

selfless service, even as a part-time, and those who follow the military today, if you are in the Reserves or you are in the Guard, you are working, and you can be deployed. It is not a week-end warrior status anymore. They are part of the total military force.

We also have published authors, college professors, master level, world-class athletes, and even an artist. Some of our classmates now have their children who are already graduates, who already served their time and are already out of the service, so generation after generation of families. That is just an example of one of our classes.

The Association of Graduates does a good job, as was noted here, trying to keep us connected to our alma mater. We have folks that come, not only from every one of the 50 States based on the way the nomination process goes, but we also have folks from foreign countries who are invited to serve and go through the program, and that is the unity the association of graduates attempts to do.

So this night was spent to really accomplish two things: one, to commemorate the 150th anniversary of the Association of Graduates whose goal was to keep these bonds of friendship and keep reminding us of the goal of duty, honor, country.

Another part was to thank our classmates who have served with us, who help get us through the 4 years of training in the program, thanks to staff and faculty, thanks to the Department of Army Civilians, thanks to maintainers to allow us—really we should thank the national government for continuing to support the great institutions of higher military learning and training like West Point, Annapolis, the Air Force Academy, the Merchant Marine Academy, and the Coast Guard Academy.

I am going to end with the end of the Douglas MacArthur speech. Congressman WATKINS read the first part. I was going to read that too because it is one of my favorites.

I will end on this, Mr. Speaker. This is the end of the speech General Douglas MacArthur gave to the Corps of Cadets: "But in the evening of my memory, always I come back to West Point. Always there echoes and re-echoes: Duty, Honor, Country. Today marks my final roll call with you, but I want you to know that when I cross the river my last conscious thoughts will be of The Corps, and The Corps, and The Corps. I bid you farewell."

Mr. Speaker, I yield back the balance of my time.

HONORING WOMEN'S HISTORY MONTH

The SPEAKER pro tempore. Under the Speaker's announced policy of January 3, 2019, the gentleman from Florida (Mr. SOTO) is recognized for 60 minutes as the designee of the majority leader.

Mr. SOTO. Mr. Speaker, I thank the Speaker for the opportunity. We cer-

tainly appreciate the esteemed institution that is West Point. May I also say that the United States Marines are also a great institution, and I want to thank the Speaker for his service in Afghanistan and in Iraq as well.

RECOGNIZING MELINDA JONES WILLIAMS

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Melinda Jones Williams.

Melinda Jones Williams, a civil rights activist, was born March 14, 1950, in Americus, Georgia. She is currently a resident of Haines City, Florida, with one child, Jeffrey Jones.

In July, 1963, Melinda Jones Williams was one of 15 young Black girls with a passion to change the bigotry and divisiveness in Americus, Georgia, by protesting a strong force of generational racism. During a peaceful protest, she was arrested along with 14 other young girls. These girls were all stolen, hidden from their parents, and locked in an abandoned building for over a month. There were no windows, toilets, and no source of water.

This was their punishment for protesting a segregated movie theater. Melinda Jones Williams is one of the few remaining survivors of the Stolen Girls of Americus, Georgia.

For that and her heroism in the civil rights movement, we thank you, Ms. Jones Williams.

RECOGNIZING CHARLIE REED

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Charlie Reed.

She was born and raised in Kissimmee, Florida, my hometown. She was the first in her family to graduate from college with a degree in journalism from the University of Florida in 1997. She has worked at the Orlando Sentinel, Osceola News-Gazette, and Treasure Coast Newspapers. While working for the Stars and Stripes newspaper, she has covered international defense, geopolitics, and the U.S. military community.

After a reporting trip to Vietnam, Charlie moved there to do volunteer work and write about Vietnam veterans living in the place where they fought a war so many years before. While living in Vietnam, she was named editor for an English-language Vietnamese magazine and worked closely with several NGOs helping Agent Orange victims and impoverished children.

