COMMITTEE ON WAYS AND MEANS

U.S. HOUSE OF REPRESENTATIVES WASHINGTON, DC 20515

January 23, 2012

House Spanish Life PM 5: 08

The Honorable Daniel E. Lungren, Chairman Committee on House Administration 1309 Longworth House Office Building Washington, DC 20515

Dear Chairman Lungren:

In accordance with the regulations of the Committee on House Administration, I am submitting herewith three copies of the monthly report for December 2011, including:

- 1. A summary of specific studies, investigations and activities;
- 2. A fund balance and statement of expenses
- 3. A statement of Committee travel performed expenses;
- 4. A list of Committee employees showing their titles and gross monthly salaries.

This letter also certifies that copies of this report are available, upon request, to each Member of the Committee on Ways and Means.

With kind regards,

Sincerely

Dave Camp Chairman

DC/alb

Monthly Report – Summary of Progress Committee on Ways and Means December 2011

Full Committee

December 6, 2011 – Joint Hearing with the Senate Committee on Finance on Tax Treatment of Financial Products

Health

No Subcommittee Business

Human Resources

No Subcommittee Business

Oversight

No Subcommittee Business

Select Revenue Measures

No Subcommittee Business

Social Security

December 2, 2011 – Securing the Future of the Social Security Disability Insurance Program – First in a Hearing Series

Trade

December 14, 2011 – Hearing on the Trans-Pacific Partnership

Floor Action - Passed/Agreed to in House

1) House Passage

December 13, 2011 – H.R. 3630 – Middle Class Tax Relief and Job Creation Act of 2011

December 15, 2011 – H.R. 3659 – Welfare Integrity and Data Improvement Act

December 20, 2011 – H.Res. 501 - Expressing the Sense of the House of Representatives Regarding Any Final Measure to Extend the Payroll Tax Holiday, Extend Federally Funded Unemployment Insurance Benefits, or Prevent Decreases in Reimbursement for Physicians Who Provide Care to Medicare Beneficiaries

December 23, 2011 – H.R. 3765 - Temporary Payroll Tax Cut Continuation Act of 2011

2) Signed into Law

December 23, 2011 – Public Law 112-78 – Temporary Payroll Tax Cut Continuation Act of 2011

Fund Balance Statement by Paid Date December

Total Aut	horization	\$9,801,365.00
Less Expens	ses for:	
January	2011	\$591,931.86
February		\$707,205.45
March		\$717,165.70
April		\$747,262.71
May		\$721,738.26
June		\$742,750.79
July		\$705,688.55
August		\$699,689.09
September		\$714,242.03
October		\$740,101.04
November	•	\$722,759.10
December		\$773,683.50

Total Expenses to Date:

\$8,584,218.08

Unexpended authorization

\$1,217,146.92

Fund Balance Statement by Paid Date December

Total Auth F112-1	orization			\$5,000.00
Less Expense	es for:			
February	2011	3		\$78.79
April				\$88.06
May				\$41.41
June				\$24.99
July				\$18.50
August				\$17.54
September				\$16.45
October				\$9.28
November				\$14.16
December				\$18.45

Total Expenses to Date:

