## **Employee Post-Travel Disclosure Form**

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This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure* Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NO	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001
1.	Name of Traveler: Erin Collins
2.	a. Name of Accompanying Relative:
	b. Relationship to Traveler:   Spouse   Child   Other (specify):
3.	a. Dates: Departure: June 5, 2019 Return: June 7, 2019
	b. Dates at Personal Expense, if any:
4.	Departure City: Washington, D.C. Destination: Hot Springs, VA Return City: Washington, D.C.
5.	Sponsor(s), Who Paid for the Trip:  The Congressional Institute
6.	Describe Meetings and Events Attended: 2019 Comms Director/LD Retreat
7.	<ul> <li>Attached to this form are each of the following, signify that each item is attached by checking the corresponding box:</li> <li>a. ☑ a completed Sponsor Post-Travel Disclosure Form;</li> <li>b. ☑ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and the Grantmaking or Non-Grantmaking Sponsor Forms;</li> <li>c. ☑ page 2 of the completed Traveler Form submitted by the employee; and</li> <li>d. ☑ the letter from the Committee on Ethics approving my participation on this trip.</li> <li>a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.</li> <li>Signify statement is true by checking the box: ☐</li> </ul>
	b. If not, explain: Had to step out of some events to take care of work
Sig I at Dis	thorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel sclosure Form were necessary and that the travel was in connection with the employee's official duties and would not atte the appearance that the employee is using public office for private gain.  Thorizontal Policy Company
Sio	enature of Supervising Member: Would 130h



### **Sponsor Post-Travel Disclosure Form**

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This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses. NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Sponsor(s) who paid for the trip:  $\underline{\text{Congressional}}$  Institute Travel Destination(s): Hot Springs, VA Date of Departure: June 5, 2019 Date of Return: June 7, 2019 4. Name(s) of Traveler(s): see attached list Note: You may list more than one traveler on a form only if all information is identical for each person listed. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4: Total Transportation Total Lodging Total Meal Total Other Expenses Expenses Expenses Expenses (dollar amount per item and description Traveler \$0.00 \$304.04 \$137.50 \$434.86 - Room Rental Accompanying Family Member 6. All expenses connected to the trip were for actual costs incurred and not a per diem or lump sum payment. Signify *statement is true by checking box:*  $\square$ I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. Date: June 13, 2019 Signature: Name: Mark Strand Title: President Organization: Congressional Institute I am an officer of the above-named organization. Signify statement is true by checking box: Address: 1700 Diagonal Road #730, Alexandria, VA 22314 Email: strand@conginst.org Telephone: 703-837-8812

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

### **Primary Trip Sponsor Form**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website (ethics. house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1.	Sponsor who will be paying for the trip: Congressional Institute		
2.	I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box:		
3.	Check only one. I represent that:		
	a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: OR		
	b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted fund only from entities that will receive a tangible benefit in exchange for those funds:		
	c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.   If "c" is checked, list the names of the additional sponsors:		
	- So checked, not the names of the additional sponsors.		
4.	Provide names and titles of <b>ALL</b> House Members <i>and</i> employees you are inviting. <b>For each House invitee</b> , <b>provide an explanation of why the individual was invited</b> (include additional pages if necessary):		
	See Addendum & Attached Invitation List		
5.	Is travel being offered to an accompanying family member of the House invitee(s)?  Yes No		
6.	Date of Departure: June 5. 2019 Date of Return: June 7. 2019		
7.	a. City of departure: Washington, DC		
	b. Destination(s): Hot Springs, VA		
	c. City of return: Washington, DC		
8.	Check only one. I represent that:		
	a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: OR		
	b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: OR		
	c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> under the Committee's travel regulations.		
9.	Check only one of the following:  a. I checked 8(a) or (b) above:		
	b. I checked 8(c) above but am not offering any lodging:		
	c. I checked 8(c) above and am offering lodging and meals for one night: OR		
	d. I checked 8(c) above and am offering lodging and meals for two nights:   If you checked this box, explain why the second night of lodging is warranted:		
Ver	sion date 12/2018 by Committee on Ethics		

	Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). <i>Indicate agenda is attached by checking box:</i>
11.	Check only one of the following:  a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. Signify that the statement is true by checking box: ☑ OR
	b. <i>Not Applicable</i> . Trip sponsor is a U.S. institution of higher education:
12.	For <i>each</i> sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip <i>and</i> its role in organizing and/or conducting the trip:  See Addendum
	Gee Addendam
13.	Answer parts a and b. Answer part c if neccessary:
	a. Mode of travel: Air Rail Bus Car Other (specify:)
	b. Class of travel: Coach ✓ Business ☐ First ☐ Charter ☐ Other ☐ (specify:)
	c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14.	I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking box:
15.	<ul> <li>Check only one. I represent that either:</li> <li>a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees:</li> </ul>
	b. The trip involves events that are arranged specifically <i>with regard</i> to congressional participation:
	If "b" is checked:
	1) Detail the cost <i>per day</i> of meals (approximate cost may be provided): Dav 1 - \$42. Dav 2 - \$76. Dav 3 - \$20
	2) Provide the reason for selecting the location of the event or trip: Relative proximity to Washington, DC and
	capacity to handle a large event.
16.	Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
	Hotel Name: Omni Homestead City: Hot Springs. VA Cost Per Night: \$94
	Reason(s) for Selecting: Proximity to DC, Availablity, Security & Facility size
	Hotel Name: City: Cost Per Night:
	Reason(s) for Selecting:
	Hotel Name: City: Cost Per Night:
	Reason(s) for Selecting:
17.	I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum
. 4001865	nayment Signify that the statement is true by checking hav.

### 18. Total Expenses for each Participant:

☐ Actual Amounts ☐ Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant		Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$78	\$304	\$138
For each Accompanying Family Member	\$78	\$0	\$138

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$446	Room Rental
For each Accompanying Family Member	\$446	Room Rental

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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a. I certify that I am an officer of the organization listed below	w: OR	
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b. *Not Applicable*. Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. 🔽

			(A) <del>(</del> <del>-</del>	•	
21.	I certify by my signature that the information	on contained in this form	n is true, compl	ete, and correct to the	
	best of my knowledge.		,	,	
	1119 /1-1/				

President

Name:

Email: \_\_

Title: Congressional Institute

1700 Diagonal Road #730, Alexandria, VA 22314 Address:

703-837-8812

Telephone: \_\_\_\_\_

strand@conginst.org

If there are any questions regarding this form, please contact the Committee at the following address:

### Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

# PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 4: Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):

See attached invitation list. This Congressional Institute sponsored retreat focuses on the important roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this retreat is being extended to legislative directors and the most senior communications staffer in House Majority personal offices and committee offices as well as policy and communication staff in leadership offices.

# Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This retreat is designed to strengthen professional relationships among Legislative Directors and senior Communications staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

#### **Question 18: Total expenses for each participant:**

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$446.



# Legislative and Communication Directors Conference

June 5-7, 2019



# Wednesday, June 5, 2019

11:30 AM	Buses Depart	Rayburn Horseshoe
3:00 PM	Check-In	Grand Ballroom Foyer
4:00 PM	Welcome Mark Strand, Congressional Institute	Grand Ballroom West
4:10 - 5:15 PM	An Ethics Primer: Preventing Ethics Violations Rob Walker, Wiley Rein LLP	Grand Ballroom West
5:15 - 6:25 PM	Socialism vs. Free Markets David Winston, The Winston Group Myra Miller, The Winston Group	Grand Ballroom West
6:30 - 9:00 PM	Reception & Dinner Jonah Goldberg, American Enterprise Institute/LA Times	Grand Ballroom East