Charlie came back to Kissimmee in 2014 to reconnect with her Florida roots. It was a homecoming that led her back to the staff at the Osceola News-Gazette. As a seasoned journalist who has lived around the world, Charlie knows no stranger. Her ability to connect with people and understand their problems is perhaps her greatest strength. Charlie's life work is about more than chasing a story. It is about serving the community, being an advocate for the public, a voice for the voiceless and shining light on corruption. The pleasure she experiences while helping others is truly all hers.

For that, Charlie Reed, we recognize you.

RECOGNIZING JUANITA GEATHERS

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Juanita Geathers.

Juanita Geathers has six children and nine grandchildren with her husband, Lemuel Geathers, former mayor of Winter Haven. She has spent 34 years as an educator in Polk County schools, retiring as an assistant principal in 2004. She graduated from Jewett High School as valedictorian in 1959, went on to receive her bachelor of science degree from Rollins College and a master's in education from the University of South Florida.

Juanita served as Secretary for the Florida Democratic Party State Executive Committee and was the highest ranking African American woman during her tenure as Secretary. She also served as a Democratic National Convention delegate from Florida for three conventions.

As an active member of her community, she is a recipient of the Outstanding Community Service Award. She has served on the Polk Education Association, Polk County Opportunity Council, Polk County Voters League, Girls and Boys Club, and Girls, Inc. She is also a lifetime member of the NAACP and a member of the Hurst Chapel AME Church.

For that, Ms. Juanita Geathers, we honor you.

RECOGNIZING MONICA READUS

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Monica Readus.

Monica Readus is a wife, mother, business owner, and real estate professional. She was born in Detroit, Michigan.

After moving to Texas, Monica became aware of a shift in the political climate. After the 2004 Presidential race, Democrats were discouraged and Dallas Republicans were running unopposed. It was at that time that Monica took time away from the company's day-to-day operations to become a full-time volunteer for the Collin County Democratic Party office in Plano, Texas.

Since then, Monica has worked with candidates and campaign managers, coordinated grassroots efforts for local and Federal elections, and fundraised for candidates and more. In 2011 Monica moved to Florida where she immediately began coordinating grassroots efforts for Organizing for America by spearheading daily phone banks. She then joined the Democratic Women's Club of Florida of West Orange County, serving as its first president.

She now happily serves as the Democratic Women's Club of Florida Region 9 chair, serving nearly 600 members and the chair of the Annual PerSisters Rally in celebration of Democratic Women's Month.

For that, Monica Readus, we honor you.

RECOGNIZING LISA SANTONI CROMAR

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Lisa Santoni Cromar.

Lisa Santoni Cromar is a legally deaf Puerto Rican woman. She is the mother to two boys, Nicholas and William, and the wife to Scott Cromar. She was born in 1962 to Puerto Rican parents, Trina and Jose Santoni. Her early career was in corporate IT. At age 30, she divorced her first husband and went to work for the domestic violence agency that helped her leave. After meeting her husband, Scott, he had a friend running for Congress, which presented an opportunity to transition to political consulting and issue advocacy. She has served as voting chair and co-chair, and is now an executive board member of the Women's March of Florida.

In 2003, the longtime consequences of her Meniere's disease became unbearable, resulting in severe hearing loss. In 2016, Lisa moved to Longwood, Florida. Like everyone else in her new community, she was horrified by the Pulse nightclub shooting. The lack of family support for some of the victims combined with memories of post-9/11 days, prompted Lisa to reach out to the affected communities offering a safe place and a safe space for frightened neighbors as well as visiting victims' families.

When Hurricanes Irma and Maria worsened Puerto Rico's already delicate situation, Lisa refocused her advocacy efforts on achieving a just recovery for her islands. Lisa is currently vice president of *Diaspora en Resistencia*, an international coalition of human rights organizations working for a better future for Puerto Rico. She also sits on the steering committee for *Vamos4PR*.

