SAMPLE AI PROMPTS

FOR CONGRESSIONAL STAFFERS

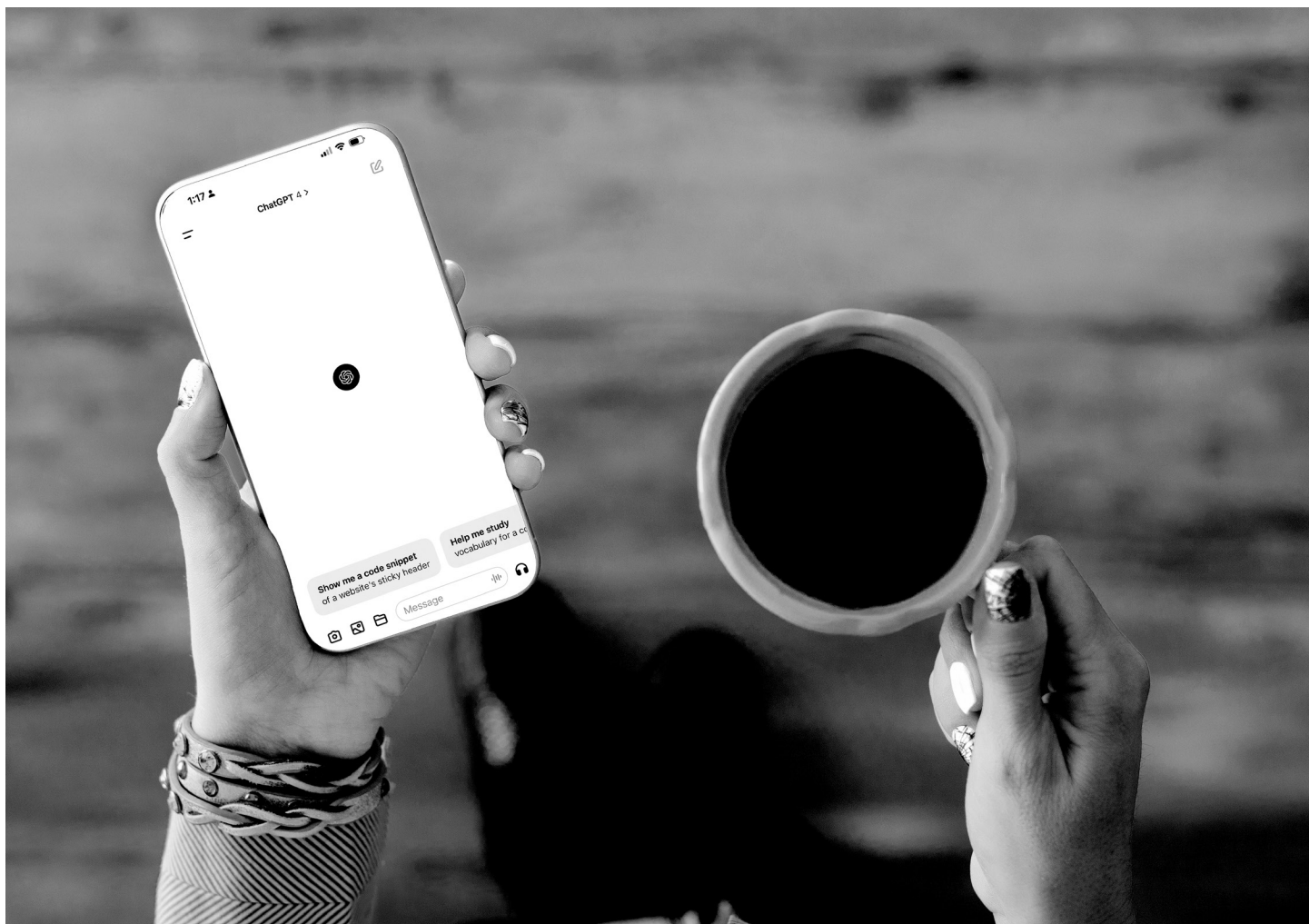**FOUNDATION FOR AMERICAN INNOVATION**

POPVOX FOUNDATION

FALL IN LOVE WITH AI:

SAMPLE PROMPTS FOR CONGRESSIONAL STAFFERS TO BREAK THE ICE WITH AI

Putting yourself out there to get to know something new can be intimidating but this February, we at POPVOX Foundation and Foundation for American Innovation encourage you to get out there when it comes to getting to know AI! There is no time like the present to block off some time in your busy schedule to start something new - you may just fall in love with all the benefits these tools have to offer. Below are a few recommendations for how you can break the ice, from helping you sound witty over an e-Dear Colleague (eDC) to crafting up some eye-catching tweets.

