Employee Post-Travel Disclosure Form

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.

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2020 MAR -6 PM 3: 32

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: JORDAN DOWNS
2.	a. Name of Accompanying Relative: CAROLYN DOWNS OR None
	b. Relationship to Traveler:
3.	a. Dates: Departure: 2/19/2020 Return: 2/21/2020
	b. Dates at Personal Expense, if any: OR None G
4.	Departure City: W. D. C. Destination: SULPHUR SPRINGER City: W. D.C.
5.	b. Dates at Personal Expense, if any: Departure City: WD.C. Destination: Sulphue Spenseturn City: WD.C. Sponsor(s), Who Paid for the Trip: Con Conession AL INSTITUTE
	Describe Meetings and Events Attended: SEMINARS AND MEALS
	PROVIDED EDUCATIONAL AND NETWORKING OPPORTUNITIES
7.	Attached to this form are each of the following, signify that each item is attached by checking the corresponding box:
	a. a completed Sponsor Post-Travel Disclosure Form;
	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;
	c. Page 2 of the completed Traveler Form submitted by the employee; and
	d. Let the letter from the Committee on Ethics approving my participation on this trip.
8 .	a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
	Signify statement is true by checking the box:
	b. If not, explain:
Ice	ertify that the information contained on this form is true, complete, and correct to the best of my knowledge.
e;	nature of Traveler: 3 5 20 20
Sig	nature of fraverer:
I aı	athorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel
Dis	closure Form were necessary and that the travel was in connection with the employee's official duties and would not
cre	ate the appearance that the employee is using public office for private gain.
	me of Supervising Member: MCHABL GUEST Date: 3 5 Z020
Na	me of Supervising Member: MCHABL GUEST Date: 3 5 2020
Sig	nature of Supervising Member:

Sponsor Post-Travel Disclosure Form

7	Or	iginal	Amendmer

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 F of the form must be provided to each Ho return. You must answer all questions, ar Committee's travel regulations. Failure to	use Member, officer, or e id check all boxes, on this	employee who participat s form for your submissi	ed on the trip within ten days of their on to comply with House rules and the			
and/or subject the current traveler to disc	iplinary action or a requi	rement to repay the trip	expenses.			
NOTE: Willful or knowing misrepresentat			ution pursuant to 18 U.S.C. § 1001.			
. Sponsor(s) who paid for the trip: Congressional Institute						
2. Travel Destination(s): White Sulp	hur Springs, WV					
3. Date of Departure: February 19,	2020	Date of Return: Febr	uary 21, 2020			
4. Name(s) of Traveler(s): See Attac	hed List					
Note: You may list more than one	traveler on a form only	v if all information is id	dentical for each person listed.			
5. Actual amount of expenses paid of	on behalf of, or reimbu	rsed to, each individua	l named in Question 4;			
Total Transpo	ortation Total Lodgi	ng Total Mea	1 Total Other Expenses			
Expenses	Expenses	Expenses	(dollar amount per item			
			and description			
Traveler \$0.00	\$222.50	\$144.77	\$397.91 - Room Rental			
			· r			
Accompanying \$0.00 Family Member	\$0.00	\$118.69	\$397.91 - Room Rental			
1.3 () () () () () () () () () (
statement is true by checking box:	Ø	-	diem or lump sum payment. Signify			
I certify that the information contain	ed in this form is true	, complete, and correc	t to the best of my knowledge.			
Signature: Mark String		I	oate:_February 27, 2020			
14 1 .			Procident			
Name: Mark Strand			itle: President			
Organization: Congressional Institute)					
I am an officer of the above-named or	ganization. Signify sta	tement is true by checi	ting box: 🗹			
Address: 1700 Diagonal Road #300,	Alexandria, VA 22314					
Telephone: 703-837-8812		Email:	strand@conginst.org			
			al information is required.			
If you have questions regarding your	completion of this for	m, please contact the	Committee on Ethics at 202-225-7103			