For that, Lisa Santoni Cromar, we honor you.

RECOGNIZING KAREN GREEN

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Karen Green.

Reverend Dr. Karen R. Green, a proud Jamaican-born Caribbean American, is a former U.N. Humanitarian Religious Ambassador At Large. She is a tireless community advocate and social justice crusader fighting to enhance the rights of women, defend religious freedoms, and secure the civil liberties of immigrants.

As a resident of Florida for over 20 years, Dr. Green has leveraged her talents as a respected political strategist, campaign manager, and expert mediator. She has served as the Democratic Party's former Caribbean Coalition Director for the State of Florida and its territories. Her vast political and voter advocacy record includes service as field officer for President Barack Obama's Presidential election campaign, Coalition Director for Hillary Clinton's Presidential primary and general election campaigns, and political advance to U.S. territories.

Dr. Green has led on issues of universal healthcare, a woman's right to

choose, and immigration reform with a pathway to citizenship under DAPA and DACA as well. Dr. Green is also noted to have been instrumental on the front lines of the fight to secure in-state tuition for undocumented students living in Florida.

Dr. Green currently serves as the CEO of the Liberty and Justice for All Community Foundation and is the primary partner at Blue Fields Consultants International.

Passion for service and a strong sense of dedication to critical social issues is clearly a key motivating force for Dr. Green.

She merits these values to her Christian beliefs and cultural experiences as a Jamaican-born immigrant.

She quotes Marcus Mosiah Garvey himself, a Jamaican native and noted civil rights leader, with: "A people without the knowledge of their past history, culture, and origin is like a tree without roots."

And for that, Ms. Karen Green, we honor you.

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RECOGNIZING KIM PORTEOUS

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Kim Porteous.

Kim Porteous is one of many activists ignited by the modern women's movement at the March on Washington, D.C., on January 24, 2017.

She is a community organizer who is supported by a community of women. Although she has been involved in advocacy throughout her life, she knew, as a former survivor of rape, workplace sexual assaults, and domestic abuse, that she needed to make it her life's work to stand for women, sexual assault victims, the disabled, the LGBTQ community, immigrants, Dreamers, against climate change, for religious minorities, and to promote healthcare.

She is committed to amplifying the voices of marginalized communities through intersectional feminism and uniting communities regardless of their privilege.

The 2016 election led Kim to amplify her message of equality beyond her circle of friends and get out in the community to engage.

She has had the privilege of supporting organizations and community partners, including the National Organization for Women, Organize Florida, Planned Parenthood, For Our Future, ADAPT, Rubio Tuesdays, Hope House, Moms Demand Action, March for Women, and Fight for \$15 an Hour.

Kim is currently the vice president of the Greater Orlando chapter of the National Organization for Women and is focused on sustained action to achieve the ratification of the Equal Rights Amendment.

And for that, Ms. Kim Porteous, we honor you.

RECOGNIZING RASHA MUBARAK

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Rasha Mubarak.

Rasha Mubarak is a Palestinian American Muslim community activist and leader who was recently named Ten People Making Orlando a Better Place to Be by the Orlando Weekly.

Born in Brooklyn, New York, and raised in the heart of central Florida, she is a current facilitator for the Trust Orlando Coalition, helping make history by passing the first TRUST Act, not only in Florida but in the Southeastern region of the United States.

Rasha also serves as a vice president for the Muslim Women's Organization. She is the president of the Young Democrats of Orange County, a media political strategist, is the president of Orlando's Palestine Children's Relief Fund.

While working in the Arab American community, she helped launch impactful programs such as Welcoming Immigrants Now Group and its domestic violence program.

A sought-after speaker about topics including Palestinian rights, Islamophobia, and women's representation in Islam, Rasha has been a grassroots organizer and speaker for statewide demonstrations and campaigns for interfaith work, Palestinian rights, and #NoMuslimBanEver, immigrant rights, and Black and Brown liberation.

