-64 | 40 | **"University of Houston School of Law (TX)"** |

**Description:** Institution Member attended prior to that listed in Field M-61.
**Data Usage:** (See Field M-61.)

| + Degree | Position in Record | Max Characters | Sample |
|:---:|:---:|:---:|:---:|
| **DEGREE2** | M-65 | 10 | **"J.D."** |

**Description:** Degree awarded at the institution listed in Field M-64.
**Data Usage:** (See Field M-62.)

| + Date | Position in Record | Max Characters | Sample |
|:---:|:---:|:---:|:---:|
| **EDUDATE2** | M-66 | 7 | **"1972"** |

**Description:** Date the degree listed in Field M-65 was awarded.
**Data Usage:** (See Field M-63.)

| + Education #3 – Institution Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| SCHOOL3 | M-67 | 40 | "Texas Southern School of Law" |

**Description:** (See Field M-61.)
**Data Usage:** (See Field M-61.)

| + Degree | Position in Record | Max Characters | Sample |
|---|---|---|---|
| DEGREE3 | M-68 | 10 | "MBA" |

**Description:** (See Field M-62.)
**Data Usage:** (See Field M-62.)

| + Date | Position in Record | Max Characters | Sample |
|---|---|---|---|
| EDUDATE3 | M-69 | 7 | "1969" |

**Description:** (See Field M-63.)
**Data Usage:** (See Field M-63.)

| + Military #1 – Branch | Position in Record | Max Characters | Sample |
|---|---|---|---|
| MILBRANCH1 | M-70 | 20 | "U.S. Army Reserve" |

**Description:** When applicable, branch of the military in which Member was affiliated.
**Data Usage:** Use this as a search field when military service is relevant to your research.

| + Military #1 – Rank | Position in Record | Max Characters | Sample |
|---|---|---|---|
| MILRANK1 | M-71 | 14 | "SSG" |

**Description:** Highest rank attained while in branch of service detailed in Field M-70.
**Data Usage:** Use this field, in connection with Field M-70, when military rank is a consideration.

| + Military #1 – Dates | Position in Record | Max Characters | Sample |
|---|---|---|---|
| MILDATES1 | M-72 | 7 | "1982-1990" |

**Description:** Dates served in military service listed in Field M-70.
**Data Usage:** This information is used to establish a time frame for the Member's service and perhaps participation in a war or conflict.

| + Military #2 – Branch | Position in Record | Max Characters | Sample |
|---|---|---|---|
| MILBRANCH2 | M-73 | 20 | "U.S. Army" |

**Description:** Military duty served in addition to that listed in Field M-70.
**Data Usage:** See Field M-70 for usage.

| + Military #2 – Rank | Position in Record | Max Characters | Sample |
|---|---|---|---|
| MILRANK2 | M-74 | 14 | "CPT" |

**Description:** (See Field M-71.)
**Data Usage:** (See Field M-71.)

| + Military #2 – Date | Position in Record | Max Characters | Sample |
|---|---|---|---|
| MILDATES2 | M-75 | 7 | "1966-1969" |

**Description:** (See Field M-72)
**Data Usage:** (See Field M-72.)

| + Capitol Office Email Address | Position in Record | Max Characters | Sample |
|---|---|---|---|
| EMAIL | M-76 | 24 | "Faleomavaega@mail.house.gov" |

**Description:** Member's Email address.
**Data Usage:** Use this data to contact a Member using their electronic mail address.

| + Member's WebForm | Position in Record | Max Characters | Sample |
|---|---|---|---|
| WEBFORM | M-77 | 200 | "http://writerep.house.gov/writerep/ welcome. shtml" |

**Description:** Member's WebForm URL address.
**Data Usage:** Use this data to contact a Member using their WebForm. If Members has no e-mail this is the way to send them a message.

| + Member's Web Site URL | Position in Record | Max Characters | Sample |
|---|---|---|---|
| WEBSITE | M-78 | 200 | "http://www.house.gov/faleomavaega" |

**Description:** Member's Web Site URL address.
**Data Usage:** To Access Member's official web site.

| + Member's Weblog | Position in Record | Max Characters | Sample |
|---|---|---|---|
| WEBLOG | M-79 | 200 | "http://www.democraticleader.gov/blog" |

**Description:** Member's Web Blog URL address.
**Data Usage:** To Access Member's official web blog. Provides access to Member's blog postings on issues and policy.

| + Member's Facebook Profile | Position in Record | Max Characters | Sample |
|---|---|---|---|
| FACEBOOK | M-80 | 200 | "http://facebook.com/NancyPelosi" |

**Description:** Link to Members Facebook site.
**Data Usage:** Provide a valuable link to a legislators Facebook page.

| + Member's Twitter Profile | Position in Record | Max Characters | Sample |
|---|---|---|---|
| TWITTER | M-81 | 200 | "http://twitter.com/NancyPelosi" |

**Description:** Link a legislators Twitter site.
**Data Usage:** Provide a valuable link to a legislators Twitter page.

| + Member's YouTube Channel | Position in Record | Max Characters | Sample |
|---|---|---|---|
| YOUTUBE | M-82 | 200 | "http://www.youtube.com/user/NancyPelosi" |

**Description:** Member's YOUTUBE channel URL address.
**Data Usage:** To Access Member's YOUTUBE channel - provides access to Member's videos on speeches, issues and policy.

| + Photo Path | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PHOTOPATH | M-83 | 25 | "images\photos\FL\H" |

**Description:** Path where photo of this legislator can be found on the accompanying "Member's Photo File" CD-ROM.
**Data Usage:** Allows program to locate appropriate photo for this legislator.

| + Photo File | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PHOTOFILE | M-84 | 50 | "Faleomavaega_Eni_158711.jpg" |

**Description:** File name for photo of this legislator on the accompanying "Member's Photo File" CD-ROM.
**Data Usage:** Allows program to locate appropriate photo for this legislator.

| + Last Updated | Position in Record | Max Characters | Sample |
|---|---|---|---|
| LASTUPDATED | CS-12 | 25 | "2/11/2013 3:17:00 PM" |

**Description:** This date represents the last time a record in the data was updated.
**Data Usage:** Use to determine the date a particular record was last updated.

## 2.5 Members Biographies tab/worksheet – Narrative (B-nn)

| + Member's Unique Legislator Code | Position in record | Max Characters | Sample |
|---|---|---|---|
| UID | B-01 | 8 | "21889" |

**Description:** Member's unique Legislator code.
**Data Usage:** Used in tracking and cross-referencing this data to other KnowWho database products, including narrative biographies; committee/subcommittee data; This UID is what maps a person to a valid seat/role. UID is tied to a singular seat/role and it is a zero sum gain, meaning that there are a fixed number of UID's. The only way that a UID would be deleted from the data is if there were a redistricting and the seat/role was removed. The only way a new UID would be created is if there were a redistricting and a new seat/role was added.
*DEVELOPERS NOTE1: When this UID is paired with the PID (below) it is always unique.*
*DEVELOPERS NOTE2: To link to Congress and State Photofile™ products, use fields PHOTOPATH (M-83) and PHOTOFILE (M-84) at the end of the Member's worksheet. They are specially designed to make this task simple.*

| + Person's Unique Code | Position in record | Max Characters | Sample |
|---|---|---|---|
| PID | B-02 | 8 | "264815" |

**Description:** A unique ID code that identifies an individual – this code never changes and never gets reused.
**Data Usage:** Used in tracking individuals as they move through different positions, and responsibilities in the database.

| + Biography Type | Position in Record | Max Characters | Sample |
|---|---|---|---|
| BIOTYPE | B-03 | 13 | "Narrative Bio" |

**Description:** Type of Biography – Narrative
**Data Usage:** Description of the Biography type.

| + Source of the Biography | Position in Record | Max Characters | Sample |
|---|---|---|---|
| SOURCE | B-04 | N/A | Blank – not relevant to data set |

**Description:** Source of the Biography field is not populated because it is not relevant to this data set.
**Data Usage:** Source of the Biography field is not populated because it is not relevant to this data set.

| + Date of the Biography | Position in Record | Max Characters | Sample |
|---|---|---|---|
| BIODATE | B-05 | 10 | "10/10/2012" |

**Description:** Date that the biography was captured
**Data Usage:** Reference point for the publishing date of the Biography data.

| + Actual Narrative Biography Document | Position in Record | Max Characters | Sample |
|---|---|---|---|
| DOCUMENT | B-06 | 2048 | See Below |

 **SAMPLE: "**ZACH WAMP, Republican, of Chattanooga, TN; born in Fort Benning, GA, October 28, 1957; graduated, McCallie School, Chattanooga, 1976; attended University of North Carolina at Chapel Hill and University of Tennessee; member, Red Bank Baptist Church; commercial  and industrial real estate broker; named Chattanooga Business Leader of the Year; chairman, Hamilton County Republican Party; regional director, Tennessee Republican Party; received Tennessee Jaycees' Outstanding Young Tennessean Award in 1996, U.S. Chamber of Commerce Spirit of Enterprise Award, Citizens Against Government Waste ``A'' Rating, National Taxpayers Union Friend of the Taxpayers Award; recognized by the Taxpayers Association of Hamilton County, the National Federation of Independent Business and the Concord Coalition for casting tough votes to reduce spending; married Kimberly Watts Wamp, 1985; two children: Weston and Coty. Elected to the 104th Congress; reelected to each succeeding Congress.**"**
**Description:** Full text narrative biography
**Data Usage:** Display this field to complement contact data, and to provide additional insight into the Legislator's background.

| + Last Updated | Position in Record | Max Characters | Sample |
|---|---|---|---|
| LASTUPDATED | B-07 | 25 | "2/11/2013 3:17:00 PM" |

**Description:** This date represents the last time a record in the data was updated.
**Data Usage:** Use to determine the date a particular record was last updated.