\$327.63

Unexpended authorization

\$4,672.37

Monthly Statement by Paid Date 112-1 December

		YTD Including	000100
Description	December	December	Cumulative Total
Travel Subsistence	\$681.60	\$1,508.16	\$1,610.53
DC Telecommunication Equipment (TRANSFER)	\$730.00	\$8,480.00	\$8,480.00
DC Telecommunication Service (TRANSFER)	\$1,681.75	\$17,515.50	\$17,515.50
DC Telecommunication Tolls (TRANSFER)	\$12,036.83	\$111,506.50	\$111,506.50
Miscellaneous Other Services	\$0.00	\$26.45	\$26.45
Computer Software Purchase less than \$10,000	\$0.00	\$10,227.00	\$10,227.00
Warranties	\$0.00	\$125.00	\$4,520.00
- subtotal	\$15,130.18	\$149,388.61	\$153,885.98
Non-Statutory Compensation	\$703,904.49	\$8,154,479.77	\$8,154,479.77
11-Personnel subtotal	\$703,904.49	\$8,154,479.77	\$8,154,479.7
Commercial Transportation	\$0.00	\$4,512.84	\$4,512.84
Lodging	\$4,641.13	\$4,641.13	\$4,641.13
Meals	\$76.76	\$76.76	\$76.76
Private Auto Mileage	\$0.00	\$144.00	\$144.00
Taxi/Parking/Tolls	\$159.80	\$1,459.80	\$1,804.55
21-Travel subtotal	\$4,877.69	\$10,834.53	\$11,179.28
Freight Charges	\$0.00	\$125.00	\$125.00
22- subtotal	\$0.00	\$125.00	\$125.00
Telecommunication	\$312.53	\$342.51	\$379.99
HIR Graphics (TRANSFER)	\$73.00	\$1,633.00	\$1,633.00
Postage/Courier/Box rental	\$6.64	\$84.06	\$84.00
Equipment Rental	\$0.00	\$210.00	\$210.00
23-Rent, Communications and Utilities subtotal	\$392.17	\$2,269.57	\$2,307.05
Printing & Reproduction	\$5,904.62	\$10,908.27	\$11,111.22
Photographic (TRANSFER)	\$0.00	\$160.10	\$160.10
24-Printing and Reproduction subtotal	\$5,904.62	\$11,068.37	\$11,271.32
Training	\$1,750.00	\$5,798.95	\$5,798.95
Representational Expenses	\$167.20	\$210.64	\$210.64
Technology Service Contracts	\$0.00	\$99.95	\$99.93
Web Development, Hosting, Email	\$0.00	\$35,132.51	\$35,932.5
25-Other Services subtotal	\$1,917.20	\$41,242.05	\$42,042.05
Bottled Water	\$406.99	\$3,766.83	\$10,216.83
Food and Beverage	\$0.00	\$5,228.19	\$5,228.19
Habitation Expense	\$0.00	\$279.60	\$279.60

	YTD Including		
Description	December	December	Cumulative Total
Office Supplies (Outside)	\$2,531.11	\$43,198.53	\$47,878.11
Office Supply (TRANSFER)	\$9,775.95	\$31,937.84	\$31,937.84
Publications/Reference Material	\$26,305.26	\$93,780.96	\$172,258.29
26-Supplies and Materials subtotal	\$39,019.31	\$178,191.95	\$267,798.88
Coomputer Hardware Purchase less than \$25,000	\$0.00	\$1,200.00	\$33,147.26
Maintenance	\$2,537.84	\$35,418.23	\$35,418.23
31-Equipment subtotal	\$2,537.84	\$36,618.23	\$68,565.49
Total Expenses	\$773,683.50	\$8,584,218.08	\$8,711,654.82

Monthly Statement by Paid Date F112-1 December

55		YTD Including	
Description	December	December	Cumulative Total
Franked Mail	\$18.45	\$327.63	\$327.63
- subtotal	\$18.45	\$327.63	\$327.63
Total Expenses	\$18.45	\$327.63	\$327.63