Rasha leads educational panel discussions dispelling stereotypes about Muslim women.

In 2015, she cofounded Floridians Responding to Refugees, spearheading efforts to welcome and transition refugees.

She was previously a mental health counseling volunteer with the Palestine Medical Relief Society in Ramallah, aiding women and children suffering from PTSD.

And for that, Ms. Rasha Mubarak, we honor you.

RECOGNIZING NICOLETTE FARIELLO SPRINGER

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Nicolette Fariello Springer.

Nicolette is the sort of woman who does not fit conveniently into a mold. She is a criminologist, college educator, and a doting mother to her two daughters, Emmerson and Avery.

With a master's degree in criminal justice from the University of Central Florida, Nicolette specializes in mental health and substance abuse. She was the assistant director of the Criminal Justice Mental Health Substance Abuse Technical Assistance Center, where she focused on program evaluation and policy analysis across the State of Florida.

Nicolette's research areas include mental health court, drug court, and corrections. It is her work in criminal justice that informs her work as a community activist, championing issues around adverse childhood experiences, social justice, and access to education and healthcare.

Nicolette serves as the champion leader for central and north Florida for

the United Nations Foundation Shot@Life Campaign, which focuses on advocating for access to vaccines in the developing world.

On the local front, she co-leads a Girl Scout troop of 27 girls and gives them the opportunity to see the best in themselves.

Nicolette's activism led her to run for office during the historic Pink Wave of 2018. She parlayed her own campaign experience into a full-time position on a Democratic gubernatorial campaign and continues to advocate for progressive values.

She is currently one of the co-chairs of the Juvenile Justice Committee for the Central Florida League of Women Voters and serves on the Victory Council for Ruth's List Florida. She is the legislative analyst for the League of Women Voters of Florida, empowering voters and helping improve the lives of all Floridians.

For that, Nicolette Fariello Springer, we honor you.

RECOGNIZING IZA MONTALVO

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Iza Montalvo.

Iza Montalvo lives in Orlando with her husband and two sons. She is an award-winning journalist, former news executive, radio anchor, television producer, and congressional staffer recognized by the United States Congress for her contributions to the Hispanic community. In 2015, Vision magazine named her as one of central Florida's most influential Hispanics.

Under her leadership as the former editor-in-chief of La Prensa, the oldest running publication in central Florida and also founded by a relative of mine, readership almost doubled in 1 year alone.

As a reporter for the largest Spanish-language media outlet in the country, some of her stories gained national attention during her almost 20-year journalism career.

While working as a reporter, she covered news events like the protests at the United Nations against the U.S. Navy military practices in the island of Vieques, protests in Times Square against the war in Iraq, the aftermath of 9/11, the World Economic Forum, and the New York blackout.

She has had the opportunity to interview high-profile politicians and celebrities of worldwide recognition as well as holding an exclusive interview with the Federal agent who stopped the 20th hijacker from catching a flight during the terrorist attacks on 9/11.

Her reporting with the Puerto Rican diaspora, neglected communities of color, Latinx and migrant communities earned her recognitions and awards from the prestigious National Association of Hispanic Publications.

She served as the press secretary of two U.S. Representatives before taking her vast experience into a new business venture. She currently is the founder and president of the Olan Group, a purpose-led communications, research, and consultancy firm in Orlando.

As an independent journalist and media strategist, she is focused on raising awareness about underreported issues affecting the world, like environmental justice and women's rights, in Spanish language and media outlets covering the Latinx experience in the U.S.

She also served as our press secretary from 2017 to 2018 and did an absolutely fantastic job.

And for that, Ms. Iza Montalvo, we honor you.

RECOGNIZING DR. CATHERINE "ELIZABETH" MCCARTHY

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Dr. Catherine "Elizabeth" McCarthy.

Dr. Elizabeth McCarthy currently serves as the legislative director for the Florida LGBT Democratic Caucus and as federal chair of the Democratic Women's Club of Florida.