## 2.6  Members Staffers – tab/worksheet (MS-nn)

| + Member's Unique Legislator Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| UID | MS-01 | 8 | "21758" |

**Description:** Member's unique code.
**Data Usage:** Used in tracking and cross-referencing this data to other KnowWho database products, including narrative biographies; committee/subcommittee data;  This UID is what maps a person to a valid seat/role. UID is tied to a singular seat/role and it is a zero sum gain, meaning that there are a fixed number of UID's.  The only way that a UID would be deleted from the data is if there were a redistricting and the seat/role was removed. The only way a new UID would be created is if there were a redistricting and a new seat/role was added.
*DEVELOPERS NOTE1:  When this UID is paired with the PID (below) it is always unique.*
*DEVELOPERS NOTE2:  To link to Congress and State Photofile™ products, use fields PHOTOPATH (M-83) and PHOTOFILE (M-84) at the end of the Member's worksheet. They are specially designed to make this task simple.*

| + Person's Unique Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PID | MS-02 | 8 | "432217" |

**Description:** A unique ID code that identifies an individual - this code never changes and is never reused.
**Data Usage:** Used in tracking individuals as they move through different positions, and responsibilities in the database.

| + Member's Staffer's Location Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| LOCATION | MS-03 | 3 | "CO" |

**Description:** Office location for Member's staffer. (Valid entries include: CO=Capitol Office; DO1=District Office 1; DO2=District Office 2, etc.)
**Data Usage:** Allows user to sort or identify Member's Staffers office location. This value ties to Member's Offices Location (see table O-02 in this manual).

| + Member's Staffer's Last Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| LNAME | MS-04 | 20 | "Heiles" |

**Description:** Member's Staffer last name.
**Data Usage:** Used when addressing the Member's Staffer. This data includes any hyphenated names.

| + Member's Staffer's First Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| FNAME | MS-05 | 12 | "Holli" |

**Description:** Member's Staffer first name. This field represents the name you should use in addressing formal correspondence, but does not represent the Member's Staffer informal name.
**Data Usage:** Use this data when addressing the Member's Staffer in a formal tone.

| + Member's Staffer's Middle Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| MNAME | MS-06 | 12 | "Maxwell" |

**Description:** Member's Staffer middle name or initial.
**Data Usage:** Add to Member's Staffer name when middle name/initial is required.

| + Member's Staffer's Title | Position in Record | Max Characters | Sample |
|---|---|---|---|
| TITLE | MS-07 | 110 | "Office Manager; Scheduler; Tour Coordinator" |

**Description:** The Member's Staffer title.
**Data Usage:** Used when addressing the Member's Staffer.

| + Member's Staffer's Title Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| CODE | MS-08 | 3 | "OM" |

**Description:** The Member's Staffer title code which corresponds to title above (MS-07).
**Data Usage:** Allows user to search for a staffer by title code.

| + Member's Staffer's Title Code 2 | Position in Record | Max Characters | Sample |
|---|---|---|---|
| CODE2 | MS-09 | 3 | "SC" |

**Description:** The Member's Staffer second title code if Staffer has more than one title - corresponds to title above (MS-07).
**Data Usage:** Allows user to search for a staffer by title code.

| + Member's Staffer's Title Code 3 | Position in Record | Max Characters | Sample |
|---|---|---|---|
| CODE3 | MS-10 | 3 | "TC" |

**Description:** The Member's Staffer third title code if Staffer has more than one title - corresponds to title above (MS-07).
**Data Usage:** Allows user to search for a staffer by title code.

| + Member's Staffer's Phone Number | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PHONE | MS-11 | 17 | "(202) 225-2506" |

**Description:** Member's Staffer phone number.
**Data Usage:** Used this to contact a Member's Staffer by telephone.

| + Member's Staffer's Email | Position in Record | Max Characters | Sample |
|---|---|---|---|
| EMAIL | MS-12 | 200 | "holli.heiles@mail.house.gov" |

**Description:** Member's Staffer email address.
**Data Usage:** Use this data to contact a Member's Staffer using their electronic mail address.

| + Member's Staffer's Responsibility Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| RESPONSIBILITY | MS-13 | 365 | "Banking; Commerce/Business; Finance; Military/Defense" |

**Description:** Member's Staffer area of responsibility.
**Data Usage:** Allows user to search by Staffer's area(s) of responsibility.

| + Last Updated | Position in Record | Max Characters | Sample |
|---|---|---|---|
| LASTUPDATED | MS-14 | 25 | "3/27/2013 4:48:00 PM" |

**Description:** This date represents the last time a record in the data was updated.
**Data Usage:** Use to determine the date a particular record was last updated.

## 2.7 Member's Offices - tab/worksheet (O-nn)

| + Member's Unique Legislator Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| UID | O-01 | 8 | "21824" |

**Description:** Member's unique code.
**Data Usage:** Used in tracking and cross-referencing this data to other KnowWho database products, including narrative biographies; committee/subcommittee data;  This UID is what maps a person to a valid seat/role. UID is tied to a singular seat/role and it is a zero sum gain, meaning that there are a fixed number of UID's.  The only way that a UID would be deleted from the data is if there were a redistricting and the seat/role was removed. The only way a new UID would be created is if there were a redistricting and a new seat/role was added.
*DEVELOPERS NOTE1:  When this UID is paired with the PID (below) it is always unique.*
*DEVELOPERS NOTE2:  To link to Congress and State Photofile™ products, use fields PHOTOPATH (M-83) and  PHOTOFILE (M-84) at the end of the Member's worksheet. They are specially designed to make this task simple.*

| + Member's Office Location | Position in Record | Max Characters | Sample |
|---|---|---|---|
| LOCATION | O-02 | 3 | "D02" |

**Description:** Represents Member's office location. (Valid entries include: CO=Capitol Office; DO1=District Office 1; DO2=District Office 2, etc.)
**Data Usage:** Allows user to sort or identify Member's office location. This value ties to Member's Staffers Location (see table MS-03 in this manual).

| + Member's Office Room Number | Position in Record | Max Characters | Sample |
|---|---|---|---|
| ROOM | O-03 | 20 | "Suite 1212" |

**Description:** Room number.
**Data Usage:** Use in conjunction with building number and street address for a complete address.

| + Member's Office Building | Position in Record | Max Characters | Sample |
|---|---|---|---|
| BUILDING | O-04 | 60 | "HSOB-Hart Senate Office Building" |

**Description:** Building code.
**Data Usage:** Use in conjunction with room number and street address for a complete address.

| + Member's Office Street Address #1 | Position in Record | Max Characters | Sample |
|---|---|---|---|
| STREET1 | O-05 | 75 | "40 Webb Hall" |

**Description:** First line of street address for mailing label.
**Data Usage:** Used as export to build label or for mail merge. For Member's of the US Congress this line may be blank because most congressional office buildings don't have street addresses.

| + Member's Office Street Address #2 | Position in Record | Max Characters | Sample |
|---|---|---|---|
| STREET2 | O-06 | 75 | "205 North Washington Street" |

**Description:** Second line of street address for mailing label.
**Data Usage:** Used as export to build label or for mail merge.

| + Member's Office City | Position in Record | Max Characters | Sample |
|---|---|---|---|
| CITY | O-07 | 15 | "Buena Vista" |

**Description:** City line for address label.
**Data Usage:** Used as export to build label or for mail merge.

| + Member's Office State | Position in Record | Max Characters | Sample |
|---|---|---|---|
| STATE | O-08 | 2 | "CO" |

**Description:** State line for address label.
**Data Usage:** Used as export to build labels or for mail merge.

| + Member's Office ZIP Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| ZIPCODE | O-09 | 10 | "81211-8106" |

**Description:** Nine-digit ZIP Code line for address label.
**Data Usage:** Used as an export to build labels or for mail merge.

| + Member's Office Phone Number | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PHONE | O-10 | 17 | "(719) 520-0055" |

**Description:** Member's office main telephone number.
**Data Usage:** Use this field as an export field for reports.

| + Member's Office Fax | Position in Record | Max Characters | Sample |
|---|---|---|---|
| FAX | O-11 | 17 | "(719) 520-0840" |

**Description:** Member's office main FAX number when available.
**Data Usage:** Use this field as an export field for reports.

| + Last Updated | Position in Record | Max Characters | Sample |
|---|---|---|---|
| LASTUPDATED | O-12 | 25 | "3/27/2013 4:48:00 PM" |

**Description:** This date represents the last time a record in the data was updated.
**Data Usage:** Use to determine the date a particular record was last updated.