House Postal Operations Pitney Bowes Management Services

WAYS & MEANS COMMITTEE

1102 LONGWORTH

112th Congress, 1st Session Mail Accountability Report

Dec 2011

al Cost
\$0.38
\$0.38
\$1.15
\$0.76
\$2.68

Committee on Ways and Means Travel Report December 2011

Month	Dates of Travel	Name	Begin/End Location	Per Diem	Transportation	Other	Total
January 2011	No travel		46	18			
February 2011	No travel	1.50		d			
March 2011	No travel						
April 2011	No travel	\$					
May 2011	No travel						
June 2011	No travel						
July 2011	No travel						
August 2011	8/24-8/26/11	Sage Eastman	DC - MI	\$231.54	\$973.69	\$0.00	\$1,205.23
September 2011	8/31-9/1/11	Kim Hildred	DC - DFW	\$159.79	\$589.40	\$0.00	\$749.19
8	9/1/2011	Cong. Kevin Brady	IAH -DFW	\$0.00	\$339.90	\$0.00	\$339.90
October 2011	10/8-10/10/11	Sarah Swinehart	DC-NYC	\$110.34	\$278.00	\$0.00	\$388.34
November 2011	11/9-11/12/11	Angela Ellard	DC - HNL	\$773.38	\$940.72	\$15.00	\$1,729.10
	11/9-11/12/11	Stephen Claeys	DC - HNL	\$828.52	\$1,014.91		\$1,843.43
139	11/10-11/12/11	Cong. Kevin Brady	IAH - HNL	\$376.56	\$996.33		\$1,372.89
	11/9-11/13/11	Behnaz Kibria	DC - HNL	\$711.04	\$1,275.68	\$8.90	\$1,995.62
	11/9-11/12/11	Cong. James McDern	McDern SEA - HNL - PDX	\$1,012.47	\$2,076.80		\$3,089.27
	11/9-11/13/11	Cong. Sander Levin	DTW - HNL	\$1,394.39	\$2,979.96		\$4,374.35
December 2011	No travel						

12/01/2011 to 12/31/2011

Process Level:

WM000 COMMITTEE ON WAYS & MEANS

Accounting Organization: 10WM000

Department:

WM000 COMMITTEE ON WAYS & MEANS

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
TRAUB, JONATHAN G	172,500.00	14,375.00	12/01/2011 to 12/31/2011	
STAFF DIRECTOR				

SPECIAL & SELECT COMMITTEE - PERSONNEL

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37 <u>7</u> 0		AND THE RESERVE AND THE RESERVE AND THE RESERVE AND THE	Remarks
* *	7,200.0.	12/01/2011 to (12/01/2011	
140,000.00	11,666.67	12/01/2011 to 12/31/2011	
110,000.00	9,166.67	12/01/2011 to 12/31/2011	
120,000.00	10,000.00	12/01/2011 to 12/31/2011	
30,000.00	2,500.00	12/01/2011 to 12/31/2011	
160,000.00	13,333.33	12/01/2011 to 12/31/2011	
100,000.00	8,333.33	12/01/2011 to 12/31/2011	
19,400.00	1,616.67	12/01/2011 to 12/31/2011	
104,000.00	8,666.67	12/01/2011 to 12/31/2011	
168,411.00	14,034.25	12/01/2011 to 12/31/2011	7997
30,000.00	2,500.00	12/01/2011 to 12/31/2011	
120,000.00	10,000.00	12/01/2011 to 12/31/2011	
80,000.00	6,666.67	12/01/2011 to 12/31/2011	* e
105,000.00	8,750.00	12/01/2011 to 12/31/2011	
120,000.00	10,000.00	12/01/2011 to 12/31/2011	
168,411.00	14,034.25	12/01/2011 to 12/31/2011	
	110,000.00 120,000.00 30,000.00 160,000.00 100,000.00 19,400.00 104,000.00 168,411.00 30,000.00 120,000.00 105,000.00	110,000.00 9,166.67 140,000.00 11,666.67 110,000.00 9,166.67 120,000.00 10,000.00 30,000.00 2,500.00 160,000.00 13,333.33 100,000.00 8,333.33 19,400.00 1,616.67 104,000.00 8,666.67 168,411.00 14,034.25 30,000.00 2,500.00 120,000.00 10,000.00 80,000.00 6,666.67 105,000.00 8,750.00 120,000.00 10,000.00	110,000.00 9,166.67 12/01/2011 to 12/31/2011 140,000.00 11,666.67 12/01/2011 to 12/31/2011 110,000.00 9,166.67 12/01/2011 to 12/31/2011 120,000.00 10,000.00 12/01/2011 to 12/31/2011 30,000.00 2,500.00 12/01/2011 to 12/31/2011 160,000.00 13,333.33 12/01/2011 to 12/31/2011 19,400.00 1,616.67 12/01/2011 to 12/31/2011 104,000.00 8,666.67 12/01/2011 to 12/31/2011 168,411.00 14,034.25 12/01/2011 to 12/31/2011 30,000.00 2,500.00 12/01/2011 to 12/31/2011 120,000.00 10,000.00 12/01/2011 to 12/31/2011 80,000.00 6,666.67 12/01/2011 to 12/31/2011 105,000.00 8,750.00 12/01/2011 to 12/31/2011 120,000.00 10,000.00 12/01/2011 to 12/31/2011

