

OpenAI

Leveraging ChatGPT for District and State Directors

ChatGPT Enterprise

Introduction

Use ChatGPT Enterprise to turn supplied information into useful first drafts. These 30 chat prompts support official congressional office work. Replace bracketed placeholders and paste the relevant source text before you begin.

For District Director / State Director: focus on local office operations, community engagement, member visits, and coordination with Washington. Adapt assignments to your office; House and Senate titles and responsibilities vary.

Goals

This guide is meant to help:

- Create practical drafts for your daily work.
- Make handoffs and review requirements clear.
- Keep claims traceable to supplied sources.

Guidelines & guardrails

Use ChatGPT in the ChatGPT Enterprise environment responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your approved workspace; use fictional or de-identified examples for practice.
- Verify facts, dates, citations, and chamber-specific procedures with current sources.
- Keep official work separate from campaign activity. Staff review all outputs before use or release.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations** - How do you expect the final output to be formatted?

Take a simple example:

- Original prompt: "Help me prepare for work."
- Add in task: "Draft a district or state briefing."
- Add in context: "Draft a district or state briefing. For our [House/Senate] office, use [Approved notes] for [Audience]."
- Add in expectation: "Draft a district or state briefing. For our [House/Senate] office, use [Approved notes] for [Audience]. Keep it to one page, with next steps and facts to verify."

Sample prompts

Choose a prompt, replace its brackets, and paste the named notes or source excerpts. State the chamber, audience, deadline, and desired format. Review the draft, then ask for a focused revision. Prompts do not retrieve live information or take external actions.

Role grounding, reviewed September 21, 2026.
Original workflow prompts; office procedures govern actual work.

Senate position descriptions: role responsibilities
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CRS staff guide (2012): role and title background.

House Resume Bank: House role names.

House Green & Gold: casework and field duties.

OpenAI: using ChatGPT and reviewing results.

Local Office Leadership

Weekly field priorities

Best used with: Chat.

Turn [Member guidance] and [Local office updates] into a weekly priorities brief. Cover service operations, official events, agency follow-ups, and decisions needed from DC. Use district or state terminology appropriate to [Chamber]. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Regional coordination plan

Best used with: Chat.

Design a coordination plan across [Local office locations] using [Current responsibilities]. Define recurring updates, escalation roles, and shared deliverables. Flag gaps without assuming each location has identical staffing. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Local operating review

Best used with: Chat.

Prepare a monthly review agenda from [Service summary], [Outreach notes], and [Administrative updates]. Focus on workload, handoffs, and upcoming commitments. Avoid individual employee scoring or constituent rankings. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Local Office Leadership

Office coverage plan

Best used with: Chat.

Build a coverage discussion sheet for [Office hours and public commitments] using [Confirmed staffing availability]. Identify uncovered functions and proposed handoffs for approval. Do not change assignments or infer availability. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Field goal review

Best used with: Chat.

Compare [Local office goals] with [Verified activity and outcome notes]. Write a 400-word progress brief distinguishing completed work, ongoing effort, and missing evidence. Do not equate meetings held with problems resolved. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Member Visits

Visit objective brief

Best used with: Chat.

Draft a one-page brief for [Member district/state visit] using [Approved objectives] and [Local context]. Explain each proposed stop's purpose, briefing need, and pending confirmation. Avoid campaign activity or invented commitments. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Host coordination questions

Best used with: Chat.

Create an advance question list for [Official host organization] based on [Visit purpose]. Cover format, participants by role, accessibility arrangements, and logistics. Leave security arrangements to designated personnel. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Local briefing synthesis

Best used with: Chat.

Combine [Field reports] and [Verified event notes] into a member visit briefing. Separate local observations, stakeholder requests, and office commitments. Do not present a small set of reports as representative opinion. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Member Visits

Visit run of show	Best used with: Chat. Draft a run of show for [Confirmed official visit] using [Timing and staff assignments]. Show transitions, staff leads, and briefing handoffs. Use supplied travel estimates and mark unresolved logistics. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.
Visit follow-up review	Best used with: Chat. Turn [Member visit notes] into a follow-up table for DC and local teams. Distinguish explicit commitments from ideas raised, and identify owners and dates to confirm. Keep individual case details separate. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Community Engagement

Listening-session plan

Best used with: Chat.