Rules of Thumb

1. NEVER upload or include personal or non-public information in your prompt. That which goes into the system becomes part of the system.

2. Treat any output as if an intern produced it. Always double check the AI's work.

3. If the AI doesn't give you what you want, refine and reframe the question and ask again. Chatbots can iterate, so if you tell it what you don't like or suggest a different approach, it will try to improve.

Prompt 1: Write an e-Dear Colleague

◈ SCENARIO

Congratulations, you just got your finalized legislative text back from Leg Counsel and your boss's bill, the *Try AI in Government* Act, is ready for introduction. The congresswoman wants it submitted to the eHopper by the end of the week and wants as many cosponsors as possible, meaning you're already behind in getting the eDC posted.

◈ TASK

Have GenAI help you with the first draft of an attention-catching, persuasive eDC to encourage Members to be original co-sponsors of your boss's new bill.

◈ TOOL

ChatGPT4Plus (approved for use in the House and Senate)

◈ TIPS

Since your legislative language isn't public yet, don't put it into the tool. Instead, provide it with a bulleted list of the effects of the legislation. (Remember, the more information you provide, the less likely the AI will be to hallucinate or fill-in-the-gaps.) Once you have the draft, remember, it's just a draft! You need to review the content, fact check it, and edit it to match your Member's voice prior to sending it up your internal approval chain to get sign-off for posting it to the eDC system.

◈ PROMPT

ChatGPT 4 ⌄

How can I help you today?

Please write a draft e-Dear Colleague letter for Members of the US House of Representatives encouraging them to become original cosponsors of a new piece of legislation (that is outlined below). Please put the deadline to sign on as this upcoming Friday at 3pm. Please have the letter be engaging, exciting, and attention grabbing, but professional.

This bill, the Try AI in Government Act, does the following:

- encourages the safe use of AI in government

- establishes regulations regarding the use of PII by offices in using AI

- defines the use cases of AI for government

- creates a task force to continue to identify uses of AI in government

- authorizes funding for the creation and rollout of employee upskilling to use AI

Subject: Join Us in Pioneering AI Innovation in Government - Be an Original Cosponsor of the Try AI in Government Act

Dear Colleague,

I am thrilled to extend an invitation for you to become an original cosponsor of an innovative and forward-thinking piece of legislation: the *Try AI in Government Act*. This upcoming Friday at 3pm marks the deadline for this unique opportunity, and I encourage you to seize this chance to shape the future of AI in our government.

Why is the *Try AI in Government Act* Pivotal?

- Encouraging Safe AI Usage: This act is a major step forward in harnessing the power of Artificial Intelligence within our government. It emphasizes safe and responsible AI utilization, ensuring our nation remains at the forefront of technological advancement.

- Regulating Personal Information: In an era where data privacy is paramount, our bill places critical regulations on the use of Personally Identifiable Information (PII) in AI applications. This ensures both innovation and individual privacy rights are respected.

- Defining AI Use Cases: The legislation provides a clear framework for AI applications in government, setting a precedent for how these powerful tools can be used to enhance public services and decision-making processes.

- Funding for Upskilling Employees: Recognizing that the future is AI-driven, the bill authorizes funding for the development and rollout of programs to upskill government employees. This initiative prepares our workforce for a future where AI is integral to government operations.

Why Join as an Original Cosponsor?

Becoming an original cosponsor of the *Try AI in Government Act* positions you as a leader in the digital transformation of our government. It offers a chance to be at the forefront of a movement that will define the next era of public sector innovation. This is more than just a policy initiative; it's a commitment to future-proofing our government and enhancing our nation's competitiveness on the global stage.