## 2.8 Officer's tab/worksheet (OFC-nn)

| + Officer's Unique Code | Position in record | Max Characters | Sample |
|---|---|---|---|
| OFCID | OFC-01 | 8 | "1597" |

**Description:** Officer's unique ID code that identifies a legislative officer.
**Data Usage:** Used in tracking and cross-referencing this Officer's data to other KnowWho data and tracking Officer's movement.

| + Person's Unique Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PID | OFC-02 | 8 | "208702" |

**Description:** A unique ID code that identifies an individual - this code never changes and is never reused.
**Data Usage:** Used in tracking individuals as they move through different positions, and responsibilities in the database.

| + Officer Type | Position in record | Max Characters | Sample |
|---|---|---|---|
| OFCTYPE | OFC-03 | 2 | "FH" |

**Description:** Code for Officer Type and Chamber.
**Data Usage:** Used to determine ownership and responsibilities of Officer. (FS= Federal Senate; FH= Federal House, SS= State Senate & SH= State House.)
Note: No look up table currently available.

| + Officer Type Description | Position in record | Max Characters | Sample |
|---|---|---|---|
| TYPEDESCR | OFC-04 | 12 | "Federal House" |

**Description:** Description of code in previous "OFCTYPE" (OFC-03) field above.
**Data Usage:** Used to determine ownership and responsibilities of Officer.

| + Officer Name | Position in record | Max Characters | Sample |
|---|---|---|---|
| OFCNAME | OFC-05 | 75 | "House Majority Chief Deputy Whip" |

**Description:** Formal title of the Officer.
**Data Usage:** For display purposes.

| + Officer State | Position in Record | Max Characters | Sample |
|---|---|---|---|
| OFCSTATE | OFC-06 | N/A | **Blank – not relevant in this data set** |

**Description:** Officer State field is blank because it is not relevant to this data set.
**Data Usage:** Officer State field is blank because it is not relevant to this data set.

| + Officer State Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| STATENAME | OFC-07 | N/A | **Blank – not relevant in this data set** |

**Description:** Officer State Name field is blank because it is not relevant to this data set.
**Data Usage:** Officer State Name field is blank because it is not relevant to this data set.

| + Officer Street 1 | Position in Record | Max Characters | Sample |
|---|---|---|---|
| STREET1 | OFC-08 | 75 | "Room H-116 The Capitol" |

**Description:** First line of street address for mailing label.
**Data Usage:** Used as export to build label or for mail merge. This line is normally the room and building.

| + Officer Street 2 | Position in Record | Max Characters | Sample |
|---|---|---|---|
| STREET2 | OFC-09 | 75 | "Independence and New Jersey Avenues, SE" |

**Description:** Second line of street address for mailing label
**Data Usage:** Used as export to build label or for mail merge. This line is normally the street address.

| + Officer City | Position in Record | Max Characters | Sample |
|---|---|---|---|
| CITY | OFC-10 | 15 | "Washington" |

**Description:** City line for address label.
**Data Usage:** Used as export to build label or for mail merge.

| + Officer State | Position in Record | Max Characters | Sample |
|---|---|---|---|
| STATE | OFC-11 | 2 | "DC" |

**Description:** State line for address label.
**Data Usage:** Used as export to build labels or for mail merge

| + Officer ZIP | Position in Record | Max Characters | Sample |
|---|---|---|---|
| ZIP | OFC-12 | 10 | "20515" |

**Description:** Nine-digit ZIP Code line for address label.
**Data Usage:** Used as an export to build labels or for mail merge.

| + Officer Phone | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PHONE | OFC-13 | 17 | "(202) 225-4561" |

**Description:** Officer's main telephone number.
**Data Usage:** Use this field as an export field for reports.

| + Officer Fax | Position in Record | Max Characters | Sample |
|---|---|---|---|
| FAX | OFC-14 | 17 | "(202) 225-1166" |

**Description:** Officer's FAX number. We have not included FAX numbers for Officer's who do not wish to have them published.
**Data Usage:** Use this field as an export field for reports.

| + Officer Email | Position in Record | Max Characters | Sample |
|---|---|---|---|
| EMAIL | OFC-15 | 200 | "http://writerep.house.gov/writerep/ welcome.shtml" |

**Description:** Officer's E-Mail address.
**Data Usage:** To contact an Officer using his electronic mail address.

| + Officer URL | Position in Record | Max Characters | Sample |
|---|---|---|---|
| URL | OFC-16 | 200 | "http://majoritywhip.house.gov" |

**Description:** Officer's Web URL address.
**Data Usage:** To Access official web site information.

| + Last Updated | Position in Record | Max Characters | Sample |
|---|---|---|---|
| LASTUPDATED | OFC-17 | 25 | "3/13/2013 5:01:00 PM" |

**Description:** This date represents the last time a record in the data was updated.
**Data Usage:** Use to determine the date a particular record was last updated.

## 2.9 Officers Staffers – tab/worksheet (OS-nn)

| + Officer's Staffer's Unique Code | Position in record | Max Characters | Sample |
|---|---|---|---|
| OFCID | OS-01 | 8 | "853" |

**Description:** Officer's unique ID code that identifies a legislative officer.
**Data Usage:** Used in tracking and cross-referencing this Officer's data to other KnowWho data and tracking Officer's movement.

| + Person's Unique Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PID | OS-02 | 8 | "225755" |

**Description:** A unique ID code that identifies an individual - this code never changes and is never reused.
**Data Usage:** Used in tracking individuals as they move through different positions, and responsibilities in the database.

| + Officer's Staffer's Last Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| LNAME | OS-03 | 20 | "Thomasson" |

**Description:** Officer's Staffer last name.
**Data Usage:** Used when addressing the Officer's Staffer. This data includes any hyphenated names.

| + Officer's Staffer's First Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| FNAME | OS-04 | 12 | "Russ" |

**Description:** Member's Staffer first name. This field represents the name you should use in addressing formal correspondence, but does not represent the Member's Staffer informal name.
**Data Usage:** Use this data when addressing the Member's Staffer in a formal tone.

| + Officer's Staffer's Middle Name | Position in Record | Max Characters | Sample |
|---|---|---|---|
| MNAME | OS-05 | 12 | "Noelle" |

**Description:** Officer's Staffer middle name or initial.
**Data Usage:** Add to Officer's Staffer name when middle name/initial is required.

| + Officer's Staffer's Title | Position in Record | Max Characters | Sample |
|---|---|---|---|
| TITLE | OS-06 | 75 | "Chief of Staff" |

**Description:** The Officer's Staffer title.
**Data Usage:** Used when addressing the Officer's Staffer.

| + Officer's Staffer's State Code | Position in Record | Max Characters | Sample |
|---|---|---|---|
| CODE | OS-06 | 2 | "SD" |

**Description:** State where Officer's staffer is located.
**Data Usage:** Allows user to sort or identify Officer's Staffers by state.

| + Officer's Staffer's Phone Number | Position in Record | Max Characters | Sample |
|---|---|---|---|
| PHONE | OS-08 | 17 | "(202) 224-2934" |

**Description:** Officer's Staffer phone number.
**Data Usage:** Used this to contact a Officer's Staffer by telephone.

| + Officer's Staffer's Email | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **EMAIL** | OS-09 | N/A | **Blank – not relevant to data set** |

**Description:** Officer's Staffer email address.
**Data Usage:** Use this data to contact a Officer's Staffer using their electronic mail address.

| + Officer's Staffer's Responsibility | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **RESPONSIBILITY** | OS-10 | 350 | **"Foreign Policy/International Affairs"** |

**Description:** Officer's Staffer area of responsibility.
**Data Usage:** Allows user to search by the Officer's Staffer area(s) of responsibility.

| + Last Updated | Position in Record | Max Characters | Sample |
|---|---|---|---|
| **LASTUPDATED** | OS-11 | 25 | **"4/2/2013 2:08:00 PM"** |

**Description:** This date represents the last time a record in the data was updated.
**Data Usage:** Use to determine the date a particular record was last updated.