Draft a plan for an official listening session on [Community service issue] using [Office purpose]. Include a neutral agenda, open-ended questions, and note-taking template. Avoid political profiling or persuasive audience targeting. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Community meeting brief

Best used with: Chat.

Prepare a briefing for [Local organization meeting] from [Public background excerpts] and [Past office notes]. Include factual context, requested discussion, and questions. Do not infer the organization's political position. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Outreach coverage review

Best used with: Chat.

Review [List of official community engagements] against [Office geographic service plan]. Identify locations or public-service topics lacking documented coverage. Do not infer demographic characteristics or political support. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Community Engagement

Community feedback digest

Best used with: Chat.

Synthesize [De-identified outreach reports] into recurring questions, documented examples, and follow-up needs. State sampling limits and distinguish reported experiences from verified facts. Keep it under 400 words. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Partnership coordination note

Best used with: Chat.

Draft a coordination email for [Official service-information event] using [Agreed roles]. Clarify responsibilities, materials, and dates needing confirmation. Do not imply endorsement, funding, or a partnership beyond the agreed scope. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Constituent Services Oversight

Casework operating brief

Best used with: Chat.

Turn [Aggregate casework status notes] into a management brief about process bottlenecks and agency response gaps. Use no personal records. Focus on staffing questions and handoffs, leaving individual outcomes to responsible humans. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Service escalation review

Best used with: Chat.

Organize [De-identified escalated service questions] using [Office escalation process]. Identify missing documentation and which role should review. Do not decide urgency or access to services on your own. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Agency meeting preparation

Best used with: Chat.

Prepare a 30-minute agenda for [Agency liaison meeting] from [Documented administrative issues]. Group unanswered process questions and supplied examples. Avoid sharing identifying case information or implying authority to direct agency decisions. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Constituent Services Oversight

Service-event coordination

Best used with: Chat.

Build a checklist for [Constituent service event] from [Approved plan]. Cover staff roles, private intake arrangements, accessibility requests, and follow-up routing. Do not promise case resolution at the event. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Recurring issue handoff

Best used with: Chat.

Draft a factual memo to the LD from [De-identified recurring casework process issues]. Separate examples from possible broader research questions. Do not infer systemic prevalence or causation from limited cases. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Washington Coordination

DC-field leadership brief **Best used with:** Chat.

Create a one-page district/state-to-DC update from [Local office notes]. Lead with decisions needed, then upcoming visits, service issues, and follow-ups. Use source dates and avoid unsupported urgency. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Policy request handoff **Best used with:** Chat.

Translate [Community policy question] into a concise request for the appropriate DC portfolio lead. Include the specific question, supplied context, and desired response date. Do not invent the member's position. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Communications fact handoff **Best used with:** Chat.

Prepare approved factual background for communications staff about [Local office activity]. Include documented participants, purpose, completed actions, and publication permissions status. Keep proposed quotes clearly unapproved. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Washington Coordination

**Schedule
coordination note**

Best used with: Chat.

Draft a note to the member's scheduler about [Proposed local engagement]. Include purpose, requested duration, location, and confirmed constraints. Label it a proposal and avoid claiming member attendance. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

**Commitment
reconciliation**

Best used with: Chat.

Compare [DC notes] and [Field notes] on [Shared initiative]. Identify inconsistent owners, dates, and promised actions. Create a reconciliation table and clarification questions rather than silently choosing a version. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Local Operations and Learning

Office-hours planning

Best used with: Chat.

Draft a planning checklist for [Mobile office hours] using [Approved locations and schedule]. Cover staffing, public information, private intake, and materials. Flag host approvals or access details that are still missing. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Local disruption notice

Best used with: Chat.

Draft an office-service update after [Confirmed local disruption] using [Approved instructions]. Explain available contact routes and known changes. Do not improvise emergency advice or agency operating status. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Field staff orientation

Best used with: Chat.

Build an orientation outline for a new [Field role] using [Local office procedures]. Cover service routing, event reporting, DC handoffs, and escalation contacts by role. Avoid inventing policy or authority. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Local Operations and Learning

Event lessons memo

Best used with: Chat.

Write a one-page lessons memo from [Official outreach event debrief]. Separate observed issues, participant questions, and proposed improvements. Do not infer success from attendance alone. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Director transition brief

Best used with: Chat.

Create a transition outline using [Local office structure], [Active initiatives], and [Upcoming commitments]. Include decision paths, source locations, and unresolved questions. Exclude sensitive constituent records and personal staff details. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.