Report ID: PR002 Run Date: 01/24/2012

12/01/2011 to 12/31/2011

Process Level: Department: WM000 COMMITTEE ON WAYS & MEANS

WM000 COMMITTEE ON WAYS & MEANS

Accounting Organization: 10WM000

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title ELLARD, ANGELA P CHIEF TRADE COUNSEL	168,411.00	Gross Pay 14,034.25	12/01/20	Period 011 to 12/31/2011	Remarks
ELLING, DAN STAFF DIRECTOR HEALTH SC	168,411.00	14,034.25	12/01/20	011 to 12/31/2011	
FEAGAN, SARAH A STAFF ASSISTANT	30,000.00	2,500.00	12/01/20	011 to 12/31/2011	
FORD, TIMOTHY J LEGISLATIVE ASSISTANT	40,000.00	3,333.33	12/01/20	011 to 12/31/2011	
FRIEDMAN, JEFFREY E TAX COUNSEL	136,000.00	11,333.33	12/01/20	011 to 12/31/2011	
GREENE, REGINALD B DOCUMENTS CLERK	110,000.00	9,166.67	12/01/20	011 to 12/31/2011	
HAILEY, SEAN TAX ADVISOR	157,000.00	13,083.33	12/01/20	011 to 12/31/2011	
HANCOCK, HAROLD PROFESSIONAL STAFF	120,000.00	10,000.00	12/01/20	011 to 12/31/2011	138
HILDRED, KIM A STAFF DIR,SUBC ON SOCIAL SECUR	168,411.00	14,034.25	12/01/20	011 to 12/31/2011	
HITTLE, MATTHEW P STAFF ASSISTANT	30,000.00	2,500.00	12/01/20	011 to 12/31/2011	
HOSTETLER, MARGARET ANN PROFESSIONAL STAFF	130,000.00	10,833.33	12/01/20	011 to 12/31/2011	
ISABELLI, KRISTIN E LEGISLATIVE ASSISTANT	40,000.00	3,333.33	12/01/20	011 to 12/31/2011	
LEAMAN, JOHANN W TRADE COUNSEL	120,000.00	10,000.00	12/01/20	011 to 12/31/2011	
MARTIN, RYAN T PROFESSIONAL STAFF	115,000.00	9,583.33	12/01/20	011 to 12/31/2011	
OLANDER, DAVID M CHIEF TAX COUNSEL	168,411.00	14,034.25	12/01/20	011 to 12/31/2011	
PAYNE, WARREN S CHIEF ECONOMIST	168,411.00	14,034.25	12/01/20	011 to 12/31/2011	
PERKINS, WUAN T SYSTEM/WEB ADMINISTRATOR	60,000.00	5,000.00	12/01/20	011 to 12/31/2011	
REISER, MARTIN G PROFESSIONAL STAFF	125,000.00	10,416.67	12/01/20	011 to 12/31/2011	