# 3.  Look-Up Tables (LUT)

*Note: Date in Last Updated field represents date the field was last updated.*

## 3.1  COMOFFICERLUT – tab/worksheet

*COMOFFficerLUT - Committee Officer Code*

| OfficerCode | Description | LUTOrder | LastUpdated |
|---|---|---|---|
| CHM | Chairman | 1 | 2/20/2013 |
| ACHM | Acting Chairman | 2 | 2/20/2013 |
| RMM | Ranking Minority Member | 3 | 2/20/2013 |
| MCH | Minority Chairman | 4 | 2/20/2013 |
| CCH | Co-Chair | 5 | 2/20/2013 |
| VCH | Vice Chair | 6 | 2/20/2013 |
| ARM | Assistant Ranking Minority Member | 7 | 2/20/2013 |
| DRM | Deputy Ranking Minority Member | 8 | 2/20/2013 |
| VRM | Vice Ranking Minority Member | 9 | 2/20/2013 |
| CVC | Co-Vice Chair | 10 | 2/20/2013 |
| AVC | Assistant Vice Chair | 11 | 2/20/2013 |
| MVC | Minority Vice Chair | 12 | 2/20/2013 |
| ALT | Alternate | 13 | 2/20/2013 |
| ACH | Alternate Chair | 14 | 2/20/2013 |
| LMB | Liaison Member | 15 | 2/20/2013 |
| ADV | Advisory Member | 16 | 2/20/2013 |
| EXO | Ex-Officio | 17 | 2/20/2013 |
| CHE | Chair Emeritus | 18 | 2/20/2013 |
| DEL | Delegate | 19 | 2/20/2013 |
| SEC | Secretary | 20 | 2/20/2013 |
| TRE | Treasurer | 21 | 2/20/2013 |
| STR | Secretary / Treasurer | 22 | 2/20/2013 |
| CK | Clerk | 23 | 2/20/2013 |
| FLR | Floor Leader | 24 | 2/20/2013 |
| RMB | Ranking Member | 25 | 2/20/2013 |
| DCH | Deputy Chair | 26 | 2/20/2013 |
| ADH | Ad Hoc | 27 | 2/20/2013 |
| MSP | Minority Spokesperson | 28 | 2/20/2013 |
| SCH | Sub Chairperson | 29 | 2/20/2013 |

## 3.2 DistrictLUT – tab/worksheet

*DistrictLUT - District Code*

*Note : The table below represents a sample of the complete 7390-line table.*

| DistrictID | State | Office | Dist | District | Dist_Type | Members | Last Updated |
|---|---|---|---|---|---|---|---|
| 148 | AK | FH | AK01 | Alaska At-Large District | official code | 1 | 1/28/2013 |
| 7664 | AK | FS | AKS01 | Alaska US Senate | official code | 1 | 1/28/2013 |
| 7665 | AK | FS | AKS02 | Alaska US Senate | official code | 1 | 1/28/2013 |
| 149 | AK | SH | AK001 | Alaska House District 01 | official code | 1 | 1/28/2013 |
| 150 | AK | SH | AK002 | Alaska House District 02 | official code | 1 | 1/28/2013 |
| 151 | AK | SH | AK003 | Alaska House District 03 | official code | 1 | 1/28/2013 |
| 152 | AK | SH | AK004 | Alaska House District 04 | official code | 1 | 1/28/2013 |

| 153 | AK | SH | AK005 | Alaska House District 05 | official code | 1 | 1/28/2013 |
|-----|-----|-----|--------|--------------------------|---------------|---|-----------|
| 154 | AK | SH | AK006 | Alaska House District 06 | official code | 1 | 1/28/2013 |
| 155 | AK | SH | AK007 | Alaska House District 07 | official code | 1 | 1/28/2013 |
| 156 | AK | SH | AK008 | Alaska House District 08 | official code | 1 | 1/28/2013 |
| 157 | AK | SH | AK009 | Alaska House District 09 | official code | 1 | 1/28/2013 |
| 158 | AK | SH | AK010 | Alaska House District 10 | official code | 1 | 1/28/2013 |
| 159 | AK | SH | AK011 | Alaska House District 11 | official code | 1 | 1/28/2013 |
| 160 | AK | SH | AK012 | Alaska House District 12 | official code | 1 | 1/28/2013 |
| 161 | AK | SH | AK013 | Alaska House District 13 | official code | 1 | 1/28/2013 |
| 162 | AK | SH | AK014 | Alaska House District 14 | official code | 1 | 1/28/2013 |
| 163 | AK | SH | AK015 | Alaska House District 15 | official code | 1 | 1/28/2013 |
| 164 | AK | SH | AK016 | Alaska House District 16 | official code | 1 | 1/28/2013 |
| 165 | AK | SH | AK017 | Alaska House District 17 | official code | 1 | 1/28/2013 |
| 166 | AK | SH | AK018 | Alaska House District 18 | official code | 1 | 1/28/2013 |
| 7779 | AS | SH | AS015 | American Samoa House District 15 | knowwho code | 2 | 1/28/2013 |
| 7780 | AS | SH | AS016 | American Samoa House District 16 | knowwho code | 1 | 1/28/2013 |
| 7781 | AS | SH | AS017 | American Samoa House District 17 | knowwho code | 1 | 1/28/2013 |

## 3.3 EthnicsLUT – tab/worksheet

*EthnicsLUT - Ethnic Code*

| Code | EthnicRace | LUTOrder | LastUpdated |
|------|-----------|----------|-------------|
| 5 | White/Caucasian | 1 | 6/22/2007 |
| 1 | Black/African American | 2 | 6/22/2007 |
| 2 | Hispanic/Latino | 3 | 6/22/2007 |
| 4 | Asian/Pacific American | 4 | 6/22/2007 |
| 7 | Hawaiian/Pacific Islander | 5 | 6/22/2007 |
| 3 | Indian/Native American | 6 | 6/22/2007 |
| 6 | Two or More Ethnicities | 7 | 6/22/2007 |
| 8 | Other | 8 | 6/22/2007 |

## 3.4 DistrictFloterialLUT – tab/worksheet

*DistrictFlorterialLUT – District Floterial Code*

*Note: New Hampshire state house districts only - this look-up table was created as a third level of detail to show the new floterial districts that were re-established as a result of the 2010 redistricting in New Hampshire.*

| DistrictCode | LegDistrictID | FloterialDistrictCODE | LegFloterialDistrictID | LastUpdated |
|--------------|---------------|-----------------------|------------------------|-------------|
| NH003 | 7949 | NH163F | 8077 | 12/15/2012 |
| NH005 | 7951 | NH162F | 8076 | 12/15/2012 |
| NH006 | 7952 | NH163F | 8077 | 12/15/2012 |
| NH007 | 8018 | NH162F | 8076 | 12/15/2012 |
| NH008 | 7953 | NH164F | 8078 | 12/15/2012 |
| NH009 | 7954 | NH164F | 8078 | 12/15/2012 |
| NH010 | 7955 | NH164F | 8078 | 12/15/2012 |
| NH011 | 7956 | NH165F | 8079 | 12/15/2012 |
| NH012 | 7957 | NH165F | 8079 | 12/15/2012 |
| NH013 | 8019 | NH165F | 8079 | 12/15/2012 |
| NH017 | 7961 | NH168F | 8082 | 12/15/2012 |

