



# FLASH REPORT

## ARTIFICIAL INTELLIGENCE STRATEGY & IMPLEMENTATION



COMMITTEE ON  
**HOUSE ADMINISTRATION**

## Executive Summary

This is part of a series of reports the Committee is releasing on artificial intelligence (AI) strategy and implementation in the House of Representatives over the course of 2024. The purpose is to provide a transparent update to the public on the use of AI technology by House offices and legislative branch agencies. This report was produced at the direction of Committee Chairman Bryan Steil, Committee Ranking Member Joseph D. Morelle, Subcommittee on Modernization Chairman Stephanie Bice, and Subcommittee on Modernization Ranking Member Derek Kilmer.

On February 20, 2024, the Speaker’s Bipartisan Task Force on Artificial Intelligence was announced.<sup>1</sup> The task force aims to explore how Congress can ensure America continues to lead the world in AI innovation while considering guardrails that may be appropriate to safeguard the nation against current and emerging threats. The Committee on House Administration (CHA) has representation on this Task Force.

On March 19, 2024, CHA held a private roundtable, “Building Artificial Intelligence Guardrails for the People’s House.” This well-attended internal event allowed for a wide-ranging discussion about how much authority the House might delegate to AI technologies in the pursuit of operational efficiencies. The discussion focused on AI guardrails the House could put in place to ensure safe and appropriate AI use within the institution.

The roundtable’s expert participants were Ms. Elham Tabassi (NIST), Mr. John Turner (DOD), Ms. Jennifer Pahlka (Federation of American Scientists), and Mr. Casey Mock (Center for Humane Technology). The Committee is deeply grateful for the time and expertise that these panelists contributed.

The roundtable’s institutional participants were the Chief Administrative Officer, the Clerk of the House, the Legislative Counsel of the House, the House Sergeant At Arms, the House Inspector General, the House General Counsel, and the House Parliamentarian.

Senior staff from many Member Offices working on AI-related policy issues, along with select high-level executives from every institutional office in the House, attended the roundtable.

The roundtable represented the first known instance of elected officials directly discussing AI’s use in parliamentary operations. The planning templates for this roundtable were subsequently shared with Bussola Tech, a global think tank that works to promote institutional modernization and digital transformation of parliaments and legislatures around the world.

The roundtable discussion, along with many other key documents, has helped CHA articulate AI guardrails for the U.S. House of Representatives. These are intended to be general, so that many House Offices can independently apply them to a wide variety of different internal policies, practices, and procedures. House Committees and Member Offices can use these to inform their internal AI practices. These are intended to be applied to any AI tool or technology in use in the House.

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<sup>1</sup> [House Launches Bipartisan Task Force on Artificial Intelligence - Speaker Mike Johnson](#)

The AI guardrails for the House of Representatives are:

- **Human Oversight and Decision-Making:** Even as AI technologies are utilized for efficiency, human oversight remains crucial. Decisions, particularly those with significant impact, must ultimately rest with human experts who can interpret AI outputs within the broader context and with an understanding of potential limitations and biases.
- **Clear and Comprehensive Policies:** To ensure safe and appropriate use of AI, the development of clear and comprehensive policies is essential, as is the maintenance of accurate AI inventories. Any AI policy should address privacy, data security, and ethical considerations, ensuring that AI tools are known and used in ways that preserve public trust and safeguard sensitive information.
- **Robust Testing and Evaluation:** Before AI technologies are deployed, they should undergo thorough testing and evaluation to assess their reliability, validity, and potential biases. Continuous monitoring and regular reassessment are crucial to adapt to technological advancements and emerging risks. The continuous monitoring and evaluation of data that is entered into or taken out of the AI system is critical.
- **Transparency and Disclosure:** Transparency about the use and capabilities of AI technologies is key to maintaining trust. This includes clear communication about how AI is being used, the data it processes, and the measures in place to protect privacy and security. There should be considerations for disclosing when AI has contributed to legislative drafting or other significant tasks.<sup>2</sup>
- **Education and Upskilling:** To effectively implement AI technologies, ongoing education and upskilling of Members and staff are essential. This includes training on the capabilities and limitations of AI, as well as on the ethical considerations and policy frameworks that guide its use. Building digital literacy and resilience among everyone in the House community will help mitigate risks and foster responsible use of AI.

