EXHIBIT 36

1062

DEFENDING AMERICAS VALUES EVERYWHERE 06/11
TEAM DAVE
228 S WASHINGTON ST STE 115
ALEXANDRIA, VA 22314

15-154/540

DATE 2/27/13

PAY TO THE ORDER OF Oliver Schwab $ 3,592.11

-------Three Thousand Five Hundred Ninety - Two & 11/100 ---------- DOLLARS

Security Features Details on Back

BB&T BRANCH BANKING AND TRUST COMPANY
1-800-BANK BBT BBT.com

FOR [redacted]

CFS0002225

COE.SCHWEIKERT.039204

February 27, 2013

Keith,

Could you send a reimbursement check to me for $3,592.11—and send to my home address:

Oliver Schwab

[redacted]

Thanks,

Oliver

PS - - this fully clears out the big ticket things I've been holding!

Date 2/26/2013
Time 10:55 AM

Capitol Hill Club
Member Inquiry Transaction Detail Listing

Member # : [redacted] Oliver Schwab Class : G Govt Disc--Month

Date	Reference	Dep	Code	Description	Amount				
Period: 01-2013									
	BEGBAL			House					
01/04/13	563510		[redacted]	GR LUNCH FOOD	17.95				
01/07/13	564481		[redacted]	GR LUNCH FOOD	12.95				
01/14/13	210433		[redacted]	BQ RECPT FOOD	450.00				
01/14/13	210433		[redacted]	BQ RECEP BEV	100.00				
01/16/13	577000		[redacted]	GR LUNCH FOOD	7.00				
01/16/13	577440		[redacted]	GR DINNER BEVERAGE	36.25				
01/17/13	578961		[redacted]	GR DINNER BEVERAGE	5.25				
01/18/13	580763		[redacted]	GR DINNER BEVERAGE	13.00				
01/29/13	591590		[redacted]	GR BREAKFAST FOOD	19.35				
01/29/13	592241		[redacted]	GR LUNCH FOOD	14.25	2.57	1.69	0.00	18.51
01/31/13			[redacted]	FINANCE CHARGE	7.89	0.00	0.00	0.00	7.89
02/01/13			[redacted]	MONTHLY DUES BILLING	67.50	0.00	0.00	0.00	67.50
	ENDBAL				751.39	132.69	80.90	0.00	1,635.51
				PERIOD TOTAL					1,635.51
				Current	30 Days	60 Days		90+ Days	Total Due
				964.98	144.23	526.30		0.00	1,635.51
		Total:		$964.98	$144.23	$526.30		$0.00	$1,635.51
Period: 02-2013									
	BEGBAL			House					1,635.51
02/01/13	595861		[redacted]	GR BREAKFAST FOOD	19.35	3.48	2.29	0.00	25.12
02/01/13	596350		[redacted]	GR LUNCH FOOD	32.95	5.93	3.89	0.00	42.77
02/04/13	597430		[redacted]	GR LUNCH FOOD	44.90	8.08	5.30	0.00	58.28
02/14/13			[redacted]	Visa/MC Payment Mbr	(1,761.88)	0.00	0.00	0.00	(1,761.88)
02/14/13	617370		[redacted]	GR LUNCH FOOD	25.90	4.66	3.06	0.00	33.62
02/15/13	620652		[redacted]	GR BREAKFAST FOOD	7.70	1.39	0.91	0.00	10.00
02/22/13	627500	1	[redacted]	GR LUNCH FOOD	43.85	7.89	5.18	0.00	56.92
	ENDBAL				(1,587.23)	31.43	20.63	0.00	100.34
				PERIOD TOTAL					100.34
				Current	30 Days	60 Days		90+ Days	Total Due
				100.34	0.00	0.00		0.00	100.34
		Total:		$100.34	$0.00	$0.00		$0.00	$100.34

2682.60
+ 909.51
3,592.11

726.00

1635.51
− 726.00
909.51

CFS0002227
COE.SCHWEIKERT.039206

El Chorro
480-948-5170
5550 E Lincoln Drive
Paradise Valley, AZ

Server: Alec
10:59 PM
A 6 Gent/1

DOB: 02/23/2013
02/23/2013
7/70112

7340071

VISA
Card #XXXXXXXXXX[redacted]
Magnetic card present: SCHWAB RICHARD
Approval: 07712D

Amount: 94.43

+ Tip: _____

= Total: 112.43

X_____

El Chorro Copy

El Chorro
480-948-5170
5550 E Lincoln Drive
Paradise Valley, AZ

Server: Criyce
09:20 PM
Table 302/1

DOB: 02/23/2013
02/23/2013
3/30010

2097169

VISA
Card #XXXXXXXXXXXX[redacted]
Magnetic card present: SCHWAB RICHARD
Approval: 00337D

Amount: 242.66

+ Tip: 50

= Total: 292.66

X_____

El Chorro Copy

Balance Due 242.66

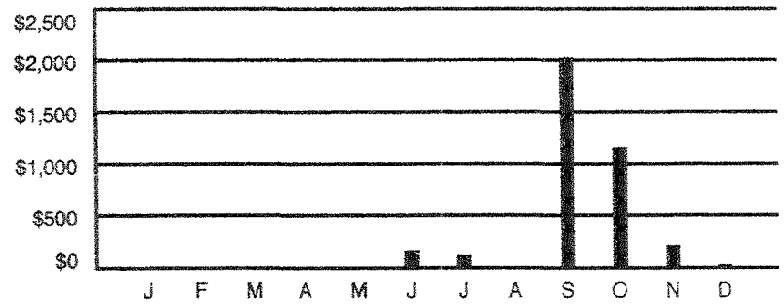
See You Again Soon!

SOUTHWEST.COM RAPID REWARDS

Utilities - Continued		
11/08/12	AT&T [redacted] AZ	130.08
12/01/12	ATTM [redacted] GA	135.03
	Utilities Total	$976.17

TAX DEDUCTIBLE & RELATED EXPENSES $3,695.37

Monthly comparison



Charities & Other Organizations		
06/09/12	BB *ProctorDevelopment, CA	50.00
07/11/12	INTREPID MUSEUM FOUNDTN, NY	24.00
07/11/12	INTREPID MUSEUM FOUNDTN, NY	22.00
09/17/12	ARIZONA RIGHT TO LIFE, AZ	1,500.00
09/28/12	S G KOMEN FOR THE CURE, TX	500.00
11/11/12	MONTICELLO MUSEUM SHOP, VA	73.50
11/11/12	MONTICELLO MUSEUM SHOP, VA	36.75
	Charities & Other Organizations Total	$2,206.25
Education & Child Care Services		
10/03/12	GOUCHER COLLEGE MSTRS OF, MD	500.00
	Education & Child Care Services Total	$500.00
Medical Supply Stores & Services		
06/26/12	DESERT SHADOWS CHIROPR, AZ	110.12
07/12/12	DESERT SHADOWS CHIROPR, AZ	25.00

COE.SCHWEIKERT.039208
CFS0002229

arizona
RIGHT to LIFE™
respect • love • protect

2012 Gala
With Keynote: Sen. Rick Santorum
Thursday, September 13th
VIP Reception: 6pm Gala: 6:30pm
Phoenix Convention Center

Champions for Life Package ($1000):
- Logo/name placement on event Sponsorship web page
- A sponsored table with priority seating for 10 total guests
- Name recognition in monthly newsletter
- Name recognition in printed event program and on rolling slide deck

Host Committee ($1500):
- 4 Tickets to the VIP Reception with Senator Rick Santorum
- A sponsored table with priority seating for 10 total guests
- Name recognition in monthly newsletter
- Name recognition in printed event program and on rolling slide deck
- Logo/name placement on event Sponsorship web page

The Silver Package ($2,500):
- 10 Tickets to the VIP Reception with Senator Rick Santorum
- A sponsored table with priority seating for 10 total guests
- Sponsored tickets for 4 students to attend
- Name recognition in monthly newsletter
- Name recognition in printed event program and on rolling slide deck
- Logo/name placement on event Sponsorship web page

The Gold Package ($5,000):
- Premier seating and two sponsored tables for 20 total guests
- Up to 20 Tickets to the VIP Reception with Senator Rick Santorum
- Special thanks from the podium during the event
- Sponsored tickets for 10 students to attend
- Name recognition in monthly newsletter
- Name recognition in printed event program and on rolling slide deck
- Logo/name placement on event Sponsorship web page

The Platinum Package ($10,000):
- Premier seating for two at the head event table
- Three sponsored tables for 30 total guests
- Up to 30 tickets to the VIP Reception with Senator Rick Santorum
- Special thanks from the podium during the event
- Sponsored tickets for 10 students to attend
- Name recognition in monthly newsletter
- Name recognition in printed event program and on rolling slide deck
- Logo/name placement on event Sponsorship web page

Annie Kelly

****
* Store Copy *
****

Bullfeathers
410 FIRST STREET SE
WASHINGTON DC, 20003
202.484.0228

Date:	02/15/13
Time:	1:19 PM
Server:	54. Alo
Order:	176496
Description:	Table 62
Card Type:	Visa/MC
Card No:	XXXXXXXXXXXX[redacted]
Expires:	XX/XX
Appr Code:	000960

Purchases: $ 44.94

Tip: $_____

Total: $52.92

Signature: X _____
SCHWAB/RICHARD

I agree to pay the above total amount according to the card issuer agreement.

JACKSON 20
www.jackson20.com
480 King Street
Alexandria
703-842-2795

Server: Jose
01:45 PM
Table 10/1

DOB: 02/25/2013
02/25/2013
2/20022

SALE

Visa 2097172
Card #XXXXXXXXXXXX[redacted]
Magnetic card present: Yes
Card Entry Method: S

Approval: 05431D

Amount: $ 82.84

+ Tip: _____

= Total: 98.34

I agree to pay the above
total amount according to the
card issuer agreement.

X_____

** Jackson 20 Copy **

US House Of Representatives
Gift Shop
Longworth BLDG
Washington DC, DC 20515
202-225-3321

Sales Receipt

Transaction #: 304014
Date: 2/15/2013 Time: 2:33:55 PM
Cashier: 5 Register #: 3

Item	Description	Amount
C57700	STEIN, BEER, W/PEW	$25.80
	Sub Total	$25.80
	Total	$25.80
	Credit Card Tendered	$25.80
	Card: XXXXXXXXXXXX[redacted]	
	Auth: 006380	
	Change Due	$0.00

304014

Thank you for shopping
US House Of Representatives
We hope you'll come back soon!
All Sales are Final

Tommy Bahama

Restaurant & Bar
Kierland Commons
15205 North Kierland Blvd #100
Scottsdale, AZ 85254
480.505.3668

Date: Feb21'13 08:59PM
Card Type: VISA
Acct #: XXXXXXXXXXXX[redacted]
Card Entry: SWIPED
Trans Type: PURCHASE
Trans Key: EIE007432724321
Auth Code: 08122D
Check: 2928
Table: 308/2
Server: 1203 PM PATIO

Subtotal: 27.87

Tip: _____

Total: 33.87

_____
Signature
GUEST COPY
Please keep for your records

****
DATE 2/22/13 TIME 5:34:38PM
MID 226431915991 650000002752304

EL CHARRO CAFE
TUCSON, ARIZONA
85701

VISA XXXXXXXXXXXX[redacted] CHECK S
AUTH 03195D TBL 18 559809
PRE-AUTH DINING Marcela

AMOUNT	41.92
TAX	1.99
SUBTOTAL $	43.91
TIP $	
TOTAL $	51.91

CUSTOMER COPY
****

TRANSACTION RECORD

Stockyards
5009 E. Washington St.
Phoenix, AZ. 85034

CARD TYPE:Visa
NU. **********[redacted] EXPI.: ****
ENTRY:SWIPED
Customer : RICHARD SCHWAB
AUTHORIZATION:075840
STORE #:0001
TERMINAL:4
REFERENCE:376549

PURCHASE $27.48

TIP _____

TOTAL 33.48

THANK YOU
FEBRUARY 22,2013 20:39:22
Server's name : Harry

CUSTOMER COPY

David

Firehook Bakery
215 Pennsylvania Ave. S.E.
Washington DC, 20004
Ph. 202-544-7003

Tbl:0 Ref:56108474
Chk:1604297

Jose 2/14/2013 3:45 pm

8 Dk Choc Mousse	32.00
DC - Bag Fee	0.05
SubTotal	32.05
Total	32.05
VISA ****[redacted]	32.05
Amount Paid	32.05
Total Due	0.00

about our Catering for your office meetin
g
or house party !

Rep. Code

GANDELS LIQUOR
211 PENN AVE SE
WASHINGTON, DC 20003
0

Terminal #: 00000003
FEB 14, 13 3:01 PM

VISA
**********[redacted]
SALE REF#:023
BATCH #: 640 AUTH #: 076640

AMOUNT $38.49

APPROVED

202-543-1000

CUSTOMER COPY

STARBUCKS Store #6920
3025 E. Speedway Blvd. Speedway Center
Tucson, AZ (520) 320-1760

CHK 656381
02/07/2013 05:17 PM
1753952 Drawer: 1 Reg: 2

Gr Skn Mocha	4.05
Gr Wht Mocha	4.25
Visa	9.06
XXXXXXXXXXXX[redacted]	
Subtotal	8.30
Tax 9.1% - Food & Bev	0.76
Total	9.06
Change Due	**$0.00**

---------- Check Closed ----------
02/07/2013 05:17:14PM

Have you discovered our
easy-drinking Blonde roast
coffee? So mellow, you'll be
surprised it's Starbucks.

STARBUCKS Store #8745
6291 E. Speedway Blvd
Tucson, AZ (520) 546-7771

CHK 729257
02/07/2013 02:56 PM
1777290 Drawer: 1 Reg: 2

San Pell 250Ml Us	1.75
Mints Sf Peppermnt	1.95
Visa	3.86
XXXXXXXXXXXX[redacted]	
Subtotal	3.70
Tax 9.1% - Food & Bev	0.16
Total	3.86
Change Due	**$0.00**

Check Closed
02/07/2013 02:56:38PM

Merchandise on this receipt may be returned or exchanged until 4/7/2013. This receipt must be presented.

Have you discovered our easy-drinking Blonde roast coffee? So mellow, you'll be surprised it's Starbucks.

THE NORTH 51 GRILL
3375 EAST SHEA BLVD
PHOENIX, AZ 85028
602-292-1246

01/26/2013	18:28:38
Merchant ID:	XXXXXXXXXXX[redacted]
Device ID:	1010
Terminal ID:	PD061.

CREDIT CARD

VISA SALE

CARD #	XXXXXXXXXXX[redacted]
TRANS #	018
Batch #:	4
SERVER	0763
Approval Code:	05557D
ACI Code:	E
TRANS ID:	163027051178101
Entry Method:	Swiped
Mode:	Online

SALE AMOUNT	$53.79
TIP AMOUNT	10 —
TOTAL AMOUNT	63.29

CUSTOMER COPY

CHASE

CREDIT CARD [redacted]

Account Info		Payment Info	
Current balance	$12,503.91	Balance last statement (02/14/2013)	$12,503.91
Pending charges	$2,498.03	Minimum payment due	$187.00
Available credit	$11,995.00	Payment due date	03/11/2013

Southwest Airlines Rapid Rewards®

Temporary Authorizations

Trans Date	Type	Description	Amount
02/15/2013	Pending	TRADER JOE'S # 647	$100.67
02/15/2013	Pending	HOUSE GIFT SHOP	$25.80
~~02/15/2013~~	~~Pending~~	~~SOUTHWEST AIRL WN~~	~~$358.00~~
02/15/2013	Pending	BULL FEATHERS - WASHINGTO	$44.94
02/15/2013	Pending	SOUTHWEST AIRL WN	$135.20
02/14/2013	Pending	Capitol Hill Club - F&B	$1,761.88
02/14/2013	Pending	FIREHOOK - CAPITOL HIL	$32.05
02/14/2013	Pending	GANDELS LIQUOR	$38.49
02/13/2013	Pending	SHELL/801 N WASHINGTON S	$1.00

Posted Activity

Since Last Statement

Trans Date	Post Date	Type	Description	Amount
02/13/2013	02/15/2013	Sale	SHELL OIL 91002181187	$23.50
02/13/2013	02/15/2013	Sale	DC PARKING	$2.45
01/22/2013	02/15/2013	Sale	COMPASS GROUP,11187317	$13.00
01/22/2013	02/15/2013	Sale	COMPASS GROUP,11187812	$2.50

CFS000224 2
COE.SCHWEIKERT.039221

Statement

THE UNIVERSITY CLUB

OF THE CITY OF WASHINGTON, DC
P.O. Box 221412
Chantilly, VA 20153
Phone (202)862-8800 Fax (202)296-2347

Mr. Oliver Schwab
[redacted]

[redacted]	Jan 31/13
MEMBER	DATE

AMOUNT PAID $ _____

>---- *PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT* ----<

DATE	REF.NO	DESCRIPTION	AMOUNT	SVC/GRAT	TAX	TOTAL
Jan 29/13	146536	Dining Valet Parking	5.00	0.00	0.00	5.00
Jan 29/13	139989	Pershing Grille Dinner Bev	75.85	11.38	7.59	94.82
Jan 29/13	139989	Pershing Grille Dinner Food	72.95	10.94	7.29	91.18
Jan 30/13	045254	Founders Pub Beverage	9.50	1.43	0.95	11.88
Jan 31/13	089473	Pershing Grille Lunch Food	66.60	9.99	6.66	83.25
			229.90	33.74	22.49	286.13

[redacted]	286.13	0.00	0.00	0.00	286.13
MEMBER	CURRENT BAL.	30 DAYS BAL.	60 DAYS BAL.	90 DAYS BAL.	AMOUNT DUE

The University Club of DC

ALL ACCOUNTS ARE DUE WHEN RENDERED, THEY BECOME PAST DUE
30 DAYS AND DELINQUENT 45 DAYS AFTER STATEMENT DATE
www.universityclubdc.com

Trans Date	Post Date	Type	Description	Amount
02/07/2013	02/08/2013	Sale	STARBUCKS #08605 SCOTTSDA	$2.12
02/07/2013	02/07/2013	Payment	Payment Thank You-Mobile	-$771.45
02/07/2013	02/08/2013	Sale	STARBUCKS #06920 TUCSON U	$9.06
02/06/2013	02/07/2013	Sale	CHEVRON 00090463	$42.52
02/06/2013	02/07/2013	Sale	WALGREENS #13758	$5.28
02/06/2013	02/07/2013	Sale	DESERT SHADOWS CHIROPR	$25.00
02/06/2013	02/07/2013	Sale	SOUTHWES 5262496493911	$138.90
02/06/2013	02/08/2013	Sale	SKY HARBOR AIRPORT T4	$2.00
02/06/2013	02/08/2013	Sale	SOUTHWES 5262496778836	$5.00
02/06/2013	02/07/2013	Return	SOUTHWES 5262496518524	-$215.90
02/06/2013	02/07/2013	Sale	ANNAPOLIS BOAT SERVICE	$2,488.19
02/06/2013	02/07/2013	Sale	UNIVERSITY CLUB OF WASHI	$294.71
02/06/2013	02/07/2013	Sale	WALGREENS #13758	$25.56
02/05/2013	02/06/2013	Sale	GEICO	$51.55
02/05/2013	02/06/2013	Sale	GEICO	$61.28
02/05/2013	02/07/2013	Sale	DUCLAW BREWING CO	$34.39
02/05/2013	02/06/2013	Sale	DOLLAR RENT-A-CAR PBIOOO	$196.30
02/05/2013	02/07/2013	Sale	DELUX	$40.96
02/04/2013	02/05/2013	Sale	AIRPORT BP	$11.51
02/04/2013	02/06/2013	Sale	SOUTHWES 5262495914777	$32.00
02/04/2013	02/06/2013	Sale	B STARBUCKS PB10161511	$10.65
02/04/2013	02/06/2013	Sale	SOUTHWES 5262495978381	$138.90
02/04/2013	02/06/2013	Sale	SOUTHWES 5262495917629	$237.80
02/04/2013	02/06/2013	Sale	PMI BWIRAIL STATIONLOT	$27.00
02/03/2013	02/04/2013	Return	PAYPAL *MITCH17331	-$1,795.00
02/02/2013	02/04/2013	Sale	CVSPHARMACY #3298 Q03	$15.82
02/02/2013	02/03/2013	Sale	GRCA-GRAND CANYON NP -BAC	$40.00
02/02/2013	02/03/2013	Sale	GRCA-GRAND CANYON NP -BAC	$65.00
02/02/2013	02/03/2013	Payment	Payment Thank You - Web	-$2,500.00
02/02/2013	02/03/2013	Sale	SOUTHWES 5262495541925	$180.80
02/01/2013	02/03/2013	Sale	SOUTHWES 5262602474768	$50.00
02/01/2013	02/03/2013	Sale	ATTM*265013921677MTZ	$131.94

CFS0002244
COE.SCHWEIKERT.039223

West Marine

601 S Patrick St
Alexandria, VA 22314-4018
703-549-7020

Customer: OLIVER SCHWAB
Company:

****
Your West Advantage Information
****

OLIVER SCHWAB

West Adv #: 4535587
Points Earned Today: 0
Your Total Points: 157

Qty		Price	Total
MULTIHULLS WORLD 14067599			
1		9.99	9.99
	Subtotal		9.99
	Sales Tax		0.50
	Total		**10.49**
Gift Card			10.49
**********			
Auth #:U40647			
Balance:			30.30
Change			0.00

SOLD ITEM COUNT = 1

Thank you for shopping at West Marine.

Items in original, unused condition, including all packaging and accessories, may be returned for exchange, credit or refund to any West Marine location, upon our verification of purchase.

For complete details ask an Associate or visit us at www.westmarine.com/returns.

How are we doing?