Report ID: PR002 Run Date: 01/24/2012

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12/01/2011 to 12/31/2011

Process Level: Department: WM000 COMMITTEE ON WAYS & MEANS

WM000 COMMITTEE ON WAYS & MEANS

Accounting Organization: 10WM000

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title RUDISILL, ZACHARY M LEGISLATIVE ASSISTANT	Annual Salary 40,000.00	Gross Pay 3,333.33	Period 12/01/2011 to 12/31/2011	Remarks
SAFAVIAN, JENNIFER M GEN COUNSEL/OVERSIGT STAFF DIR	168,411.00	14,034.25	12/01/2011 to 12/31/2011	3
SAVORY, JENNIFER L H LEGISLATIVE ASSISTANT	40,000.00	3,333.33	12/01/2011 to 12/31/2011	
SCHMALZ, JILL SENIOR PROFESSIONAL STAFF	132,000.00	11,000.00	12/01/2011 to 12/31/2011	
SHENAI, NEENA G TRADE COUNSEL	120,000.00	10,000.00	12/01/2011 to 12/31/2011	
SHUART, AMY N PROFESSIONAL STAFF	130,000.00	10,833.33	12/01/2011 to 12/31/2011	P/R CHANGE 12/01/11
STOBER, MICHAEL EDWARD ECONOMIC & MEDIA ANALYST	55,000.00	4,583.33	12/01/2011 to 12/31/2011	
STOTTMANN, CHRISTINA M COMMITTEE ADMINISTRATOR	90,000.00	7,500.00	12/01/2011 to 12/31/2011	
SUTTER, BRIAN D PROFESSIONAL STAFF	100,000.00	8,333.33	12/01/2011 to 12/31/2011	
SWINEHART, SARAH VERONICA PRESS SECRETARY	50,000.00	4,166.67	12/01/2011 to 12/31/2011	
TURKO, CARREN S DOCUMENTS CLERK	124,800.00	10,400.00	12/01/2011 to 12/31/2011	
UEHLECKE, NICHOLAS Y LEGISLATIVE ASSISTANT	40,000.00	3,333.33	12/01/2011 to 12/31/2011	
UGONE, RUSSELL A TRADE ADVISOR	120,000.00	10,000.00	12/01/2011 to 12/31/2011	.4
VALENT, JOSEPH MICHAEL ASSISTANT CLERK	30,000.00	2,500.00	12/01/2011 to 12/31/2011	a .
WEIDINGER, MATTHEW A HUMAN RESOURCES STAFF DIRECTOR	168,411.00	14,034.25	12/01/2011 to 12/31/2011	

Report ID: PR002 Run Date: 01/24/2012

12/01/2011 to 12/31/2011

Process Level:

WM000 COMMITTEE ON WAYS & MEANS

Accounting Organization: 10WM000

Department:

WM000 COMMITTEE ON WAYS & MEANS

Employee Group

Expenditure Active Paid

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

14,375.00 1

SPECIAL & SELECT COMMITTEE - PERSONNEL

429.074.90 49 49

Total

443,449.90 50 50

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED HEREON.

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12/01/2011 to 12/31/2011

Process Level:

WM000 COMMITTEE ON WAYS & MEANS

Accounting Organization: 10WM000

Department:

WM090 COMMITTEE ON WAYS & MEANS-MIN

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

	Employee and Job Title MAYS, JANICE DEM CHIEF COUN & CHIEF TAX COU	Annual Salary 172,500.00	Gross Pay 14,375.00	Period 12/01/2011 to 12/31/2011	Remarks
	SURUMA, ASKIA M STAFF & COMMUN DIRECTOR	168,411.00	14,034.25	12/01/2011 to 12/31/2011	
	SPECIAL & SELECT COMMITTEE - PER	SONNEL			
	Employee and Job Title ARONSON, LAUREN ELLEN PROFESSIONAL STAFF	Annual Salary 121,000.00	Gross Pay 10,083.33	Period 12/01/2011 to 12/31/2011	Remarks
	BJORKLUND, CYBELE PROFESSIONAL ASSISTANT	120,000.00	10,000.00	12/01/2011 to 12/31/2011	
	BREIDENBACH, CARRIE ANN DEMOCRATIC SCHEDULE COORDINAT	75,000.00	6,250.00	12/01/2011 to 12/31/2011	
	CROUCH, CHRISTOPHER A TAX COUNSEL	155,000.00	12,916.67	12/01/2011 to 12/31/2011	
•	CURTIS, DEBRA S PROFESSIONAL ASSISTANT	20,000.00	1,666.67	12/01/2011 to 12/31/2011	
	DROBNYK, JOSHUA A COMMUNICATIONS DIRECTOR	60,000.00	5,000.00	12/01/2011 to 12/31/2011	
	FRIEDMAN, JENNIFER DEPUTY STAFF DIRECTOR	152,300.00	12,691.67	12/01/2011 to 12/31/2011	
	GOULD, JENNIFER A OFFICE MANAGER	115,000.00	9,583.33	12/01/2011 to 12/31/2011	
	GWYN, NICHOLAS CROWTH STAFF DIR-HUMAN RESOURCES SC	168,411.00	14,034.25	12/01/2011 to 12/31/2011	
	HAUSWIRTH, MICHAEL TAX COUNSEL	155,000.00	12,916.67	12/01/2011 to 12/31/2011	
	KALYANAM, ARUNA	155,000.00	12,916.67	12/01/2011 to 12/31/2011	