# Thursday, June 6, 2019

8:00 - 8:45 AM	Breakfast	Grand Ballroom Ea
9:00 - 10:00 AM	Working with the White House Ben Howard, White House Dept	e Grand Ballroom We uty Director of Legislative Affairs
10:00 - 11:45 PM	Warren Wright, Author and Pres During this session, we will have	ne Largest Generational Block in the Electorate sident, Second Wave Learning Grand Ballroom Wese a live poll of the audience. Please download the app to participate. The poll can be found in the "Voting"
11:45 - 1:15 PM	<b>Lunch</b> Jimmy Kemp, The Jack Kemp F	Grand Ballroom Ea
	slative Directors d Ballroom West	Communication Directors Regency Ballroom East
1:15-2:30 Healthca Regina H School	<b>nre</b> Ierzlinger, Harvard Business	1:15-2:45 The Latest on Digital Media Best Practices Patrick Ruffini, Echelon Insights Liza-Bart Dolan, Facebook
Natalie Jo Republic Bill Hugl Republic	or: Mark Strand oyce, Office of the House an Leader hes, Office of the House an Whip tewicki, House Republican	3:00-4:30 Leadership Communicators  Moderator: Jessica Towhey  Michele Exner, Office of the House Republican Leader Lauren Fine, Office of the House Republican Whip Jeremy Adler, House Republican Conference
	e, Hoover Institution oore, Heritage Foundation	4:45-6:15 Communicating with a Hostile Press/Communicating in the Minoria Ed Patru, Direct Communications Co Michael Steel, Hamilton Place Strategi
6:30 - 9:00 PM	Reception and Dinner Keynote speaker: Mary Kathari	Grand Ballroom Ea

# Friday, June 7, 2019

8:00 - 8:45 AM	Breakfast	Grand Ballroom East
9:00 - 10:00 AM	Strategic Official Outreach: How to Use the MRA Effective Moderator: Mark Strand	ely Grand Ballroom West
	Max Engling, Office of the House Republican Leader Otto Heck, Rostrum	
10:00 - 11:00 AM	The Sausage Factory: The Legislative Process Moderator: Mark Strand	Grand Ballroom West
	Kelly Dixon Chambers, House Rules Committee Hugh Halpern, Former Floor Director, Office of Speaker Paul	Ryan
11:00 - 12:00 PM	Professional Development: Securing Your Digital Space Larry Johnson, CyberSponse	Grand Ballroom West
12:00 PM	End of Retreat	-
	Buses Depart	Hotel Lobby

# TRAVELER FORM 1. Name of Traveler: PNN COLLING 2. Sponsor(s) who will be paying for the trip: \_\_( DNAM ( ) UNA 3. Travel Destination(s): OMM HOMESTEAD 4. a. Date of Departure: 06 Date of Return: 06/0 b. Will you be extending the trip at your personal expense? Yes No If yes, list dates at personal expense: NIA 5. a. Will you be accompanied by a family member at the sponsor's expense? Yes No If yes: (1) Name of Accompanying Family Member: NIA (2) Relationship to Traveler: Spouse Child Other (specify): (3) Accompanying Family Member is at least 18 years of age: \(\sigma\) Yes \(\sigma\) No 6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? Yes No b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted: 7. Primary Trip Sponsor, Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: MYes No NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating. 8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties. TUNS DIRECTOR, IT'S IMPORTANA to for Diffector 9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? \(\sigma\) Yes \(\superseta\) No 10. For staff travelers, to be completed by your employing Member: ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member Date 4/30/19

Theodore E. Deutch, Florida *Chairman* Kenny Marchant, Texas *Ranking Member* 

Grace Meng, New York Susan Wild, Pennsylvania Dean Phillips, Minnesota Anthony Brown, Maryland

John Ratcliffe, Texas George Holding, North Carolina Jackie Walorski, Indiana Michael Guest, Mississippi



# U.S. House of Representatives

**COMMITTEE ON ETHICS** 

Thomas A. Rust Staff Director and Chief Counsel

> David W. Arrojo Counsel to the Chairman

Christopher A. Donesa
Counsel to the Ranking Member

1015 Longworth House Office Building Washington, D.C. 20515–6328 Telephone: (202) 225–7103 Facsimile: (202) 225–7392

June 3, 2019

Ms. Erin Collins Office of the Honorable Troy Balderson 1221 Longworth House Office Building Washington, DC 20515