Your comments, both positive and constructive, will help us to serve you better. Please go to the link below and complete this survey within 7 days of purchase and receive $15 off your next purchase of $100 or more!

www.westmarinefeedback.com

Store #: 47
Register #: 2
Trx #: 5338
Cashier: Julia

Date: 2/13/13
Time: 9:20 AM

EXHIBIT 37

East Valley Web & Graphic Design
PO Box 1982
Gilbert, AZ 85299-1982
(480) 329-6582
teri@eastvalleyweb.com

Invoice [redacted]

BILL TO
Oliver Schwab
Friends of David Schweikert
PO Box 15785
Phoenix, AZ 85060

DATE	[redacted]	DUE DATE
03/11/2016		03/11/2016

DESCRIPTION	QUANTITY	RATE	AMOUNT
Fundraising mailer	4,573	0.594	2,716.36T
Postage and handling	4,573	0.502	2,295.65
Processing fee	0	184.00	184.00

SUBTOTAL	5,196.01
TAX (7.8%)	211.88
TOTAL	5,407.89
PAYMENT	5,407.89
TOTAL DUE	$0.00

PAID

THANK YOU.

Teri Johnson - FODS Invoices - 000042
East Valley Web & Graphic Design is a division of Holy Cats Marketing Group, LLC

EXHIBIT 38

FRIENDS OF DAVID SCHWEIKERT **1237**

Chartwell Associates, LLC	4/21/2016	7,396.34
BB&T - FODS		7,396.34

51N312/39290 (12/12) 637996

Julia Miller

From: Schwab, Oliver <[redacted]@gmail.com>
Sent: Wednesday, April 20, 2016 8:26 PM
To: Julia Miller
Subject: check from the Friends of David accoung
Attachments: Oliver - FODS 4-20-16.pdf

Julia,

I know this may bring us close to the bottom, but could you cut a reimbursement check for Chartwell per below. I've attached receipts. This gets me updated on what I've got outstanding on my card. We have some events back home and some pieces in the works that will grow the account back up so not to worry as per my accounting this gets us close to the bottom of the dregs. Any chance I could pick up Monday? By then the checks I sent should also have arrived. I'll also have a check request for Keith from Dave PAC for two additional items.

Oliver

3/14/2016	Holy Cats Marketing	$5,407.89
3/31/2016	Facebook	$274.46
3/29/2016	AJ's	$67.99
3/29/2016	Petty Cash	$300.00
3/29/2016	Frys Marketplace	$32.57
4/4/2016	Petty Cash	$10.00
4/12/2016	Costco	$115.00
4/20/2016	1800 Flowers	$53.00
4/20/2016	Costco	$11.00
4/20/2016	House Gift Shop	$150.00
4/20/2016	Petty Cash	$214.00
4/20/2016	Facebook	$750.26
4/20/2016	Domain Hosting Services	$10.17
	Sum	**$7,396.34**

--

Oliver Schwab

CONFIDENTIAL DSS – ROS (ISC)_00000200
COE.SCHWEIKERT.001769

CONFIDENTIAL

CHASE

Southwest Rapid Rewards

CREDIT CAR [redacted]

Account Info		Payment Info	
Current balance	$7,915.44	Balance last statement (04/14/2016)	$7,724.94
Pending charges	$2,090.80	Minimum payment due	$77.00
Available credit	$25,023.76	Payment due date	05/11/2016

Southwest Airlines Rapid Rewards® Premier

Temporary Authorizations

Trans Date	Type	Description	Amount
04/20/2016	Pending	SOUTHWEST AIRL WN	$11.20
04/20/2016	Pending	SOUTHWEST AIRL WN	$609.96
04/20/2016	Pending	FACEBK *TKP7Y8WMD2	$750.28
04/20/2016	Pending	SOUTHWEST AIRL WN	$74.98
04/19/2016	Pending	DNH*DOMAIN HOSTING SRVCS	$10.17
04/18/2016	Pending	Stardust Vacation Club	$322.40
04/18/2016	Pending	Alamo	$281.61

Posted Activity

Statement Ending Apr 14, 2016

Trans Date	Post Date	Type	Description	Amount
04/14/2016	04/14/2016	Payment	Payment Thank You - Web	-$588.96
04/13/2016	04/14/2016	Sale	SOUTHWES 5262401023459	$32.48
04/13/2016	04/14/2016	Sale	SOUTHWES 5262401023798	$115.00
04/09/2016	04/10/2016	Sale	CHEVRON 0305309	$12.49
04/09/2016	04/11/2016	Sale	ALAMO RENT-A-CAR	$85.78
04/07/2016	04/07/2016	Payment	Payment Thank You - Web	-$5,000.00
04/06/2016	04/07/2016	Sale	GOGOAIR.COM	$7.50
04/06/2016	04/06/2016	Payment	Payment Thank You - Web	-$90.30

Trans Date	Post Date	Type	Description	Amount
04/01/2016	04/01/2016	Payment	Payment Thank You - Web	-$500.00
03/31/2016	04/01/2016	Sale	EB HISTORIC BREWS WIT	$113.76
03/31/2016	04/01/2016	Sale	FACEBOOK GWT3S2ND2	$274.45
03/31/2016	04/01/2016	Sale	EB FREE CHAMBER CONCE	$106.49
03/31/2016	03/31/2016	Payment	Payment Thank You - Web	-$1,861.19
03/31/2016	04/03/2016	Sale	DUNKIN #340228 Q35	$165.06
03/30/2016	03/30/2016	Payment	Payment Thank You - Web	-$412.02
03/30/2016	04/01/2016	Sale	SOUTHWES 5262197012613	$11.20
03/29/2016	03/31/2016	Sale	AJS #173	$67.99
03/29/2016	03/30/2016	Sale	HOUSE WELLNESS CENTER	$300.00
03/29/2016	03/30/2016	Sale	FRYS-MKTPLACE #612	$32.67
03/26/2016	03/27/2016	Sale	TSR F & B	$97.03
03/26/2016	03/27/2016	Sale	TOPGOLF RIVERWALK 013-1	$37.79
03/26/2016	03/27/2016	Sale	TOPGOLF RIVERWALK 013-2	$143.60
03/26/2016	03/27/2016	Sale	TOPGOLF RIVERWALK 013-2	$34.71
03/24/2016	03/24/2016	Payment	Payment Thank You - Web	-$178.90
03/23/2016	03/24/2016	Sale	ALAMO RENT-A-CAR	$237.30
03/23/2016	03/24/2016	Sale	CHEVRON 0310124	$15.08
03/22/2016	03/24/2016	Sale	SOUTHWES 5262194769476	$236.00
03/22/2016	03/23/2016	Sale	FACEBOOK NWFF78AND2	$750.04
03/21/2016	03/22/2016	Sale	USPS 1050091422692322	$90.30
03/21/2016	03/23/2016	Sale	AMERICAN AIR0010628980697	$75.00
03/21/2016	03/23/2016	Return	SOUTHWES 5262193869111	-$609.98
03/20/2016	03/22/2016	Sale	SOUTHWES 5262193869111	$609.98
03/18/2016	03/20/2016	Sale	HOLY CATS MARKETING GROU	$67.32
03/17/2016	03/17/2016	Payment	Payment Thank You - Web	-$1,075.09
03/17/2016	03/20/2016	Sale	AMERICAN AIR0010628702130	$75.00
03/14/2016	03/16/2016	Sale	HOLY CATS MARKETING GROU	$5,407.89

DSS – ROS (ISC)_00000201

COE.SCHWEIKERT.001770

Campaign for Card Purchase

AJ's Fine Foods
18271 N. Pima Rd
Scottsdale, AZ 85255
Store Director - Debbie Schulte
480-538-3000

Open Everyday 6am-9pm

****

Purchase 67.99

VISA # **********[redacted]
Auth # 034340
Lane # 01 Checker # 101
03/29/16 8:04 Ref # 014835

****

FLORAL-SEED NFS	49.99 T
FLORAL-SEED NFS	12.99 T
BALANCE DUE	67.99
VISA	$67.99
[S] **********[redacted]	
Auth# 034340 Ref# 014835	
CHANGE	0.00
SUB TOTAL	62.98
TOTAL TAX	5.01
TOTAL	67.99

Cashier:0101 Store: 173
POS:001 Transaction:0026
Tuesday, March 29, 2016 08:04 AM

Celebrate Spring

with AJ's Fine Foods!

Thank you from AJ's Fine Fo..s
Always More than a Market...
Experience the Difference!
Receipt Required for Refund
All Seasonal Items are Final Sale

Campaign

fry's FOOD STORES
Fresh food. Famous low prices.

4707 E. SHEA BLVD.
(480-367-3940)

ARRANGEMENT	24.99 T
TAX	2.58
**** BALANCE	32.57

PHOENIX AZ 85028
CHASE VISA Purchase
**********[redacted] C
REF#: 094400 TOTAL: 32.57
AID: A0000000031010
TC: 43CCA7010420340B

VISA	32.57
CHANGE	0.00

TOTAL NUMBER OF ITEMS SOLD = 1
03/29/16 11:26am 612 85 46 116

THANK YOU FOR SHOPPING FRY'S!
STORE MGR. LUCY WIENSHIEMY (480)367-39
Now Hiring - Apply Today!
www.frysfood.com/careers
www.frysfood.com

Schwab, Oliver

From: Duveneck, Katherine
Sent: Tuesday, April 12, 2016 6:28 PM
To: Schwab, Oliver
Subject: DS Food

I have most of the receipts if needed!

Total $115

2/29 - $9.87 for Giant milk&creamer
3/14 - $13 Trader Joes Salad
3/14 - $7.42 Giant Milk and small creamer
3/21 -$17.89 Harris Teeters Milk Creamer and Salads
4/11- $58 Costco Indian Food OJ and Salads
4/12 - $9.08 Target Milk and Creamer

Receipt should read "Costco" paid by Oliver Schwab/CASH

Katherine Duveneck
Research Assistant
Office of U.S. Congressman David Schweikert (AZ06)
409 Cannon House Office | Washington, D.C. 20515
p: (202) 225-2190 | f: (202) 225-[redacted]

CONFIDENTIAL

Schwab, Oliver

From: Sylvester, Ashley
Sent: Wednesday, April 20, 2016 3:45 PM
To: Schwab, Oliver
Subject: Receipts

Hi Oliver,

Don't mean to bother you—just wanted to send a note about the receipts I gave you last week.

Here's the list of expenses from the last couple months:
$53 – flowers to Chris Colwell — 1800 Flowers
~~[redacted]~~
~~[redacted]~~
$11 – Berries for DS's smoothies – Costco
$150 – Flag case – House Gift Shop
~~$200 – [redacted]~~

Thanks!

Ashley Sylvester
Office Manager
Office of U.S. Congressman David Schweikert (AZ06)
409 Cannon House Office | Washington, D.C. 20515
p: (202) 225-2190 | f: (202) 225[redacted]

PLEASE NOTE: Any Washington-based meetings with Congressman Schweikert are scheduled pending votes and committee business, and may change at any time. If a last minute schedule change occurs, the meeting will be handled by staff. Thank you in advance for your understanding.

1

COSTCO WHOLESALE

Pentagon City #233
1200 S Fern Street
Arlington, VA 22202

TS Member 111637956077
E 1010558 3 BERRY BLEN 9.99 C
SUBTOTAL 9.99
TAX 0.25
**** TOTAL [redacted]

XXXXXXXXXXXX[redacted] SWIPED
Seq#: 14784 App#: 289336
EFT/Debit Resp: APPROVED
Tran ID#: 600900014784....
Merchant ID: 99023311

APPROVED - Purchase
AMOUNT: $10.24
CASHBACK: $0.00

EFT/Debit 10.24
CHANGE 0.00

C 2.50% TAX 0.25
TOTAL TAX 0.25
TOTAL NUMBER OF ITEMS SOLD = 1
[redacted] 15:04 233 14 179 25
OP#: 25 Name: SHIRLEY S.
Thank You!
Please Come Again
Whse:233 Trm:14 Trn:179 OP:25

US House Of Representatives
Gift Shop
Longworth BLDG
Washington DC, DC 20515
202-225-3321

SALES RECEIPT

Transaction #: J95250
Date: 3/28/2016 Time: 11:24:16 AM
Cashier: Checker Register #: 1

Item	Description	Amount
CENSX5	CASE, DISPLAY, FLA	$150.00
	[redacted]	
	Sub Total	$150.00
	Total	$150.00
	Credit Card Tendered	$150.00
	Card: XXXXXXXXXXXX[redacted]	
	Auth: 024709	
	Change Due	$0.00

#J95250#
Thank you for shopping
US House Of Representatives
We hope you'll come back soon!
All Sales are Final

DSS – ROS (ISC)_00000203

EXHIBIT 39

410-01-01-00 12201 0 C 001 30 50 004
FRIENDS OF DAVID SCHWEIKERT
[redacted]

Your account statement

For 04/29/2016

Contact us

BBT.com

(800) BANK-BBT or
(800) 226-5228

Earn Up To $400 - Refer Other Businesses!

From now through June 30, 2016, BB&T business checking account holders who refer other businesses can **earn up to $400** - $100 for each newly established business checking account with BB&T (limit four). In addition, as an added bonus each business referred will also receive a $100 deposit in their newly opened checking account*.

To find out more, contact your local relationship manager or visit your nearest BB&T financial center for details.

* This offer applies to clients that open a new business checking account at a participating BB&T financial center between January 1, 2016 and June 30, 2016. The new business checking account must be the first checking account in the household to be eligible for the offer. Business checking accounts opened through BBT.com or BB&T Phone24, savings accounts and personal checking accounts are not eligible. Information will be reported to the IRS as required. Referred individuals must present and submit a referral form at account opening. See your financial center for a supply of referral forms. By providing and accepting and using the coupon included in the referral form, each party acknowledges that the other party may be a client of BB&T. All measures to protect client-sensitive information and confidentiality apply. In addition, each party understands that failure to receive an account bonus means that a referred account did not meet the offer criteria and does not imply that an account application was denied.

BB&T, Member FDIC.
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■ BUSINESS VALUE 200[redacted]

Account summary

Your previous balance as of 03/31/2016	$40,256.84
Checks	- 7,396.34
Other withdrawals, debits and service charges	- 25,233.66
Deposits, credits and interest	+ 19,280.00
Your new balance as of 04/29/2016	= $26,906.84

Checks

DATE	CHECK #	AMOUNT($)
04/25	[redacted]	7,396.34
Total checks		= $ 7,396.34

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT($)
04/01	BUS ONLINE DOMESTIC WIRE WIRE REF# [redacted]	15,000.00
04/01	Domestic wire Trans Fee[redacted]	15.00
04/01	BUS ONLINE ACH/WIRE SERV FEE[redacted]	15.00
04/04	ACH CORP DEBIT QGIV DEBIT QGIV DEBITS FRIENDS OFDAVIDSCHWEIK	48.64
04/05	BUS ONLINE DOMESTIC WIRE WIRE REF# [redacted]	10,000.00
04/05	ACH CORP DEBIT INTERCHNG FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	1.42
04/05	ACH CORP DEBIT AXP DISCNT AMERICAN EXPRESS SCHWEIKERT [redacted]	2.17

continued

■ BUSINESS VALUE 200 [redacted] (continued)

DATE	DESCRIPTION	AMOUNT($)
04/05	ACH CORP DEBIT FEE FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	9.52
04/05	Domestic wire Trans Fee [redacted]	15.00
04/05	ACH CORP DEBIT DISCOUNT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	56.50
04/11	ACH CORP DEBIT DISCOUNT TRANSFIRST LLC D SCHWEIKERT FOR CONGR	70.41
Total other withdrawals, debits and service charges		= $25,233.66

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT($)
04/01	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	25.00
04/04	SETTLEMENT AMERICAN EXPRESS SCHWEIKERT [redacted]	1,250.00
04/05	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	120.00
04/11	DEPOSIT	20.00
04/11	DEPOSIT	6,500.00
04/14	SETTLEMENT AMERICAN EXPRESS SCHWEIKERT [redacted]	250.00
04/18	DEPOSIT	1,000.00
04/20	DEPOSIT	10,000.00
04/25	SETTLEMENT AMERICAN EXPRESS SCHWEIKERT [redacted]	30.00
04/25	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	85.00
Total deposits, credits and interest		= $19,280.00

Questions, comments or errors?

Member FDIC

For general questions/comments or to report errors about your statement or account, please call BB&T Phone24 at 1-800-BANK BBT (1-800-226-5228) 24 hours a day, 7 days a week. BB&T Phone24 Client Service Associates are available to assist you from 6 a.m. until midnight ET. You may also contact your local BB&T financial center. To locate a BB&T financial center in your area, please visit BBT.com.

Electronic fund transfers

In case of errors or questions about your electronic fund transfers, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, contact us as soon as possible. You may write to us at the following address:

BB&T Liability Risk Management
P.O. Box 996
Wilson, NC 27894-0996

You may also call BB&T Phone24 at 1-800-BANK BBT or visit your local BB&T financial center. We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the error or problem appeared. Please provide the following information:

- Your name and account number
- Describe the error or transfer you are unsure about, and explain in detail why you believe this is an error or why you need more information
- The dollar amount of the suspected error

We will investigate your complaint/concern and promptly take corrective action. If we take more than ten (10) business days to complete our investigation, your account will be credited for the amount you think is in error, minus a maximum of $50 if we have a reasonable basis to believe that an unauthorized electronic fund transfer has occurred. This will provide you with access to your funds during the time it takes us to complete our investigation. You may have no liability for unauthorized Check Card purchases, subject to the terms and conditions in the current BB&T Electronic Fund Transfer Agreement and Disclosures. If you have arranged for direct deposit(s) to your account, please call BB&T Phone24 at 1-800-BANK BBT to verify that a deposit has been made.

If your periodic statement shows transfers that you did not make, tell us at once. If you do not inform us within sixty (60) days after the statement was mailed to you, you may not get back any money you lost after sixty (60) days. This will occur if we can prove that we could have stopped someone from taking the money if you had informed us in time. If a good reason kept you from informing us, we will extend the time periods.

Important information about your Constant Credit Account

Once advances are made from your Constant Credit Account, an **INTEREST CHARGE** will automatically be imposed on the account's outstanding "Average daily balance." The **INTEREST CHARGE** is calculated by applying the "Daily periodic rate" to the "Average daily balance" of your account (including current transactions) and multiplying this figure by the number of days in the billing cycle. To get the "Average daily balance," we take the beginning account balance each day, add any new advances or debits, and subtract any payments or credits and the last unpaid **INTEREST CHARGE.** This gives us the daily balance. Then we add all of the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "Average daily balance."

Billing rights summary

In case of errors or questions about your Constant Credit statement

If you think your statement is incorrect, or if you need more information about a Constant Credit transaction on your statement, please call 1-800-BANK BBT or visit your local BB&T financial center. To dispute a payment, please write to us on a separate sheet of paper at the following address:

BankCard Services Division
P.O. Box 200
Wilson, NC 27894-0200

We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the error or problem appeared. You may telephone us, but doing so will not preserve your rights. In your letter, please provide the following information:

- Your name and account number
- Describe the error or transfer you are unsure about, and explain in detail why you believe this is an error or why you need more information
- The dollar amount of the suspected error

During our investigation process, you are not responsible for paying any amount in question; you are, however, obligated to pay the items on your statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount in question.

Mail-in deposits

If you wish to mail a deposit, please send a deposit ticket and check to your local BB&T financial center. Visit BBT.com to locate the BB&T financial center closest to you. Please do not send cash.

Change of address

If you need to change your address, please visit your local BB&T financial center or call BB&T Phone24 at 1-800-BANK BBT (1-800-226-5228).

How to Reconcile Your Account	
1. List the new balance of your account from your latest statement here:	_____
2. Record any outstanding debits (checks, check card purchases, ATM withdrawals, electronic transactions, etc.) in section A. Record the transaction date, the check number or type of debit and the debit amount. Add up all of the debits, and enter the sum here:	_____
3. Subtract the amount in line 2 above from the amount in line 1 above and enter the total here:	_____
4. Record any outstanding credits in section B. Record the transaction date, credit type and the credit amount. Add up all of the credits and enter the sum here:	_____
5. Add the amount in line 4 to the amount in line 3 to find your balance. Enter the sum here. This amount should match the balance in your register.	_____
For more information, please contact your local BB&T relationship manager, visit BBT.com, or contact BB&T Phone24 at 1-800-BANK BBT (1-800-226-5228).	

Outstanding Checks and Other Debits (Section A)

Date/Check #	Amount	Date/Check #	Amount

Outstanding Deposits and Other Credits (Section B)

Date/Type	Amount	Date/Type	Amount

EXHIBIT 40

Julia Miller

From:	Schwab, Oliver [redacted]@gmail.com>
Sent:	Tuesday, October 04, 2016 2:35 PM
To:	Julia Miller; Keith Davis
Subject:	could I pick up the following checks this afternoon?
Attachments:	Oliver Schwab 10-4-2016.pdf

Julia,

I have an envelope with $1,621 in checks for you...

Could you prepare the following checks, supported by the attached:

"Chase Bank" $21,589.79
"116 Club" $357.52
"Petty Cash" $260.00
"Oliver Schwab" $80.90
"American Express" $1,200.00

Thank you!

Oliver

"Break-Break"

Keith,

In addition to the check for the "Winning Women" that we had communicated on last week, could you also cut $2,000 to Portman for Senate and $2,000 to Toomey for Senate.

Thanks!

