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, by email at gifttravelreports@mail.house.gov, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

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

1. Name of Traveler: Christopher Bayles

2. a. Name of Accompanying Relative: __________________________ OR None
   b. Relationship to Traveler:  □ Spouse □ Child □ Other (specify): __________________________

   b. Dates at Personal Expense, if any: __________________________ OR None


5. Sponsor(s), Who Paid for the Trip: The Heritage Foundation

6. Describe Meetings and Events Attended:
   Introduction and strategy dinner to meet the cadets on our side in the simulation. Held a half day simulation event where teams practiced strategic thinking and negotiations.

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 Additional Sponsor Form(s);
   c. □ page 2 of the completed Traveler Form submitted by the employee; and
   d. □ 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:

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler: Christopher Bayles  Date: 11-1-2021

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Gary Palmer  Date: 11/1/2021

Signature of Supervising Member:

Version date 3/2021 by Committee on Ethics
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.

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

1. Sponsor(s) who paid for the trip: The Heritage Foundation 501(c)(3)

2. Travel Destination(s): Lexington, Virginia

3. Date of Departure: October 14, 2021 Date of Return: October 15, 2021

4. Name(s) of Traveler(s): Christopher Bayles, Mark Erste
   Note: You may list more than one traveler on a form only if all information is identical for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Total Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>$69.81</td>
<td>$129.00</td>
<td>$81.86</td>
<td>None</td>
</tr>
<tr>
<td>Accompanying Family Member</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

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.

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: [Signature] Date: 10-28-21

Name: Thomas Binion Title: Vice President, Government Relations

Organization: The Heritage Foundation

I am an officer of the above-named organization. Signify statement is true by checking box.

Address: 214 Massachusetts Ave NE, Washington DC 20002

Email: thomas.binion@heritage.org Telephone: 202-608-6188

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.

Version date 3/2021 by Committee on Ethics
TRAVELER FORM

1. Name of Traveler: Christopher Bayles

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
The Heritage Foundation

3. City and State OR Foreign Country of Travel: Lexington, VA

4. a. Date of Departure: October 14, 2021 Date of Return: October 15, 2021
   b. Yes ☐ No ☑ Will you be extending the trip at your personal expense?
      If yes, list dates at personal expense:

5. a. Yes ☐ No ☑ Will you be accompanied by a family member at the sponsor's expense? If yes:
      (1) Name of Accompanying Family Member:
      (2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify):
      (3) Yes ☐ No ☑ Accompanying Family Member is at least 18 years of age:

6. a. Yes ☐ No ☑ 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)?
   b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:

7. Yes ☐ No ☑ Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments
   and Additional Sponsor Forms.

   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.
   As the Senior LA that handles all armed services issues for the Congressman, it is important for me to study
   military strategy and to understand and practice the execution of military strategy, and strategic thinking.

9. Yes ☐ No ☑ Is the traveler aware of any registered federal lobbyists or foreign agents involved planning,
   organizing, requesting, or arranging the trip?

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
    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 9-14-21
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:
   The Heritage Foundation 501(c)(3)

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 funds only from entities that will receive a tangible benefit in exchange for those funds: OR
   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 an explanation of why the individual was invited (include additional pages if necessary):

5. Yes □ No [ ] Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of departure: Thursday, October 14, 2021 Date of return: Friday, October 15, 2021

7. a. City of departure: Washington, D.C.
   b. Destination(s): Lexington, VA
   c. City of return: Washington, D.C.

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 and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee’s travel regulations.

9. Check only one of the following:
   a. □ I checked 8(a) or (b) above; OR
   b. □ I checked 8(c) above but am not offering any lodging; OR
   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:

Version date 3/2021 by Committee on Ethics
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). Indicate agenda is attached by checking box.

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. □ Not Applicable. 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 attached.