Born in Richmond, Virginia, she moved to Florida in 1981. After attending high school in Pasco County, she attended the University of Florida and Florida State University on basketball scholarships and graduated from Florida State in 1992 with a degree in criminology.

She then went back to school to become a nurse. After spending 25 years working as a cardio operating room registered nurse for the Florida Heart Group, she decided to attend medical school at the University of Central Florida and soon became a cardiologist.

Elizabeth was working at Orlando Regional Medical Center the night of the horrific Pulse nightclub shooting in Orlando, Florida. As a doctor, her work was vital in saving the lives of many victims and members of our community. She was able to remove 77 bullets out of 32 victims.

As a member of the LGBT community and an LGBT activist, she now serves on the One Pulse Foundation Memorial Task Force, established to create a sanctuary of hope and to grant care for the families of victims and survivors.

And for that, Dr. Elizabeth McCarthy, we honor you.

RECOGNIZING ANN MARIE SIEFKER

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Ann Marie Siefker.

Ann Marie Siefker was born on May 8, 1957. She attended Cardinal Gibbons High School and graduated from Florida Atlantic University with a degree in education.

Ann was a special education teacher at West Orange High School, a long-time member of the Classroom Teachers Association, and taught children for over 30 years.

Ann joined God on November 18, 2018, and we are recognizing her posthumously. She is survived by her mother, Mary; her brothers, Joseph and James; and her sister, Joan.

Ms. Ann Marie Siefker, for that, we honor you.

RECOGNIZING CHRISTINA WHITFIELD ATKINSON

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Christina Whitfield Atkinson.

Christina Whitfield Atkinson resides with her husband, Jeffrey; their four dogs; and is supported by her son, Thomas; two stepdaughters, Mariah and Amber; and her four grandchildren.

She has long believed women are the backbone to any successful, prosperous society. She has earned both a bachelor's and master's degree in business administration and has worked for the past 20 years in multiple professional capacities, including owning a dental supply company; working in risk management, internet security, insurance claims, as an adjunct university professor; and has dedicated hundreds of hours to various charities.

She believes in promoting a philosophy of integrity and honor through giving back to those who have given her so much. She believes there is no greater honor than participating in and promoting philanthropic activities.

In January 2018, after leaving her role in corporate America, she was appointed as the VA representative for Soldiers' Angels. As the wife of an Air Force veteran, sister to a Navy veteran, and mother-in-law to an Active-Duty Army soldier, Christina was thrilled to volunteer for one of the highest ranked 501(c)3 organizations, which is dedicated to supporting our military veterans.

Christina oversees a diverse group of volunteers in the Orlando area who visit veterans who are patients at the VA Hospital at Lake Nona; help with veteran support events, including distributing gifts and blankets from the community; and oversee the monthly mobile food distribution, which provides 200 low-income veterans 50 pounds of food each month.

If she is not at the VA supporting our veterans, she is reaching deep into the community to find other groups and business and community leaders to help our military veterans.

Her love of the military is her primary focus in all she does and is permanently ingrained in her.

And for that, Ms. Christina Whitfield Atkinson, we honor you.

RECOGNIZING CHLOE C. BATTLE

Mr. SOTO. Mr. Speaker, in honor of Women's History Month, I want to recognize Chloe C. Battle.

Chloe Battle works in Orlando, Florida, as the executive director for the local food pantry called Servant's Heart Ministry. The faith-based organization feeds children, seniors, and other vulnerable individuals through community partnerships by providing basic needs, empowering people to grow and thrive in their own neighborhoods, and offering opportunities for people to serve.

Ms. Battle's mission is to feed the hungry, and she also advocates for building relationships, which she says is the most important part of serving and is the cornerstone for community

health. When you get to know a family at the interpersonal level, their needs become more apparent and easier to address, and resources provided become more meaningful to them.