How to Join?

To become an original cosponsor, please contact my office by Friday at 3pm. Let's embark on this journey together, shaping a smarter, more efficient, and technologically advanced government.

Thank you for considering this pioneering initiative. I look forward to collaborating with you in making the *Try AI in Government Act* a landmark legislation in our collective careers.

Warm regards,

[Your Name]

[Your Title]

US House of Representatives

Prompt 2: One-pager

◈ SCENARIO

Now that you have the eDC out, your phones are starting to ring with offices that have questions, and your communications director is starting to get questions about it. You don't have the time to brief the team on the bill yet: a 1-pager for the bill is needed!

◈ TASK

Have GenAI help you with the first draft of an informative 1-pager on your bill that can be used by your staff to answer questions and be used to help inform other offices about the bill's intended effects.

◈ TOOL

ChatGPT4Plus (approved for use in the House and Senate)

◈ TIPS

GenAI tools are able to reference what was priorly asked of them in the same chat. To save time, instead of re-submitting the information from the first prompt, you can simply ask it to refer to the prior information.

◈ PROMPT

ChatGPT 4 ⌄

Thank you for the eDC draft. Next, please take the above information about the bill that I provided and the eDc you wrote, and turn the content into an informative policy one-pager on the legislation.

◈ AI-GENERATED RESPONSE

Try AI in Government Act: Policy One-Pager

Introduction

The *Try AI in Government Act* is a groundbreaking piece of legislation that seeks to integrate Artificial Intelligence (AI) into government operations. This act is a call to action for embracing AI to make government services more efficient, secure, and responsive to the needs of the American people.

Key Provisions of the Act

Encouraging Safe Use of AI in Government

» Prioritizes the implementation of AI in a manner that is safe, ethical, and aligned with public service values.

» Establishes guidelines to ensure AI technologies are used responsibly in government processes.

Regulating Personal Information (PII) in AI Usage

» Sets forth strict regulations for the use of Personally Identifiable

Information in AI applications within government offices.

» Ensures a balance between technological innovation and the privacy rights of individuals.

Defining AI Use Cases in Government

» Clearly delineates permissible applications of AI in government, setting a standard for future AI integration.

» Encourages the exploration of AI in various fields such as public health, transportation, and security.

Creating an AI Task Force

» Establishes a specialized task force dedicated to identifying new and effective uses of AI in government sectors.

» Task force will continually assess the effectiveness and ethical implications of AI applications.

Authorizing AI Upskilling and Training Programs

» Allocates funds for the creation and implementation of training programs for government employees.

» Aims to equip the workforce with the skills necessary to effectively utilize AI technologies.

Benefits of the Act

• Enhanced Efficiency: Streamlines government operations, making them more efficient and cost-effective.

• Improved Public Services: Utilizes AI to provide better, more responsive services to the public.

• Innovation in Governance: Positions the U.S. government as a leader in adopting emerging technologies.

• Data Privacy and Security: Strengthens the protection of personal information in the digital age.

• Workforce Development: Prepares the current and future government workforce for a technology-driven future.

Join the Initiative

This Act represents a unique opportunity for lawmakers to be at the vanguard of technological advancement in governance. By supporting this legislation, members can contribute to shaping a modern, efficient, and innovative government.

For further information or to become a cosponsor, please contact [Your Info].

Conclusion

The *Try AI in Government Act* is not just a legislative proposal; it is a commitment to future-proofing our government and enhancing the nation's global competitiveness. This Act lays the foundation for a smarter, safer, and more efficient government, driven by the transformative power of Artificial Intelligence.

Prompt 3: Social Media Posts

◈ **SCENARIO**

The day has finally arrived for your office to submit the boss's bill, the *Try AI in Government Act*, to the eHopper along with its impressive list of original cosponsors. The press team stands ready to raise awareness to the bill's introduction on social media, but they need help overcoming writer's block: with so much AI news out there, how can the office differentiate this bill's approach?

◈ **TASK**

Have GenAI help you with the first draft of five X posts celebrating the introduction of the *Try AI in Government Act* that highlights the intent of the legislation and celebrates the original cosponsors.