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<sup>2</sup> AI Disclosure: Early drafts of this document were written by humans. An AI tool was used in the middle of the drafting process to research editorial clarity and succinctness. Subsequent reviews and approvals were human.

## Notable Accomplishments (January through March 2024)

Over the past three months CHA has taken several actions in addition to the roundtable described above. On January 30, 2024, CHA held a full committee hearing, “Artificial Intelligence (AI): Innovations within the Legislative Branch.” This hearing highlighted early AI innovators within the legislative branch and can serve as a resource for other legislative branch entities who are earlier in their AI adoption journey.

In late February, CHA released an updated 2024 User’s Guide that includes a section on data governance. Previously, the House did not recognize data governance in official documentation at the committee level. This change will allow for more strategic and robust discourse about data management throughout the House ecosystem and in civil society.

In March, CHA supported modernization efforts by the House Communications Standards Commission. The current standards for official communications by Members to their constituents do not require the disclosure of AI generated information. The Commission approved a review of the current standards that may be impacted by AI.

In March and April, CHA approved the use of ChatGPT Plus for a cross-section of CHA committee staff and held initial training on the tool. Information from this early use will help form committee-level best practices which can be shared internally.

Below is breakdown of notable accomplishments from legislative branch agencies and House entities.

Government Publishing Office (GPO)	
Governance	<p>GPO’s AI Governance Committee Charter was approved in January 2024. The Charter, which operates under the authority of a GPO Directive issued in Fall 2023, defines the purpose and approach for the introduction, management, and oversight of AI solutions within GPO.</p> <p>The Charter outlines objectives, defines AI Governance committee members, their roles, and how frequently they should meet. It defines the role of an AI manager for GPO and the role of Subject Matter Experts who may assist the with matters related to AI initiatives. It articulates specific responsibilities related to policy development and ethical oversight, risk management, review, and monitoring, among other items. Finally, it sets out a cadence for meetings and procedures, internal reporting, and provides a commitment for resourcing and external collaboration.</p> <p>The AI Governance Committee held its first meeting on January 29, 2024.</p>
Use Cases	<p>GPO will launch three small pilot programs as a proof-of-concept in FY 24:</p> <p><i>GPO Intranet Chatbot Pilot.</i> The first pilot program is focused on the use of chatbot on GPO’s intranet services through Microsoft Open AI and Copilot. GPO uses Microsoft Azure cloud services and has an OPEN AI development account through Azure. The goal of this pilot is to enable GPO employees to use AI tools to access GPO intranet information to more efficiently respond to customer inquiries.</p> <p><i>IT/Acquisitions Services Assistive Support Pilot.</i> GPO’s Acquisitions Services business unit administers thousands of procurement contracts and purchase orders</p>

	<p>each year in support of GPO operations. This pilot is intended to identify and hopefully procure AI-enabled tools to help streamline redundancies and help Acquisitions professionals more efficiently execute their responsibilities. IT and Acquisitions have begun evaluating different software options and recently held an initial meeting with Icertis, a contract management software company which is preparing a demo for GPO.</p> <p><i>Library Services Data Storage and Indexing Pilot.</i> GPO’s Library Services is in the middle of a significant project to transition substantial data sets from local storage to the cloud. As part of the effort, GPO is working with a contractor to determine whether Microsoft Cognitive Services can be effectively used to categorize and index the data sets Library Services is transitioning to cloud-based data storage.</p>
Staff Upskilling	<p>Over the next few months, GPO expects considerable progress in employee AI training. An agency-wide AI training has been scheduled for April 2024. In addition, specialized IT staff are currently attending more in-depth private-sector training to assist with pilot deployments.</p>

