



U.S. House of Representatives

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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](mailto: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: Michael Case
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 12/12/2022 Return: 12/13/2022  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Washington DC Destination: Cambridge, MD Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: American Accountability Foundation/ Heritage Foundation / Conservative Partnership Institute
6. Describe Meetings and Events Attended:  
 Classes focused on tools, techniques, and case law regarding Congressional oversight. Meetings covered oversight process, day-to-day activities of oversight staff, producing written product/access resources for investigation, and personal experience from such investigations. Working lunches and dinners provided
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 completed each educational event on the agenda, however after "Lessons Learned from Previous Investigation" event from 7:00 pm - 8:30 pm on 12/13, I left the event to return to D.C. I did not stay at the event overnight 12/13. I did not ride back to D.C. on the agenda for 12/14.

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

Signature of Traveler:  Date: 12/15/2022

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: Rep. Patrick McHenry Date: 12/15/22

Signature of Supervising Member:



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# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment

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: American Accountability Foundation, The Heritage Foundation, Conservative Partnership Institute
2. Travel Destination(s): Cambridge, MD
3. Date of Departure: December 12, 2022 Date of Return: December 14, 2022
4. Name(s) of Traveler(s): See attached.

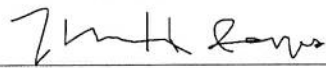
Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$0	\$198	\$107	\$0
Accompanying Family Member	N/A	N/A	N/A	N/A

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:  Date: December 15, 2022

Name: Tom Jones Title: President

Organization: American Accountability Foundation

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

Address: 300 Independence Ave., SE Washington, D.C. 20003

Email: tom@americanaccountabilityfoundation.com Telephone: (202) 215-5258

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.



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# COMMITTEE ON ETHICS

## TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Michael Case Jr.

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

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

Signature: \_\_\_\_\_

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Financial Services Committee, Republicans

Office Address: 4340 OHOB, Washington DC, 20024

Telephone Number: 202-225-7502

Email Address of Contact Person: Lindsey.Shackelford@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via e-mail: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).



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# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Michael Case Jr.
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
American Accountability Foundation / Heritage Foundation / Conservative Partnership Institute
3. City and State OR Foreign Country of Travel : Cambridge, MD
4. a. Date of Departure: December 12, 2022 Date of Return: December 14, 2022  
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.**  
Job Title: Professional Oversight Staff, working directly with the subcommittee on Oversight and Investigations.  
This event is an oversight bootcamp that will review the implied powers of congressional oversight, tools used to conduct oversight and investigations, legal implications, and written products that come from investigations. These tools and information I will use in my everyday job, which will include topics I am familiar with, as well as new items I have not had the opportunity to participate in in this current role.
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

11/10/22



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# COMMITTEE ON ETHICS

## 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](http://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:  
American Accountability Foundation
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:  
The Heritage Foundation, Conservative Partnership Institute
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.
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: December 12, 2022 Date of return: December 14, 2022
7. a. City of departure: Washington, D.C.  
b. Destination(s): Cambridge, M.D.  
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:



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# 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):

The per day cost of meals will be approximately \$60.

2) Provide the reason for selecting the location of the event or trip:

Location is owned by trip sponsor CPI, economical, and conducive to education and training.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Decoursey Bridge Rd City: Cambridge, MD Cost Per Night: \$99

Reason(s) for Selecting: \_\_\_\_\_  
Location is owned by trip sponsor CPI, economical, and conducive to education and training.

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.*



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# COMMITTEE ON ETHICS

### 18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$110	\$198	\$120
For each Accompanying Family Member	N/A	N/A	N/A

	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	\$0	\$0
For each Accompanying Family Member	N/A	N/A

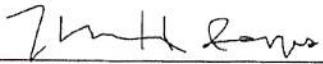
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

### 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:  Date: 11/08/2022  
 Name: Tom Jones Title: President  
 Organization: American Accountability Foundation  
 Address: 300 Independence Ave., SE, Washington, D.C. 20003  
 Email: tom@americanaccountabilityfoundation.com Telephone: 2022155258

## 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](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)



U.S. House of Representatives

# COMMITTEE ON ETHICS

## ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

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. Name of Primary Trip Sponsor: American Accountability Foundation

2. Name of your organization: Conservative Partnership Institute

3. Yes  No  Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?

4. Yes  No  Does your organization receive funding from any foreign government or multinational organization?

5. Check one. I certify that my organization:

a.  Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. OR

b.  Has had a direct role in the organizing, planning, or conducting of a trip to  
Destination: Cambridge, MD on Date: December 12-14, 2022

that is being organized or arranged by the above-named Primary Trip Sponsor. OR

c.  Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).