◈ **TOOL**

ChatGPT4Plus (approved for use in the House and Senate)

◈ **TIPS**

GenAI tools can be instructed to limit their drafted product to specific lengths, such as word count or average reading time. The more specific the request, the more likely the drafted product will match your specific needs.

◈ **PROMPT**

ChatGPT 4 ⌄

How can I help you today?

I am a congressional press assistant and today my boss introduced a bill called the Try AI in Government Act. An outline is included below. The bill is being cosponsored by Rep. Jane Doe of Oklahoma and has 12 original bipartisan cosponsors. Please help me draft five tweets (each tweet limited to 280 characters) that, over the five, announce the introduction of the bill, celebrate the accomplishment, thank the cosponsors for their support, bring attention to what the bill does in an exciting way, and calls for additional support of the bill.

This bill, the Try AI in Government Act, does the following:

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◈ AI-GENERATED RESPONSE:

Certainly! Crafting tweets for such an important legislative effort can help generate buzz and support. Here are five tweets that cover the introduction, celebration, appreciation, information, and call-to-action aspects of the *Try AI in Government Act*:

Announcement Tweet

"🚀 Exciting news! Today, we introduced the Try AI in Government Act, a groundbreaking bill aiming to revolutionize government efficiency and safety through AI. Big thanks to Rep. Jane Doe of Oklahoma and our 12 bipartisan cosponsors for leading the charge! #AIinGov"

Celebration Tweet

"🎉 We're making history with the Try AI in Government Act! This bill paves the way for smarter, more efficient government operations. Here's to innovation and forward-thinking in our government services! #InnovationInAction #TryAIGov"

Appreciation Tweet

"A huge shoutout to Rep. Jane Doe and our 12 original bipartisan cosponsors for their unwavering support of the Try AI in Government Act. Your commitment to advancing AI in government is inspiring! #TeamWork #AIForGood"

Informational Tweet

"What does the Try AI in Government Act do? ☑ Safe AI use in gov ☑ Regulations for PII in AI ☑ AI use case definitions ☑ AI task force creation ☑ Funding for AI upskilling. A giant leap towards modernizing our government! #AIChangeMakers"

Call-to-Action Tweet

"Join us in supporting the Try AI in Government Act! Together, we can usher in a new era of efficiency and innovation in government. Your voice matters – let's make AI in government a reality. 📣 #SupportAIAct #FutureIsNow"

These tweets are designed to capture attention, inform, and mobilize support, all while staying within the 280-character limit.

Prompt 4: Constituent Response Letter

◈ **SCENARIO**

With the emergence of GenAI, there is a lot of both excitement and fear about the opportunities this new technology holds. Your office has begun receiving constituent emails asking about how the government is going to respond to GenAI and what their Representative — your boss — is doing. With your boss's introduction of the *Try AI in Government Act*, your team wishes to ensure that the response letter to these constituents both addresses their fears and informs them of the solutions your boss's introduced legislation would implement.

◈ **TASK**

Have GenAI help you with the first draft of a constituent response letter that addresses the general fears presented by the emergence of GenAI and also informs them of the Representative's proactive legislative actions by introducing the *Try AI in Government Act*.

◈ **TOOL**

ChatGPT4Plus (approved for use in the House and Senate)

◈ **TIPS**

It is essential that PII is never submitted into a GenAI-powered LLM, such as ChatGPT. **This means that if used to assist in drafting responses to constituent correspondence, the name, address, or any other identifying information of the constituent should not be put into the text box**.

Additionally, it is also best practice to not copy-paste any constituent-generated content into the tool, but rather to summarize the constituent's sentiments and questions to prompt assistance from the LLM in addressing the correspondence. Remember: all LLM-drafted content should be reviewed and re-written to match the Member's voice, views, and policy positions, and double checked for accuracy.

Lastly, in this scenario, your boss's bill has been introduced and the text is now publicly available. As such, instead of providing a bulleted summary of the bill's intended effects, you could attach the bill text for the GenAI to review and draw from when addressing your prompt. (Alas, because the *Try AI in Government Act* is not real, we have continued with providing a bulleted outline.)