Oliver

--

Oliver Schwab

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COE.SCHWEIKERT.001748

	"Chase Bank"	**$21,589.79**
9/7/2016	Domain Hosting Services	$10.17
9/8/2016	Amazon.com	$19.35
9/9/2016	Holy Cats Marketing Group	$19,170.36
9/9/2016	American Stationary Company	$92.85
9/10/2016	Amazon.com	$26.51
9/9/2016	Amazon.com	$23.53
9/9/2016	Amazon.com	$26.87
9/14/2016	Amazon.com	$31.79
9/15/2016	Amazon.com	$31.79
9/15/2016	Domain Hosting Services	$10.17
9/16/2016	NFIB Membership	$150.00
9/19/2016	Capitol Hill Club	$1,086.57
9/19/2016	Domain Hosting Services	$10.17
9/26/2016	Amazon.com	$11.99
9/26/2016	Amazon.com	$10.81
9/26/2016	Amazon.com	$59.30
9/29/2016	USPS	$142.16
9/30/2016	Facebook	$675.40
		$21,589.79
	"116 Club"	**$357.52**
	"Petty Cash"	**$260.00**
9/21/2016	Petty Cash	$60.00
9/14/2016	Petty Cash	$200.00
		$260.00
	"Oliver Schwab"	**$80.90**
9/29/2016	USPS - Money Order	$21.20
9/16/2016	Sodexo	$8.50
9/16/2016	USPS - Money Order	$51.20
		$80.90
	"American Express"	**$1,200.00**
9/28/2016	Maricopa County Republican Party	$1,000.00
9/27/2016	Sonoma Restaurant	$200.00
		$1,200.00

CHASE

Printed from Chase Personal Online

CREDIT CARD [redacted]

Current balance	Available credit	Rewards
$23,087.26	**$11,892.40**	Southwest Airlines Rapid Rewards®

Next payment due	Minimum payment due	Balance on last statement
Oct 11, 2016	$0.00	$28,377.58

Automatic payment is Off.

PENDING (1) Pending charges $20.34

Date	Description	Amount
Oct 4, 2016	DNH*DOMAIN HOSTING SRVCS	$20.34

SHOWING: Activity since last statement

Date	Description	Amount
Oct 3, 2016	Amazon Video On Demand Sale	$3.99
Oct 2, 2016	SOUTHWES 5262451862641 Sale	$20.50
	SOUTHWES 5262451862581 Sale	$383.48
	SOUTHWES 5262451862464 Sale	$597.48
Sep 30, 2016	FACEBK CDWH7ANMD2 Sale	$675.40
Sep 29, 2016	USPS PO 1050091422 Sale	$142.16
Sep 28, 2016	SOUTHWES 5262450547107 Return	-$597.48
Sep 27, 2016	SOUTHWES 5262450547107 Sale	$597.48
Sep 26, 2016	AMAZON MKTPLACE PMTS Sale	$59.30
	AMAZON MKTPLACE PMTS Sale	$10.81
		$11.99

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COE.SCHWEIKERT.001750

	AMAZON MKTPLACE PMTS Sale	
Sep 24, 2016	Amazon Video On Demand Sale	$3.99
	Amazon Video On Demand Return	-$3.99
	SOUTHWES 5262449913443 Sale	$12.00
Sep 23, 2016	SOUTHWES 5262449670517 Sale	$86.04
	SOUTHWES 5262447781172 Return	-$5.60
Sep 22, 2016	WNE*LAITHWAITES WINE Sale	$159.98
Sep 21, 2016	Payment Thank You - Web Payment	-$387.49
	Payment ThankYou Check Payment	-$3.50
Sep 19, 2016	DNH*DOMAIN/HOSTING Sale	$10.17
	CAPITOL HILL CLUB AR Sale	$1,086.57
Sep 17, 2016	Payment ThankYou - Image Payment	-$8,620.45
	SOUTHWES 5262447193117 Return	-$5.60
	SOUTHWES 5262447778437 Return	-$5.60
	Amazon Digital Svcs Sale	$9.99
	SOUTHWES 5262447780783 Sale	$58.00
Sep 16, 2016	NFIB Sale	$135.00
Sep 15, 2016	AMAZON MKTPLACE PMTS Return	-$9.89
	SOUTHWES 5262447193117 Sale	$5.60
	DNH*DOMAIN HOSTING SRVCS Sale	$10.17
	Amazon.com Sale	$31.79
	SOUTHWES 5262447196349 Sale	$5.60
Sep 14, 2016	A* DeRose for Phoenix Sale	$100.00
	Amazon.com Sale	$31.79
	A* DeRose for Phoenix Sale	$100.00

You've reached the end of the statement cycle account activity.

CONFIDENTIAL DSS – ROS (ISC)_00000182
COE.SCHWEIKERT.001751

CHASE

Printed from Chase Personal Online

CREDIT CARD [redacted]

Current balance	Available credit	Rewards
$23,087.26	**$11,892.40**	Southwest Airlines Rapid Rewards®

Next payment due	Minimum payment due	Balance on last statement
Oct 11, 2016	$0.00	$28,377.58

Automatic payment is Off.

SHOWING: Sep 14, 2016 statement

Date	Description	Amount
Sep 10, 2016	AMAZON MKTPLACE PMTS Sale	$26.87
	AMAZON MKTPLACE PMTS Sale	$23.53
	AMAZON MKTPLACE PMTS Sale	$26.51
Sep 9, 2016	ASC*AMERICAN STATIONERY Sale	$92.85
	SOUTHWES 5262445381515 Sale	$387.49
	HOLY CATS MARKETING GROU Sale	$19,170.36
Sep 8, 2016	Amazon.com Sale	$19.35
Sep 7, 2016	DNH*DOMAIN HOSTING SRVCS Sale	$10.17
Sep 5, 2016	HARRIS TEETER #398 Sale	$8.08
	TRADER JOE'S #647 QPS Sale	$55.52
Sep 4, 2016	SOUTHWES 5262443877010 Sale	$11.20
Sep 2, 2016	HOUSE GIFT SHOP Sale	$15.50
	USPS PO 1050091422 Sale	$140.28

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COE.SCHWEIKERT.001752

LONGWORTH
15 INDEPENDENCE AVE SE RM B202
WASHINGTON
DC
20515-9992
1050091422
09/29/2016 (800)275-8777 11:55 AM

Product Description	Sale Qty	Final Price
$6.45 Pri Mail (Unit Price:$6.45)	20	$129.00
Pluto Explored SS (Unit Price:$1.88)	7	$13.16
Total		$142.16
Credit Card Remitd		$142.16

(Card Name:VISA)
(Account #:XXXXXXXXXXXX[redacted]
(Approval #:06634D)
(Transaction #:620)

In a hurry? Self-service kiosks offer quick and easy check-out. Any Retail Associate can show you how.

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

****
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****

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Refunds for guaranteed services only
Thank you for your business

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Go to:
https://postalexperience.com/Pos

840-5200-0262-002-00011-78520-02

or scan this code with your mobile device:

or call 1-800-410-7420.

YOUR OPINION COUNTS

USPS

Chase Bank

Statement

116 Club

234 3rd Street NE
Washington D.C. 20002

SC108	Sep 30/16
MEMBER	DATE

R. Oliver Schwab, Jr.
[redacted]

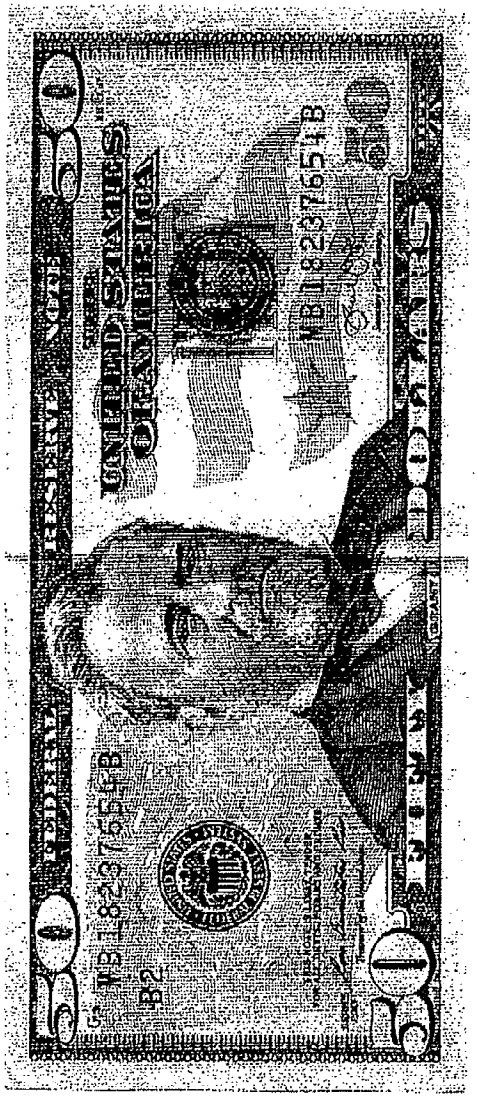
AMOUNT PAID $ _____

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

DATE	[illegible]	DESCRIPTION	AMOUNT	[illegible]	[illegible]	[illegible]
		Balance Forward				125.00
Sep 6/16	009970	Beverage Charge	6.50	1.17	0.65	8.32
Sep 6/16	009970	Food Charge	62.75	11.30	6.28	80.33
Sep 7/16	2704	Payment Received - Thank You				-125.00
Sep 8/16	010000	Beverage Charge	9.00	1.62	0.90	11.52
Sep 8/16	010000	Food Charge	93.50	16.83	9.35	119.68
Sep 22/16	010200	Beverage Charge	12.50	2.25	1.25	16.00
Sep 22/16	010200	Food Charge	95.05	17.11	9.51	121.67
Sep 30/16		Government Dues	25.00	0.00	0.00	25.00
						382.52
						-25.00
						357.52
			304.30	50.28	27.94	382.52

SC108	382.52	0.00	0.00	0.00	382.52
MEMBER	CURRENT BAL	30 DAYS BAL	60 DAYS BAL	90 DAYS BAL	AMOUNT DUE

The 116 Club


UNITED STATES OF AMERICA
MB 18237654 B
B2

THE UNITED STATES OF AMERICA
MB 84992246 A
B2

4-21-2016

LONGWORTH
15 INDEPENDENCE AVE SE RM B202
WASHINGTON
DC
20515-9992
1050091422
09/29/2016 (800)275-8777 11:56 AM

Product Description	Sale Qty	Final Price
Dom M.O. - Value (Serial#:23435525576)		$20.00
Dom M.O. Fee		$1.20
Total		$21.20
Cash		$22.00
Change		($0.80)

In a hurry? Self-service kiosks offer quick and easy check-out. Any Retail Associate can show you how.

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

****
Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at usps.com/poboxes.
****

All sales final on stamps and postage
Refunds for guaranteed services only
Thank you for your business

HELP US SERVE YOU BETTER

TELL US ABOUT YOUR RECENT POSTAL EXPERIENCE

Go to:
https://postalexperience.com/Pos

840-5200-0262-002-00011-78543-02

or scan this code with your mobile device:

or call 1-800-410-7420.

YOUR OPINION COUNTS

Bill #: 840-52000262-2-1178543-2

UNITED STATES POSTAL SERVICE

POSTAL MONEY ORDER

Serial Number 23435525676

Year, Month, Day 2016-09-29 Post Office 205151 U.S. Dollars and Cents

Amount Twenty Dollars and 00/100 ********** $20.00

Pay to Marcia R. Reinhart

Address [redacted]

Clerk 1

From David Schweikert

Address P.O. Box 15785

Phoenix AZ 85060

Memo Thank you!

[redacted]

TABLE ONLY IN THE U.S. AND POSSESSIONS

UNITED STATES POSTAL SERVICE

CUSTOMER'S RECEIPT

SEE BACK OF THIS RECEIPT FOR IMPORTANT CLAIM INFORMATION

NOT NEGOTIABLE

Pay to

Address

KEEP THIS RECEIPT FOR YOUR RECORDS

[redacted]

Year, Month, Day	Post Office	Amount	Clerk
2016-09-29	205151	$20.00	10

LONGWORTH
15 INDEPENDENCE AVE SE RM B202
WASHINGTON
DC
20515-9992
1050091422
09/16/2016 (800)275-8777 11:34 AM

Product Description	Sale Qty	Final Price
Dom M.O. - Value (Serial#:23435525035)		$50.00
Dom M.O. Fee		$1.20
Total		$51.20
Cash		$55.00
Change		($3.80)

In a hurry? Self-service kiosks offer quick and easy check-out. Any Retail Associate can show you how.

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at usps.com/poboxes.

All sales final on stamps and postage
Refunds for guaranteed services only
Thank you for your business

HELP US SERVE YOU BETTER

TELL US ABOUT YOUR RECENT POSTAL EXPERIENCE

Go to:
https://postalexperience.com/Pos

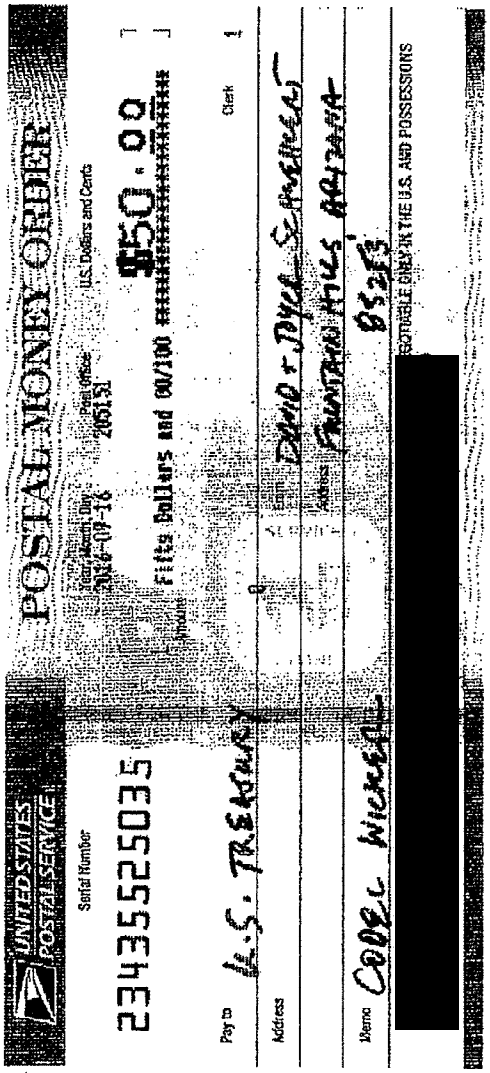
840-5200-0262-002-00011-54213-02

or scan this code with your mobile device:

or call 1-800-410-7420.

YOUR OPINION COUNTS

Bill #: 840-52000262-2-1154213-2
Clerk: 10



USPS
PAID CASH

SODEXO
US House of Representatives
Washington DC, 20515

Tbl:0		Ref:154588
		Chk:154587
Jonoisha		9/18/2018 9:23 am
Donut 12		8.50
	SubTotal	8.50
	Total	8.50
	Cash	20.00
	Amount Paid	20.00
	Change	11.50

Menu

AMERICAN EXPRESS

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My Accounts (1)

Pending Charges are temporary and subject to change.
Only Posted Transactions can be disputed.

SEP 28	AMAZON.COM	$13.65
SEP 28	ANEDOT.COM	$1,000.00

Maricopa County Party Dinner Table of 10

Total Pending Charges $1,013.65

Refer Now

Your Last Log In:
Sep 23, 2016 @ 8:28 PM ET

View FICO® Score

Add Someone to Your Account

Replace Lost/Damaged Card

Find Places to Shop Small

Request an UpgradeCardmember Agreement

> **Posted Transactions** ⓘ 1 - 7 of 8 Transactions

Recent Activity Current Statement

More Options

Let us help you... Live Chat Now

CONFIDENTIAL DSS – ROS (ISC)_00000191
COE.SCHWEIKERT.001760

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AMERICAN EXPRESS

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My Accounts (1)

Posted Transactions ⓘ 1 - 7 of 8 Transactions

SEP 27	HAMPTON INN SIGINAW MI	$108.90
SEP 27	SONOMA RESTAURANT WASH...	$200.00
SEP 26	AMAZON.COM AMZN.COM/BI...	$24.37
SEP 26	HAMPTON INN & STES EEXET...	$212.57
SEP 21	ONLINE PAYMENT - THANK YOU	-$44.91
SEP 20	ONLINE PAYMENT - THANK YOU	-$140.00
SEP 17	AMAZON.COM AMZN.COM/BI...	$37.10

Refer Now

Your Last Log In:
Sep 23, 2016 @ 8:28 PM ET

View FICO® Score

Add Someone to Your Account

Replace Lost/Damaged Card

Find Places to Shop Small

Request an UpgradeCardmember Agreement

Recent Activity Current Statement

More Options

CONFIDENTIAL DSS – ROS (ISC)_00000192
COE.SCHWEIKERT.001761

EXHIBIT 41

BB&T

410-01-01-00 12201 0 C 001 30 50 004
FRIENDS OF DAVID SCHWEIKERT
[redacted]

Your account statement

For 10/31/2016

Contact us

BBT.com

(800) BANK-BBT or
(800) 226-5228

October is National Cyber Security Awareness Month.

BB&T puts the highest priority on protecting your personal information--and giving you tools and confidence to protect yourself from identity thieves.
Find powerful and practical fraud protection tips you can use every day at **BBT.com/Security.**

BB&T, Member FDIC.

■ BUSINESS VALUE 200 [redacted]

Account summary

Your previous balance as of 09/30/2016	$78,084.17
Checks	- 24,013.21
Other withdrawals, debits and service charges	- 21,134.84
Deposits, credits and interest	+ 32,687.65
Your new balance as of 10/31/2016	= $65,623.77

Checks

DATE	CHECK #	AMOUNT($)	DATE	CHECK #	AMOUNT($)	DATE	CHECK #	AMOUNT($)
10/11	1265	21,589.79	10/04	1267	260.00	10/11	1269	1,200.00
10/12	1266	382.52	10/04	1268	80.90	10/21	*1271	500.00
						Total checks		= $24,013.21

* indicates a skip in sequential check numbers above this item

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT($)
10/03	BUS ONLINE ACH/WIRE SERV FEE [redacted]	15.00
10/04	ACH CORP DEBIT FEE FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	7.58
10/04	ACH CORP DEBIT DISCOUNT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	162.52
10/04	ACH CORP DEBIT INTERCHNG FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	168.45
10/04	ACH CORP DEBIT QGIV DEBIT QGIV DEBITS FRIENDS OFDAVIDSCHWEIK	236.49
10/11	BUS ONLINE DOMESTIC WIRE WIRE REF# [redacted]	15,000.00
10/11	Domestic wire Trans Fee [redacted]	15.00
10/11	ACH CORP DEBIT DISCOUNT TRANSFIRST LLC D SCHWEIKERT FOR CONGR	129.80
10/11	ACH CORP DEBIT DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	5,400.00
Total other withdrawals, debits and service charges		= $21,134.84

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT($)
10/03	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	50.00
10/04	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	520.00

continued

■ BUSINESS VALUE 200 [redacted] (continued)

DATE	DESCRIPTION	AMOUNT($)
10/04	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	5,400.00
10/04	DEPOSIT	10,500.00
10/07	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	618.00
10/12	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	75.00
10/12	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	185.00
10/12	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	200.00
10/12	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	675.00
10/14	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	125.00
10/17	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	125.00
10/18	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	34.49
10/18	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	75.00
10/18	DEPOSIT	2,000.00
10/18	DEPOSIT	10,125.00
10/19	DAVID SCHW DAVID SCHWEIKERT DAVID SCHWEIKERT	25.00
10/20	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	25.00
10/24	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	1,270.16
10/25	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	50.00
10/25	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	50.00
10/26	DEPOSIT	500.00
10/27	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	50.00
10/28	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	10.00
Total deposits, credits and interest		= $32,687.65

Questions, comments or errors?

Member FDIC

For general questions/comments or to report errors about your statement or account, please call BB&T Phone24 at 1-800-BANK BBT (1-800-226-5228) 24 hours a day, 7 days a week. BB&T Phone24 Client Service Associates are available to assist you from 6 a.m. until midnight ET. You may also contact your local BB&T financial center. To locate a BB&T financial center in your area, please visit BBT.com.

Electronic fund transfers

In case of errors or questions about your electronic fund transfers, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, contact us as soon as possible. You may write to us at the following address:

BB&T Liability Risk Management
P.O. Box 996
Wilson, NC 27894-0996

You may also call BB&T Phone24 at 1-800-BANK BBT or visit your local BB&T financial center. We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the error or problem appeared. Please provide the following information:

- Your name and account number
- Describe the error or transfer you are unsure about, and explain in detail why you believe this is an error or why you need more information
- The dollar amount of the suspected error

We will investigate your complaint/concern and promptly take corrective action. If we take more than ten (10) business days to complete our investigation, your account will be credited for the amount you think is in error, minus a maximum of $50 if we have a reasonable basis to believe that an unauthorized electronic fund transfer has occurred. This will provide you with access to your funds during the time it takes us to complete our investigation. You may have no liability for unauthorized Check Card purchases, subject to the terms and conditions in the current BB&T Electronic Fund Transfer Agreement and Disclosures. If you have arranged for direct deposit(s) to your account, please call BB&T Phone24 at 1-800-BANK BBT to verify that a deposit has been made.

If your periodic statement shows transfers that you did not make, tell us at once. If you do not inform us within sixty (60) days after the statement was mailed to you, you may not get back any money you lost after sixty (60) days. This will occur if we can prove that we could have stopped someone from taking the money if you had informed us in time. If a good reason kept you from informing us, we will extend the time periods.

Important information about your Constant Credit Account

Once advances are made from your Constant Credit Account, an **INTEREST CHARGE** will automatically be imposed on the account's outstanding "Average daily balance." The **INTEREST CHARGE** is calculated by applying the "Daily periodic rate" to the "Average daily balance" of your account (including current transactions) and multiplying this figure by the number of days in the billing cycle. To get the "Average daily balance," we take the beginning account balance each day, add any new advances or debits, and subtract any payments or credits and the last unpaid **INTEREST CHARGE**. This gives us the daily balance. Then we add all of the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "Average daily balance."

Billing rights summary

In case of errors or questions about your Constant Credit statement

If you think your statement is incorrect, or if you need more information about a Constant Credit transaction on your statement, please call 1-800-BANK BBT or visit your local BB&T financial center. To dispute a payment, please write to us on a separate sheet of paper at the following address:

BankCard Services Division
P.O. Box 200
Wilson, NC 27894-0200

We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the error or problem appeared. You may telephone us, but doing so will not preserve your rights. In your letter, please provide the following information:

- Your name and account number
- Describe the error or transfer you are unsure about, and explain in detail why you believe this is an error or why you need more information
- The dollar amount of the suspected error

During our investigation process, you are not responsible for paying any amount in question; you are, however, obligated to pay the items on your statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount in question.