GPO’s AI Use Case Inventory: [Artificial Intelligence \(AI\) Use Case Inventory \(gpo.gov\)](https://www.gpo.gov/artificial-intelligence-ai-use-case-inventory)

Library of Congress (LOC)	
Governance	<p>In January 2024, Librarian of Congress and the Library’s Chief Information Officer (CIO) appeared before the Committees on Senate Rules and Administration and House Administration to discuss AI use and governance. They spoke about the Library’s long history with innovative technologies, the opportunities and risks of AI innovation, and developing approaches to using these technologies.</p> <p>From January through March 2024, the Library has been meeting to address issues of AI governance and strategy. The Library has mapped out work through December 2024 which includes a focus on finalizing their AI Use Case Inventory, creating an AI definition and principles, evaluating current policies, developing new policies, and describing an AI governance model based on the Library’s risk frameworks. The Library is also focusing on longer-term staff training and communication recommendations.</p> <p>The Library’s AI Working Group (AIWG) is also examining methods for gathering data about AI technologies used in Commercial Off-the-Shelf (COTS) software. The revised processes will soon include not only custom and customized AI, but also any of the Library’s COTS software products that use AI.</p> <p>In January 2024, the Library released a Special Announcement limiting the use of generative AI tools by Library staff except as part of authorized pilots or experiments.</p> <p>The US Copyright Office (USCO) continued its initiative to examine copyright law and policy issues raised by AI technologies, including the scope of copyright in</p>

	<p>works generated using AI tools and the use of copyrighted materials in AI training (<a href="https://www.copyright.gov/ai/">https://www.copyright.gov/ai/</a>). The office is proceeding with its Notice of Inquiry on Copyright and Artificial Intelligence, initiated last summer. The Notice of Inquiry sought information about the use of copyrighted works to train models, the appropriate levels of transparency and disclosure with respect to the use of copyrighted works, the legal status of AI-generated outputs, and the appropriate treatment of AI-generated outputs that mimic personal attributes of human artists. Having received over 9,000 comments during the initial period, the Office extended the deadline for replies to early December 2024. The Office is currently assessing these replies.</p>
Use Cases	<p>The Library’s use case inventory now contains 15 instances of AI use cases developed by the Office of the CIO (OCIO), the Congressional Research Service (CRS), USCO, the Library Collections and Services Group, and the National Library Service for the Blind and Print Disabled.</p> <p>Of particular interest to CHA are the extraction of data from historic copyright registration records, the summary and geolocation of congressional bills, and descriptions of legislative data.</p>
Staff Upskilling	<p>In January 2024, the Library moved into its role co-chairing (with the Smithsonian Institution) an international group that focuses on AI for libraries, archives, and museums (AI4LAM) group. At the invitation of the Federal Innovation Council, Library staff serves on the Council and have presented at multiple AI-related events. In February 2024, Library staff represented the Library at the Federal AI Roundtable.</p> <p>Library staff continue to lead a GSA community of practice sub-group exploring Natural Language Processing (NLP) vendor analysis, working with staff from the Department of State, the Department of Labor, and the Department of Homeland Security. The group has completed three resources to assist federal program and acquisitions staff in their planning and evaluation of NLP products and services, addressing AI considerations from the start of a procurement process and including risk and benefit assessments and model documentation. Library staff also participate in the cybersecurity community managed by the Cybersecurity and Infrastructure Security Agency (CISA), following Open Worldwide Application Security Project (OWASP) best practices for threat assessments for AI in IT security.</p> <p>Recently, CRS began working with the Library’s OCIO team on a first step in the LC Labs Artificial Intelligence Planning Framework: creating a “domain profile.” This work includes identifying AI use case(s); categorizing components such as data formats, tasks, public-facing and back-end work, and seeking to understand priorities and risks. OCIO is also in discussions with the NIST to collaborate with the National Archives and Records Administration and the Smithsonian Institution to create a similar profile for the libraries, archives, and museums (LAM) sector.</p>

