

# Congress of the United States

## House of Representatives

COMMITTEE ON HOUSE ADMINISTRATION  
1309 Longworth House Office Building  
Washington, D.C. 20515-6157  
(202) 225-2061  
[www.house.gov/cha](http://www.house.gov/cha)

January 3, 2009

The Honorable Robert A. Brady  
Chairman  
Committee on House Administration  
1309 Longworth House Office Building  
Washington, DC 20515

The Honorable Daniel E. Lungren  
Ranking Minority Member  
Committee on House Administration  
1313 Longworth House Office Building  
Washington, DC 20515

Dear Chairman Brady:

I would like to register the XXXX Staff Association (XSA) as a Congressional Staff Organization for the 111<sup>th</sup> Congress. The XSA was created in the 110<sup>th</sup> Congress to foster professional development among house staffers. The XSA is a bi-partisan organization which works to bring staff from both chambers closer together and discuss issues facing staffers in Congress.

The BSA Officers are as follows:

- John Doe, President – [john.doe@mail.house.gov](mailto:john.doe@mail.house.gov), 202.225.XXXX
- Jane Doe, Vice President – [jane.doe@mail.house.gov](mailto:jane.doe@mail.house.gov), 202.225.XXXX
- John Smith, Treasurer – [john.smith@mail.house.gov](mailto:john.smith@mail.house.gov), 202.225.XXXX

Once registered with the Committee on House Administration, a Congressional Staff Organization may request the use of House resources. XSA requests access to Inside Mail, access to the House intranet system to post caucus related activities, and a post office box with Postal Operations.

We trust that the information provided meets the requirements for registering a Congressional Staff Organization in the 111<sup>th</sup> Congress. Thank you for your attention to this matter and please feel free to contact John Doe at 202.225.XXXX with any questions.

Sincerely,

/s

Jim Johnson  
Member of Congress