Version date 12/2018 by Committee on Ethics

TRAVELER FORM

1.	Name of Traveler: JORDAN DOWNS
2.	Sponsor(s) who will be paying for the trip: CONGRESSIONAL INSTITUTE
3.	Travel Destination(s): NHITE SULPHUR SPRINGS WU
	a. Date of Departure: $\frac{2/19/2020}{}$ Date of Return: $\frac{2/21/2020}{}$
	b. Will you be extending the trip at your personal expense? Yes No If yes, list dates at personal expense:
5.	a. Will you be accompanied by a family member at the sponsor's expense? ビYes ロ No If yes: (1) Name of Accompanying Family Member: <u>CAROLYN</u> Down 5
	(2) Relationship to Traveler: Spouse Child Other (specify):
	(3) Accompanying Family Member is at least 18 years of age: Yes No
	a. Did the trip sponsor answer "Yes" to Question 8(c) on the <i>Primary Trip Sponsor Form</i> (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? Description of the primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? Description of the primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?
•	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: Yes 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.
	1 SEAVE AS CHIEF OF STAFF TO REA. MICHAEL GUEST. THE AGENDA
	FOR THIS CHIEF OF STAFF CONTENDED TO IMPROVE
	MANAGEMENT SKILLS AND REARESESTATION OF CONSTITUENTS.
9.	Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? Yes No
10.	For staff travelers, to be completed by your employing Member:
	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
ra	ereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my eect supervision, to accept expenses for the trip described in this request. I have determined that the above-described well is in connection with my employee's official duties and that acceptance of these expenses will not create the pearance that the employee is using public office for private gain.
Sig	nature of Employing Member Date 1/21/2020

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.

l.	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:
4.	Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide as explanation of why the individual was invited (include additional pages if necessary):
	See Addendum & Attached Invitation List
5. 6.	Is travel being offered to an accompanying family member of the House invitee(s)? Yes No Date of Departure: February 19, 2020 Date of Return: February 21, 2020
7.	a. City of departure: Washington, DC
	b. Destination(s): White Sulphurs Springs, WV
	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:

10.	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 employany 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 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: See Addendum			
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.	Check only one. I represent that either: 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: OR			
	b. The trip involves events that are arranged specifically <i>with regard</i> to congressional participation: If "b" is checked:			
	1) Detail the cost per day of meals (approximate cost may be provided): Wed-\$43, Thur-\$78, Fri-\$16			
	 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: The Greenbrier City: White Sulphur Springs, WV Cost Per Night: \$96			
	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 payment. Signify that the statement is true by checking box:			

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18. Total	Expenses for each Parti	icipant:		
	Actual Amounts Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
	each Member, icer, or Employee	\$90	\$236	\$138
Fan	each Accompanying nily Member	\$90	\$0	\$111
		Other Expenses (dollar amount per item)	Identify Specific Nature of (e.g., taxi, parking, registr	
1	each Member, icer, or Employee	\$467	Room Rental	
	each Accompanying nily Member	\$467	Room Rental	
20. [I cert 21. I cert best o	ify that I am not a registerify by my signature that to find my knowledge.	r is an individual or a U.S. ir ered federal lobbyist or foreig by information contained ir	gn agent for any sponsor of	this trip. 🗹
Signature	Mark St	tind	1 Date:	/10/2020
Ņ Name:	lark Strand			
Title:				W. 1
Organiza	Congressional Inst			74-74-74-74-74-74-74-74-74-74-74-74-74-7
Address:	<u> </u>	30, Alexandria, VA 22314		
Telephon	703-837-8812 e:			
	trand@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

Version date 12/2018 by Committee on Ethics

18.

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



COMMITTEE ON ETHICS

U.S. House of Representatives

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

February 13, 2020

Mr. Jordan Downs Office of the Honorable Michael Guest 230 Cannon House Office Building Washington, DC 20515

Dear Mr. Downs:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to White Sulphur Springs, West Virginia, scheduled for February 19 to 21, 2020, 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