Before entering the nonprofit sector, Ms. Battle acquired her bachelor of science in psychology from Indiana University, working out of a prestigious child development lab. She developed a keen interest in health psychology and social work and, from there, maintained a personal commitment to caregiving, family, advocacy, and community casework.

Ms. Battle cites that her strength comes from God and personal experience, and her growth as a leader and community partner drives her forward to show others how everyone can do something and that education and nurturing is the key to the success of all families.

And for that, Ms. Chloe C. Battle, we honor you.

Mr. Speaker, I yield back the balance of my time.

PUBLICATION OF COMMITTEE RULES

RULES OF THE COMMITTEE ON ETHICS FOR THE 116TH CONGRESS

HOUSE OF REPRESENTATIVES,
COMMITTEE ON ETHICS

Washington, DC, March 7, 2019.

Hon. NANCY PELOSI,
House of Representatives,
Washington, DC.

MADAM SPEAKER: Pursuant to clause 2 of Rule XI, I submit to the House the Rules of the Committee on Ethics for the 116th Congress for publication in the Congressional Record.

Sincerely,

THEODORE E. DEUTH,
Chairman.

Enclosure.

FOREWORD

The Committee on Ethics is unique in the House of Representatives. Consistent with the duty to carry out its advisory and enforcement responsibilities in an impartial manner, the Committee is the only standing committee of the House of Representatives the membership of which is divided evenly by party. These rules are intended to provide a fair procedural framework for the conduct of the Committee's activities and to help ensure that the Committee serves well the people of the United States, the House of Representatives, and the Members, officers, and employees of the House of Representatives.

PART I—GENERAL COMMITTEE RULES

RULE 1. GENERAL PROVISIONS

(a) So far as applicable, these rules and the Rules of the House of Representatives shall be the rules of the Committee and any subcommittee. The Committee adopts these rules under the authority of clause 2(a)(1) of Rule XI of the Rules of the House of Representatives, 116th Congress.

(b) The rules of the Committee may be modified, amended, or repealed by a vote of a majority of the Committee.

(c) When the interests of justice so require, the Committee, by a majority vote of its members, may adopt any special procedures, not inconsistent with these rules, deemed necessary to resolve a particular matter before it. Copies of such special procedures shall be furnished to all parties in the matter.

(d) The Chair and Ranking Minority Member shall have access to such information that they request as necessary to conduct Committee business.

RULE 2. DEFINITIONS

(a) "Committee" means the Committee on Ethics.

(b) "Complaint" means a written allegation of improper conduct against a Member, officer, or employee of the House of Representatives filed with the Committee with the intent to initiate an inquiry.

(c) "Inquiry" means an investigation by an investigative subcommittee into allegations against a Member, officer, or employee of the House of Representatives.

(d) "Investigate," "Investigating," and/or "Investigation" mean review of the conduct of a Member, officer, or employee of the House of Representatives that is conducted or authorized by the Committee, an investigative subcommittee, or the Chair and Ranking Minority Member of the Committee.

(e) "Board" means the Board of the Office of Congressional Ethics.

(f) "Referral" means a report sent to the Committee from the Board pursuant to House Rules and all applicable House Resolutions regarding the conduct of a House Member, officer, or employee, including any accompanying findings or other supporting documentation.

(g) "Investigative Subcommittee" means a subcommittee designated pursuant to Rule 19(a) to conduct an inquiry to determine if a Statement of Alleged Violation should be issued.

(h) "Statement of Alleged Violation" means a formal charging document filed by an investigative subcommittee with the Committee containing specific allegations against a Member, officer, or employee of the House of Representatives of a violation of the Code of Official Conduct, or of a law, rule, regulation, or other standard of conduct applicable to the performance of official duties or the discharge of official responsibilities.

(i) "Adjudicatory Subcommittee" means a subcommittee designated pursuant to Rule 23(a) that holds an adjudicatory hearing and determines whether the counts in a Statement of Alleged Violation are proved by clear and convincing evidence.