Mail-in deposits

If you wish to mail a deposit, please send a deposit ticket and check to your local BB&T financial center. Visit BBT.com to locate the BB&T financial center closest to you. Please do not send cash.

Change of address

If you need to change your address, please visit your local BB&T financial center or call BB&T Phone24 at 1-800-BANK BBT (1-800-226-5228).

How to Reconcile Your Account	
1. List the new balance of your account from your latest statement here:	_____
2. Record any outstanding debits (checks, check card purchases, ATM withdrawals, electronic transactions, etc.) in section A. Record the transaction date, the check number or type of debit and the debit amount. Add up all of the debits, and enter the sum here:	_____
3. Subtract the amount in line 2 above from the amount in line 1 above and enter the total here:	_____
4. Record any outstanding credits in section B. Record the transaction date, credit type and the credit amount. Add up all of the credits and enter the sum here:	_____
5. Add the amount in line 4 to the amount in line 3 to find your balance. Enter the sum here. This amount should match the balance in your register.	_____
For more information, please contact your local BB&T relationship manager, visit BBT.com, or contact BB&T Phone24 at 1-800-BANK BBT (1-800-226-5228).	

Outstanding Checks and Other Debits (Section A)

Date/Check #	Amount	Date/Check #	Amount

Outstanding Deposits and Other Credits (Section B)

Date/Type	Amount	Date/Type	Amount

COE.SCHWEIKERT.046525

EXHIBIT 42

CFS0001124
COE.SCHWEIKERT.038103

FRIENDS OF DAVID SCHWEIKERT 1294

Ways and Means Committee Lunch Series	2/17/2017	900.00

BB&T - FODS 900.00

51N312/39290 (12/ 2) 637628

CFS0001125
COE.SCHWEIKERT.038104

FRIENDS OF DAVID SCHWEIKERT 1295

American Express 2/17/2017 3,125.00

BB&T - FODS 3,125.00

51NG12.G9290 (12/12) 6078-6

CFS0001126
COE.SCHWEIKERT.038105

FRIENDS OF DAVID SCHWEIKERT 1296

Card Serves Account 2/17/2017 4,356.98

BB&T - FODS 4,356.98

Taylor Moose

From: Schwab, Oliver <[redacted]@gmail.com>
Sent: Wednesday, February 15, 2017 7:29 AM
To: Julia Miller; Taylor Moose; Keith Davis
Subject: FODS Check Request
Attachments: 2-15-2017 FODS.pdf

Could you guys send the following to my home address:

Oliver Schwab
[redacted]

1. $900.00 "Ways and Means Committee Lunch Series"
2. $3,125 "American Express [redacted]
3. $4,356.98 "Card Services [redacted]

Receipts attached!

--

Oliver Schwab

CFS00011 27
COE.SCHWEIKERT.038106

Stottmann, Chris

Subject: RE: Member Lunch Dues

MEMORANDUM

To: Ways and Means Republican Members
From: Chairman Kevin Brady
Date: January 3, 2017
Re: Member Lunch Dues

It is once again time to collect dues for Committee "Member Lunches." To cover the costs of Wednesday lunches for the first session of the 115th Congress, the dues for each Member are $900.00. This is a $200 increase from last year due to the increased number of weeks the House will be in session in 2017. House Rule XXIV allows Members to defray official expenses with funds from their personal campaign account (funds may not be from a leadership PAC).

I am asking Members to submit one check payable to "Member Lunch Fund." Checks may be submitted to Chris Stottmann in the Committee's main office at 1102 Longworth. I would appreciate if you could submit these funds by Thursday, January 19th.

Thank you.

CHRIS STOTTMANN
Committee Administrator
House Committee on Ways and Means
1102 Longworth House Office Building
Washington, DC 20515
Phone: 202-225-3625

CFS00011 28
COE.SCHWEIKERT.038107

"American Express [redacted]		
1/10/2017	Tortilla Coast	$3,125.00
"Card Services [redacted]		
1/23/2017	Congresional Institute	$978.00
12/12/2016	Aristotle 360	$1,950.00
12/6/2016	Capitol Hill Club	$1,428.98
		$4,356.98

Detail Continued

				Amount
01/03/17	AMAZON.COM MERCHANDISE PROMOTIONAL PURCHASE OFFER	AMZN.COM/BILL	WA	$258.48
01/04/17	AMAZON MKTPLACE PMTS BOOK STORES PROMOTIONAL PURCHASE OFFER	AMZN.COM/BILL	WA	$395.00
01/04/17	AMAZON MKTPLACE PMTS BOOK STORES PROMOTIONAL PURCHASE OFFER	AMZN.COM/BILL	WA	$32.85
01/05/17	AMAZON MKTPLACE PMTS BOOK STORES PROMOTIONAL PURCHASE OFFER	AMZN.COM/BILL	WA	$395.00
01/06/17	AMAZON.COM MERCHANDISE PROMOTIONAL PURCHASE OFFER	AMZN.COM/BILL	WA	$259.13
01/07/17	AMAZON MKTPLACE PMTS BOOK STORES PROMOTIONAL PURCHASE OFFER	AMZN.COM/BILL	WA	$65.68
01/09/17	AMAZON MKTPLACE PMTS BOOK STORES PROMOTIONAL PURCHASE OFFER	AMZN.COM/BILL	WA	$5.69
01/10/17	TORTILLA COAST 0000 202-362-9842 Description FOOD/BEVERAGE PROMOTIONAL PURCHASE OFFER	WASHINGTON	DC	$3,125.00
01/12/17	AMAZON.COM MERCHANDISE PROMOTIONAL PURCHASE OFFER	AMZN.COM/BILL	WA	$90.72

Fees

	Amount
Total Fees for this Period	**$0.00**

Interest Charged

	Amount
Total Interest Charged for this Period	**$0.00**

About Trailing Interest

You may see interest on your next statement even if you pay the new balance in full and on time and make no new charges. This is called "trailing interest." Trailing interest is the interest charged when, for example, you didn't pay your previous balance in full. When that happens we charge interest from the first day of the billing period until we receive your payment in full. You can avoid paying interest on purchases by paying your balance in full and on time each month. Please see the "When we charge interest" sub-section in your Cardmember Agreement for details.

Continued on next page

Posted transactions

TRANSACTION DATE	DESCRIPTION	PURCHASES	CREDITS	REWARDS EARNED
02/13/17	PETE'S DINER	59.95		60
02/13/17	THE BREAKERS DEPOSITS		-495.00	-495
02/12/17	AMERICAN 00121140753646	78.20		156
02/11/17	USPS.COM POSTAL STORE	646.85		647
02/10/17	USPS.COM POSTAL STORE	981.75		982
02/09/17	THE WEEK MAGAZINE		-59.50	-60
02/09/17	Payment Received		-206.10	
02/08/17	THEECONOMIST NEWSPAPER	190.00		190
02/07/17	Bert Jabin Yacht Yard	347.00		347
02/07/17	ONEBEACON INSURANCE	257.00		257
02/07/17	Payment Received		-604.00	
02/06/17	THE WEEK MAGAZINE	59.50		60
02/06/17	HAR*HARVARD BUSNS REV	99.00		99
02/05/17	ANC*ANCESTRY.COM	389.00		389
02/05/17	THE WEEK MAGAZINE	69.50		70
02/03/17	PAYMENT RECEIVED -- THANK		-4.87	
02/03/17	PAYMENT RECEIVED -- THANK		-250.00	
02/03/17	PAYMENT RECEIVED -- THANK		-190.50	
02/03/17	PAYMENT RECEIVED -- THANK		-959.41	
01/31/17	FAMILY OFFICE EXCHANGE		-2,550.00	-2,550
01/31/17	Payment Received		-746.91	
01/30/17	PAYPAL *MENOMALE	108.16		108
01/30/17	SMUGMUG*ONLINE PHOTOS	162.39		162
01/30/17	NEW LONDON INN		-82.80	-83
01/28/17	DUNKIN #349191 Q35	606.15		606
01/27/17	AMERICAN 00121115448101	316.20		632
01/27/17	DC PARKING METERS	4.00		4
01/27/17	AT&T*BILL PAYMENT	243.91		244
01/26/17	ARC Payment Received		-450.00	
01/26/17	ARC Payment Received		-1,750.00	
01/26/17	ARC Payment Received		-500.00	
01/26/17	ARIZONA REPUBLICAN PAR	200.00		200
01/26/17	FAST LOCKSMITH LLC	250.00		250
01/26/17	FAMILY OFFICE EXCHANGE		-2,950.00	-2,950
01/26/17	OLD TOWN ACE HARDWARE	4.87		5
01/26/17	MOUNT VERNON PEST CONT	190.50		191
01/24/17	AMERICAN 00121111508884	172.20		344
01/24/17	MAGGIANOS SCOTTSDALE	206.22		206
01/23/17	Bert Jabin Yacht Yard	959.41		959
01/23/17	PAYMENT RECEIVED -- THANK		-2,950.00	
01/23/17	PAYPAL *CONG.INST.	978.00		978

CFS00011131
COE.SCHWEIKERT.038110

Posted transactions

TRANSACTION DATE	DESCRIPTION	PURCHASES	CREDITS	REWARDS EARNED
12/14/16	IN *BARTLETT P.C.	1,500.00		1,500
12/14/16	IN *BARTLETT P.C.	14,480.50		14,481
12/14/16	IN *BARTLETT P.C.	487.50		488
12/14/16	IN *BARTLETT P.C.	875.00		875
12/14/16	IN *BARTLETT P.C.	2,257.50		2,258
12/12/16	ARISTOTLE	1,950.00		1,950
12/12/16	TLF GLENDALE FLORIST	92.02		92
12/11/16	GROUPON INC	32.00		32
12/08/16	AMERICAN 00121040428036	240.10		480
12/08/16	PAYMENT RECEIVED -- THANK		-10,051.48	
12/07/16	Payment Received		-25.00	
12/06/16	THE UNIVERSITY CLUB OF	168.84		169
12/06/16	CAPITOL HILL CLUB AR	1,428.98		1,429
12/06/16	Payment Received		-168.84	
12/05/16	PAYMENT RECEIVED -- THANK		-2,071.87	
12/05/16	APL* ITUNES.COM/BILL	2.99		3
12/04/16	Payment Received		-2.99	
12/02/16	LAZ PARKING 070170	25.00		25
12/01/16	PAYMENT RECEIVED -- THANK		-8,643.19	
12/01/16	APL* ITUNES.COM/BILL	3.99		4
12/01/16	APL* ITUNES.COM/BILL	2.99		3
12/01/16	Payment Received		-574.84	
11/29/16	YACHT CANVAS INC	4,000.00		4,000
11/28/16	TALAY THAI RESTAURANT	51.48		51
11/28/16	NEW CONGRESSIONAL LIQU	19.78		20
11/27/16	AT&T*BILL PAYMENT	271.81		272
11/25/16	AMERICAN 00123817261613		-52.06	-104
11/24/16	AMERICAN 00106411843285	1,615.63		3,232
11/24/16	AMERICAN 00121021132444	52.06		104
11/24/16	HOLY CATS MARKETING GR	10,000.00		10,000
11/23/16	APL* ITUNES.COM/BILL	2.99		3
11/22/16	CLASSICROCK GRANITE	2,071.87		2,072
11/21/16	8153 EXTRA SPACE STORA	221.00		221
11/20/16	PAYMENT RECEIVED -- THANK		-2,735.50	
11/20/16	PAYMENT RECEIVED -- THANK		-174.17	
11/20/16	PAYMENT RECEIVED -- THANK		-180.99	
11/20/16	APL* ITUNES.COM/BILL	25.98		26
11/19/16	SP ANNAPOLIS	1.45		1
11/18/16	DOUGLASS APPLIANCE CTR	8,643.19		8,643
11/18/16	DDOT DC PARKING	1.05		1
11/17/16	DDOT DC PARKING	2.75		3

CFS00011132
COE.SCHWEIKERT.038111

EXHIBIT 43

BB&T

410-01-01-00 12201 0 C 001 30 50 004
FRIENDS OF DAVID SCHWEIKERT
[redacted]

Your account statement

For 03/31/2017

Contact us

BBT.com

(800) BANK-BBT or
(800) 226-5228

You've built a solid business network.
Now BB&T introduces a way to make it work for you:

Refer up to 4 businesses and receive $400! * Refer fellow businesses to open their first BB&T business checking account and you each receive $100 deposited directly into your business checking accounts once offer requirements are met.

To participate in this incentive program, stop by your closest local financial center to pick up a registration form. Visit us online at **BBT.com/Business** for more information or call us at 800-BANK-BBT.

* Referring Client Incentive: Up to a maximum of four (4) $100 incentives (for a total of $400) is available to a referring client for each referred business that meets qualifiers. Existing clients must have a BB&T business checking account in good standing with a balance greater than or equal to $250 within 90 days after the referred account qualifies for the incentive. Accounts are only reviewed once.
Referred Client Incentive: A $100 incentive will be paid to a referred client who meets the requirements of this offer. Offer is available for new business checking accounts when a referral coupon is submitted at account opening. The client's account must be in good standing with a balance greater than or equal to $250 or have a minimum of 5 BB&T Business Debit Card purchase transactions totaling at least $250 within 90 days from account opening to be eligible. Accounts are only reviewed once. Normal account opening balances apply. All referral and account opening bonuses will be credited to eligible accounts via Direct Deposit within 120 days from account opening and reported to the IRS as required by law. This offer cannot be combined with any other offer or promotion. In addition to all qualifiers listed above, Non-Resident Alien clients must also submit a valid Form W-8, NRA Certification Statement and a copy of their passport to BB&T by the time the account is reviewed for incentive eligibility as described above.

BB&T, Member FDIC.
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▪ BUSINESS VALUE 200 [redacted]

Account summary

Your previous balance as of 02/28/2017	$21,523.76
Checks	- 22,580.69
Other withdrawals, debits and service charges	- 419.78
Deposits, credits and interest	+ 92,012.18
Your new balance as of 03/31/2017	= $90,535.47

Checks

DATE	CHECK #	AMOUNT($)	DATE	CHECK #	AMOUNT($)	DATE	CHECK #	AMOUNT($)
03/01	1296	4,356.98	03/14	1299	30.00	03/16	1302	11,518.67
03/06	1297	30.00	03/13	1300	310.04	03/17	1303	5.00
03/17	1298	30.00	03/20	1301	6,031.31	03/30	1304	268.69
						Total checks		= $22,580.69

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT($)
03/01	BUS ONLINE ACH/WIRE SERV FEE [redacted]	15.00

continued

■ BUSINESS VALUE 200 [redacted] (continued)

DATE	DESCRIPTION	AMOUNT($)
03/02	ACH CORP DEBIT QGIV DEBIT QGIV DEBITS FRIENDS OFDAVIDSCHWEIK	116.37
03/03	ACH CORP DEBIT FEE FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	6.81
03/03	ACH CORP DEBIT INTERCHNG FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	29.86
03/03	ACH CORP DEBIT DISCOUNT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	151.90
03/10	ACH CORP DEBIT DISCOUNT TSYS/TRANSFIRST D SCHWEIKERT FOR CONGR	99.84
Total other withdrawals, debits and service charges		= $419.78

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT($)
03/02	DEPOSIT	1,000.00
03/03	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	175.00
03/07	DEPOSIT	500.00
03/07	DEPOSIT	1,500.00
03/07	DEPOSIT	16,500.00
03/09	DEPOSIT	1,000.00
03/13	DEPOSIT	1,000.00
03/14	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	400.00
03/15	DEPOSIT	500.00
03/15	DEPOSIT	10,250.00
03/20	DEPOSIT	2,500.00
03/22	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	1,100.00
03/24	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	500.00
03/24	DEPOSIT	600.00
03/28	DAVID SCHW DAVID SCHWEIKERT DAVID SCHWEIKERT	50.00
03/28	DEPOSIT	4,500.00
03/28	DEPOSIT	17,500.00
03/29	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	1,000.00
03/29	DEPOSIT	2,500.00
03/30	DEPOSIT FDMS-SETTLEMENT DAVID SCHWEIKERT FOR C	500.00
03/30	DEPOSIT	1,000.00
03/30	DEPOSIT	15,437.18
03/31	DEPOSIT	12,000.00
Total deposits, credits and interest		= $92,012.18

CONFIDENTIAL DSS – ROS (ISC)_00000628
COE.SCHWEIKERT.002197

BB&T

Questions, comments or errors?

Member FDIC

For general questions/comments or to report errors about your statement or account, please call BB&T Phone24 at 1-800-BANK BBT (1-800-226-5228) 24 hours a day, 7 days a week. BB&T Phone24 Client Service Associates are available to assist you from 6 a.m. until midnight ET. You may also contact your local BB&T financial center. To locate a BB&T financial center in your area, please visit BBT.com.

Electronic fund transfers

In case of errors or questions about your electronic fund transfers, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, contact us as soon as possible. You may write to us at the following address:

BB&T Liability Risk Management
P.O. Box 996
Wilson, NC 27894-0996

You may also call BB&T Phone24 at 1-800-BANK BBT or visit your local BB&T financial center. We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the error or problem appeared. Please provide the following information:

- Your name and account number
- Describe the error or transfer you are unsure about, and explain in detail why you believe this is an error or why you need more information
- The dollar amount of the suspected error

We will investigate your complaint/concern and promptly take corrective action. If we take more than ten (10) business days to complete our investigation, your account will be credited for the amount you think is in error, minus a maximum of $50 if we have a reasonable basis to believe that an unauthorized electronic fund transfer has occurred. This will provide you with access to your funds during the time it takes us to complete our investigation. You may have no liability for unauthorized Check Card purchases, subject to the terms and conditions in the current BB&T Electronic Fund Transfer Agreement and Disclosures. If you have arranged for direct deposit(s) to your account, please call BB&T Phone24 at 1-800-BANK BBT to verify that a deposit has been made.

If your periodic statement shows transfers that you did not make, tell us at once. If you do not inform us within sixty (60) days after the statement was mailed to you, you may not get back any money you lost after sixty (60) days. This will occur if we can prove that we could have stopped someone from taking the money if you had informed us in time. If a good reason kept you from informing us, we will extend the time periods.

Important information about your Constant Credit Account

Once advances are made from your Constant Credit Account, an INTEREST CHARGE will automatically be imposed on the account's outstanding "Average daily balance." The INTEREST CHARGE is calculated by applying the "Daily periodic rate" to the "Average daily balance" of your account (including current transactions) and multiplying this figure by the number of days in the billing cycle. To get the "Average daily balance," we take the beginning account balance each day, add any new advances or debits, and subtract any payments or credits and the last unpaid INTEREST CHARGE. This gives us the daily balance. Then we add all of the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "Average daily balance."

Billing rights summary

In case of errors or questions about your Constant Credit statement

If you think your statement is incorrect, or if you need more information about a Constant Credit transaction on your statement, please call 1-800-BANK BBT or visit your local BB&T financial center. To dispute a payment, please write to us on a separate sheet of paper at the following address:

BankCard Services Division
P.O. Box 200
Wilson, NC 27894-0200

We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the error or problem appeared. You may telephone us, but doing so will not preserve your rights. In your letter, please provide the following information:

- Your name and account number
- Describe the error or transfer you are unsure about, and explain in detail why you believe this is an error or why you need more information
- The dollar amount of the suspected error

During our investigation process, you are not responsible for paying any amount in question; you are, however, obligated to pay the items on your statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount in question.

Mail-in deposits

If you wish to mail a deposit, please send a deposit ticket and check to your local BB&T financial center. Visit BBT.com to locate the BB&T financial center closest to you. Please do not send cash.

Change of address

If you need to change your address, please visit your local BB&T financial center or call BB&T Phone24 at 1-800-BANK BBT (1-800-226-5228).

How to Reconcile Your Account		Outstanding Checks and Other Debits (Section A)			
		Date/Check #	Amount	Date/Check #	Amount
1. List the new balance of your account from your latest statement here:	_____				
2. Record any outstanding debits (checks, check card purchases, ATM withdrawals, electronic transactions, etc.) in section A. Record the transaction date, the check number or type of debit and the debit amount. Add up all of the debits, and enter the sum here:	_____				
3. Subtract the amount in line 2 above from the amount in line 1 above and enter the total here:	_____				
4. Record any outstanding credits in section B. Record the transaction date, credit type and the credit amount. Add up all of the credits and enter the sum here:	_____				
		Outstanding Deposits and Other Credits (Section B)			
5. Add the amount in line 4 to the amount in line 3 to find your balance. Enter the sum here. This amount should match the balance in your register.	_____	Date/Type	Amount	Date/Type	Amount
For more information, please contact your local BB&T relationship manager, visit BBT.com, or contact BB&T Phone24 at 1-800-BANK BBT (1-800-226-5228).					

0003865
CONFIDENTIAL
DSS – ROS (ISC)_00000629
COE.SCHWEIKERT.002198

EXHIBIT 44

Taylor Moose

From: Schwab, Oliver [redacted]@gmail.com>
Sent: Sunday, April 02, 2017 12:40 PM
To: Taylor Moose; Keith Davis
Subject: FODS
Attachments: 4-1-17.pdf

Taylor and Keith,

Could you send 3 FODS checks to my home address on Monday (I'm out of town for 2 weeks starting on Thursday morning, so ideally, I would like to get these in the mail before I go)...

1. 116 Club $183.70
2. Chase $13,482.24
3. Petty Cash $1,646.00

Thank you!

PS--I'll have an envelope your way this week with the final personal checks, plus a $5k Brady PAC check that we received in the PO Box.