6. Check only one:

a.  My organization does not employ or retain a registered federal lobbyist or foreign agent OR

b.  My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.

7. 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;

c. I am an officer of this organization and am duly authorized to sign this form; and

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

Signature: Ed Corrigan Date: 11/08/2022

Name: Ed Corrigan Title: President & CEO

Organization: Conservative Partnership Institute

Address: 300 Independence Ave., SE Washington D.C. 20003

Email: info@cpi.org Telephone: 2027428988





U.S. House of Representatives

# COMMITTEE ON ETHICS

## ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

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. Name of Primary Trip Sponsor: American Accountability Foundation
2. Name of your organization: The Heritage Foundation
3. Yes  No  Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes  No  Does your organization receive funding from any foreign government or multinational organization?
5. Check one. I certify that my organization:
  - a.  Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. OR
  - b.  Has had a direct role in the organizing, planning, or conducting of a trip to  
Destination: Cambridge, MD on Date: December 12-14, 2022  
that is being organized or arranged by the above-named Primary Trip Sponsor. OR
  - c.  Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. Check only one:
  - a.  My organization does not employ or retain a registered federal lobbyist or foreign agent OR
  - b.  My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. 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;
  - c. I am an officer of this organization and am duly authorized to sign this form; and
  - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Christopher Byrnes Date: 11/08/2022

Name: Christopher Byrnes Title: General Counsel

Organization: The Heritage Foundation

Address: 214 Massachusetts Avenue, NE, Washington, DC 20002

Email: christopher.byrnes@heritage.org Telephone: (202) 608-6037



# U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

December 6, 2022

Mr. Michael Case  
Committee on Financial Services  
4340 O'Neill House Office Building  
Washington, DC 20515

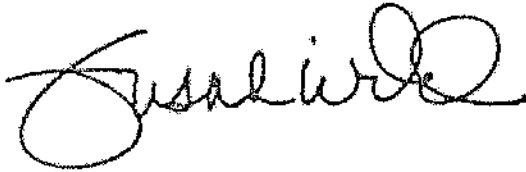
Dear Mr. Case:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for December 12 to 14, 2022, sponsored by American Accountability Foundation, Conservative Partnership Institute, Inc., and Heritage Foundation.

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,



Susan Wild  
Acting Chairwoman



Michael Guest  
Acting Ranking Member

SW/MG:mc

Question 4.

The offices believed that the training would allow them to more effectively serve their Members. AAF and the Heritage Foundation approached staff and their supervisors to solicit attendance. These staff members were invited because their official duties include assisting with oversight matters.

Sam Barnett	Office of Congressman Barry Moore (AL-02)	Legislative Assistant
Sean Connor	Office of Congressman Barry Moore (AL-02)	Legislative Correspondent
Sang Yi	House Natural Resources Committee	Staff Director
Michael Case	House Financial Services	Professional Oversight Staff
Grady Austin	Tom Rice	Senior LA
Rachel Emmons	Scott Perry	Legislative Assistant
Marshall Macheledt	Rep. Jim Jordan	Legislative Assistant
Kennon Later	Congressman Dan Bishop	Legislative Correspondent
Emma White	Rep. Barry Moore	Legislative Assistant
John Wynne	Rep. Dan Bishop	Legislative Assistant
Dominick Namias	Rep. Mary E. Miller	Legislative Aide
Reagan Dye	House Committee on Oversight & Reform	Professional Staff Member

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 American Accountability Foundation is a non-profit organization that produces original research relating to policymakers and policies to better inform leaders and the American people. AAF conducts extensive public records research, original investigations, and policy research for publication on its websites and through broadcast and print publications. The retreat offers an opportunity to share its expertise and experience with congressional oversight staff.

The Heritage Foundation's mission is to formulate and promote public policies based on the principles of free enterprise, limited government, individual freedom, traditional American values, and a strong national defense. The Heritage Foundation recognizes that effective oversight of the Executive Branch is a necessary tool to inform public policy based on these principles.

The Conservative Partnership Institute's mission includes creating an infrastructure to work with conservative Members of Congress, congressional staff, and conservative leaders to enhance their ability to articulate and advance conservative principles in the national's capital.

The retreat offers an opportunity to train congressional staff to promote these conservative principles.

Both AAF, CPI, & THF jointly share responsibilities for booking travel, selecting speakers, organizing the panels, and inviting the various staff who should participate.