Report ID: PR002 Run Date: 01/24/2012

TAX COUNSEL

KEARNS, JASON E

TRADE COUNSEL

TRADE COUNSEL

MCAFEE, KAREN B

STAFF DIRECTOR

KIBRIA, BEHNAZ LUNA

KLAVERKAMP, KATHRYN OLSON

PROFESSIONAL ASSISTANT

13,333.33

10,583.33

14,034.25

14,034.25

12/01/2011 to 12/31/2011

12/01/2011 to 12/31/2011

12/01/2011 to 12/31/2011

12/01/2011 to 12/31/2011

160,000.00

127,000.00

168,411.00

168,411.00

12/01/2011 to 12/31/2011

Process Level:

WM000 COMMITTEE ON WAYS & MEANS

Accounting Organization: 10WM000

Department:

WM090 COMMITTEE ON WAYS & MEANS-MIN

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title MCCOY, MOYER BRANDON RESEARCH STAFF ASSISTANT	Annual Salary 57,000.00	Gross Pay 4,750.00	Period 12/01/2011 to 12/31/2011	Remarks
NESBIT, SONJA L DEP STAFF DIR HR SUBC	134,600.00	11,216.67	12/01/2011 to 12/31/2011	
NGUYEN, ALEXANDER DUY PRESS SECRETARY	46,000.00	3,833.33	12/01/2011 to 12/31/2011	5 a
PERKINS, ALEXANDER BARLOW TRADE COUNSEL	127,000.00	10,583.33	12/01/2011 to 12/31/2011	
RANGASWAMI, VIJAYA L STAFF DIRECTOR-TRADE SC	168,411.00	14,034.25	12/01/2011 to 12/31/2011	
STEIGER, MORNA PROFESSIONAL STAFF	129,000.00	10,750.00	12/01/2011 to 12/31/2011	
WALKER, ANTOINE M DEMOCRATIC SYSTEMS ADMINISTRAT	125,000.00	10,416.67	12/01/2011 to 12/31/2011	
YOUNG, JOHN R RESEARCH STAFF ASSISTANT	57,000.00	4,750.00	12/01/2011 to 12/31/2011	
ZIARKO, JEFFREY PROFESSIONAL STAFF	20,000.00	1,666.67	12/01/2011 to 12/31/2011	



12/01/2011 to 12/31/2011

Process Level:

WM000 COMMITTEE ON WAYS & MEANS

Accounting Organization: 10WM000

Department:

WM090 COMMITTEE ON WAYS & MEANS-MIN

Employee Group

Expenditure Active Paid

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

28,409.25 2 2

SPECIAL & SELECT COMMITTEE - PERSONNEL

Total

232,045.34 24 24

260,454.59 26 26

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED HEREON.

Report ID: PR002 Run Date: 01/24/2012

12/01/2011 to 12/31/2011

Process Level: WM000 COMMITTEE ON WAYS & MEANS Accounting Organization: 10WM000

Employee Group
SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL 42,784.25 3 3

SPECIAL & SELECT COMMITTEE - PERSONNEL 661,120.24 73 73

Total 703,904.49 76 76

, COMMENTS:	(EXCEPTION	NS MUST BE	LISTED WI	THIN THIS BOX)				 	
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12					н	*			

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HEREON.

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED