

Congress of the United States

House of Representatives

COMMITTEE ON HOUSE ADMINISTRATION
1309 Longworth House Office Building
Washington, D.C. 20515-6157
(202) 225-8281
<http://cha.house.gov>

January 3, 2011

The Honorable Daniel E. Lungren
Chairman
Committee on House Administration
1309 Longworth House Office Building
Washington, DC 20515

The Honorable Robert A. Brady
Ranking Minority Member
Committee on House Administration
XXXX Longworth House Office Building
Washington, DC 20515

Dear Chairman Lungren:

I would like to register the XXXX Staff Association (XSA) as a Congressional Staff Organization for the 112th Congress. The XSA was created in the 111th Congress to foster professional development among House staffers. The XSA is an organization which works to bring staff together and discuss similar interests.

The BSA Officers are as follows:

- John Doe, President – john.doe@mail.house.gov, 202-225-XXXX
- Jane Doe, Vice President – jane.doe@mail.house.gov, 202-225-XXXX
- John Smith, Treasurer – 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 112th Congress. Thank you for your attention to this matter and please feel free to contact John Doe with any questions.

Sincerely,

/s

Jim Johnson
Member of Congress