13. **Answer parts a and b. Answer part c if necessary:**
   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 the 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 with regard to congressional participation.
   If "b" is checked:
   1) Detail the cost per day of meals (approximate cost may be provided):
      approximately $52.00
   2) Provide the reason for selecting the location of the event or trip:
      It's an ideal education site because of the military/academic setting and leadership example

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel Name: Wingate by Wyndham  City: Lexington, VA  Cost Per Night: $129.00
    Reason(s) for Selecting: It is close to the venue and below the per diem rate.
    Hotel Name:  City:  Cost Per Night: ________
    Reason(s) for Selecting: ______________________________
    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 the box.
18. **Total Expenses for each Participant:**

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$77.00</td>
<td>129.00</td>
<td>$105.00</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**Other Expenses** (dollar amount per item)

<table>
<thead>
<tr>
<th></th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>None</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>None</td>
</tr>
</tbody>
</table>

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

19. **Check only one:**

a. [ ] I certify that I am an officer of the organization listed below; OR

b. [ ] Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify by my signature that

a. I read and understand the Committee's Travel Regulations;

b. I am not a registered federal lobbyist or registered foreign agent; and

c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: [Signature]

Date: 9/14/21

Name: Thomas Binion

Title: Vice President, Government Relations

Organization: The Heritage Foundation 501(c)(3)

Address: 214 Massachusetts Ave NE, Washington, D.C. 20002

Email: thomas.binion@heritage.org

Telephone: (202) 608-6188

**INSTRUCTIONS**

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

**Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.**

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515
ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov
Mr. Christopher Bayles  
Office of the Honorable Gary Palmer  
170 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Bayles:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Lexington, Virginia, scheduled for October 14 to 15, 2021, sponsored by Heritage Foundation.

This approval represents the Committee’s determination that the proposed trip complies with relevant House rules, federal laws, and Travel Regulations promulgated by the Committee. You should engage in your own assessment of the risks and implications of engaging in travel during the current COVID-19 pandemic.

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 $415 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

Jackie Walorski
Ranking Member

TED/JW:tn
George C. Marshall Fellowship Yalta Simulation
October 14th – 15th, 2021

Thursday, October 14, 2021

1:00 p.m. Meet and load luggage
214 Massachusetts Ave NE, Washington, DC 20002

1:30 p.m. Bus departs from Heritage

1:30 – 3:00 p.m. Travel to Lexington, VA

3:00 p.m. Stop at Rest Area
1015 Mr. Olive Rd, Toms Brook, VA 22660

3:00 – 4:30 p.m. Arrive at the Hampton Inn/Check-in
Hampton Inn, 401 E Nelson St, Lexington, VA 24450

5:15 p.m. Bus takes Fellows to the VMI campus
1600 VMI Parade, Lexington, VA

5:15 – 6:00 p.m. Fellows meet with Cadets on campus to discuss strategies for the simulation. Depart for dinner at Southern Inn Restaurant.
*The participants will meet with the VMI cadets for the first time in order to begin their preparations for Friday’s simulation event. Each cadet will then present his/her academic project that relates to the historical context of the 1945 Yalta Conference (e.g. an analysis of German war reparations, the partitioning of Poland, etc).

6:00 p.m. Reception/Dinner at Southern Inn Restaurant
37 South Main Street, Lexington, VA 24450

6:30 p.m. Dinner
*Professor Dennis Foster, VMI faculty member, will give remarks setting the context for the Yalta Conference Simulation occurring the next day. Cadets from VMI will join the dinner and discussion.

8:00 p.m. Dinner concludes - Fellows/Cadets can choose to continue meeting or adjourn for the evening

Friday, October 15, 2021

7:15 a.m. Coffee and check-out
401 E Nelson St, Lexington, VA

7:45 a.m. Load luggage onto the bus
8:00 a.m. Bus departs for the Marshall Foundation
1600 VMI Parade, Lexington, VA
*Breakfast will be available for participants.

8:30 a.m. Yalta Simulation Begins
8:30 am – Plenary Session 1
8:30-8:35 – Call to order – Welcoming Remarks USSR
8:35-8:40 – Opening statement Great Britain
8:40-8:45 – Opening statement United States
8:45-8:50 – Opening statement USSR
8:50-9:20 – Consultations
9:20-9:50 – Breakout Negotiations
9:50-10:15 – Consultations

10:15 am – Plenary Session 2
10:15-11:15 – Breakout Negotiations
11:15-11:35 – Consultations
11:35-12:00 – Remarks from each country – where they stand

12:15 pm – Plenary Session 3 – Perceptions of the three delegations of where there is agreement and differences
12:15-12:20 – Closing Statement USSR
12:20-12:25 – Closing Statement United States
12:25-12:30 – Closing Statement Great Britain