Oliver

--

Oliver Schwab

COE.SCHWEIKERT.031517

Statement

116 Club

234 3rd Street NE
Washington D.C. 20002

SC108	Mar 31/17

R. Oliver Schwab, Jr.
[redacted]

AMOUNT PAID $ _____

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

		Balance Forward				25.00
Mar 6/17	2807	Payment Received - Thank You				-25.00
Mar 15/17	012588	Beverage Charge	8.00	1.44	0.80	10.24
Mar 15/17	012588	Food Charge	67.75	12.20	6.78	86.73
Mar 27/17	012741	Beverage Charge	8.50	1.53	0.85	10.88
Mar 27/17	012741	Food Charge	59.25	10.67	5.93	75.85
Mar 31/17		Government Dues	25.00	0.00	0.00	25.00
			168.50	25.84	14.36	208.70

Please remember to call for reservations at [redacted] Thank you

SC108	208.70	0.00	0.00	0.00	208.70

The 116 Club

-25.00
= 183.70

4/1/2017	**"Chase Bank"**	
3/31/2017	Facebook	$551.20
3/5/2017	Domain Hosting Services	$20.34
3/3/2017	Domain Hosting Services	$48.63
2/28/2017	Facebook	$525.40
2/28/2017	Holy Cats Marketing	$7,349.42
2/25/2017	Domain Hosting	$97.23
2/24/2017	Domain Hosting	$107.88
2/15/2017	Holy Cats Marketing Group	$111.02
2/10/2017	Holy Cats Marketing Group	$98.81
2/9/2017	Amazon.com	$22.85
2/7/2017	Facebook	$750.06
2/3/2017	Amazon.com	$75.66
1/31/2017	Facebook	$132.86
1/27/2017	Facebook	$750.27
1/25/2017	Holy Cats Marketing Group	$164.23
1/16/2017	Facebook	$750.34
1/13/2017	Holy Cats Marketing	$325.60
1/10/2017	Facebook	$750.03
1/9/2017	Domain Hosting Services	$10.17
1/4/2017	Domain Hosting Services	$20.34
12/31/2016	Facebook	$639.74
12/29/2016	Amazon.com	$85.85
12/8/2016	Sweetgreen	$2.66
12/8/2016	Sweetgreen	$91.63
		$13,482.24
"Petty Cash"		
3/15/2017	Petty Cash	$80.00
2/8/2017	Petty Cash	$300.00
2/8/2017	Petty Cash	$100.00
12/22/2017	Petty Cash	$1,000.00
12/17/2017	Petty Cash	$56.00
1/23/2017	Petty Cash	$110.00
		$1,646.00

CHASE

Printed from Chase Personal Online

CREDIT CARD [redacted]

Current balance	Available credit	Rewards
$13,777.70	$23,671.10	Southwest Airlines Rapid Rewards®
Next payment due	Minimum payment due	Balance on last statement
Apr 11, 2017	$0.00	$14,148.38

Automatic payment is Off.

PENDING (1)

Pending charges $551.20

Date	Description	Amount
Mar 31, 2017	FACEBK UEJ3GCJND2	$551.20

SHOWING: Activity since last statement

COE.SCHWEIKERT.031520

CHASE

Printed from Chase Personal Online

CREDIT CARD [redacted]

Current balance	Available credit	Rewards
$13,777.70	$23,671.10	Southwest Airlines Rapid Rewards®
Next payment due	Minimum payment due	Balance on last statement
Apr 11, 2017	$0.00	$14,148.38

Automatic payment is Off.

SHOWING: Mar 14, 2017 statement

Date	Description	Amount
Mar 12, 2017	SOUTHWES 5268510005306 Sale	$11.20
	SOUTHWES 5268510005492 Sale	$11.20
	SOUTHWES 5262494172670 Sale	$353.88
Mar 9, 2017	Payment Thank You - Web Payment	-$511.62
Mar 5, 2017	DNH*DOMAIN HOSTING SRVCS Sale	$20.34
Mar 3, 2017	DNH*DOMAIN HOSTING SRVCS Sale	$48.63
Feb 28, 2017	FACEBK QAVZ6CWMD2 Sale	$525.40
	Payment Thank You - Web Payment	-$250.00
	HOLY CATS MARKETING GROU Sale	$7,349.42
Feb 26, 2017	Payment Thank You - Web Payment	-$605.54
Feb 25, 2017	Payment Thank You - Web Payment	-$98.71
	SOUTHWES 5262490481525 Sale	$35.80
	DNH*DOMAIN HOSTING SRVCS Sale	$97.23

COE.SCHWEIKERT.031521

Date	Description	Amount
Feb 24, 2017	DNH*DOMAIN HOSTING SRVCS Sale	$107.88
Feb 23, 2017	Payment Thank You - Web Payment	-$5,940.00
	Payment ThankYou - Check Payment	-$165.94
Feb 18, 2017	Payment Thank You - Web Payment	-$747.70
Feb 16, 2017	Payment Thank You - Web Payment	-$111.56
	Payment ThankYou - Image Payment	-$210.00
Feb 15, 2017	HOLY CATS MARKETING GROU Sale	$111.02

You've reached the end of the statement cycle account activity.

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COE.SCHWEIKERT.031522

CHASE

Printed from Chase Personal Online

CREDIT CARD [redacted]

Current balance	Available credit	Rewards
$13,777.70	$23,671.10	Southwest Airlines Rapid Rewards®
Next payment due	Minimum payment due	Balance on last statement
Apr 11, 2017	$0.00	$14,148.38

Automatic payment is Off.

SHOWING: Feb 14, 2017 statement

Date	Description	Amount
Feb 12, 2017	SOUTHWES 5262478703077 Return	-$5.60
	SOUTHWES 5262478324353 Return	-$5.60
Feb 11, 2017	Payment Thank You - Web Payment	-$662.53
Feb 10, 2017	HOLY CATS MARKETING GROU Sale	$210.00
	BLP*BLOOMBERG MISC Sale	$5,940.00
	HOLY CATS MARKETING GROU Sale	$98.81
Feb 9, 2017	Amazon.com Sale	$22.85
	SOUTHWES 5262485979509 Return	-$5.60
	SOUTHWES 5262463856718 Return	-$5.60
	Payment Thank You - Web Payment	-$518.67
Feb 8, 2017	HOUSE WELLNESS CENTER Sale	$300.00
	FACEBK 3QRHUBJND2 Sale	$750.08
Feb 7, 2017	SOUTHWES 5262485979509 Sale	$5.60

COE.SCHWEIKERT.031523

Date	Description	Amount
Feb 4, 2017	Payment ThankYou - Image Payment	-$305.10
Feb 3, 2017	SOUTHWES 5262478698774 Return	-$5.60
	Amazon.com Sale	$75.66
	SOUTHWES 5262478697235 Return	-$5.60
Feb 1, 2017	Payment Thank You - Web Payment	-$400.00
	SOUTHWES 5262482175787 Return	-$5.60
	SOUTHWES 5262484174430 Return	-$23.50
Jan 31, 2017	FACEBK 8AW66BJMD2 Sale	$132.86
	Payment Thank You - Web Payment	-$9.99
Jan 30, 2017	SOUTHWES 5262483649839 Sale	$5.60
Jan 29, 2017	SOUTHWES 5262483508656 Sale	$5.60
Jan 27, 2017	FACEBK H7H3XA6ND2 Sale	$750.27
Jan 26, 2017	SOUTHWES 5262482890137 Sale	$605.54
	SOUTHWES 5262482873337 Sale	$601.04
	SOUTHWES 5262482873337 Return	-$601.04
Jan 25, 2017	SOUTHWES 5262482314680 Sale	$23.50
	HOLY CATS MARKETING GROU Sale	$164.23
Jan 24, 2017	SOUTHWES 5262482175787 Sale	$5.60
	SOUTHWES 5262482173556 Sale	$161.94
	FEDEX 785373081820 Sale	$71.98
	SOUTHWES 5262477329737 Return	-$11.20
	SOUTHWES 5262482181892 Sale	$472.93

COE.SCHWEIKERT.031524

Date	Description	Amount
	SOUTHWES 5262477302151 Return	-$11.20
	TOP HAT CHIMNEY SERVICE L Sale	$305.10
	SOUTHWES 5262482176596 Sale	$5.60
	TOP HAT CHIMNEY SERVICE L Sale	$467.10
Jan 23, 2017	FEDEX 890147726544 Sale	$19.07
	Payment Thank You - Web Payment	-$84.95
Jan 22, 2017	USPS KIOSK 5101149550 Sale	$10.95
	USPS KIOSK 5101149550 Sale	$7.60
	FEDEXOFFICE 00018192 Sale	$4.76
	APPLE STORE #R036 Sale	$136.74
Jan 18, 2017	Payment Thank You - Web Payment	-$124.79
	PEKING GOURMET INN INC Sale	$66.40
Jan 16, 2017	SOUTHWES 5262608769908 Sale	$40.00
	SOUTHWES 5262608769924 Sale	$40.00
	FACEBK RQ279BNMD2 Sale	$750.34
	ALAMO RENT-A-CAR Sale	$95.12
Jan 15, 2017	Payment ThankYou - Check Payment	-$310.94
	SOUTHWES 5262479298558 Sale	$165.94
Jan 14, 2017	HOLY CATS MARKETING GROU Sale	$325.60
Jan 13, 2017	ADOBE *ACROBAT STD Sale	$155.88
	ADOBE *PDF PACK SUBS Return	-$4.66
	SOUTHWES 5268506204002 Sale	$57.00

COE.SCHWEIKERT.031525

CHASE

Printed from Chase Personal Online

CREDIT CARD [redacted]

Current balance	Available credit	Rewards
$13,777.70	$23,671.10	Southwest Airlines Rapid Rewards®

Next payment due	Minimum payment due	Balance on last statement
Apr 11, 2017	$0.00	$14,148.38

Automatic payment is Off.

SHOWING: Jan 14, 2017 statement

Date	Description	Amount
Jan 11, 2017	SOUTHWES 5262478324353 Sale	$5.60
	SOUTHWES 5262478327080 Sale	$310.94
Jan 10, 2017	FACEBK KNVD2BAND2 Sale	$750.03
Jan 9, 2017	SOUTHWES 5268505675202 Return	-$140.71
	SOUTHWES 5262477302151 Sale	$11.20
	SOUTHWES 5262460181279 Return	-$11.20
	SOUTHWES 5262477313393 Sale	$5.60
	SOUTHWES 5262477329737 Sale	$11.20
	SOUTHWES 5262477302557 Sale	$437.94
	SOUTHWES 5262470074824 Return	-$5.60
	Amazon Services-Kindle Sale	$9.99
	DNH*DOMAIN HOSTING SRVCS Sale	$10.17
Jan 8, 2017	Amazon.com Sale	$37.10

COE.SCHWEIKERT.031526

Date	Description	Amount
	Amazon.com Sale	$74.20
Jan 7, 2017	SOUTHWES 5262473310089 Return	-$5.60
	Dropbox*3JWF8XFPL6B4 Sale	$9.99
Jan 6, 2017	Amazon Services-Kindle Sale	$14.99
Jan 5, 2017	Amazon.com Sale	$45.74
	SOUTHWES 5262476193917 Sale	$652.54
	SOUTHWES 5262473308891 Return	-$5.60
Jan 4, 2017	DNH*DOMAIN HOSTING SRVCS Sale	$20.34
Jan 2, 2017	SOUTHWES 5268505675202 Sale	$140.71
Dec 31, 2016	FACEBK QRZBXAEMD2 Sale	$639.74
Dec 30, 2016	SOUTHWES 5262474648368 Sale	$11.20
	SOUTHWES 5262474622189 Sale	$622.34
	Payment Thank You - Web Payment	-$57.36
	SOUTHWES 5262472433389 Return	-$11.20
Dec 29, 2016	Amazon.com Sale	$85.85
Dec 28, 2016	ADOBE *PDF PACK SUBS Sale	$9.99
Dec 22, 2016	SOUTHWES 5262473308891 Sale	$5.60
	SOUTHWES 5262473310089 Sale	$5.60
Dec 20, 2016	SOUTHWES 5262472432618 Return	-$11.20
Dec 18, 2016	SOUTHWES 5262472432618 Sale	$11.20
	SOUTHWES 5262472433389 Sale	$11.20
	Amazon.com Sale	$11.81

COE.SCHWEIKERT.031527

ACCOUNT ACTIVITY (CONTINUED)

Date of Transaction	Merchant Name or Transaction Description	$ Amount
11/20	DNH*DOMAIN HOSTING SRVCS 480-6242500 AZ	10.17
11/21	HOLY CATS MARKETING GROU 602-570-2737 AZ	590.74
11/21	SOUTHWES 5262465912683 800-435-9792 TX	6.96
	050517 1 S BWI MHT	
	2 T MHT BWI	
11/23	FACEBK GL4RLAJMD2 650-6187714 CA	750.00
11/25	DNH*DOMAIN HOSTING SRVCS 480-6242500 AZ	60.61
11/24	HOLY CATS MARKETING GROU 602-570-2737 AZ	22,935.44
11/25	MONARCH PAINT STORES(K WASHINGTON DC	215.79
11/26	ADOBE *PDF PACK SUBS 800-833-6687 CA	9.99
11/30	FACEBK 6XQANAEND2 650-6187714 CA	121.64
12/06	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	11.36
12/07	Dropbox*KJPZHH83JDB2 db.tt/cohelp CA	9.99
12/06	SOUTHWES 5262469550133 800-435-9792 TX	44.23
	121616 1 T BWI BOS	
	2 S BOS BWI	
12/08	SOUTHWES 5262470075259 800-435-9792 TX	5.60
	011317 1 X DCA PHX	
12/07	SOUTHWES 5262470039201 800-435-9792 TX	289.34
	011617 1 R DCA PHX	
12/08	SOUTHWES 5262470074624 800-435-9792 TX	5.60
	011617 1 R PHX HOU	
	2 R HOU DCA	
12/08	LEVELUP*SWEETGREEN5131 855-466-5585 MA	91.63
12/08	LEVELUP*SWEETGREEN9232 855-466-5585 MA	2.66
12/11	SOUTHWES 5262470798258 800-435-9792 TX	11.20
	010617 1 O RNO STL	
	2 O STL BOS	
	3 MO BOS DEN	
	4 MX DEN RNO	

2016 Totals Year-to-Date	
Total fees charged in 2016	$99.00
Total interest charged in 2016	$985.70

Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Expiration Date*	Balance Subject To Interest Rate	Interest Charges
PURCHASES				
Purchases	14.49% (v)	-	-0-	-0-
CASH ADVANCES				
Cash Advances	25.24% (v)	-	-0-	-0-
BALANCE TRANSFERS				
Balance Transfer	14.49% (v)	-	-0-	-0-
PROMOTIONS				
Purchase Promotion	0.00%	05/14/17	$1,268.84	-0-

(v) = Variable Rate

30 Days in Billing Period

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to

4/1/2017	"Chase Bank"	
3/31/2017	Facebook	$551.20
3/5/2017	Domain Hosting Services	$20.34
3/3/2017	Domain Hosting Services	$48.63
2/28/2017	Facebook	$525.40
2/28/2017	Holy Cats Marketing	$7,349.42
2/25/2017	Domain Hosting	$97.23
2/24/2017	Domain Hosting	$107.88
2/15/2017	Holy Cats Marketing Group	$111.02
2/10/2017	Holy Cats Marketing Group	$98.81
2/9/2017	Amazon.com	$22.86
2/7/2017	Facebook	$750.08
2/3/2017	Amazon.com	$75.66
1/31/2017	Facebook	$132.66
1/27/2017	Facebook	$750.27
1/25/2017	Holy Cats Marketing Group	$164.23
1/16/2017	Facebook	$750.34
1/13/2017	Holy Cats Marketing	$325.60
1/10/2017	Facebook	$750.03
1/9/2017	Domain Hosting Services	$10.17
1/4/2017	Domain Hosting Services	$20.34
12/31/2016	Facebook	$639.74
12/29/2016	Amazon.com	$85.85
12/8/2016	Sweetgreen	$2.66
12/8/2016	Sweetgreen	$91.63
		$13,482.24
"Petty Cash"		
3/15/2017	Petty Cash	$80.00
2/8/2017	Petty Cash	$300.00
2/8/2017	Petty Cash	$100.00
12/22/2017	Petty Cash	$1,000.00
12/17/2017	Petty Cash	$56.00
1/23/2017	Petty Cash	$110.00
		$1,646.00

7/11/2017
Multiple individuals
Not above $200.

Molly Gartland
"political work/list building"
207 C Street NE #1
Washington, DC 20002

EXHIBIT 45

Keith Davis

From: Oliver Schwab <[redacted]@gmail.com>
Sent: Thursday, June 18, 2015 9:56 AM
To: Julia Miller
Cc: Keith Davis
Subject: Re: COH

Don't think so. The most it would be is $5,000 but I can raise that from individuals from the NRCC.

Let's proceed first of the month with the $15,000 transfer to the Schweikert's.

I've got 2 big mail pieces in the works right now. I put $7,000 on my card to get these out which I'll hold for reimbursement well down the road. I am going to work to really grown FODS back up next month with lots and lots of call time with David in July.

Sent from my iPhone

> On Jun 18, 2015, at 9:48 AM, Julia Miller <[redacted]@hdafec.com> wrote:
>
> Anything you need from FODS?
>
>
> -----Original Message-----
> From: Oliver Schwab [mailto[redacted]@gmail.com]
> Sent: Thursday, June 18, 2015 9:47 AM
> To: Julia Miller
> Cc: Keith Davis
> Subject: Re: COH
>
> Thank you! There is an envelope with 15,200 en route to you now.
>
> 10k Hayden's
> 5k Freeport
> $200 smaller checks
>
> Sent from my iPhone
>
>> On Jun 18, 2015, at 9:41 AM, Julia Miller <[redacted]@hdafec.com> wrote:
>>
>> Hey Oliver,
>>
>> FODS current COH IS $8,515.40
>>
>> -----Original Message-----
>> From: Keith Davis
>> Sent: Thursday, June 18, 2015 9:37 AM
>> To: Oliver Schwab; Julia Miller
>> Subject: RE: COH
>>

>> Hi Oliver - the PAC balance is $ 3,611.
>>
>> I am out next week, but can get any PAC checks cut by tomorrow if needed.
>>
>> Thanks - Keith
>>
>> -----Original Message-----
>> From: Oliver Schwab [mailto:[redacted]@gmail.com]
>> Sent: Thursday, June 18, 2015 9:24 AM
>> To: Julia Miller
>> Cc: Keith Davis
>> Subject: COH
>>
>> Hi Julia and Keith,
>>
>> Do you have a COH for FODS and Dave PAC?
>>
>> Oliver
>>
>> Sent from my iPhone

EXHIBIT 46

BF.HEC.Schwab.020620.000028

Gmail

Oliver Schwab <[redacted]@gmail.com>

COH and Schweikert debt payment

10 messages

Oliver Schwab <[redacted]@gmail.com> Fri, Jul 8, 2016 at 1:08 PM
To: Julia Miller <[redacted]@hdafec.com>

Hi Julia,

Any chance you have a COH for FODS; I have the tally I've been keeping, which after Mackenzie is about $34,000.

The Schweikert's asked if they could have a $15k debt payment; and I'm balancing what I submit for payment.

After all SVC dollars are transferred, do you have a sense of what our COH is that I would use to give Schweikert the green light plus prepare my own expenses here?

Oliver

Sent from my iPhone

Julia Miller <[redacted]@hdafec.com> Fri, Jul 8, 2016 at 1:10 PM
To: Oliver Schwab <[redacted]@gmail.com>

I can get this to you today, just not this moment. Is that ok?
[Quoted text hidden]

Oliver Schwab <[redacted]@gmail.com> Fri, Jul 8, 2016 at 1:18 PM
To: Julia Miller <[redacted]@hdafec.com>

Of course!

Sent from my iPhone
[Quoted text hidden]

Oliver Schwab <[redacted]@gmail.com> Mon, Jul 11, 2016 at 12:19 PM
To: Julia Miller <[redacted]@hdafec.com>

Hi Julia,

Wanted to touch back on this; I pick David up at 4:30 if you have time to send the updated figure after Mackenzie is paid.

Thank you!

Oliver

Sent from my iPhone

> On Jul 8, 2016, at 1:10 PM, Julia Miller <[redacted]@hdafec.com> wrote:
>
[Quoted text hidden]

Julia Miller <[redacted]@hdafec.com> Mon, Jul 11, 2016 at 12:42 PM
To: Oliver Schwab <[redacted]@gmail.com>

Hey Oliver,

BF HEC Schwab 020620 000029

I am still calculating final SVC #'s for distribution and trying to keep as much as possible. Do you have any outstanding expenses for Schweikert Victory? Once I get confirmation on that I can calculate the final numbers, probably around 12k.

Currently the 6/30 COH is $59,450
With the M Group Payment (and other current bank fees) 7/11 COH is $50,654.30
[Quoted text hidden]

Schwab, Oliver <[redacted]@gmail.com> Mon, Jul 11, 2016 at 3:29 PM
To: Julia Miller <[redacted]@hdafec.com>

Julia,

This sounds good. Enclosed are the expenses that I have up to date. Schweikert asked if we could write them to my card company instead of reimbursing Chartwell just to distance me from it a bit and not make it seem like I'm doing all of it (ha!). Would you be able to prepare the following from Schweikert Victory Committee.

1. Mackenzie's check.
2. "Card Services Account [redacted] $469.68
3. "Chase Account Number [redacted] $8,652.68
4. "Petty Cash" $80.52
5. Lets go ahead and engage a $15,000 wire back to the Schweikerts.

All the amazon purchases are the books that we had to buy for Jeb's fundraiser for David tomorrow; each one is personally inscried :-). The good news is that Mackenzie reports $85,000 in pledges for the event!

Attached are the receipts/documentation.

David is going to want to put $20,000 or so up on TV this primary, then probably the same for the general. I'm feeling like we are in good water after all!

Would it work if I swung by and picked up 4:30-4:45 today or sometime tomorrow?
[Quoted text hidden]
--

Oliver Schwab

7-11-16 Oliver.pdf
159K

Julia Miller <[redacted]@hdafec.com> Mon, Jul 11, 2016 at 3:46 PM
To: "Schwab, Oliver" <[redacted]@gmail.com>

Will do

Just Confirming--FODS -- Mackenzie's check and the other checks from Schweikert Victory?