◈ **PROMPT**

ChatGPT 4 ⌄

Please help draft a constituent response letter from a Member of the House of Representatives to a constituent who has written in expressing fears about the emergence of GenAI. Generally, the fears they express are in concern to privacy, the technology taking over the government, lack of trust in "big tech" and overall fear of the unknown. Have the response express empathy regarding the constituent's sentiments and bridge this empathy with informing the constituent that the Representative is watching the situation closely and has already taken legislative action to address some of the raised concerns.

The Representative introduced the Try AI in Government Act earlier this month. Below is an outline of the bill. Please have the letter conclude by thanking the constituent for writing in about this important issue and to stay informed of this and other legislative action by subscribing to the newsletter.

This bill, the Try AI in Government Act, does the following:

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◈ AI-GENERATED RESPONSE

[Date]

[Constituent Name]

[Constituent Address]

[City, State, ZIP Code]

Dear [Constituent Name],

Thank you for taking the time to share your concerns regarding the rapid emergence of generative artificial intelligence (GenAI) technologies. I understand that the issues you raised, including privacy concerns, the potential for technology to influence government operations, distrust in large technology corporations, and the general apprehension towards the unknown facets of AI, are causing significant unease among many of our constituents.

I want to express my empathy for your sentiments and assure you that your voice is being heard. The apprehensions you've articulated resonate with a broader necessity for cautious yet proactive governance in the face of burgeoning technologies. It is essential that as we stand on the cusp of this new technological frontier, we proceed with a vigilant eye towards safeguarding our citizens' rights and privacy.

In response to these concerns, and in my commitment to ensuring that the integration of AI into our governmental systems is conducted safely and transparently, I recently introduced the *Try AI in Government Act*. This legislation is a crucial step towards establishing a framework that encourages the safe use of AI within government operations. Among its provisions, the bill:

Establishes stringent regulations concerning the use of Personally Identifiable Information (PII) by government offices employing AI technologies.

Clearly defines permissible use cases of AI in government, ensuring that its application serves the public interest without compromising ethical standards.

Creates a dedicated task force tasked with identifying future opportunities for AI in government, ensuring ongoing oversight and responsible innovation.

Authorizes necessary funding for the creation and implementation of upskilling programs for government employees, preparing our workforce for the AI-enhanced future.

This act represents a foundational move towards embracing the benefits of AI technology while addressing the valid concerns you and others have raised. By setting a precedent for transparency, accountability, and public trust in the deployment of AI, we aim to mitigate the risks and maximize the potential benefits for our society.

I sincerely thank you for writing in about this crucial issue. Your engagement is invaluable as we navigate the complexities of integrating new technologies into our government and society. To stay updated on this and other legislative actions, I encourage you to subscribe to our newsletter. Together, we can ensure that our approach to innovation is both forward-thinking and grounded in the values we hold dear.

Thank you once again for your engagement and trust. Please do not hesitate to reach out with any further questions, concerns, or suggestions.

Warm regards,

[Your Name]

Member of Congress

[Your District]

Give it a Try!

In the four prompts above, GenAI is used to demonstrate how it can benefit the workflow of leg shops, communication teams, legislative correspondents, and staff assistants. With so much love to go around, why hold back this Valentines Day? Get to know AI and the endless possibilities it has to offer when used safely, intelligently, and according to guidelines.

Have you tried any prompts that really spiced up your workflow using AI? We would love to hear from you! Feel free to reach out anytime with tips, tricks, or questions to aubrey@popvox.org or luke@thefai.org.

About

◈ POPVOX FOUNDATION

POPVOX Foundation is a 501(c)3 nonprofit organization with a mission "to inform and empower people and make government work better for everyone." POPVOX Foundation works with governments to address the challenges presented by the constantly evolving landscape of technology and society, known as "pacing problems." Learn more at popvox.org.

◈ FOUNDATION FOR AMERICAN INNOVATION

The Foundation for American Innovation is a 501(c)(3) nonprofit, established in Silicon Valley in 2014 as Lincoln Labs. FAI'S mission is to develop technology, talent, and ideas that support a better, freer, and more abundant future. Learn more at thefai.org.