Chiefs of Staff Conference February 19-21, 2020



Wednesday, February 19, 2020

10:00 AM	Bus Departs	Rayburn Horseshoe	
2:00 PM	Check-In	Colonial Ballroom Foyer	
3:00-3:05 PM	Welcome Mark Strand, Congressional Institute	Chesapeake Ballroom	
3:05-4:05 PM	Lay of the Land David Winston, The Winston Group Myra Miller, The Winston Group	Chesapeake Ballroom	
4:10-5:30 PM	Congressional Institute Study on Social Media Patrick Ruffini, Echelon Insights Kelsey Patten, Echelon Insights	Chesapeake Ballroom	
6:30-9:00 PM	Reception & Dinner Keynote: The Honorable Jim Justice, Governor of West Virginia	Colonial Ballroom	
	Thursday, February 20, 2020		
8:00 AM	Breakfast	Colonial Ballroom	
9:00-10:00 AM	The 2020 Agenda Moderator: Mark Strand Dan Meyer, Office of Minority Leader Bill Hughes, Office of Minority Whip Kara Ahern, House Republican Conference	Chesapeake Ballroom	
10:00-11:00 AM	Working with the White House Moderator: Mark Strand Michael McKenna, White House Office of Legislative Affairs	Chesapeake Ballroom	

11:00-12:00 PM	Best Ethics Practices Elliot Berke, Berke Farah LLP Erin Clark, NRCC	Chesapeake Ballroom
12:00-1:30 PM	Lunch Keynote: Charlie Cook, The Cook Political Report	Colonial Ballroom
1:45-2:45 PM	House Administration Committee Changes Moderator: Mark Strand Tim Monahan, House Administration Committee	Chesapeake Ballroom
2:45-3:45 PM	A Conservative Perspective on Congressional Reform Moderator: Bruce Patton, Rebuild Congress Initiative Jason Pye, Freedom Works Neil Bradley, US Chamber of Commerce John Malcolm, Heritage Foundation Jake Olson, Select Committee on the Modernization of Congress	Chesapeake Ballroom
3:45-6:00 PM	Break	÷
6:30-9:00 PM	Reception & Dinner Keynote: Yuval Levin, American Enterprise Institute	Colonial Ballroom
	Friday, February 21, 2020	
8:00 AM	Breakfast	Colonial Ballroom
9:00-11:00 AM	The Effective Congressional Office Manager Mark Horstman, Manager Tools	Chesapeake Ballroom
11:15 AM	Buses Depart for Rayburn House Office Building	Hotel Lobby Entrance

COS - House Staff

First Name	Last Name	Institution	Job Title
Robert	Adkerson	Office of Rep. Loudermilk	Chief of Staff
Jeremy	Adler	House Republican Conference	Communications Director
Kara	Ahern	House Républican Conference	Chief of Staff
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Gabriella	Boffelli	Office of Rep. Gonzalez (PR)	Chief of Staff

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Bonnaure Boothe Bounds Bowman Braden Bradley Brennan Brinson Brooks Burns Butler Byers Calhoun Carlough Carmack Carney Carr Carter Carter Cash Cavanaugh Chotvacs Christianson Comer Connelly Corbett Cote Couhig Crawford

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Quincy Mike David Jonathan Pamela James Chris Jon Monica Lonnie Katherina Kelly Emily Chris Matthew John Jordan Mark John WIII John. Kevin Jaryn Max Laura John Michele Greg Kathee

Cunningham Dankler Davis Day Day Decker DelBeccaro Dewitte Didiuk Dietz Dimenstein Dixon Domenech Donesa Donnellan Donnelly Downs Dreiling Drzewicki Dunham Dutton Eichinger Emhof Engling Engquist Etue Exner Facchiano Facchiano

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Office of Rep. Jordan **Chief of Staff** Office of Rep. Webster Chief of Staff

Office of the Leader Deputy Member Services Director

Office of Rep. Balderson Deputy Chief of Staff

Office of Rep. Williams Chief of Staff

Office of the Leader Communications Director

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Office of Rep. Bilirakis

Liz

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Hittos

Chief of Staff

	•	•		
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.				

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Office of the Leader

Office of the Whip

James

Annie

Min

Minkler

Deputy Chief of Staff & Counsel

Deputy Floor Director

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Jon	Oehmen	Office of Rep. Flores	Chief of Staff
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Mark	Petiliti	Office of Rep. Brooks (AL)	Chief of Staff
Steve	Pfrang	Office of Rep. LaHood	Chief of Staff
Mark	Piland	Office of Rep. Norman	Chief of Staff
Jilian	Plank	Office of Rep. Nunes	Chief of Staff
John	Porter	Office of Rep. Arrington	Chief of Staff
Megan	Porter	House Republican Conference	Member Services Assistant
Kayla	Priehs	Office of Rep. Mullin	Chief of Staff
Chad	Ramey	Office of Rep. Luetkemeyer	Chief of Staff
Marty	Reiser	Office of the Whip	Deputy Policy Director
Bart	Reising	Office of the Whip	Director of Member Services
Tim	Reitz	Office of Rep. Hice	Chief of Staff
Becky	Relic	Committee on Budget	Staff Director
Brandon	Renz	Committee on Education and Labor	Staff Director