I am about to rain on your parade -- Included in our COH is about $50k of General Funds -- which we can't spend yet (I haven't been strict about this but I need to be since that # is much larger now) -- so that really brings us down to just about $12k from the SVC transfer. Is it OK to wait until we get some of the new $$ in before we do the wire?

Tomorrow would be best since I will have all final numbers for you.

Let me know -- Thanks!

COE.SCHWEIKERT.045237

BF.HEC.Schwab.020620.000030

What a fun event with Jeb!!

[Quoted text hidden]

Schwab, Oliver <[redacted]@gmail.com> Wed, Jul 13, 2016 at 3:00 PM
To: Julia Miller <[redacted]@hdafec.com>

Julia,

I have another $2,500 in checks that I'm going to swing down. When you have a breathing moment, I wanted to get a total of the primary funds available, including this $2,500 and a $200 check in hand, that would be available for a transfer to the Schweikerts and a TV buy; I'm going to need to hold my receipts it seems until a later date - which is fine; I'll just ask your judgement on how to treat any finance charges...

Oliver

[Quoted text hidden]

Oliver Schwab

Julia Miller <[redacted]@hdafec.com> Wed, Jul 13, 2016 at 3:03 PM
To: "Schwab, Oliver" <[redacted]@gmail.com>

Will do. The campaign will cover all charges incurred.

[Quoted text hidden]

Schwab, Oliver <[redacted]@gmail.com> Wed, Jul 13, 2016 at 3:04 PM
To: Julia Miller <[redacted]@hdafec.com>

Roger that. Thank you!

[Quoted text hidden]

Oliver Schwab

EXHIBIT 47

FRIENDS OF DAVID SCHWEIKERT **1345**

Jarrod Latshaw 7/26/2017

125.00

BB&T - FODS 125.00

51N312/39290 (12/12) 637896

Gmail

Oliver Schwab [redacted]@gmail.com>

Map Reimbursement

1 message

Jarrod Latshaw [redacted]@gmail.com> Thu, Jul 13, 2017 at 1:51 PM
To: "Schwab, Oliver" <[redacted]@gmail.com>

Oliver,

In total the 7 posters cost $125 (7 x 15 dollars + $20 Shipping). I think that you have sent money to me before by Venmo let me know if that's how you wanted to do it again. Also no rush, whenever you can get to it is fine.

Best,

Jarrod Latshaw

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COE.SCHWEIKERT.001734

EXHIBIT 48

COE.SCHWEIKERT.046267

BF.OS.DOJ.090718.P2.000892

FRIENDS OF DAVID SCHWEIKERT 1310

Thomas Leander 4/7/2017

137.00

BB&T - FODS Reimbursement 137.00

Taylor Moose

From: Schwab, Oliver <[redacted]@gmail.com>
Sent: Wednesday, April 05, 2017 5:23 PM
To: Keith Davis; Taylor Moose
Subject: Thomas Leander
Attachments: Thomas Leander.pdf

Keith and Taylor,

Any chance you could cut a reimbursement check for $137.00 to Thomas Leander. You are welcome to send to my house. Statement is attached.

Thank you!

Oliver

--

Oliver Schwab

BF.OS.DOJ.090718.P2.000893

COE.SCHWEIKERT.046268

Chamber of Digital Commerce
1133 15th St NW, 12th Floor
Washington, DC 20005
(863) 712- 4182
[redacted]@digitalchamber.org
www.digitalchamber.org

CHAMBER OF DIGITAL COMMERCE

INVOICE

BILL TO
Tommy Leander
Office of Congressman David Schweikert
2059 Rayburn HOB
Washington, DC 20515

INVOICE # [redacted]
DATE 03/28/2017
DUE DATE 04/12/2017
TERMS Net 15

ACTIVITY	QTY	RATE	AMOUNT
Reimbursement for lunch on 2/15/17 at the Occidental Grill	1	37.00	37.00
Reimbursement for dinner on 3/15/17 at the Australian Embassy	1	100.00	100.00

BALANCE DUE **$137.00**

BF.OS.DOJ.090718.P2.000894

COE.SCHWEIKERT.046269

EXHIBIT 49

OFFICE MANUAL

for

UNITED STATES CONGRESSMAN

DAVID SCHWEIKERT

Arizona – 5TH District

MAY 2011

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK FOR THE OFFICE OF CONGRESSMAN DAVID SCHWEIKERT

I acknowledge that I have received a copy of the Employee Handbook for the Office of Congressman David Schweikert, and that I have read and understand the contents of the handbook. I understand the handbook is intended to provide me with general information and policies and procedures of the Office that govern my employment.

I acknowledge and understand that employment with the Office is at-will and that all employees serve at the pleasure of the Office. Accordingly, I have the right to resign from my position, at any time, and the Office can terminate my employment relationship, with or without cause, or with or without notice, at any time, except, of course, the Office cannot terminate my employment for discriminatory reasons in violation of applicable federal law or Rules of the House of Representatives. I understand that by signing this Acknowledgement I do not waive my rights under applicable law or the Rules of the House of Representatives.

I also understand and acknowledge that the Office may unilaterally change or revise the policies and practices, and such changes may affect the benefits provided therein. Moreover, I understand and acknowledge that the contents of the employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time-to-time, or other employment practices, shall not serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Office, or otherwise to change in any respect the employment-at-will relationship between the Office and the undersigned.

I acknowledge that no one in the Office is authorized to make exception to this understanding, except the Chief of Staff who must do so in writing.

_____

(Signature of Employee)

_____

(Date)

_____

(Member or Designee)

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PURPOSE OF THE HANDBOOK

This handbook has been prepared to summarize the personnel policies and procedures that are applicable to employees of the Office of Congressman David Schweikert. You should read the information in this handbook promptly and thoroughly so that you have an understanding of the policies and procedures of the Office. This handbook, however, cannot anticipate every situation or answer every question about your employment; it can provide only an overview of policies and procedures. It is not an express or implied contract or legal document, nor should its contents be considered a strict interpretation of the policies, procedure3s or benefits that are described in this handbook.

This handbook is effective as of January 1, 2011 and it supersedes any and all prior employee handbooks and personnel policies.

In order to meet the changing circumstances, the Office reserves the right to change, revise, or rescind any of the policies, procedures or benefits described in this handbook (other than the at-will nature of the employment relationship) whenever, in its sole discretion, the Office deems it appropriate to do so. Policies and procedures are subject to interpretation by the Office, and exceptions may be made in individual cases at the discretion of the Congressman or his Chief of Staff.

In addition to the policies and procedures in this handbook, every employee of the Office has a general duty to comply with applicable Federal laws, Rules of the House of Representatives, and Regulations of the Committee on House Oversight (including those contained in the Members Congressional Handbook.)

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I. POLICIES AND PROCEDURES

INTRODUCTION

The Offices strives to serve the Member's constituents with professionalism, quality, and dedication. To reach its goals, the Office reserves its rights as an employer to, at any time without prior notice, establish, administer and change wages, benefits, practices and procedures; direct and discipline staff; make decisions regarding recruitment, hiring, training, assignment, transfer, promotion, demotion, layoff, recall and retirement of employees; establish the services to be rendered, and who shall perform the work and at what rate; take action to maintain the security of employees, facilities and property, including without limitation, inspections, searches and investigations in accordance with applicable laws; establish starting and quitting times, the number of hours, shifts and overtime to be worked; discontinue or close down any part of or all of the Office; expand, reduce, alter or combine any one or more of the Office operations; and take whatever other action is necessary in the Office's judgment to operate efficiently and effectively.

The failure to exercise these or other management rights shall not waive the Office's right to do so at any time in its discretion , or preclude the Office from exercising any management prerogative in ways other than those described above.

The success of any office depends on teamwork. This means that when you are caught up with your own assignments, you should familiarize yourself with the work being done by others. It is inevitable that duties will overlap from time to time. The parties involved should discuss the overlapping responsibilities and decide who should do what.

There is hardly any other job in the world where the performance of even the most menial task can be so far reaching. To a large degree, Congressman Schweikert will be judged not only by what he does, but also by what we do on his behalf.

Compliance with the contents of this Policy and Procedures Manual is important to the continued efficiency of the Congressional office. Ours is a team effort with each of us having specific responsibilities that support the activities of the Member. Working together, we can make our Office the most productive of any in Congress. Strict adherence to the policies outlined herein makes this possible.

STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Office is an equal employment opportunity employer and does not discriminate on the basis of an individual's race, color, religion, sex, national origin, disability, military status, age, or any other factors prohibited by applicable federal law. This includes all hiring, discharge, promotion, pay, benefits, reassignment, and other personnel actions affecting the terms, conditions, and privileges of employment. Additionally, according to House Rule XXIII(9), the Office is also prohibited from discriminating against an individual based on martial or parental

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status. However, the Office may consider party affiliation, domicile and political compatibility in making employment decisions.

THE SCHWEIKERT ORGANIZATION

Congressman Schweikert maintains two offices, one in Scottsdale and one in Washington. Both offices are essential to Congressman Schweikert's work.

The primary responsibilities of the Arizona office include responding to, maintaining relations with and enhancing the Congressman's interaction with the people of Arizona, managing the in-state issues and addressing specific in-state case work.

The primary responsibilities of the Washington office include the Congressman's legislative agenda, his work in the House, his leadership agenda, and support for all issue and media/press related efforts.

Generally, the Arizona office performs constituent services, and the Washington office provides legislative support. However, the COS and the Arizona office personnel advise on, and are active in, legislative matters, and the Washington office personnel also have frequent contact with Arizona constituents.

All employees should have working familiarity with the duties and procedures of all other employees whether they are based in Washington or Arizona. We are a relatively small organization, never more than 22 people. Therefore, it is expected that each employee develop a supportive relationship with every other employee and understand the synergy for the Office to be as effective as possible.

Some Office administration and procedures apply only to the Washington office or only to the Arizona office and are noted on the following pages.

Organizational charts providing an overall view of the Schweikert Organization and various, specific illustrations are delineated next.

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WASHINGTON, D.C. OFFICE

The Washington, D.C. office is the legislative headquarters for Congressman Schweikert. The office is located at 1205 Longworth House Office Building, Washington, D.C. 20515. The telephone is 202-225-2190. The fax machine is accessible 24 hours a day at 202-225-0096.

Employees as of January 31, 2011 in the DC office include:

Chief of Staff	Oliver Schwab
Deputy Chief of Staff/Scheduler	Susan Marshall
Legislative Assistant	Matt Tully
Communications Director	Rachel Semmell
Legislative Assistant	Cassi Sonn
Legislative Assistant	Beau Benson
Legislative Correspondent	Ryan White
Staff Assistant	Janet Johnson

ARIZONA OFFICE

Congressman Schweikert maintains one office Arizona in Scottsdale. The Arizona operation is under the direction and supervision of the District Director who is responsible for the operation of the District staff. The address is: 10603 N. Hayden Road, Suite 108, Scottsdale, AZ 85260. The telephone number is 480-946-2411. The fax machine is accessible 24 hours a day at 480-946-2446.

Employees as of January 31, 2011 in this office include:

District Director	Kevin Knight
District Aide	Ernestina Borquez-Smith
District Aide	Garret Archer
District Aide	Jesse Hernandez
District Aide	Jared Olson
Scheduler	Linda Rizzo
Staff Assistant	Maria Baer

The Scottsdale office will assist all DC office assistants in office procedures, casework, letter writing, etc.

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PERSONNEL RECORDS

It is the policy of the Office to keep personnel-related information maintained in confidence to the greatest extent practicable. Information from employee files will be released only as follows:

- to the employee at his or her request;
- to third parties, where required by judicial orders, subpoenas and law enforcement requests; and
- to management with a need to know

Each current employee may review his or her own file upon request and may request copies of any or all information contained therein.

It is important that the Office and the House Employee Services Office be informed on a timely basis of any change with respect to the following:

- Name
- Address
- Home telephone number
- Employment Eligibility (Form I-9)

It is your responsibility to inform the House Employee Services Office on a timely basis of any change with respect to the following:

Beneficiary designation (for insurance and other benefit plans)
Number of dependents (for income tax withholding and insurance status/eligibility purposes)
Marital status (for income tax withholding and insurance status/eligibility purposes)
Relationship to any Member of Congress

In addition, it is important that the Office maintain an emergency contact for each employee (in the event of injury or illness) and that the employee promptly notify the Office of any changes with respect to the emergency contact.

PAYROLL

Employees are paid on the last business day of each month via direct deposit to the employee's chosen financial institution. Questions regarding direct deposit should be directed to the Office of Payroll and Benefits at 5-1435. Salaries are paid on the first working day preceding the last day of any month when the last day of such month falls on a Sunday or legal holiday.

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II. GENERAL OFFICE POLICY

OFFICE HOURS/AFTER-HOURS WORK OBLIGATIONS

Regular office operating hours shall be established for both the Scottsdale and Washington, D.C. offices. All employees are expected to conform to those hours. In addition, because of the nature of the work done by the Congressman's Office, there will often be a requirement for employees to work beyond regular office hours. These before- and after-hour duties are a normal part of the job, and participation is a part of each employee's duty and is not optional. Failure to share equally in these before- and after-hour responsibilities as requested will result in discipline or termination at the Congressman's discretion.

D.C. Office regular hours of operation are from 9:00 a.m. to 6:00 p.m. District Office regular hours of operation are 9:00 a.m. to 5:00 p.m. Monday through Friday. Telephones must be fully staffed during office hours. The Office reserves the right to establish additional or modified hours of operation depending on the schedule of the House.

Because of the uncertainties of legislative business, hours of business for exempt legislative employees will be dictated by the House and the Congressman's schedule.

When the House is in session, the legislative staff is expected to remain until the legislative director or chief of staff determines that they are no longer needed. If they are unable to be present, arrangements must be made with the legislative director in advance.

Anyone leaving the Office during the day should sign out on the Board where they will be, how they can be reached and when they are expected to return. This is essential in the event the Congressman or the Office needs your assistance. Anyone leaving for more than an hour must check with his or her direct supervisor and COS for approval. Each person has a Blackberry. Please check it is in working order at all and with you.

If you are absent or tardy for any reason, you must speak with your supervisor as early soon as possible.

Employees are required to be at work whenever the Office is open. When weather conditions or other emergencies make it unsafe to travel to and from work, the Office will be open for essential services only. This policy goes into effect only when media reports indicate federal government offices are completely closed due to inclement weather, or when the Chief of State/Deputy Chief of Staff has determined that the Office will be closed.

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OFFICE MORALE/EMPLOYEE ATTITUDE/ESPRIT DE CORPS

It is essential to the work of the Congressman's Office for there to be a positive atmosphere of high spirit, devotion to the duties and goals of the Congressman and his Office, and dedication to the work of serving the people of the Congressional district. The Office at all times strives to create this atmosphere of high morale, esprit de corps, and dedication to the goals 0f the Congressman and the Office.

The Congressman maintains an open-door policy regarding the operation, policies, positions, and management of the Office. Similarly, all supervisory personnel maintain an open-door policy regarding such matters. Accordingly, if any employee has a job related question or concern, that employee is welcome, encouraged, and expected to express his or her concerns to their supervisor, or directly to the Congressman whenever the need arises. Likewise, in order to ensure positive morale and high team esprit de corps, employees are expected to refrain from expressing disapproval of Office policies or positions or of the Congressman to other employees.

Employees who violate this policy by expressing disapproval of Office management, policies, procedures or positions or disapproval of the Congressman to other employees; or who in any other way fail to contribute to positive office morale and esprit de corps; or who manifest a less than positive attitude toward their work, the Office, or the Congressman, should expect that they will be disciplined and may be terminated for such conduct.

LUNCH BREAKS

Employees may take a lunch break of up to a maximum of one hour, no longer. If for any reason, an employee needs to be away from the office for more than an hour, such employee must ask for and obtain permission from his/her supervisor in advance. Additional time may be permitted solely within the discretion of the employee's supervisor and must be made up at a later timer in accordance with Office policies. Other than the lunch period, no other extended breaks are provided. Whenever any employee is late, written notice shall be provided by their supervisor to the Chief of Staff and Congressman.

GRAMMAR/WRITING SKILLS

All staff members are expected to write clearly and use proper grammar, punctuation and style in all office communications including outgoing correspondence, internal memos, and communications including internal and inter-office email.

EMPLOYEE CLASSIFICATION

Employees are classified into one of the following two categories:

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- Employees who are *Exempt* from the overtime requirements of the Fair Labor Standards Act, as incorporated by the Congressional Accountability Act, are those who are not required to be paid overtime for all hours worked in excess of 40 hours in one work week. Exempt employees are expected to work whatever hours are necessary to meet the job responsibilities and needs of the Office.

- Employees who are *Non-Exempt* from the overtime requirements of the Fair Labor Standards Act, as incorporated by the Congressional Accountability Act, are those who are required to be compensated for all hours worked in excess of 40 hours per work week.

The employee classification determination is based on the actual duties of the job and responsibilities of the employee.

HOUSEKEEPING

Staff Desk Area: Desks should be kept clear of clutter and piles of paper on the floor in your immediate area should be kept clear of debris.

Bathrooms: Although the cleaning crew is primarily responsible for maintaining all bathrooms, it is the staff's duty to keep these rooms tidy and free of personal items.

Coffee Area: Each staff person is responsible for cleaning up after themselves in terms of spills, used coffee cups, etc. Every Friday each staff person should clear the refrigerator of all food items that they have left there during the week. Each person who has coffee is responsible for replenishing those supplies.

Copy Machine, Fax, Auto-pen, Computer and Printer Areas: These areas should be kept clear of unneeded papers, debris, etc. Extra reams of paper should be kept neatly stacked.

Other Common Areas: Aisles should be kept clear at all times. The coat area should be kept neat and orderly. Unneeded clothing should be removed at the end of the day.

If any major housekeeping needs to be done, the Scheduler should be notified so that the housekeeping staff can be contacted.

PROFESSIONAL CONDUCT & ETIQUETTE

General Courtesy: It is essential that all staff members treat visitors, callers, and other staff members and the Congressman in a professional manner with courtesy and respect. All visitors and callers should be greeted enthusiastically and received warmly by everyone they meet.

Respect for office personnel and personal effects of other staff: Staff members should conduct themselves in a professional manner maintaining congenial relations with other staff members

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and treating them with courtesy and respect. Nothing should be borrowed from another staff member without permission. Always ask first and return anything that you may borrow in a timely manner.

Voice level: In Washington, please remember that we work in tight quarters with very little privacy. To maintain an acceptable noise level, staff should keep their voices down, particularly when on the phone.

Acceptable language: This is a professional office. Use of profanity and disrespectful language is not acceptable and will be subject to discipline, up to and including termination. If you have a disagreement with anyone, please discuss it confidentially and respectfully.

Minimizing interruptions: Although we work under enormous pressure, please be respectful of each other's time. If you have an important message for another staff member who is busy, excuse yourself in a courteous manner, and then wait until he or she is able to speak to you unless the Congressman needs you. He takes priority.

Addressing the Congressman: Congressman Schweikert should be treated respectfully in a professional manner. When invited to do so by the Congressman, you may address him by his first name within the privacy of his personal office. He should always be addressed and referred to by title when visitors or other non-staff members are present.

CONFLICTS OF INTEREST/ETHICS IN GOVERNMENT ACT

All employees of the Office must strictly comply with the provisions of the Ethics in Government Act, House Rule XXV and other applicable House Rules regarding outside income, gifts, and personal financial disclosure, if required. It is the responsibility of the employee to become familiar with the requirements of House Ethics rules as well as, House Rule XXII. Failure to comply may be grounds for dismissal.

The Committee on Ethics has prepared forms for financial disclosure, together with a detailed explanation of requirements of the Ethics in Government Act. Questions regarding financial disclosure may be directed to the Committee.

Employees of the Office are not to engage in conduct that constitutes a conflict of interest or a potential conflict of interest. In general, a "conflict of interest" is any situation in which an employee's conduct of his or her job conflicts with his or her private economic affairs.

Generally, acceptance of gifts, other than from family or close personal friends, is prohibited by House Rule XXV. Therefore, you must contact the Chief of Staff regarding any offers of gifts, money or other benefits offered by a lobbyist or anyone that has dealings with the Office.

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Contact the Committee on Ethics if you have even the slightest concern that particular conduct, including the acceptance of any gift, might constitute a conflict of interest or a violation of House Rules or Federal law.

Employees should err on the side of caution when confronted with a potential conflict of interest and discuss the matter with their supervisor and/or the Committee on Standards of Official Conduct.

OUTSIDE EMPLOYMENT

Employees of the Office may not secure employment outside the Office that conflicts with the performance of their official duties. Further, the House employees who engage in private employment may not do so to the neglect of their congressional duties, on official time for which a salary is received from the United States Treasury, or if the employment is gained through improper use of their official positions, It is the responsibility of each employee to notify the Chief of Staff/Deputy Chief of Staff of all outside employment.

In addition, certain employees face limitations on outside employment and earned income under House rule XXV. All employees assume full responsibility for complying with House Rules and Federal law. Contact the Office of Advice and Education at the Committee on Ethics if you have any questions about outside employment.

Upon separation from employment with the Office, certain employees are prohibited from lobbying certain Members of Congress and their staffs for a period of at least one year. For more information, contact the Committee on Ethics.

POLITICAL ACTIVITIES

Employees of the Office may engage in campaign work only on their own time. Official House property, equipment and resources may not be used for campaign activities. Campaign contributions may not be solicited on, or be delivered to, House property.

The 2/28/96 Congressional Research Service (CRS) publication – Campaign Activities by Congressional Employees – provides a good summary of regulations that govern the participation of House employees in campaigns and campaign fund-raising.

