

September 25, 2019

MEMORANDUM

TO: Vice Chancellor's Executive Committee
Agriculture and Life Sciences, Department Heads
Texas A&M AgriLife Center Directors
Texas A&M AgriLife Institute Directors

SUBJECT: AgriLife Federal Relations: Reporting Travel to Washington, DC

I encourage our administrators, faculty, and staff to engage with federal program managers and other federal officials to stay informed on federal activities and priorities and to inform them about partnership opportunities with AgriLife. Such contact helps ensure our knowledge and expertise is available to federal policy and program decision-makers, and can improve our ability to compete for federal funding.

The AgriLife Federal Relations Office is available to assist those traveling to Washington, DC by providing background on federal programs and on AgriLife and Texas A&M University System priorities, which can be helpful in preparing for meetings with congressional or federal agency officials. In addition, the Federal Relations Office can help ensure interactions with congressional and federal officials comply with legal and ethical requirements.

The Honest Leadership and Open Government Act of 2007 and other federal lobbying requirements require all organizations that engage in lobbying, including public universities and state agencies, to have a system to track and report all covered congressional and federal agency contact and activities, and the costs incurred in those activities. Covered activities can include formal or informal meetings and briefings with members of Congress or congressional staff, whether in Washington, DC or elsewhere, and with all White House staff and "covered officials" in federal agencies. To comply with relevant statutes and regulations, the Texas A&M University System must file a federal report that includes all lobbying contacts and costs. Texas A&M AgriLife is required to report its federal lobbying activities as part of the Texas A&M University System reporting, including the lobbying activities of the College of Agriculture and Life Sciences, Texas A&M AgriLife Research, Texas A&M AgriLife Extension, Texas A&M Forest Service and Texas A&M Veterinary Medical Diagnostic Laboratory. Failure to report or misfiling could include federal criminal penalties.

To help ensure reporting compliance and ensure AgriLife leadership and the Federal Relations Office are aware of and can assist with travel to the Washington, DC area, I am continuing AgriLife's long-standing requirement that **AgriLife employees report to the Federal Relations Office all planned business travel to the Washington, D.C. area, prior to travel.** We have developed with the TAMUS Office of Federal Relations a consistent electronic form to report such travel. The electronic reporting form and other relevant information is available at the AgriLife Federal Relations webpage <https://agrilife.org/about/federalrelations/>.

If you would like background or assistance in preparing for meetings with congressional or federal agency officials or have questions about federal lobbying disclosure requirements and related issues, please contact the AgriLife Office of Federal Relations at AgriLifeFR@tamu.edu or call 979-845-2612.

Thank you for your assistance on this important matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick J. Stover". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dr. Patrick J. Stover
Vice Chancellor and Dean, Agriculture and Life
Sciences
Director, Texas A&M AgriLife Research

Cc: Ron Lacewell
Rick Mertens
Stephanie Payton