| | | | | |
|---|---|---|---|---|
| NH018 | 7962 | NH168F | 8082 | 12/15/2012 |
| NH019 | 7963 | NH168F | 8082 | 12/15/2012 |
| NH020 | 7964 | NH168F | 8082 | 12/15/2012 |
| NH021 | 8020 | NH168F | 8082 | 12/15/2012 |
| NH022 | 8021 | NH166F | 8080 | 12/15/2012 |
| NH023 | 8022 | NH167F | 8081 | 12/15/2012 |
| NH024 | 8023 | NH166F | 8080 | 12/15/2012 |
| NH025 | 8024 | NH167F | 8081 | 12/15/2012 |
| NH026 | 8025 | NH167F | 8081 | 12/15/2012 |
| NH028 | 7966 | NH169F | 8083 | 12/15/2012 |
| NH030 | 7968 | NH169F | 8083 | 12/15/2012 |
| NH031 | 8026 | NH169F | 8083 | 12/15/2012 |
| NH033 | 7969 | NH170F | 8084 | 12/15/2012 |
| NH034 | 7970 | NH170F | 8084 | 12/15/2012 |
| NH035 | 7971 | NH171F | 8085 | 12/15/2012 |
| NH036 | 7972 | NH171F | 8085 | 12/15/2012 |
| NH038 | 7974 | NH172F | 8086 | 12/15/2012 |
| NH041 | 7977 | NH173F | 8087 | 12/15/2012 |
| NH042 | 7978 | NH173F | 8087 | 12/15/2012 |
| NH043 | 7979 | NH172F | 8086 | 12/15/2012 |
| NH046 | 7877 | NH174F | 8088 | 12/15/2012 |
| NH047 | 7878 | NH175F | 8089 | 12/15/2012 |
| NH048 | 7879 | NH174F | 8088 | 12/15/2012 |
| NH049 | 7880 | NH174F | 8088 | 12/15/2012 |
| NH050 | 7881 | NH176F | 8090 | 12/15/2012 |
| NH051 | 7882 | NH175F | 8089 | 12/15/2012 |
| NH052 | 7883 | NH177F | 8091 | 12/15/2012 |
| NH053 | 7884 | NH178F | 8092 | 12/15/2012 |
| NH054 | 7885 | NH178F | 8092 | 12/15/2012 |
| NH055 | 7886 | NH178F | 8092 | 12/15/2012 |
| NH056 | 7887 | NH179F | 8093 | 12/15/2012 |
| NH057 | 7888 | NH179F | 8093 | 12/15/2012 |
| NH058 | 7889 | NH179F | 8093 | 12/15/2012 |
| NH059 | 7890 | NH179F | 8093 | 12/15/2012 |
| NH060 | 7891 | NH180F | 8094 | 12/15/2012 |
| NH061 | 7892 | NH180F | 8094 | 12/15/2012 |
| NH062 | 7893 | NH181F | 8095 | 12/15/2012 |
| NH063 | 7894 | NH181F | 8095 | 12/15/2012 |
| NH064 | 7895 | NH181F | 8095 | 12/15/2012 |
| NH065 | 7896 | NH180F | 8094 | 12/15/2012 |
| NH067 | 7898 | NH177F | 8091 | 12/15/2012 |
| NH068 | 7899 | NH176F | 8090 | 12/15/2012 |
| NH072 | 7903 | NH176F | 8090 | 12/15/2012 |
| NH083 | 7904 | NH182F | 8096 | 12/15/2012 |
| NH085 | 7906 | NH183F | 8097 | 12/15/2012 |
| NH089 | 7910 | NH182F | 8096 | 12/15/2012 |
| NH090 | 7911 | NH183F | 8097 | 12/15/2012 |
| NH091 | 7912 | NH183F | 8097 | 12/15/2012 |
| NH093 | 7914 | NH184F | 8098 | 12/15/2012 |
| NH094 | 7915 | NH184F | 8098 | 12/15/2012 |
| NH095 | 7916 | NH184F | 8098 | 12/15/2012 |
| NH096 | 8040 | NH184F | 8098 | 12/15/2012 |
| NH097 | 8041 | NH184F | 8098 | 12/15/2012 |
| NH098 | 8042 | NH184F | 8098 | 12/15/2012 |
| NH099 | 8043 | NH185F | 8099 | 12/15/2012 |

| | | | | |
|---|---|---|---|---|
| NH100 | 8044 | NH185F | 8099 | 12/15/2012 |
| NH101 | 8045 | NH185F | 8099 | 12/15/2012 |
| NH103 | 8047 | NH186F | 8100 | 12/15/2012 |
| NH104 | 8048 | NH186F | 8100 | 12/15/2012 |
| NH107 | 7917 | NH189F | 8103 | 12/15/2012 |
| NH108 | 7918 | NH189F | 8103 | 12/15/2012 |
| NH116 | 7926 | NH190F | 8104 | 12/15/2012 |
| NH117 | 7927 | NH190F | 8104 | 12/15/2012 |
| NH118 | 7928 | NH190F | 8104 | 12/15/2012 |
| NH119 | 7929 | NH191F | 8105 | 12/15/2012 |
| NH120 | 7930 | NH191F | 8105 | 12/15/2012 |
| NH121 | 7931 | NH192F | 8106 | 12/15/2012 |
| NH122 | 7932 | NH192F | 8106 | 12/15/2012 |
| NH123 | 7933 | NH193F | 8107 | 12/15/2012 |
| NH124 | 7934 | NH193F | 8107 | 12/15/2012 |
| NH125 | 8051 | NH193F | 8107 | 12/15/2012 |
| NH126 | 8052 | NH194F | 8108 | 12/15/2012 |
| NH127 | 8053 | NH194F | 8108 | 12/15/2012 |
| NH128 | 8054 | NH188F | 8102 | 12/15/2012 |
| NH129 | 8055 | NH188F | 8102 | 12/15/2012 |
| NH133 | 8059 | NH188F | 8102 | 12/15/2012 |
| NH139 | 7938 | NH201F | 8115 | 12/15/2012 |
| NH140 | 7939 | NH201F | 8115 | 12/15/2012 |
| NH142 | 7941 | NH198F | 8112 | 12/15/2012 |
| NH143 | 8062 | NH198F | 8112 | 12/15/2012 |
| NH144 | 8063 | NH199F | 8113 | 12/15/2012 |
| NH145 | 8064 | NH199F | 8113 | 12/15/2012 |
| NH146 | 8065 | NH200F | 8114 | 12/15/2012 |
| NH147 | 8066 | NH200F | 8114 | 12/15/2012 |
| NH148 | 8067 | NH195F | 8109 | 12/15/2012 |
| NH149 | 8068 | NH195F | 8109 | 12/15/2012 |
| NH150 | 8069 | NH196F | 8110 | 12/15/2012 |
| NH151 | 8070 | NH196F | 8110 | 12/15/2012 |
| NH152 | 8071 | NH197F | 8111 | 12/15/2012 |
| NH153 | 8072 | NH197F | 8111 | 12/15/2012 |
| NH154 | 7942 | NH202F | 8116 | 12/15/2012 |
| NH155 | 7943 | NH202F | 8116 | 12/15/2012 |
| NH156 | 7944 | NH203F | 8117 | 12/15/2012 |
| NH157 | 7945 | NH203F | 8117 | 12/15/2012 |
| NH158 | 7946 | NH203F | 8117 | 12/15/2012 |
| NH159 | 8073 | NH202F | 8116 | 12/15/2012 |
| NH160 | 8074 | NH204F | 8118 | 12/15/2012 |
| NH161 | 8075 | NH204F | 8118 | 12/15/2012 |

## 3.5 ComStafferLUT – tab/worksheet

*ComStafferLUT - Committee Staff Function Code*

| FunctionCode | FunctionDescription | LUTOrder | LastUpdated |
|---|---|---|---|
| SD | Staff Director / Chief of Staff | 1 | 2/20/2013 |
| AD | Administrative Director | 2 | 2/20/2013 |
| CK | Clerk | 3 | 2/20/2013 |
| PS | Press Secretary / Communications Director | 4 | 2/20/2013 |
| NMD | New Media Director / Online Communications | 5 | 2/20/2013 |
| OUT | Outreach | 6 | 2/20/2013 |
| PLP | Protocol / Liaison / Public Affairs | 7 | 2/20/2013 |
| SW | Speechwriter / Editor / Publications and Documents | 8 | 2/20/2013 |
| PD | Policy Director | 9 | 2/20/2013 |
| PAF | Policy Analyst / Analyst | 10 | 2/20/2013 |
| LA | Legislative Assistant | 11 | 2/20/2013 |
| GAC | Counsel / General Counsel | 12 | 2/20/2013 |
| AC | Finance Director / Accountant / Financial | 13 | 2/20/2013 |
| DS | Director of Security | 14 | 2/20/2013 |
| EA | Executive Assistant | 15 | 2/20/2013 |
| EC | Economist | 16 | 2/20/2013 |
| MSS | Member Services Staff | 17 | 2/20/2013 |
| FLS | Floor Staff | 18 | 2/20/2013 |
| PM | Professional Staff Member / Parliamentarian | 19 | 2/20/2013 |
| PRR | Special Projects / Project Director | 20 | 2/20/2013 |
| FL | Fellow / Detailee | 21 | 2/20/2013 |
| SCA | Staff Consultant / Consultant / Staff Advisor / Advisor | 22 | 2/20/2013 |
| CR | Curator | 23 | 2/20/2013 |
| ED | Editor / Publications | 24 | 2/20/2013 |
| INV | Investigator | 25 | 2/20/2013 |
| SC | Scheduler | 26 | 2/20/2013 |
| OMS | Office Manager | 27 | 2/20/2013 |
| RG | Registrar | 28 | 2/20/2013 |
| SOI | Systems Administrator / Systems Operator | 29 | 2/20/2013 |
| SSS | Senior Secretary / Secretary | 30 | 2/20/2013 |
| PRA | Press Assistant | 31 | 2/20/2013 |
| LCA | Legislative Correspondent / Legislative Aide | 32 | 2/20/2013 |
| RD | Research Director | 33 | 2/20/2013 |
| SAR | Staff Assistant / Staff Researcher | 34 | 2/20/2013 |
| AI | Administrative Aide | 35 | 2/20/2013 |
| AS | Associate Staff | 36 | 2/20/2013 |
| RE | Receptionist | 37 | 2/20/2013 |
| INT | Intern | 38 | 2/20/2013 |

## 3.6 LegTypeLUT – tab/worksheet

*LegTypeLUT - Legislative Type Code*

| LegTypeCode | Description | LUTOrder | LastUpdated |
|---|---|---|---|
| FL | Federal Legislator | 15 | 1/16/2011 |
| SL | State Legislator | 52 | 1/16/2011 |