Dear Ms. Collins:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Hot Springs, Virginia, scheduled for June 5 to 7, 2019, sponsored by Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch Chairman Kenny Marchant Ranking Member

TED/KM:adw

#### House Staff [LCD]

Mark

Bednar

First Name Last Name Job Title Institution Emily Ackerman Deputy Chief of Staff/Legislative Director Office of Rep. Reschenthaler Oren Adaki Legislative Director Office of Rep. Wilson Jeremy Adler Communications Director House Republican Conference Austin Agrella Legislative Director Office of Rep. Hurd Whitley Alexander Press Secretary Office of Rep. Roe David Allen Legislative Director Office of Rep. Roby Maddie Anderson Communications Director Office of Rep. Stefanik Morgan Anderson Digital Director House Republican Conference Jessica Andrews Communications Director House Committee on Judiciary Julia Angelotti Legislative Director Office of Rep. Stefanik Ashley Antoskiewicz Legislative Director Office of Rep. LaHood Elise Argall Communications Director Office of Rep. Reschenthaler Patrick Arlantico Legislative Director Office of Rep. Williams Eric Arndt Legislative Director Office of Rep. Collins (NY) Lauren Aronson Communications Director House Committee on Budget T.W. Arrighi Communications Director Office of Rep. Banks Gus Ashton Legislative Director Office of Rep. Spano Alex Attebery Deputy Communications Director House Committee on Appropriations Matt Atwood Communications Director Office of Rep. Tipton Cole Avery Communications Director Office of Rep. Abraham Maggie Ayrea Legislative Director Office of Rep. Graves (LA) Kevin Baird Communications Director Office of Rep. Griffith Jimmy Ballard Legislative Director Office of Rep. Davis Walker Barrett Legislative Director Office of Rep. Waltz Kristina Baum Communications Director-Designate House Committee on Natural Resources

Director of Strategic Communications

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Zack	Brown	Press Secretary	Office of Rep. Young
Jennifer	Brown		· -

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Kelly		Dixon	Staff Director	House Committee on Rules
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Zach	Dooley	Senior Legislative Assistant	Office of Rep. Burchett
Heather	Douglass	Communication Director	Office of Rep. Baird
Kevin	Dowling	Legislative Director	Office of Rep. Zeldin
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WIII	Dunham	Deputy Chief of Staff for Policy	Office of the Leader
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Suanne	Edmiston	Legislative Director	Office of Rep. King (IA)
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John	Elizandro	Communications Director	Office of Rep. Rouzer
Ben	Elleson	Legislative Director	Office of Rep. Long
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Richard	England	Legislative Director	Office of Rep. Olson
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Michele	Exner	Communications Director	Office of the Leader
Alan	Feyerherm	Deputy Chief of Staff/Legislative Director	Office of Rep. Fortenberry
Jay	Fields	Policy Director	Republican Study Committee
Cari	Fike	Legislative Director	Office of Rep. Palmer
Hugh	Fike	Legislative Director	Office of Rep. Cloud
Lauren	Fine	Communications Director	Office of the Whip
Casey	Fitzpatrick	Legislative Director/Deputy Chief of Staff	Office of Rep. Armstrong
Kevin	Fogarty	Chief of Staff/Communications Director/Scheduler	Office of Rep. King (NY)
lan	Foley	Legislative Director	Office of Rep. Nunes
Sally	Fox	Communications Director	Office of Rep. Steil
Savannah	Frasier	Communications Director	Office of Rep. Cloud

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Michael	Fresquez	Communications Director	Office of Rep. Cook
Dylan ·	Frost	Legislative Director	Office of Rep. Hill
lan	Fury	Communications Director	Office of Rep. Jordan
Jason	Gagnon	Communications Director	Office of Rep. Calvert
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William	Glenn	Communications Director	Office of Rep. Holding
Jim	Goldenstein	Legislative Director	Office of Rep. Corner
David	Goldfarb	Legislative Director	Office of Rep. Steil
Samantha	Gonzales	Communication Director	House Committee on Veterans Affairs
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