12:30 p.m. Simulation concludes

12:30 p.m. After-Action Luncheon (to be setup outside of the main room)
*Lessons Learned Discussion

2:00 p.m. Luncheon concludes

2:10 – 5:30 p.m. Bus departs/travel back to The Heritage Foundation
214 Massachusetts Ave NE, Washington, DC
4. Names of House employees participating:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher</td>
<td>Bayles</td>
<td>Legislative Assistant</td>
</tr>
<tr>
<td>Thomas</td>
<td>Boodry</td>
<td>Legislative Assistant</td>
</tr>
<tr>
<td>Peter</td>
<td>Holland</td>
<td>Senior Legislative Assistant</td>
</tr>
<tr>
<td>Max</td>
<td>Huntley</td>
<td>Military Legislative Assistant</td>
</tr>
<tr>
<td>Devon</td>
<td>Murphy</td>
<td>Military Legislative Assistant</td>
</tr>
<tr>
<td>Mark</td>
<td>Erste</td>
<td>Legislative Assistant</td>
</tr>
</tbody>
</table>

This trip is part of the George C. Marshall Fellowship. All invited House staffers are participants in the Fellowship.

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 Heritage Foundation 501(c)(3) is the sole sponsor of this trip. The purpose of this trip is to provide the participants with the opportunity to A) study strategic/military leadership and grand strategy by conducting an educational exercise with Virginia Military Institute cadets on World War II diplomacy; B) learn from military historians and experienced strategic leaders about how to apply these historical lessons to the modern world.
Thursday, October 14, 2021

1:00 p.m.  Meet and load luggage
214 Massachusetts Ave NE, Washington, DC 20002

1:30 p.m.  Bus departs from Heritage

1:30 – 3:00 p.m.  Travel to Lexington, VA

3:00 p.m.  Stop at Rest Area
1015 Mr. Olive Rd, Toms Brook, VA 22660

3:00 – 4:30 p.m.  Arrive at the Wingate Hotel/Check-in
1100 N Lee Hwy, Lexington, VA 24450

5:15 p.m.  Bus takes Fellows to the VMI campus
1600 VMI Parade, Lexington, VA

5:15 – 6:00 p.m.  Fellows meet with Cadets on campus to discuss strategies for the simulation. Depart for dinner at Southern Inn Restaurant.
*The participants will meet with the VMI cadets for the first time in order to begin their preparations for Friday’s simulation event. Each cadet will then present his/her academic project that relates to the historical context of the 1945 Yalta Conference (e.g. an analysis of German war reparations, the partitioning of Poland, etc).

6:00 p.m.  Reception/Dinner at Southern Inn Restaurant
37 South Main Street, Lexington, VA 24450

6:30 p.m.  Dinner
*Professor Dennis Foster, VMI faculty member, will give remarks setting the context for the Yalta Conference Simulation occurring the next day. Cadets from VMI will join the dinner and discussion.

8:00 p.m.  Dinner concludes - Fellows/Cadets can choose to continue meeting or adjourn for the evening

Friday, October 15, 2021

7:15 a.m.  Coffee and check-out

7:45 a.m.  Load luggage onto the bus
8:00 a.m.  Bus departs for the Marshall Foundation
1600 VMI Parade, Lexington, VA
*Breakfast will be available for participants.

8:30 a.m.  Yalta Simulation Begins  

**8:30 am – Plenary Session 1**
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12:30 p.m.  After-Action Luncheon (to be setup outside of the main room)
*Lessons Learned Discussion

2:00 p.m.  Luncheon concludes

2:10 – 5:30 p.m.  Bus departs/travel back to The Heritage Foundation
214 Massachusetts Ave NE, Washington, DC
4. Names of House employees participating:

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<td>Holland</td>
<td>Senior Legislative Assistant</td>
<td>Rep. Bob Good</td>
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<td>Military Legislative Assistant</td>
<td>Rep. Rob Wittman</td>
</tr>
<tr>
<td>Devon</td>
<td>Murphy</td>
<td>Military Legislative Assistant</td>
<td>Rep. Blake Moore</td>
</tr>
<tr>
<td>Mark</td>
<td>Erste</td>
<td>Legislative Assistant</td>
<td>Rep. Steve Chabot</td>
</tr>
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