## 3.7 MemStaffererLUT – tab/worksheet

*MemStafferLUT - Member's Staffer Code*

| FunctionCode | FunctionDescription | LUTOrder | LastUpdated |
|---|---|---|---|
| AA | Chief of Staff / Administrative Assistant | 1 | 2/20/2013 |
| LD | Legislative Director | 2 | 2/20/2013 |
| DD | District Director / District Chief of Staff | 3 | 2/20/2013 |
| LAP | Legislative Assistant / Policy Advisor | 4 | 2/20/2013 |
| RDR | Regional Director | 5 | 2/20/2013 |
| PSO | Press Secretary / Communications Director / Other Liaison | 6 | 2/20/2013 |
| NMD | New Media Director / Online Communications | 7 | 2/20/2013 |
| OUT | Outreach | 8 | 2/20/2013 |
| AV | Senior Advisor / Advisor | 9 | 2/20/2013 |
| EAP | Executive Assistant / Personal Assistant | 10 | 2/20/2013 |
| FA | Financial Administrator | 11 | 2/20/2013 |
| FL | Fellow / Detailee | 12 | 2/20/2013 |
| GC | Counsel / Legislative Counsel | 13 | 2/20/2013 |
| OM | Office Manager / Office Administrator | 14 | 2/20/2013 |
| RA | Research Assistant / Legislative Aide | 15 | 2/20/2013 |
| SC | Scheduler | 16 | 2/20/2013 |
| SO | Systems Administrator | 17 | 2/20/2013 |
| SP | Special Assistant / Special Projects | 18 | 2/20/2013 |
| SSS | Senior Secretary / Secretary | 19 | 2/20/2013 |
| SW | Speechwriter / Editor / Publications and Documents | 20 | 2/20/2013 |
| PRA | Press Assistant | 21 | 2/20/2013 |
| LC | Legislative Correspondent | 22 | 2/20/2013 |
| SA | Staff Assistant | 23 | 2/20/2013 |
| MM | Mailroom Manager / Mail Operations / Mail Services | 24 | 2/20/2013 |
| FDR | Field Rep | 25 | 2/20/2013 |
| CW | Caseworker / Constituent Liaison | 26 | 2/20/2013 |
| TC | Tour Coordinator | 27 | 2/20/2013 |
| RE | Receptionist | 28 | 2/20/2013 |
| IN | Intern Coordinator | 29 | 2/20/2013 |
| INT | Intern | 30 | 2/20/2013 |

## 3.8 MemOfficeLUT – tab/worksheet

*MemOfficeLUT - Member's Office Code*

| Location | Description | LUTOrder | LastUpdated |
|---|---|---|---|
| CO | Capitol Office | 1 | 9/27/2008 |
| DO1 | District Office 1 | 2 | 9/27/2008 |
| DO2 | District Office 2 | 3 | 9/27/2008 |
| DO3 | District Office 3 | 4 | 9/27/2008 |
| DO4 | District Office 4 | 5 | 9/27/2008 |
| DO5 | District Office 5 | 6 | 9/27/2008 |
| DO6 | District Office 6 | 7 | 9/27/2008 |
| DO7 | District Office 7 | 8 | 9/27/2008 |
| DO8 | District Office 8 | 9 | 9/27/2008 |
| DO9 | District Office 9 | 10 | 9/27/2008 |
| TO | Transition Office | 11 | 9/27/2008 |

| | | | |
|---|---|---|---|
| CA1 | Campaign Office 1 | 12 | 9/27/2008 |
| CA2 | Campaign Office 2 | 13 | 9/27/2008 |
| CA3 | Campaign Office 3 | 14 | 9/27/2008 |
| CA4 | Campaign Office 4 | 15 | 9/27/2008 |
| CA5 | Campaign Office 5 | 16 | 9/27/2008 |
| CA6 | Campaign Office 6 | 17 | 9/27/2008 |

## 3.9 OffStafferLUT – tab/worksheet

*OffStafferLUT – Office Staffer Code*

| FunctionCode | FunctionDescription | LUTOrder | LastUpdated |
|---|---|---|---|
| SD | Staff Director / Chief of Staff | 1 | 2/20/2013 |
| AD | Administrative Director | 2 | 2/20/2013 |
| GAC | Counsel / General Counsel | 3 | 2/20/2013 |
| CK | Clerk | 4 | 2/20/2013 |
| PD | Policy Director | 5 | 2/20/2013 |
| PA | Senior Analyst / Policy Analyst / Advisor | 6 | 2/20/2013 |
| LA | Legislative Assistant | 7 | 2/20/2013 |
| PS | Press Secretary / Communications Director | 8 | 2/20/2013 |
| NMD | New Media Director / Online Communications | 9 | 2/20/2013 |
| OUT | Outreach | 10 | 2/20/2013 |
| SW | Speechwriter / Editor / Publications and Documents | 11 | 2/20/2013 |
| EA | Executive Assistant | 12 | 2/20/2013 |
| SC | Scheduler | 13 | 2/20/2013 |
| PMF | Professional Staff Member | 14 | 2/20/2013 |
| PL | Parliamentarian | 15 | 2/20/2013 |
| CT | Comptroller | 16 | 2/20/2013 |
| MSS | Member Services Staff | 17 | 2/20/2013 |
| FLS | Floor Staff | 18 | 2/20/2013 |
| AS | Associate Staff | 19 | 2/20/2013 |
| PRA | Press Assistant | 20 | 2/20/2013 |
| LCA | Legislative Correspondent / Legislative Aide | 21 | 2/20/2013 |
| OM | Office Manager / Office Administrator | 22 | 2/20/2013 |
| EC | Economist | 23 | 2/20/2013 |
| DS | Director of Security | 24 | 2/20/2013 |
| INV | Investigator | 25 | 2/20/2013 |
| PRR | Special Projects / Project Director | 26 | 2/20/2013 |
| CP | Chaplain | 27 | 2/20/2013 |
| SPA | Special Assistant | 28 | 2/20/2013 |
| SA | Staff Assistant | 29 | 2/20/2013 |
| SOI | Systems Administrator / Systems Operator | 30 | 2/20/2013 |
| CR | Curator | 31 | 2/20/2013 |
| RG | Registrar | 32 | 2/20/2013 |
| AC | Finance Director / Accountant / Financial | 33 | 2/20/2013 |
| ED | Editor / Publications | 34 | 2/20/2013 |
| RE | Receptionist | 35 | 2/20/2013 |
| INT | Intern | 36 | 2/20/2013 |

## 3.10 PartyLUT – tab/worksheet

*PartyLUT - Political Party Code*

| Code | Description | StateLocation | LUTOrder | Last Updated |
|---|---|---|---|---|
| D | Democratic Party | All | 1 | 4/21/2011 |
| R | Republican Party | All | 2 | 4/21/2011 |
| I | Independent | All | 3 | 4/21/2011 |
| AIP | American Independent Party | All | 4 | 4/21/2011 |
| AMP | American Party | All | 5 | 4/21/2011 |
| CIT | Citizens Party | All | 6 | 4/21/2011 |
| CRV | Conservative Party | All | 7 | 4/21/2011 |
| CST | Constitutional | All | 8 | 4/21/2011 |
| DFL | Democrat Farm Labor Party | MN | 9 | 4/21/2011 |
| D-NPL | Democrat Nonpartisan League | ND | 10 | 4/21/2011 |
| G | Green Party | All | 11 | 4/21/2011 |
| IAP | Independent American Party | All | 12 | 4/21/2011 |
| ICM | Independent Citizens Movement | VI | 13 | 4/21/2011 |
| LAB | Labor | All | 14 | 4/21/2011 |
| LIB | Libertarian | All | 15 | 4/21/2011 |
| NPL | Natural Law Party | All | 16 | 4/21/2011 |
| PNP | New Progressive Party | PR | 17 | 4/21/2011 |
| NP | Non-Partisan | All | 18 | 4/21/2011 |
| OTHER | Other | All | 19 | 4/21/2011 |
| PPD | Popular Democratic Party | PR | 20 | 4/21/2011 |
| P | Progressive Party | VT | 21 | 4/21/2011 |
| PIP | Puerto Rican Independence Party | PR | 22 | 4/21/2011 |
| REF | Reform Party | All | 23 | 4/21/2011 |
| RTL | Right to Life Party | All | 24 | 4/21/2011 |
| SWP | Socialist Workers Party | All | 25 | 4/21/2011 |
| TAX | Taxpayers Party | All | 26 | 4/21/2011 |