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Brent	Robertson	Office of Rep. Marshall	Chief of Staff
Kyle	Robertson	Office of Rep. Pence	Chief of Staff
Ritikà	Robertson	Office of Rep. Buck	Chief of Staff
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Mark	Roman	Office of Rep. Smith (MO)	Chief of Staff
Patrick	Rooney	Office of Rep. Meuser	Chief of Staff
Mary	Rosado	Office of Rep. Barr	Chief of Staff
Matthew	Russell	Office of Rep. Conaway	Chief of Staff
David	Russell	Office of Rep. Moolenaar	Deputy Chief of Staff
Bobby	Saparow	Office of the Chief Deputy Whip	Chief of Staff
Paul	Sass	Committee on Transportation and Infrastructure	Staff Director
Megan	Savage	Office of Rep. Brooks (IN)	Chief of Staff
Matt	Schertz	Committee on Agriculture	Staff Director
Robert	Schroeder	Office of Rep. Carter (TX)	Deputy Chief of Staff
Michael	Seeds	Office of Rep. Thornberry	Chief of Staff
Dan	Sennott	Committee on Armed Services	Staff Director
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Jeremy	Shoemaker	Office of Rep. Joyce (PA)	Chief of Staff
Jonah	Shumate	Office of Rep. Crawford	Chief of Staff
Stephen	Siao	Office of Rep. Green	Chief of Staff
Matthew	Simon	Office of Rep. Lesko	Chief of Staff
Jordon	Sims	Office of Rep. Granger	Chief of Staff
Alison	Slagell	Office of Rep. Lucas	Deputy Chief of Staff
Lindsay	Slater	Office of Rep. Simpson	Chief of Staff
Katie	Smith	Office of Rep. Holding	Chief of Staff
William	Śmith	Office of Rep. Palmer	Chief of Staff
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Caleb	Smith	Office of the Leader	Digital Communications Director
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David	Sours	Office of Rep. Ferguson	Chief of Staff
Allen	Souza	Permanent Select Committee on Intelligence	Staff Director
Mark	Spannagel	Office of Rep. LaMalfa	Chief of Staff
Matt	Sparks	Office of the Leader	Head of Communications
Brittan	Specht	Office of the Leader	Senior Policy Advisor
Sarah	Stevens	Office of Rep. King (IA)	Chief of Staff
Matthew	Stroia	Office of Rep. Kelly (PA)	Chief of Staff
Peter	Su	Office of Rep. Hagedorn	Chief of Staff
Rick	Terrazas	Office of Rep. Hunter	Chief of Staff
Brian	Thomas	Office of Rep. Marchant	Chief of Staff
Tyler	Threadgill	Office of Rep. Kustoff	Chief of Staff
Jon	Towers	Committee on Veterans' Affairs	Staff Director
Chris	Tudor	Office of Rep. McClintock	Chief of Staff
Tom	Van Flein	Office of Rep. Gosar	Chief of Staff
Richard	Vaughn	Office of Rep. DesJarlais	Chief of Staff
Ted	Verrill	Office of Rep. Abraham	Chief of Staff
Rachel	Vervelde	Office of Rep. Grothman	Chief of Staff
Chris	Vieson	Committee on Homeland Security	Staff Director
Beau	Walker	Office of Rep. Womack	Chief of Staff
Jennifer	Watson	Office of Rep. Rice	Chief of Staff
Drew	Wayne	Office of Rep. Reed	Chief of Staff
Austin	Weatherford	Office of Rep, Kinzinger	Chief of Staff
Courtney	Whetstone	Office of Rep. Stivers	Chief of Staff
Clay	White	Office of Rep. Stewart	Chief of Staff
Devin	Wiser	Office of Rep. Bishop	Chief of Staff
Ina	Yahn	Office of Rep. Radewagen	Chief of Staff
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