DOMESTIC/FOREIGN GIFTS AND TRAVEL

Rules of the House and then Foreign Gifts and Decorations Act govern your conduct relating to travel to foreign countries and the acceptance of gifts or hospitality from foreign nationals or governments. Staff members are required to consult with the Office of Advice and Education at the Committee on Ethics regarding those laws and rules, and to notify the Chief of Staff before traveling to foreign countries on House business or accepting gifts from foreign nationals or governments.

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REIMBURSEMENT FOR OFFICIAL BUSINESS

All staff travel on official Congressional business must be approved in advance by the COS. To obtain reimbursement for an airline ticket or for meal expenses when on overnight travel, an original receipt must be submitted to the Scheduler with a note indicating the purpose of the trip and the nature of the business that was conducted for the Office. The receipts should be turned in as soon as possible following the end of the trip. Reimbursement for mileage incurred by a staff member using a privately owned vehicle is made only after a travel record stating the purpose of the trip is submitted to the Scheduler.

Lodging or car rental expenses for official travel by staff are reimbursed only if prior approval for such lodging has been obtained. Meal reimbursements should be kept to a minimum and are limited to those staff traveling on official overnight travel. At no time are alcoholic beverages or other entertainment expenses to be reimbursed.

THE FRANK

The "frank" is the term applied to the use of the signature of a Member of Congress on mail in lieu of postage.

All staff of the Office should review the publication, Regulations on the Use of the Congressional Frank, published by the Commission on Congressional Mailing Standards (Franking Commission), before sending any mail for the Office.

The frank is to be used only for official business. Under no circumstances should the frank or official resources be used for an employee's personal mail. This rule applies to "inside mail" as well.

The frank cannot be used on mail to foreign counties (other than APO or FPO boxes). Letters or documents to foreign officials should be sent in care of the country's consulate in the United States. If that is not possible, weigh the letter/document and obtain the proper amount of postage from the Scheduler.

Questions regarding use of the frank, and requests for advisory opinions on the frankability, should be submitted to the Commission on Congressional Mailing Standards, 1313 Longworth HOB.

MASS MAILINGS

The Office is required by House Rule XXIV to seek an advisory opinion as to whether proposed mass mailings are in compliance with all applicable laws, rules and regulations, from the Commission on Congressional Mailing Standards. Franking comprises two parts – a pre-appraisal is first approval. There is a second final approval that is necessary to be obtained in

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order for the mass franked piece to comply with house Franking rules and to be paid for through the official MRA. ALL STAFF should consult the Deputy Chief of staff and the Legislative director prior to seeking preliminary approval for a "franked Mail piece. Anything that is under 500 pieces, of "Unsolicited mail" does not have to be approved by franking.

A mass mailing is generally defined as any mailing of 500 items or more of substantially identical content within any session of Congress. For reporting purposes, each staff member is responsible for providing the Legislative Director with three copies of any document that is part of a mass mailing.

Compliance with these regulations is extremely important because the Office is responsible for complying with all applicable provisions of Federal law, House Rules, and Regulations of the Commission on Congressional Mailing Standards and the Committee on House Administration.

DRUB ABUSE POLICY

The Office strictly prohibits the unlawful manufacture, sale, distribution, dispensation, possession or use of controlled substances in the workplace or while on paid time. This policy also strictly prohibits all employees from being under the influence of drugs (see discussion below for prohibited drug use) or alcohol while on paid time or while on workplace premises.

Prohibited drug use includes any and all controlled substances except those taken pursuant to a prescription. It also includes the medically unauthorized taking of any prescription drug as well as the use of prescription medications illegally obtained or used in a manner inconsistent with the direction of the prescribing physician. Finally, prohibited drug use includes the abuse of over-the-counter medications used in a manner inconsistent with its intended purpose so as to affect the performance of the employee.

SMOKING POLICY

The Washington and Arizona offices of Congressman Schweikert are non-smoking offices. Staff wishing to smoke should do so outside the federal building. Staff members who smoke are reminded to be considerate of their fellow employees.

RECEPTIONS & INVITATIONS

Occasionally, staff will be asked to represent the Congressman at meetings, receptions or other social functions. At such events, staff members are REPRESENTING the Congressman at ALL TIMES. If the staff is asked to make comments or speak, it is ALWAYS on behalf of Congressman Schweikert. All of these should be cleared with the COS. It is the staff's responsibility to represent his positions accurately and to decline to provide any response other than Congressman Schweikert's official position.

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Any invitations that are received for the Congressman are for him. Permission to transfer any invitation must come from him directly.

INTERNS

Interns are treated the same as regular staff members and are expected to maintain the same high standards in their work and in their conduct. Students are expected to make their own travel and lodging arrangements for the time they are in Washington. However, Congressman Schweikert's staff can offer guidance for students should any assistance be needed.

It is understood that as an unpaid volunteer in this Office, some of the intern's time may be directed to looking for work. We support those efforts, but will require that interns give their office duties first priority while in the office. However, interns should not hesitate to request time off to conduct their employment search.

TELEPHONE & GREETING VISITORS

When ANSWERING THE PHONE, SAY: Good morning (afternoon), Congressman David Schweikert's office, this is _____, how may I be of service?" Phone etiquette is critically important. It is often the only contact a constituent has with the Congressman. A constituent will react favorably or unfavorably, relating their positive or negative experiences, to countless other constituents. Its importance to the overall success of the office cannot be overstated. The staff assistant is responsible for answering the phone by the second ring. If the staff assistant is on the phone, ALL staff members are responsible for answering the phone. NEVER allows the phone to ring more than three times. ALL members of the staff are expected to answer the phone when necessary to ensure that all calls are answered by the third ring. In addition, all staff members are expected to project an enthusiastic, warm, friendly and courteous attitude – making sure that telephone inquiries are handed professionally and messages are taken and passed on in a timely fashion.

When you are on the telephone and another line is ringing, please ask the first caller to hold while you answer the second lone with "Congressman David Schweikert's office, will you hold please?" Return to the first caller, resolve the call and answer the call on hold with "Thank you for holding, this is _____, may I help you?"

When taking a call for someone in the office, get the name of the caller and the purpose of the call asking "Will the (party called) know what this is regarding?" This will help ensure that calls are properly channeled. If a call comes in for a staff member who is not available, take a detailed message writing the name of the caller (with correct spelling), date and time of call, purpose of the call, and the telephone number. ALL of this information is essential. Messages are to be recorded on the most advanced technological device available - this means that everyone must be adept at using voice mail. If someone is unavailable, NEVER say "he's at lunch, in the bathroom, etc." Please say "he/she is out of the office or in a meeting."

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If you have taken the message, consider yourself responsible for it – especially if it is for the Congressman. He should not be expected to ask for messages. It is your responsibility to make sure he receives them. Please bring the matter to the attention of the COS or Scheduler and have them answer the call. If the COS or Scheduler are not available, please take a message. When taking a message for the Congressman, always ask for, and record, a number where the caller can be reached even if the caller insists that Congressman Schweikert already has the number. All calls for the Member go to the Scheduler.

The following procedures must be followed when taking all phone messages for Congressman Schweikert:

1. Record all messages for Congressman Schweikert or any staff member on the Phone Message Book with the carbonless duplicate.

2. Complete all information (i.e.to, from, date, time, company name, phone number and extension) plus any message that will explain the purpose of the call. Then be sure to add your initials.

3. Use the duplicate phone message log for all calls for the Congressman and all staff members and keep as a permanent record. The only exception to this would be the Constituent Action forms.

When all messages are used in the Phone Message Book, they are to be retained permanently and kept in order for the duration of Congressman Schweikert's tenure. NO PHONE LOG IS EVER TO BE THROWN AWAY. Give the used Phone Message Book to the Scheduler for safe storage.

The Office requests the cooperation of each staff member in not engaging in long telephone calls of a personal nature.

Often visitors who know Congressman Schweikert as a personal friend will stop by the office just to "say hello" or drop off a card. ALWAYS get the telephone number of where the friend is staying in Washington and his or her expected departure date, as well as their home number so that the Congressman can follow up.

All calls for the Congressman should be directed to the Scheduler. The Scheduler is then responsible for getting the complete message to Congressman Schweikert. Should he be out of the office for the duration of the day, and it appears that he will be unable to return phone calls in a timely manner the messages are to be brought to the COS' attention.

PUBLIC CONTACT/INTERFACE, Personal VS "Office" Positions/Views

Because of the nature of the work of the Congressman's office, all employees will at times interface with the Congressman's constituents; the public at large; business, industry and interest group representatives; and potentially, on infrequent occasions, the media. In such

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circumstances, employees are expected to be courteous, polite, and helpful and to conduct themselves so as to put the Congressman and the Office in the best possible light.

When speaking on behalf of the Member and/or the Office, employees are to express the "Congressman's" articulated position on any issue, when known, and to reflect the Congressman's conservative political philosophy generally, regardless of their own personal views or beliefs. Failure to conduct oneself consistent with this policy, or public expression of an employee's personal views in disagreement with or disapproval of the Congressman's position, may result in discipline or dismissal.

SPEAKING ENGAGEMENTS FOR STAFF

As a matter of policy, staff members should not accept speaking engagements based on their staff positions. Under particular circumstances, when a staff member is allowed to make remarks, such remarks are to be approved by the COS.

In the case where a staff member is asked to speak on behalf of Congressman Schweikert because he cannot be present, the topic of the speech, or forum in which the staff member will be participating must be cleared with the COS in advance. A written summary of the speech or forum is expected immediately following the event.

Generally, staff remarks should be confined to describing the work of Congressman Schweikert's offices and constituent services the Office provides.

PRESS POLICIES

As a matter of policy, only the Congressman, the COS and the Communications Director should talk with members of the media. If a request for information or comment is received, on or off the record, it must be referred to the Communications Director, the COS or the Congressman for response. No other staff member is permitted to talk to the press unless previously authorized.

OFFICE SUPPLIES

Supplies are to be purchased through the House Supply Store. Purchase of supplies will be supervised by the Scheduler. No expenses should be incurred without the approval of the COS. All receipts are to be given directly to the Scheduler. This applies to the District Office as well. Set up an account at a local Staples – the original receipt is sent to Washington – tax-exempt – to the Scheduler for payment.

SCHEDULING REQUESTS

Only the Scheduler in conjunction with the COS is authorized to place an item or event on the schedule for the Congressman to attend. If a staff member receives a request for the

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Congressman's time, the request must be passed on to the Scheduler as soon as possible and the requesting party should be told only that the Scheduler will respond. The Scheduler should contact the requesting party and acknowledge the request.

CONSTITUENT TELEPHONE COMMENTS

Whenever a resident of Arizona calls to express an opinion or request information, a Constituent Comment form must be completed. The explanation of the constituent's comments need not be lengthy, but should be sufficient for the appropriate Legislative Assistant (LA) to write a response. The completed form should be logged in by the Staff Assistant and sent to the appropriate LA.

MEETINGS / FOLLOW UP TO MEETINGS

Every meeting in which the Congressman participates should be attended by the appropriate staff member unless otherwise designated by the Scheduler. The staff member's role is to serve as a resource to the Member and to become better educated as to the interest of the visitor. At all times, the staff member assigned to the meeting should be prepared to have the meeting without the Congressman should his schedule cause him to miss the appointment, The staff member should take detailed notes of all matters discussed with particular attention to any agreement by the Congressman to take some future action. The staff member is responsible for putting such notes in written from for the Congressman.

Each staff member is to complete a Meeting Form for every constituent or lobbyist meeting they conduct on behalf of the Office. That form is to be turned in to the COS at the end of each week.

LETTER APPROVAL/WRITING

All letters must be submitted to the Legislative Director who will then to direct them to the COS.

PARKING

There are only a few parking spaces available to each House office. Parking spots will be made available in House controlled parking on the basis of job description and seniority. Parking spaces may also be reserved, however it must be noted that an employee will be taxed on part of the value of the parking space. Congressman Schweikert, the COS, LD and Scheduler are given priority respectively. The remainder of the reserved parking spaces will be allocated in order of seniority based on length of employment. Employees who do not drive to work each day are asked to inform the Scheduler so that staff members that do need to drive have access to a parking space. Individuals not eligible for a reserved space are responsible for finding their own parking.

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Free parking is provided for the Scottsdale office employees.

SAFETY AND SECURUITY POLICY

It is the policy of the Office to maintain safe working conditions for its employees. Accordingly, all employees are expected to abide by applicable safety and security rules and regulations at House facilities. Failure to observe general safety procedures, neglect of the safety of others, or the commission of unsafe acts is unacceptable.

Visitors who are uninvited or unwanted, in circumstances where an employee of the Office is unable to speak freely, can be removed from the Office by calling the U.S. Capitol Police at x4-5151 and stating the books are ready to be picked up in room 436 Cannon.

In Scottsdale, the Scottsdale Police Department maintains a Community Response Squad to respond to security concerns in the district office. This can be reached at 480 312-1904, assistant Chief of Police, John Cocca.

Bomb threats should be reported immediately to 911. A Bomb Threat Checklist Squad is available from the House Sergeant-at-Arms at 5-2456.

Threats to the physical safety of a Member or employee of the Office should be reported to the House Sergeant-at-Arms at 5-2456.

If you are injured while at work, you must report the injury immediately to the COS. You must complete a notice of injury report (Form CA-1), which is available from the Office of Payroll and Benefits, B215 Longworth HOB, x5-1435.

All employees are issued identification cards that allow access to the House office buildings. You must immediately report lost or stolen ID cards to the Sergeant-at-Arms Office of Identification Services, 321 Cannon HOB, x5-3820, and a new ID card will be issued to you. Because an ID card is House property, it must be returned upon termination of employment.

The nature of employment on the Hill is such that it may require you to work late hours. In the event that an employment is in a position in which he or she is going to be walking to his or her car or the Metro station alone, the employee is encouraged to contact the Capitol Police for escort. The number for Escort Assistance is x4-5151.

OFFICE PROPERTY

All staff members play an important role in the political process and enjoy a relationship of trust and confidence with the Member. Inherent in this relationship is the expectation that staff members understand the need to protect sensitive and confidential information and work at all times for the good of the Member and his constituents.

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To assist the Member if performing his duties most effectively and efficiently, it is imperative that the Office has immediate access to all Office files and other property. For example, in an employee's absence, the Office may need to enter and search an employee's work area to retrieve work-related materials. The Office must retain its ability to locate missing property promptly and to investigate suspicious activities in the Office. Therefore, the Office reserves the right to inspect and search all areas and property in the Office at any time, for these reasons, or any others within its discretion, without notice or consent.

A supervisor must preauthorize all inspections and searches. Inspections, searches and investigations can include, without limitation, the examination of physical files, computer files, e-mail, voice mail, file cabinets, desks, workstations, closets, storage areas, manuals, equipment, and all other Office property and areas. For these reasons, duplicates of all keys issued to the staff are maintained and passwords for their computers and telephone voicemails should be given to the systems administrator. The Office also reserves the right to search packages and other containers within the Office to investigate suspicious activities that may compromise the work of the Member.

Employees should leave valuable items at home. The Office cannot be responsible for the loss, theft 0r damage of any property brought to the Office. Additionally, employees should report any suspicious activity they observe in the Office to a supervisor. As a condition of continued employment, the Office expects each employee to assist the Office's efforts to maintain the confidentiality of Office activities and to provide for employee and Office security.

For the reasons described above, employees should not harbor any expectation of privacy in the equipment that is provided to them by the Office.

MEDICAL EMERGENCIES

If a medical emergency occurs during working hours or on the premises, you should immediately contact the Capitol Police at 911 or the Attending Physician's Office at x5-5421. The Attending Physician's Office is open 9:00 am and to 5:00 pm., or until adjournment, Monday through Friday. In the case of a minor injury or illness, go immediately to one of the First Aid Offices, which are in the following locations and are open 9:00 am and to 5:00 pm., Monday through Friday:

H-166, The Capitol	x5-5421
110 Cannon HOB	x5-3470
1204 Longworth HOB	x5-2500
B344 Rayburn HOB	x5-7131
H2-145 Ford HOB	x5-2442

It is the duty of the employee to inform the Office of any changes of information concerning persons to contact in case of an emergency.

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COMPUTER POLICIES

Certain employees of the Office are assigned personal computers for use in the conduct of their official duties.

Under certain circumstances, it may be necessary to access the employee's computer to recover documents. Therefore, the Office reserves the right of access to any computer or file on the Office's computer system.

Computer viruses can be transmitted via software or data files and have the potential of stopping all work on the Office's computer system. Therefore, employees who are assigned computers must scan all diskettes for viruses, especially if a diskette has been used outside of the Office.

Employees of the Office may not make unauthorized copies of any software licensed to the House or to the Office and remove it from the Office. Employees are also prohibited from using unlicensed software on either individual computers or on the Office's computer system.

No software can be loaded on to any computer or the system without direct authorization from the system administrator. This is to ensure that only legal copies of software are running on the system and to protect the system from viruses.

Employees who access House computer systems remotely are responsible for maintaining the security and integrity of such systems. Passwords and other means of access must be safeguarded, and each employee is responsible for notifying the system administrator of any breach, or potential breach, or security or integrity of such systems.

Employees are prohibited from moving computers, printers, or other computer equipment within the Office without first contacting the Scheduler.

Employees are responsible for compliance with all regulations of the Committee on House Administration, including the Policies and Guidelines on the Officials Use of the Internet (Appendix B, Members Congressional Handbook.)

ELECTRONIC MAIL POLICY

Electronic Mail (email) is provided as a communications tool to all employees of the Office and should be used with the same rules of professional behavior that apply to the telephone. Email should be used primarily to conduct Office business. Some personal communications are allowed as long as they do not violate House rules and do not distract from official duties. Email may not be used to commit an unlawful act, to harass or annoy another employee, or to advertise or promote outside business or other non-office related activities.

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Employees should not read the email of others. Occasionally, an employee may be assigned to review the email messages of another employee for legitimate purposes. However, an employee must have approval from either the COS/Deputy COS prior to reviewing the email files of another employee.

It is possible that other employees or third-parties may inadvertently view your email messages. Because there is no guarantee of absolute privacy with email, it is imperative that all employees use good judgment when using the email system.

Management expressly reserves the right to review the email files of an employee with or without notice, for any reason within its discretion, including but not limited to investigating wrongdoing or security breaches, monitoring compliance, or obtaining work product.

INTERNET USE POLICY

Internet access is a privilege and not a right of employment. Incidental personal use of Office resources to access the Internet is permissible only to the extent that such use is negligible in nature, frequency, time consumed and otherwise conforms to the regulations of the Committee on House Administration and the Code of Official Conduct (House Rule XXIII). Employees should harbor no expectation of privacy with the use of their computers, including the Internet websites they access, browse or download.

The following guidelines are intended to provide some direction in the use of the Internet:

- This list is not exhaustive, and employees should request guidance from the COS if there is any doubt as to whether a particular use of the Internet violates the policy of the Office.

- Employees are strictly prohibited from using Office equipment for any form of communication or use of the Internet that would discriminate against or harass individuals based on such individuals' race, color, religion, sex, age, military status, disability or national origin.

- Use of the Internet shall be in a manner that represents the Office and/or the House of Representatives creditably;

- Use shall not be for personal profit or gain;

- Use shall not be in a manner to, intentionally or otherwise, cause damage, disruption, or malfunction of the Office or House systems or networks;

- Use shall not be to intentionally access or attempt to access information on Office or House systems in an unauthorized manner;

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- Use shall not be inconsistent with the mission of the Office; and

- Use shall be in a manner consistent with all applicable laws, rules and regulations.

Employees should always err on the side of caution when accessing websites that are not related to their official duties. Employees who violate this policy may be disciplined, up to and including termination.

CONFIDENTIALITY

During your employment with the Office, you will be exposed to certain information of a sensitive or confidential nature. It is critical that confidentiality be maintained by all employees who work for the Office, that no disclosure of confidential information be made to anyone except as required in the performance of work, and that no use be made of confidential information for personal gain or advantage, or for the harm of others either during or after your employment with the Office.

Examples of sensitive or confidential information may include information designated as classified or secret by the government, matters involving the personal or professional lives of Office employees or the Member, internal legislative or political strategy, personal information regarding constituents, and internal operations of the Office, among others.

Employees of the Office have access to confidential and sensitive information and, as a result, have a fiduciary duty to the Office and the U.S. House of Representatives to hold in confidence such information in accordance with the Code of Ethics in Government Service found in the House Ethics Manual. Under that section, employees are precluded from using information coming to them confidentially in performance of their government duties as a means for making private profit. Accordingly, it is the Office policy that all staff shall not publish any article, book, transcript, or other written piece or grant an interview or act as an advisor on any such publication without the prior approval of COS or designee.

Strict observance of this policy by all employees is of great importance to the effective operation of the Office. Violations of this policy may result in discipline, up to and including immediate termination.

If you discover a violation of this policy, you have the responsibility to notify your supervisor immediately.

ANTI-HARASSMENT POLICY

As an equal opportunity employer, the Office of Congressman David Schweikert is firmly committed to providing a work environment free from discrimination, harassment or intimidation on the basis of race, sex, age, religion, disability, color, national origin, military

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status, or any other basis prohibited by law. This commitment applies to all hiring, discharge, promotion, pay benefits, reassignments and other personnel actions affecting the terms, conditions, and privileges of employment. This commitment extends to making reasonable accommodations that enable qualified disabled individuals to perform the essential functions of their jobs.

All employees will be treated, and are to treat each other, fairly and with respect.

Employees will not be subjected to, and will not subject each other to discrimination or harassment of any kind.

The Office will not tolerate any kind of the following actions:

- making any employment decisions or taking any employment action that is based on race, sex, age, religion, disability, color, national origin, military status, or any other basis prohibited by the Congressional Accountability Act;

- acting in a way that may create a hostile, offensive, intimidating or demeaning environment on the basis of an employee's race, sex, age, religion, disability, color, national origin, military status, or any other basis prohibited by the Congressional Accountability Act.

DEFINITION OF SEXUAL HARASSMENT

Two kinds of unlawful sexual harassment have been recognized: quid pro quo, harassment and hostile work environment.