## 3.11 ReligionsLUT – tab/worksheet

*ReligionsLUT - Religion Code*

| ReligCode | Religion | LUTOrder | Last Updated |
|---|---|---|---|
| NON | None | 1 | 3/2/2013 |
| OTH | Unspecified/Other | 2 | 3/2/2013 |
| AME | African Methodist Episcopal | 3 | 3/2/2013 |
| ANG | Angelican | 4 | 3/2/2013 |
| ACT | Anglican Catholic | 5 | 3/2/2013 |
| APO | Apostolic Christian | 6 | 3/2/2013 |
| ASG | Assembly of God | 7 | 3/2/2013 |
| ATH | Atheist | 8 | 3/2/2013 |
| BAP | Baptist | 9 | 3/2/2013 |
| BRE | Brethren Church | 10 | 3/2/2013 |
| BUD | Buddhism | 11 | 3/2/2013 |
| CAT | Catholic | 12 | 3/2/2013 |
| CHC | Christian Church | 13 | 3/2/2013 |
| CRC | Christian Reformed Church | 14 | 3/2/2013 |
| CSC | Christian Scientist | 15 | 3/2/2013 |
| COC | Church of Christ | 16 | 3/2/2013 |

| | | | | |
|---|---|---|---|---|
| COB | Church of the Brethren | 17 | 3/2/2013 |
| CMC | Community of Christ | 18 | 3/2/2013 |
| CON | Congregationalist | 19 | 3/2/2013 |
| DOC | Disciples of Christ | 20 | 3/2/2013 |
| EOR | Eastern Orthodox | 21 | 3/2/2013 |
| EPI | Episcopalian | 22 | 3/2/2013 |
| EVA | Evangelical | 23 | 3/2/2013 |
| FOU | Foursquare | 24 | 3/2/2013 |
| FRH | French Huguenot | 25 | 3/2/2013 |
| FMC | Friedensthal Moravian Church | 26 | 3/2/2013 |
| GRO | Greek Orthodox | 27 | 3/2/2013 |
| HIN | Hinduism | 28 | 3/2/2013 |
| USC | Independent Bible Church | 29 | 3/2/2013 |
| ISL | Islam | 30 | 3/2/2013 |
| JEW | Jewish | 31 | 3/2/2013 |
| LUT | Lutheran | 32 | 3/2/2013 |
| MEN | Mennonite | 33 | 3/2/2013 |
| MET | Methodist | 34 | 3/2/2013 |
| MOR | Mormon | 35 | 3/2/2013 |
| NAZ | Nazarene | 36 | 3/2/2013 |
| PEN | Pentecostal | 37 | 3/2/2013 |
| PRE | Presbyterian | 38 | 3/2/2013 |
| USP | Protestant - Unspecified Christian | 39 | 3/2/2013 |
| QKR | Quaker | 40 | 3/2/2013 |
| LDS | Reorganized Church of Jesus Christ of Later Day Saints (Mormon) | 41 | 3/2/2013 |
| ROC | Roman Catholic | 42 | 3/2/2013 |
| SDA | Seventh-Day Adventist | 43 | 3/2/2013 |
| SHE | Shekinah Fellowship | 44 | 3/2/2013 |
| SBP | Southern Baptist | 45 | 3/2/2013 |
| UNI | Unitarian | 46 | 3/2/2013 |
| UNT | United Church of Christ | 47 | 3/2/2013 |
| WES | Wesleyan | 48 | 3/2/2013 |

## 3.12  SeatLUT – tab/worksheet

*SeatLUT - Seat Code*

*Note : The table below represents a sample of the complete 8093-line table.*

| SEATID | STATE | OFFICE | DIST | TRAILER | DISTRICT | DIST_ TYPE | MEMBERS | SEAT_ STATUS_ CODE | DISTRICTID | OFFICE_STATE_ DIST_TRAILER | LAST UPDATED |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 152 | AK | FH | AK01 | | Alaska At-Large District | official code | 1 | 1 | 148 | AK-FH-AK01 | 2/28/2013 |
| 150 | AK | FS | AKS01 | | Alaska US Senate | official code | 1 | 1 | 7664 | AK-FS-AKS01 | 2/28/2013 |
| 151 | AK | FS | AKS02 | | Alaska US Senate | official code | 1 | 1 | 7665 | AK-FS-AKS02 | 2/28/2013 |
| 153 | AK | SH | AK001 | | Alaska House District 01 | official code | 1 | 1 | 149 | AK-SH-AK001 | 2/28/2013 |
| 154 | AK | SH | AK002 | | Alaska House District 02 | official code | 1 | 1 | 150 | AK-SH-AK002 | 2/28/2013 |
| 155 | AK | SH | AK003 | | Alaska House District 03 | official code | 1 | 1 | 151 | AK-SH-AK003 | 2/28/2013 |
| 156 | AK | SH | AK004 | | Alaska House District 04 | official code | 1 | 1 | 152 | AK-SH-AK004 | 2/28/2013 |
| 157 | AK | SH | AK005 | | Alaska House District 05 | official code | 1 | 1 | 153 | AK-SH-AK005 | 2/28/2013 |
| 158 | AK | SH | AK006 | | Alaska House District 06 | official code | 1 | 1 | 154 | AK-SH-AK006 | 2/28/2013 |
| 159 | AK | SH | AK007 | | Alaska House District 07 | official code | 1 | 1 | 155 | AK-SH-AK007 | 2/28/2013 |
| 160 | AK | SH | AK008 | | Alaska House District 08 | official code | 1 | 1 | 156 | AK-SH-AK008 | 2/28/2013 |
| 161 | AK | SH | AK009 | | Alaska House District 09 | official code | 1 | 1 | 157 | AK-SH-AK009 | 2/28/2013 |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 162 | AK | SH | AK010 | | Alaska House District 10 | official code | 1 | 1 | 158 | AK-SH-AK010 | 2/28/2013 |
| 163 | AK | SH | AK011 | | Alaska House District 11 | official code | 1 | 1 | 159 | AK-SH-AK011 | 2/28/2013 |
| 164 | AK | SH | AK012 | | Alaska House District 12 | official code | 1 | 1 | 160 | AK-SH-AK012 | 2/28/2013 |
| 165 | AK | SH | AK013 | | Alaska House District 13 | official code | 1 | 1 | 161 | AK-SH-AK013 | 2/28/2013 |
| 166 | AK | SH | AK014 | | Alaska House District 14 | official code | 1 | 1 | 162 | AK-SH-AK014 | 2/28/2013 |
| 167 | AK | SH | AK015 | | Alaska House District 15 | official code | 1 | 1 | 163 | AK-SH-AK015 | 2/28/2013 |
| 168 | AK | SH | AK016 | | Alaska House District 16 | official code | 1 | 1 | 164 | AK-SH-AK016 | 2/28/2013 |
| 169 | AK | SH | AK017 | | Alaska House District 17 | official code | 1 | 1 | 165 | AK-SH-AK017 | 2/28/2013 |

## 3.13 OccCodeLUT – tab/worksheet

*OccCodeLUT - Occupation Code*

| Code | Occupation_Long | LUTOrder | LastUpdated |
|---|---|---|---|
| ACT | Actor/Entertainer | 1 | 1/5/2011 |
| AER | Aeronautics | 2 | 1/5/2011 |
| AGR | Agriculture | 3 | 1/5/2011 |
| BAN | Banker | 4 | 1/5/2011 |
| BRO | Broadcaster | 5 | 1/5/2011 |
| BUS | Business | 6 | 1/5/2011 |
| CLE | Clergy | 7 | 1/5/2011 |
| EDU | Education | 8 | 1/5/2011 |
| ENG | Engineering | 9 | 1/5/2011 |
| HOM | Homemaker | 10 | 1/5/2011 |
| JOU | Journalism | 11 | 1/5/2011 |
| LAB | Labor | 12 | 1/5/2011 |
| LEN | Law Enforcement | 13 | 1/5/2011 |
| LOB | Lobbyist | 14 | 1/5/2011 |
| LAW | Legal | 15 | 1/5/2011 |
| MED | Medicine | 16 | 1/5/2011 |
| MIL | Military | 17 | 1/5/2011 |
| PRO | Professional Sports | 18 | 1/5/2011 |
| PUB | Public Official | 19 | 1/5/2011 |
| REL | Real Estate | 20 | 1/5/2011 |
| ENT | Entertainment | 21 | 1/5/2011 |
| VOL | Volunteer/Advocate | 25 | 1/5/2011 |
| OTH | Other | 26 | 1/5/2011 |

## 3.14 SeatStatusLUT – tab/worksheet

*SeatStatusLUT - Seat Status Code*

| CodeID | Code | Definition | LUTOrder | LastUpdated |
|---|---|---|---|---|
| 1 | AOK | Normal | 1 | 12/8/2004 |
| 7 | AOK | Retiring at end of term | 2 | 12/8/2004 |
| 10 | AOK | Running for other office | 3 | 12/8/2004 |
| 3 | AOK | Term limit reached | 4 | 12/8/2004 |
| 4 | VAC | Deceased | 5 | 12/8/2004 |
| 9 | VAC | Removed from office | 6 | 12/8/2004 |
| 8 | VAC | Resigned from office | 7 | 12/8/2004 |
| 2 | VAC | Retired from office | 8 | 12/8/2004 |
| 6 | VAC | Took other office | 9 | 12/8/2004 |

| 5 | VAC | Unresolved | 10 | 12/8/2004 |
|---|-----|------------|----|-----------|
| 11 | VAC | Waiting for appointment | 11 | 12/8/2004 |
| 12 | VAC | Waiting for special elect | 12 | 12/8/2004 |
| 11 | VAC | Waiting for appointment | 11 | 12/8/2004 |
| 12 | VAC | Waiting for special elect | 12 | 12/8/2004 |