LOC’s AI Use Case Inventory: [AI at LC](#) | [Experiments](#) | [Work](#) | [Library of Congress \(loc.gov\)](#)

Smithsonian Institution	
Governance	The Smithsonian has been leveraging the NIST AI Risk Management Framework for several years, and as such, conducts ongoing assessments to integrate it into existing policies and practices. Similarly, the Smithsonian is integrating the review of new AI-enabled tools/technology into review processes already in place to review/approve the use of new technologies.
Use Cases	The Smithsonian has been publicly sharing its exploration and use of artificial intelligence for several years through Smithsonian websites and/or within peer reviewed publications. This information includes the Data Science Lab ( <a href="https://datascience.si.edu">https://datascience.si.edu</a> ), the Digitization Program Office ( <a href="https://dpo.si.edu/">https://dpo.si.edu/</a> ), and the Smithsonian Astrophysical Observatory in partnership with Harvard University ( <a href="https://astroai.cfa.harvard.edu/">https://astroai.cfa.harvard.edu/</a> ).
Staff Upskilling	<p>In 2024 the Smithsonian launched an Artificial Intelligence Community of Practice (AICoP) which seeks to advance the Smithsonian's mission through responsible and effective use of AI technologies by fostering collaboration, knowledge sharing, and innovation in the use of AI across the Smithsonian.</p> <p>The AICoP has established four new working groups comprised of Smithsonian staff with relevant subject matter expertise that will deliver specific outputs to advance the AICoP's goals. Those new working groups are focused on the following priority topic areas: 1) Identifying and Enabling AI Opportunities, 2) Reviewing and Drafting AI-related Policies and Guidance, 3) Establishing AI Training for Staff, 4) Building External Partnerships.</p>

SI's AI Use Case Inventory: [Age of AI | Smithsonian Institution \(si.edu\)](#)

Architect of the Capitol (AOC)	
Governance	<p>The AOC is leveraging the recommended NIST AI Risk Management Framework as the basis of their governance assessment. In addition, in 2024, the AOC's Chief Data Officer and Chief Information Officer have been collaborating to incorporate AI consistently across the respective governance bodies and planning activities.</p> <p>The AOC's IT Council, which serves as the primary Governance body for AOC IT investment and policy, met in January and February 2024 to review proposed AI governance and policy recommendations. A policy memorandum with provisions regarding the use of AI was developed, approved by agency executive leadership, and sent to all AOC employees in March 2024.</p> <p>AOC's Data Advisory Board is working with the CIO and Chief Information Security Officer to incorporate AI into the relevant AOC governance bodies and AOC policy documents.</p>

Use Cases	The AOC created an AI Use Case inventory and is updating it regularly. It reviews this list on a quarterly basis with executive management. The AOC has a few use cases in production for AI within their robotic process automation toolset. Other pilots or proof of concepts are underway. AOC has met with many of their major IT vendors on AI capabilities they are building into existing platforms already in use at the AOC.
Staff Upskilling	<p>AOC’s executive leaders were given presentations on the impact of generative AI and the role of executive management. These briefings shared research about how other government agencies and commercial organizations are aligning to federal AI initiatives, investing in AI, and the important role that the executive management team plays in determining governance and investment strategy for AI.</p> <p>For other staff, AOC’s IT Council authorized the formation of an AOC AI Working Group. AOC is planning targeted upskilling for certain employee groups. In 2024, AOC’s mandatory annual computer security awareness training for all AOC employees will incorporate an AI-specific cybersecurity awareness module and AOC responsible use of AI guidelines.</p>

AOC’s AI Use Case Inventory: For internal use only.