# CONGRESSIONAL RESEARCH BOOTCAMP

*Presented by the American Accountability Foundation, The Heritage Foundation,  
and the Conservative Partnership Institute*

December 12 - 14

## DAY ONE

- 9:00 – 11:00 am Travel from Heritage Foundation 214 Mass Ave. to Cambridge, MD
- 11:00 – 12:00 pm Arrival at GPI Property and Check-in
- 12:00 – 1:30 pm Lunch and **SESSION 1 – Oversight Process and Organization**  
*Committee structure, staff assignments, hierarchy, parliamentary authority, various committee organizations structure and approaches.*  
Speakers: Dana Epstein, Director of Legal and Policy, Trust Ventures Senior Associate Counsel to President Trump, previously ran Cause of Action
- 1:30 – 2:30 pm **SESSION 2 – Life as a Junior Researcher / Oversight Staffer**  
*Day in the life of a junior researcher / investigator on a committee, what's expected of you, what your workload will look like, and who you'll be working with and for.*  
Speakers: Ed Pucarella, President, Pucarella Consulting, Former House Admin Committee, House OIG, Amtrak IG
- 2:30 – 3:00 pm Break
- 3:00 – 4:00 pm **SESSION 3 – Structure of Congressional Investigations**  
*A walkthrough of the structure and anatomy of a congressional investigation from the conception and presentation of an investigation topic through to the investigation's completion.*  
Speakers: Mark Paolotta, Sahar Jafri, Former Trump Admin OMB GC, Chief Counsel Investigations, Energy and Commerce Committee
- 4:00 – 5:30 pm **SESSION 4 – Working with Outside Sources and Organizations**  
*Using and working with outside sources of information and coordinating with outside groups to increase the effectiveness of Congressional investigations.*  
Speakers: Hubert Relat, IGFS, Former VP Pence, Alexa Walker, Heritage Foundation, formerly Coalitions Director, Republican Study Committee
- 5:30 – 7:00 pm Dinner and Keynote Address  
*What it is like to be on the receiving end of Congressional Oversight, and how to be effective from someone who has been the subject of Hill attention?*  
Keynote Speaker: Mike Howell, Director Oversight Project, The Heritage Foundation

## DAY TWO

9:00 - 10:00 am

Breakfast

10:00 - 11:30 pm

### SESSION 5 - Staffing the Boss

*Ensuring that the Member gets what he needs. Preparing read-aheads, briefing the Chairman, staffing them during a hearing/mark-up, and supporting member staff offices.*

Speakers: Andrew Arthur, Resident Fellow in Law and Policy for the Center for Immigration Studies, Former OIG Nat. Sec. Subcomm Staff Dir., & Counsel House Judiciary

11:30 - 12:30 pm

### SESSION 6 - The Written Product

*Focused overview of what is expected from written products produced for committee work including various briefing, memoranda, committee reports, preservation and demand letters, effective questions for the record, draft questions for members, hearing binders, and other written products essential to the committee process.*

Speakers: Jessica Dorton, General Counsel at House Committee on Oversight and Government Reform, Lamar Edjols, Chief Counsel OIG

12:30 - 2:30 pm

### Lunch and SESSION 7 - The Law and Oversight

*Discussion of the constitutional authority for Congressional oversight, relevant case law, and common legal issues encountered while conducting oversight.*

Speakers: Sam Dewey, former senior counsel in charge of Oversight & Investigations with the US House of Representatives Financial Services Committee, Daniel Epstein, Director of Legal and Policy, Trust Ventures Senior Associate Counsel to President Trump, previously ran Cause of Action

2:30 - 3:00 pm

Break

3:00 - 4:30 pm

### SESSION 8 - Working with Outside Investigators

*Understanding how to raise with and utilize the expertise and records produced by outside investigators such as Inspectors General, Government Accountability Office investigators, and State Attorneys General.*

Speakers: Merav Ceren, Senior Professional Staff Member, House Committee on Oversight and Reform

4:30 - 6:30 pm

### SESSION 9 - Deposing / Interview a Witness

*Best practices for deposing or interviewing a witness. Mock interviews with reluctant / recalcitrant witnesses.*

Speakers: Sam Dewey, former senior counsel in charge of Oversight & Investigations with the US House of Representatives Financial Services Committee

6:30 - 7:00 pm

Break

7:00 - 8:30 pm

### Lessons Learned from Previous Investigation

*How oversight is game-changing, experiences and insights from previous practitioners who held the administration accountable.*

Guest Speaker: Shea Bradley Farrell, President, Counterpoint Institute for Policy, Research, and Education, Chris Farrell, Director of Investigations, Judicial Watch

## DAY THREE

8:30 am

Breakfast & Checkout

9:30 - 11:30 am

Travel from Cambridge, MD to 300 Independence Ave., SE