## 3.15  StateLUT – tab/worksheet

*States - State Codes*

| StateId | StateName | StatePostCode | StateCode | CountryId | LUTOrder | LastUpdated |
|---------|-----------|---------------|-----------|-----------|----------|-------------|
| 16 | Alabama | AL | 1 | 223 | 1 | 4/10/2009 |
| 17 | Alaska | AK | 2 | 223 | 2 | 4/10/2009 |
| 18 | Arizona | AZ | 4 | 223 | 3 | 4/10/2009 |
| 19 | Arkansas | AR | 5 | 223 | 4 | 4/10/2009 |
| 20 | California | CA | 6 | 223 | 5 | 4/10/2009 |
| 21 | Colorado | CO | 8 | 223 | 6 | 4/10/2009 |
| 22 | Connecticut | CT | 9 | 223 | 7 | 4/10/2009 |
| 23 | Delaware | DE | 10 | 223 | 8 | 4/10/2009 |
| 24 | District of Columbia | DC | 11 | 223 | 9 | 4/10/2009 |
| 1 | Florida | FL | 12 | 223 | 10 | 4/10/2009 |
| 2 | Georgia | GA | 13 | 223 | 11 | 4/10/2009 |
| 3 | Hawaii | HI | 15 | 223 | 12 | 4/10/2009 |
| 4 | Idaho | ID | 16 | 223 | 13 | 4/10/2009 |
| 5 | Illinois | IL | 17 | 223 | 14 | 4/10/2009 |
| 6 | Indiana | IN | 18 | 223 | 15 | 4/10/2009 |
| 7 | Iowa | IA | 19 | 223 | 16 | 4/10/2009 |
| 8 | Kansas | KS | 20 | 223 | 17 | 4/10/2009 |
| 9 | Kentucky | KY | 21 | 223 | 18 | 4/10/2009 |
| 10 | Louisiana | LA | 22 | 223 | 19 | 4/10/2009 |
| 11 | Maine | ME | 23 | 223 | 20 | 4/10/2009 |
| 12 | Maryland | MD | 24 | 223 | 21 | 4/10/2009 |
| 13 | Massachusetts | MA | 25 | 223 | 22 | 4/10/2009 |
| 14 | Michigan | MI | 26 | 223 | 23 | 4/10/2009 |
| 15 | Minnesota | MN | 27 | 223 | 24 | 4/10/2009 |
| 25 | Mississippi | MS | 28 | 223 | 25 | 4/10/2009 |
| 26 | Missouri | MO | 29 | 223 | 26 | 4/10/2009 |
| 27 | Montana | MT | 30 | 223 | 27 | 4/10/2009 |
| 28 | Nebraska | NE | 31 | 223 | 28 | 4/10/2009 |
| 29 | Nevada | NV | 32 | 223 | 29 | 4/10/2009 |
| 30 | New Hampshire | NH | 33 | 223 | 30 | 4/10/2009 |
| 31 | New Jersey | NJ | 34 | 223 | 31 | 4/10/2009 |
| 32 | New Mexico | NM | 35 | 223 | 32 | 4/10/2009 |
| 33 | New York | NY | 36 | 223 | 33 | 4/10/2009 |
| 34 | North Carolina | NC | 37 | 223 | 34 | 4/10/2009 |
| 35 | North Dakota | ND | 38 | 223 | 35 | 4/10/2009 |
| 36 | Ohio | OH | 39 | 223 | 36 | 4/10/2009 |
| 37 | Oklahoma | OK | 40 | 223 | 37 | 4/10/2009 |
| 38 | Oregon | OR | 41 | 223 | 38 | 4/10/2009 |
| 39 | Pennsylvania | PA | 42 | 223 | 39 | 4/10/2009 |
| 40 | Rhode Island | RI | 44 | 223 | 40 | 4/10/2009 |
| 41 | South Carolina | SC | 45 | 223 | 41 | 4/10/2009 |
| 42 | South Dakota | SD | 46 | 223 | 42 | 4/10/2009 |

| StateId | StateName | StatePostCode | StateCode | CountryId | LUTOrder | LastUpdated |
|---|---|---|---|---|---|---|
| 43 | Tennessee | TN | 47 | 223 | 43 | 4/10/2009 |
| 44 | Texas | TX | 48 | 223 | 44 | 4/10/2009 |
| 45 | Utah | UT | 49 | 223 | 45 | 4/10/2009 |
| 46 | Vermont | VT | 50 | 223 | 46 | 4/10/2009 |
| 47 | Virginia | VA | 51 | 223 | 47 | 4/10/2009 |
| 48 | Washington | WA | 53 | 223 | 48 | 4/10/2009 |
| 49 | West Virginia | WV | 54 | 223 | 49 | 4/10/2009 |
| 50 | Wisconsin | WI | 55 | 223 | 50 | 4/10/2009 |
| 51 | Wyoming | WY | 56 | 223 | 51 | 4/10/2009 |
| 52 | American Samoa | AS | 60 | 223 | 52 | 4/10/2009 |
| 57 | Federated States of Micronesia | FM | 64 | 223 | 53 | 4/10/2009 |
| 53 | Guam | GU | 66 | 223 | 54 | 4/10/2009 |
| 58 | Marshall Islands | MH | 68 | 223 | 55 | 4/10/2009 |
| 56 | Mariana Islands | MP | 69 | 223 | 56 | 4/10/2009 |
| 59 | Palau | PW | 70 | 223 | 57 | 4/10/2009 |
| 54 | Puerto Rico | PR | 72 | 223 | 58 | 4/10/2009 |
| 55 | Virgin Islands | VI | 78 | 223 | 59 | 4/10/2009 |

# 4. Reference List

## 4.1 Staffer Issues/Responsibility List

| Issue/Responsibility | |
|---|---|
| Abortion | Insurance |
| Acquisitions | Intelligence |
| Aerospace | Intergovernmental |
| Agriculture | Internet |
| Animal Rights | Judiciary |
| Appropriations | Labor |
| Arts | Land Use |
| Banking | Lobbying Politics |
| Budget | Logistics |
| Campaign | Medicare |
| Census | Military |
| Commerce | Minorities |
| Communication | National Security |
| Congress | Native Americans |
| Consumers | Privacy |
| Crime | Public Affairs |
| Disability | Public Works |
| Disaster | Recreation |
| Economics | Regulation |
| Education | Religion |
| Energy | Rules |
| Entertainment | Rural Affairs |
| Environment | Science |
| Family | Seniors |
| Finance | Small Business |
| Foreign | Social Security |
| Gambling | Tax |
| Govt Ops | Technology |
| Grants | Telecommunications |
| Gun Issues | Trade |
| Health | Transportation |
| Homeland Security | Urban Affairs |
| Housing | Veterans |
| Human Rights | Welfare |
| Immigration | Women |

# 5. Additional Add-on Resources Available for Purchase

## 5.1 Legislator Photographs

CongressPhotoFile and StateLegislaturePhoto file provide one standardized photograph per legislator in a JPEG (.jpg) format.  Pictures are delivered in a zipped file and are standardized on a 108 X 148 pixel size.   File name convention is lastname_firstname_PID "Allen_George_201854.jpg" to allow easy reference.

Sample Photofile:

| Name ▲ | Size | Type | Date Modified | Dimensions |
|---|---|---|---|---|
| Aderholt_Robert_158703 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Alexander_Rodney_194908 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Amash_Justin_268350 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Amodei_Mark_197540 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Andrews_Robert_158952 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bachmann_Michele_208800 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bachus_Spencer_158705 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Barber_Ron_251916 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Barletta_Lou_266703 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Barr_Andy_284674 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Barrow_John_226506 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Barton_Joe_159076 | 6 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bass_Karen_226476 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Beatty_Joyce_197852 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Becerra_Xavier_158747 | 6 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Benishek_Dan_286706 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bentivolio_Kerry_290081 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bera_Ami_284011 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bilirakis_Gus_193559 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bishop_Rob_211710 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bishop_Sanford_158808 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bishop_Tim_211718 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Black_Diane_199041 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Blackburn_Marsha_198986 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Blumenauer_Earl_159028 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Boehner_John_159008 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bonamici_Suzanne_249764 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bonner_Jo_211676 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bordallo_Madeleine_209922 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Boustany_Charles_228684 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Brady_Kevin_159078 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Brady_Robert_159031 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Braley_Bruce_248295 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bridenstine_James_378486 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Brooks_Mo_283897 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Brooks_Susan_378487 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Broun_Paul_258237 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Brown_Corrine_158786 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Brownley_Julia_248455 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Buchanan_Vern_250707 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Bucshon_Larry_284631 | 4 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |
| Burgess_Michael_211708 | 5 KB | JPEG Image | 3/17/2013 10:03 AM | 108 x 148 |