(j) "Sanction Hearing" means a Committee hearing to determine what sanction, if any, to adopt or to recommend to the House of Representatives.

(k) "Respondent" means a Member, officer, or employee of the House of Representatives who is the subject of an investigation.

(l) "Office of Advice and Education" refers to the Office established by section 803(i) of the Ethics Reform Act of 1989. The Office handles inquiries; prepares written opinions in response to specific requests; develops general guidance; and organizes seminars, workshops, and briefings for the benefit of the House of Representatives.

(m) "Member" means a Representative in, or a Delegate to, or the Resident Commissioner to, the U.S. House of Representatives.

RULE 3. ADVISORY OPINIONS AND WAIVERS

(a) The Office of Advice and Education shall handle inquiries; prepare written opinions providing specific advice, including reviews of requests for privately-sponsored travel pursuant to the Committee's Travel Guidelines and Regulations; develop general guidance; and organize seminars, workshops, and briefings for the benefit of the House of Representatives.

(b) Any Member, officer, or employee of the House of Representatives may request a written opinion with respect to the propriety of any current or proposed conduct of such Member, officer, or employee.

(c) The Office of Advice and Education may provide information and guidance regarding laws, rules, regulations, and other standards of conduct applicable to Members, officers, and employees in the performance of their duties or the discharge of their responsibilities.

(d) In general, the Committee shall provide a written opinion to an individual only in response to a written request, and the written opinion shall address the conduct only of the inquiring individual, or of persons for whom the inquiring individual is responsible as employing authority.

(e) A written request for an opinion shall be addressed to the Chair of the Committee and shall include a complete and accurate statement of the relevant facts. A request shall be signed by the requester or the requester's authorized representative or employing authority. A representative shall disclose to the Committee the identity of the principal on whose behalf advice is being sought.

(f) Requests for privately-sponsored travel shall be treated like any other request for a written opinion for purposes of paragraphs

(g) through (1).

(1) The Committee's Travel Guidelines and Regulations shall govern the request submission and Committee approval process for privately-sponsored travel consistent with House Rules.

(2) A request for privately-sponsored travel of a Member, officer, or employee shall include a completed and signed Traveler Form that attaches the Private Sponsor Certification Form and includes all information required by the Committee's Travel Guidelines and Regulations. A private sponsor offering officially-connected travel to a Member, officer, or employee must complete and sign a Private Sponsor Certification Form, and provide a copy of that form to the invitee(s).

(3) Any individual who knowingly and willfully falsifies, or who knowingly and willfully fails to file, any form required by the Committee's Travel Guidelines and Regulations may be subject to civil penalties and criminal sanctions pursuant to 18 U.S.C. 1001.

(g) The Office of Advice and Education shall prepare for the Committee a response to each written request for an opinion from a Member, officer, or employee. Each response shall discuss all applicable laws, rules, regulations, or other standards.

(h) Where a request is unclear or incomplete, the Office of Advice and Education may seek additional information from the requester.

(i) The Chair and Ranking Minority Member are authorized to take action on behalf of the Committee on any proposed written opinion that they determine does not require consideration by the Committee. If the Chair or Ranking Minority Member requests a written opinion, or seeks a waiver, extension, or approval pursuant to Rules 3(m), 4(c), 4(e), or 4(h), the next ranking member of the requester's party is authorized to act in lieu of the requester.

(j) The Committee shall keep confidential any request for advice from a Member, officer, or employee, as well as any response thereto. Upon request of any Member, officer, or employee who has submitted a written request for an opinion or submitted a request for privately-sponsored travel, the Committee may release to the requesting individual a copy of their own written request for advice or submitted travel forms, any subsequent written communications between such individual and Committee staff regarding the request, and any Committee advisory opinion or travel letter issued to that individual in response. The Committee shall not release any internal Committee staff work product, communications, or notes in response to such a request, except as authorized by the Committee.