Quid pro quo and sexual harassment occurs when a supervisor makes unwelcome sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual nature and submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual.

A hostile work environment occurs when unwelcome sexual favors, or other verbal or physical conduct of a sexual nature has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

All management and non-management employees are required to avoid any behavior or conduct that could be interpreted as sexual harassment.

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OTHER KINDS OF HARASSMENT

In addition to sexual harassment, other harassment on the basis of race, color, sex, age, religion, national origin, and disability or any other factors prohibited by law may constitute a violation of this policy. Insults, jokes, slurs, or other verbal or physical conduct or activity relating to race, color, sex, age, religion, national origin, and disability may constitute a violation of this policy if they create an intimidating, hostile or offensive work environment, or if they unreasonably interfere with an individual's performance. Personal behavior and language that are unacceptable to one individual may be offensive to another. Therefore, each individual must use sound personal judgment concerning the possible effects on others of his or her actions.

OPEN DOOR PROCEDURE FOR HARASSMENT

If you feel that you have been the victim of harassment, immediately notify your supervisor or the COS. Your complaint will be investigated immediately and handled confidentially. The information obtained during an investigation will be disclosed only to those who have a need to know in order to complete the investigation or to take appropriate corrective action. If the complaint is valid, appropriate corrective action will be taken up to and including termination.

PERFORMANCE REVIEWS

The Office may periodically review with the employee his/her job performance and discuss his/her job interests and career goals. The Office does this to bring to the employee's attention both areas in which he/she is performing well and those that need improvement. Performance evaluations can also influence decisions regarding pay increases.

Some of the factors the Office considers in its evaluation of employees include:

- Quality of work
- Job skills
- Dependability
- Attendance and punctuality
- Ability to work cooperatively with colleagues and constituents
- Knowledge of work
- Willingness to assume responsibility
- Willingness to accept direction
- Ability to give direction where applicable
- Adherence to Office policies
- Improvement since the last review

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The Office will provide each employee to comment on the evaluation. Employees should understand that an evaluation does not alter the employee's at-will relationship or create a contract with the Office as described elsewhere in this Handbook.

PERSONAL APPEARANCE POLICY

Employees should dress, groom, and maintain personal hygiene in a manner which enhances the professional and public relations of the Office, as well as the safety and productivity of all staff members. This includes wearing neat, clean business attire, which is neither distracting nor offensive to visitors, constituents, or co-workers. Management reserves the right to judge when an employee fails to meet this standard and to instruct the employee to cure the deficiency. Violation of this policy may lead to disciplinary action, up to and including termination of employment.

EMPLOYEE CONDUCT AND DISCIPLINE

To ensure that all employees are working in a safe and productive environment and that the Office is able to operate at optimum efficiency, certain general standards of personal conduct and job performance have been established.

Standards of job performance are determined by the employee's position. Standards of personal conduct, however, are uniform throughout the Office. Employees are expected to be courteous and respectful, and to conduct themselves at all times in a manner that will reflect creditably on the House of Representatives.

DISCIPLINE

While it is anticipated that most problems will be resolved through cooperation of employees, there are times when inappropriate conduct or inadequate performance may result in disciplinary action. While this office does not employ mandatory progressive discipline, appropriate disciplinary action may, at the Office's sole discretion, include probation, suspension (with or without a pay reduction), demotion, or other actions, up to and including termination, depending on the offense and circumstances. It is within management's sole discretion to determine appropriate measures based upon the circumstances of each disciplinary matter.

INSUBORDINATION

Employees are expected to follow directions given by a supervisor or a person in authority. Failure to perform or unreasonably delaying the performance of instructions given by a supervisor or a person in authority is unacceptable and may result in disciplinary action, up to and including termination of employment.

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MISCONDUCT

The following actions are unacceptable and may result in disciplinary action. The misconduct identified below is merely illustrative, is not intended to be a complete list of misconduct, is not intended to be listed in order of severity of the conduct, and does not alter the Office's at-will employment policy:

1. Misrepresenting or withholding information on an employment application or House records, including tine cards, injury reports, leave reports, personnel documents, etc.

2. Removing House property, records, or documents without proper authorization, releasing sensitive or confidential information without proper authorization; allowing access to such information by unauthorized personnel; or using such information or property for personal reasons.

3. Unauthorized possession, willful destruction or abuse of House property or the property of any individual on the premises.

4. Entering a restricted area or allowing or allowing another person to enter a restricted area without proper authorization.

5. Excessive absenteeism or tardiness without proper authorization.

6. Unexcused absence from work.

7. Engaging in type of harassment.

8. Performing personal or campaign business during working hours or using the mailing frank, official stationary, or other official resources for personal benefit.

9. Violating the Office's alcohol and drug abuse policy.

10. Possessing dangerous weapons on the premises.

11. Illegal or disorderly conduct of any kind such as fighting, wrestling, roughhousing, or any other activity hazardous to life, limb or property.

12. Failure to abide by the leave policies of the Office.

13. Failure to follow House rules and federal statutes concerning the acceptance of gifts, and the reporting of financial interest, employment or conflicts of interest.

14. Failure to observe general safety procedures, neglect of the safety of others, or the commission of unsafe acts.

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15. Reviewing of the email files of another employee without appropriate authorization.

16. Failure to follow the Office's computer and internet policies.

17. Unauthorized communications with members of the press, written statements, personal appearances, testimony, articles or comments on any aspect of the employee's official responsibility as an employee of the Office or relating to matters of the House without direct clearance from the COS.

18. Any other action that is deemed to be inconsistent with the standards and expectations of the Office or to show a disregard for the House's interests or the employee's duties and obligations to the House.

TERMINATION OF EMPLOYMENT

The Office desires that your employment in the House be a rewarding and successful experience. However, it is conceivable that circumstances may arise that will make it advisable for you to end your employment with the Office.

Should you decide to terminate your employment with the Office voluntarily, you are requested, but not required, to provide adequate notice. Adequate notice is customarily two weeks and may be longer depending on your particular responsibilities. The request that you provide notice of your intent to resign is not intended to alter the fact that either you or the Office is entitled to terminate your employment relationship at any time without notice.

Upon termination, final wages will be paid in a timely manner. Each Employee must return all House property, including his or her I.D. card and keys. Failure to do so may result in the withholding of your final paycheck. Employees who have group medical and life insurance will continue to receive coverage during the period in which the employee remains on the payroll as provided for by the individual policies and applicable federal laws. Employees should contact the Office of Payroll and Benefits at x5-1435 with any questions regarding benefits.

Upon termination, certain employees are prohibited from lobbying certain Members of Congress or their staff for a period of at least one (1) year. For more information, contact the Committee on Ethics at x5-7103. References for former and current employees of the Office are to be given only by and only in accordance with then Hatch Act Reform Amendments of 1993.

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II. LEAVE POLICIES

HOLIDAYS

The Office will observe the following holidays **IF** the House is not in session:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve (if Christmas falls on a weekend)
- Christmas Day
- New Year's Eve (if New Year's Day falls on a weekend)

Each supervisor is responsible for approving vacation requests at Christmas and ensuring that adequate staff is present during the week before and after Christmas.

LEAVE POLICY

The leave policy of the Office is designed to provide benefits to employees, while maintaining enough flexibility to allow the Office to perform its functions.

ANNUAL LEAVE

Staff must make every effort to schedule vacation time when the Congressman will not be in their respective office, either Washington or Scottsdale.

There is no leave accrual for employment for only a fractional part of a month at either the beginning or end of the employee's period of service. Leave accrual commences on the first day of the first full month of employment and ends on the last day of the last full month of employment. Requests for annual leave must be made in advance, in writing and must be approved by an employee's immediate supervisor and then forwarded to the COS for final approval. Annual leave will not be granted when the House is in session or during district work periods respectively without written notice and approval from the COS and Congressman.

Leave is permitted only as follows:

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- Employees with less than 1 year of employment with the Office are entitled to 1 day of annual leave per month up to 10 days.

- All other employees with the Office are entitled to 15 days of annual leave per year. Further, no more than 10 days leave in a consecutive period are permitted.

- No vacation time beyond these allocations are allowed. Any time taken off beyond these allocations will be deducted from the employee's salary in accordance with applicable laws and Leave Without Pay regulations and may result in discipline up and including termination.

- Five days of annual leave days may be carried over from one calendar year to the next. Additional unused days of annual leave will be lost.

- Employees are entitled to two personal days of leave per year (there will be no roll over of unused personal days).

- All requests for annual leave must be approved in writing in advance by the District Director (for district staff only), the COS, and the Congressman (failure to request annual leave in sufficient time for all necessary written approvals to be obtained will result in automatic denial of such request and leave will not be allowed).

- Annual leave will not be granted to any Washington staff when the House is in session or to any Scottsdale staff during district work periods except under extraordinary circumstances approved two weeks in advance by the COS and Congressman.

Upon termination of employment, employees will be will be paid for any days of unused accrued annual leave, either by consideration of the number of days of unused accrued annual leave in establishing the date of termination or by a lump sum payment, at the option of the Office. An exception to this policy occurs when an employee terminates his or her employment to accept employment elsewhere in the federal government. Because of the prohibition against dual compensation, an employee cannot be retained on the House payroll after reporting to another federal job.

SICK LEAVE

The Office provides five days per year of paid sick leave for periods of temporary absences due to illness or injury of an employee of full-time employees, regardless of years of service. Unused sick leave does not carry over from year to year. No payment will be made for unused sick leave upon termination of employment. Eligible employees who suffer from a serious health condition are entitled to Family and Medical Leave as discussed below.

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Employees who are unable to report to work or who leave work because of illness or injury must notify their immediate supervisor or a manager at once or leave a message with the Office no later than 8:30 am. The Office must be contacted on each additional day of absence. Failure to follow these procedures may result in the treatment of the day as an unexcused absence, which may be subtracted from the employee's annual leave allotment, and can also result in disciplinary action up to and including termination.

Sick leave may be used for scheduled medical and dental appointments. Appointments that keep an employee from the Office for more than 3 hours are considered a half day of sick leave, and appointments lasting more than 5 hours are considered a full day of sick leave.

BEREAVEMENT LEAVE

Employees are entitled to up to 7 days of paid bereavement leave for the death of an immediate family member. An "immediate" family member includes an employee's parent, step-parent, spouse, child, step-child, brother, step-brother, sister, step-sister, grandchild, grandparent, mother-in-law, father-in-law, son-in-law, or daughter-in-aw. Personal leave for the death of friends or other relatives will be charged against annual leave. At the Office's discretion, additional bereavement leave for travel time and other extenuating circumstances may be granted.

MILITARY AND FEDERAL EMERGENCY TASK FORCE DUTY

An employee who is a member of a National Guard or Armed Forces Reserves ("Reserves") unit accrues paid military leave at a rate of 15 business days per fiscal year for, among other purposes, active duty and inactive-duty training. Any compensation provided by the National Guard or Reserves may be retained by the employee. An employee who is a member of a Federal Emergency Task Force and is called to duty will be given paid leave for that purpose. To apply for the leave, the employee should submit appropriate documentation (e.g., a copy of the orders) to the Office as far in advance as possible. Employees can carry over unused military leave up to 15 days per fiscal year (for a total not to exceed 30 days per fiscal year).

In addition to the 15 paid business days of leave an employee in the National Guard or Reserves accrues each fiscal year, an employee called to active duty to support a contingency operation as defined under 10 USC 101(a)(13) receives an additional 22 business days of paid leave per calendar year, offset by the employee's military salary. In other words, if an employee is called to active duty to support a contingency operation, the employee will receive the difference between his or her Office salary and the military salary for a period of 22 business days (assuming the employee's Office salary is higher than his or her military salary). To facilitate processing and distributing the 22-day pay differential, the employee should provide the Office with information regarding his or her military pay prior to departure for military leave. Failure to provide such information may result in a delay in distributing the 22-day pay differential to the employee.

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There are other situations in which an employee who is in the Reserves or National Guard may qualify for additional leave. The Office will provide leave consistent with qualifications and requirements of 5 USC §6323, including extended leave for military technicians and employees ordered to military service to support civil authorities.

Re-employment Rights. An employee returning from active duty military status is entitled to be re-instated by the Office to the employee's previously held position, or to an equivalent position, if: 1) the employee (or an appropriate officer in the uniformed services) gives advanced notice of military service when possible; 2) the cumulative length of the absence, and all previous absences from the position by reason of service in the uniformed services, does not exceed five years (certain types of military leave excluded); and 3) the employee returns to work or applies for re-employment in a timely manner after conclusion of service (timeliness depends on length of service - see below); and 4) the employee has not been separated from military service with a disqualifying discharge or under other than honorable conditions.

If any employee is eligible to be re-employed, the employee must be restored to the job and benefits the employee would have attained if he or she had not been absent due to military service or, in some cases, a comparable job. The Office need not re-employ an employee, however, if re-employing is unreasonable or impossible, or if an employee's pre-service employment was for a brief, non-recurrent period with no expectation that it would continue.

Notice requirements for intent to return to work. The time and manner by which an employee must express his or her intent to return to work varies depending on the length of absence. For military service less than 31 days, an employee must report to the Office no later than the first full work period on the first full calendar day after the completion of the leave, after travel time plus eight hours of rest (or as soon after the eight-hour period as possible if reporting within this time is impossible or unreasonable through no fault of the employee). For military service of more than 30 days but less than 180 days, the employee must notify the Office of his or her intent to return to work by submitting an application for reemployment not later than 14 days after completion of military service (or the "next full calendar day" if submission within the 14 days is impossible or unreasonable through no fault of the employee). For military service of more than 180 days, the employee must notify the Office of his or her intent to return to work by submitting an application for reemployment not later than 90 days after the completion of military service.

Health Insurance Protection. Employees who leave their job to perform military service have the right to elect to continue existing employer-based health plan coverage for themselves and their dependents for up to 24 months while in the military. Depending on the length of his or her military service, an employee may be required to pay up to 102 percent of the full premium under the applicable health plan. An employee seeking medical benefits while on military leave should contact the Office of Personnel and Benefits for additional information regarding the cost of such coverage.

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An employee electing not to continue coverage during their military service has the right to be reinstated in the employer-based health plan when he or she is reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

Thrift Savings Plan Protection. An employee who is reemployed after a period of military leave may make contributions to the Thrift Savings Plan equal to the contributions that would have been made over his or her military leave period reduced by any contributions actually made over this period. An employee interested in making catch-up contributions to the Thrift Savings Plan after his or her reemployment should contact the Office of Personnel and Benefits for additional information.

Non-discrimination and non-retaliation. An individual who is a past or present member of the uniformed service, has applied for membership in the uniformed service, or is obligated to serve in the uniformed service may not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment because of this status. In addition, the Office may not retaliate against anyone assisting in the enforcement of these rights, including anyone who testifies or makes a statement in connection with a proceeding for the enforcement of these rights, even if that person has no service connection.

JURY AND WITNESS DUTY

An employee who is summoned for jury or witness duty and must be absent from work will continue to receive full pay and will not be charged annual leave. Upon receipt of such summons, the employee must notify the Office immediately and must provide a copy of the summons or other written documentation requesting jury or witness duty.

Certain courts require only that a juror telephone the court each morning to determine whether the juror must report to court. Under such circumstances when not needed by the court, the employee must report to work.

As provided by law (2USC 130b(d) and (e)), any fee paid to the employee for jury or witness duty shall be turned into the Office, and the entire amount will be remitted to the House Finance Office. Any reimbursement made to an employee for expenses incurred in rendering jury or witness service may be retained by the employee. Upon returning to work from jury duty, an employee shall provide the Office a certificate of attendance from the Clerk of the court or similar court official for each day of absence.

LEAVE WITHOUT PAY (LWOP)

Requests for leave without pay other than unpaid FMLA may be granted at the discretion of either the COS or District Director.

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As a basic condition for approval of LWOP, the Office should have a reasonable assurance that the employee will return to duty at the end of the approved period. LWOP status should be requested in advance of the period of absence. In no case may the period of LWOP status exceed 12 months in a 24-month period.

FURLOUGH

Furlough is an absence without pay initiated by the Office. Placement in a furlough status is at the discretion of the Office, unless placement in such leave status is otherwise required by law.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Under the applicable provisions of the FMLA, any person who has worked as a Congressional employee for at least one year and for a total of at least 1,250 hours during the previous 12-month period is entitled to up to 12 weeks of unpaid leave – during any 12-month period for the following family and medical reasons:

1. for the birth of a child and to care for the newborn child;

2. to adopt a child or to receive a child in foster care;

3. to care for a spouse, son, daughter, or parent who has a serious health condition;

4. for the employee's own serious health condition which makes the employee unable to perform the functions of his or her job.

The Office will pay for the first 12 weeks of FMLA leave. The FMLA defines the term "serious health condition" in 29 USC 2611(11). When requesting leave, an employee must explain the reason for the leave to allow the Office to determine whether the leave qualifies as FMLA leave.

Calculating the Leave Year: For FMLA purposes, the 12-month period during which an employee is entitled to 12 work weeks of unpaid FMLA leave is calculated on a rolling 12-month basis measured backward from the date the employee uses FMLA leave.

Notice of FMLA Leave: If the need for leave is foreseeable, an employee must provide at least 30-days' notice (written or verbal), or otherwise as much advance notice as practicable. IF an employee fails to give 30-days' notice, with no reasonable excuse, the Office may delay the taking of FMLA leave.

Any employee who takes FMLA leave for any reason must submit a written request for leave, even if the request is filed after the leave has commenced. Such written notices must be submitted to the COS and shall include the dates and the reason(s) for the requested leave. Failure to provide a written request for leave may also result in a delay or denial of leave.

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For leave requested for care of a family member with a serious health condition or for the employee's own illness, the employee shall make a reasonable effort, after consulting with the COS or District Director to schedule leave so as not to unduly disrupt office operations (subject to approval of the health care provider).

Substitution of paid leave for FMLA leave: An employee may substitute his or her accrued annual leave for FMLA leave for the care of a newborn or newly adopted or newly placed foster child or for the care of a family member with a serious health condition. An employee may substitute his or her annual or sick leave for FMLA leave for the employee's own serious health condition (including complications associated with childbirth). Any paid sick leave and/or other paid time off taken for the employee's serious health condition may count toward an employee's FMLA entitlement.

FMLA leave will be designated as such retroactively upon an employee's return to work where the employee does not inform the Office in advance of the reason for the leave and the Office discovers upon the employee's return that the reason for the leave falls under FMLA.

Intermittent or Reduced Schedule: When an employee seeks to take FMLA leave intermittently or on a reduced schedule basis, the employee must comply with the following guidelines:

- Leave may be taken intermittently or on a reduced leave basis to care for a seriously ill family member or for the employee's own serious health condition.

- Leave shall not be taken intermittently or on a reduced leave schedule to care for a newborn or newly adopted or newly placed foster child without the agreement of the Office.

- When leave is taken intermittently or on a reduced leave schedule, the Office may require that the employee transfer to an alternative position which has the equivalent pay and benefits and which better accommodates recurring periods of leave.

Medical Certification: An employee who requests FMLA leave for his or her own illness or to care for a family member is required to provide a medical certification from the health care provider that the leave is due to the serious health condition of the employee or the employee's immediate family member. The employee must have the health care provider complete and return the certification form within 15 days where possible.

The Office may also require that an employee present a fitness for duty certification upon return to work when the absence is caused by the employee's own serious health condition. The Office may seek such certification only with respect to the particular serious health condition that was the reason for the employee's request for FMLA leave. The employee is responsible for the cost of such certification. The COS will notify the employee whether a fitness for duty certification is required as soon as possible after the employee notifies the Office of the reason for the FMLA leave. The Office may delay or refuse to restore an employee

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to duty if the Office has requested and the employee has failed to provide the appropriate fitness for duty certification.
Periodic Reports: The Office may also require periodic reports from an employee on leave regarding his or her status and intention to return to work.

Continuation of Benefits: While on FMLA leave, whether paid or unpaid, employees will continue to be enrolled in their health insurance plans. As long as the employee remains enrolled in health benefits, the U.S. House of Representatives will continue to pay the Government contribution for employees on Leave Without Pay. The employee is responsible for payment of the employee's share and will be contacted by the Office of Personnel and Benefits to arrange for monthly payments. Under federal regulations, an employee whose enrollment continues for a period of time without payment is deemed to have consented to recovery of an indebtedness for past-due health benefit premiums from future salary, or from any other monies owed to an employee by the federal government.

Reinstatement from Leave: Upon return to work after taking FMLA leave, an employee generally will be entitled to be stored to the same position or an equivalent position to that which the employee occupied before taking FMLA leave. In an employee is unable to perform the essential functions of his or her job because of a mental or physical condition, the employee has no right to restoration to another position under the FMLA.

If an employee is on family and medical leave in excess of 12 weeks within a 12-month period, the employee will not be guaranteed reinstatement.

Except for employees on authorized active military duty, if an employee accepts other employment while on leave, the employee will be deemed to have terminated employment with the Office on the first day of the new employment.

Key Employees: Key employees are employees who are salaried and among the highest paid 10% of all employees employed by the employing office within 75 miles of the employee's worksite. The employing office may deny reinstatement upon return from FMLA leave to key employees if reinstatement would cause substantial and grievous economic harm to the Office. The Office must provide written notification to key employees of their status upon a request for FMLA leave.

Employment of Spouses: Spouses employed by the same employing office may be limited to a combined total of 12 weeks during a 12 work weeks during a 12-month period of family and medical leave when the leave is taken for the following purposes: (1) the birth and/or care for a newborn child; (2) the placement of a child for adoption or foster care; or (3) the care of a parent who has a serious health condition.

Performance and Merit Reviews: Performance review may be delayed for a period equal to the length of the FMLA leave.

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Misrepresentation: If an employee misrepresents the reasons for requesting FMLA leave, the employee may be subject to disciplinary action, up to and including termination.

Intimidation and Retaliation Prohibited: An employer may not use the taking of FMLA leave as a negative factor in employment decisions such as promotions or disciplinary actions. Retaliation of any kind is prohibited.

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