U.S. Capitol Police (USCP)	
Governance	<p>USCP has commenced a review of their existing policies and will be performing a gap analysis to ensure compliance with the NIST AI Risk Management Framework, Government Accountability Office’s AI Accountability Framework, and other industry best practices.</p> <p>USCP has begun the development of an AI Charter, which will ultimately define the approach to the safe and responsible review, deployment, use, management, and oversight of AI solutions within USCP. This AI Charter will also establish the USCP AI Governance Committee and define the roles and responsibilities of its members. The focus will be on accountability, transparency, fairness, privacy, and security.</p>
Use Cases	USCP’s use cases currently focus on three areas: administrative AI usage, cybersecurity, and protective and operational AI.
Staff Upskilling	USCP utilizes several avenues to keep abreast of the evolving AI landscape. These include membership in the Legislative Branch Chief Information Officer (CIO) and Chief Information Security Officer (CISO) Councils, scheduled quarterly engagement with peer agency CIOs, workshops, along with review of National Institute of Standards and Technology and Cybersecurity and Infrastructure Security Agency publications, Gartner advice, and CIO.gov reviews.

AOC’s AI Use Case Inventory: For internal use only.



## Chief Administrative Office (CAO)

<b>Governance</b>	<p>In January 2024, CAO testified before CHA about their actions towards AI innovation and implementation in support of the House.</p> <p>In February 2024, CAO halted funding support for Chat GPT Plus. Funding for this software is now being directly paid for by Committees and Member Offices who remain interested in using the tool. CAO hopes that this switch, which alleviates users from a mandatory reporting requirement to CAO, increases usage of the tool.</p> <p>In March 2024, CAO gave guidance that the commercial version of Microsoft CoPilot would be removed from House Windows devices, and a government version of the software will be available in the coming months. CAO will conduct a thorough evaluation of that product in the future. House offices are still authorized to use ChatGPT Plus.</p> <p>Also in March 2024, CAO shared a preliminary draft of an AI Policy with CHA. CAO will continue to refine that draft based on feedback from CHA to ensure that it is in line with NIST’s AI Framework. CAO plans to formally submit the policy to CHA for review and approval by July 2024.</p> <p>CHA initially requested this policy in August 2023.</p> <p>In April 2024, CAO notified CHA of plans for a new AI Center of Excellence and designated a new AI Coordinator position. While this new organization currently lacks dedicated staff and funding, it will be pulling in resources from existing teams to help better coordinate and lead CAO’s AI efforts.</p>
<b>Use Cases</b>	<p>CAO’s efforts to build and maintain a comprehensive AI Use Case inventory have continued. CAO has met with a broad cross-section of groups across the House and developed an extensive use case inventory. That inventory has since been refined based on feedback from CHA.</p> <p>CHA encourages CAO to establish a regular cadence of data collection to ensure that the House AI Use Case Inventory remains accurate and comprehensive.</p>
<b>Staff Upskilling</b>	<p>CAO has begun planning the educational aspects of their AI work, which includes meeting with CAO Coaches, Congressional Staff Academy instructors, the HIR Change Management team, and the CAO Communications team. CAO has started discussions with the Congressional Staff Academy to include AI-focused slides in the 2025 Cybersecurity training material.</p> <p>CAO’s House Digital Service is planning future AI events with House Member, Committee, and Leadership staff where they intend to summarize the efforts they learned in phase one of the AI Advisory Group.</p>

CHA encourages CAO to prioritize immediate AI upskilling coursework and information sharing around AI Best Practices, and not to delay this work until a formal AI policy is approved later this summer.
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CAO's AI Use Case Inventory: For internal use only.

CHA did not request quarterly updates from the Office of the Clerk for March 2024, but does anticipate an update in June 2024. The Clerk's AI Use Case Inventory remains available here: [House of Representatives, Office of the Clerk, Artificial Intelligence Use Case Inventory](#)

## Next Steps

Over the next three months, CHA anticipates focusing on the ways the acquisitions process can be used as an effective checkpoint to ensure the responsible use of AI. CHA will also be learning more from state and local governments about how they are using AI technologies in their legislative operations.

CHA encourages CAO to take full advantage of governmental resources like NIST and GSA's AI Center of Excellence to ensure that the House's foundational planning towards AI implementation remain sound and can proceed as efficiently as possible.