

October 21, 2022

**MEMORANDUM**

**TO:** Vice Chancellor's Executive Committee  
College of Agriculture and Life Sciences Department Heads  
Texas A&M AgriLife Research and Extension Center Directors  
Texas A&M AgriLife Institute Directors

**SUBJECT:** Reporting travel to Washington, D.C., and virtual meetings with congressional and covered federal officials

Our administrators, faculty and staff, in the course of their work, 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 Texas A&M AgriLife. Such contacts help ensure our knowledge and expertise is available to federal policy and program decision-makers and can improve our ability to successfully compete for federal funding.

Jennifer Yezak, assistant vice chancellor for federal relations, is available to assist those traveling to Washington or meeting remotely with federal and congressional officials. She can provide background on federal programs as well as the federal priorities of Texas A&M AgriLife and The Texas A&M University System. This information can be helpful in preparing for your meetings with congressional and/or federal agency officials. In addition, The Texas A&M University System Federal Relations Office in Washington 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 or elsewhere, and with all White House staff and "covered officials" in federal agencies. Among the "covered officials" are any Executive Schedule level I-V officer or employee and Schedule C appointees.

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 A&M 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.

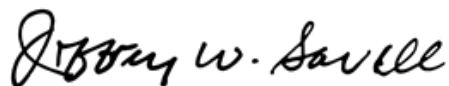
To help ensure reporting compliance, and to ensure that Texas A&M AgriLife leadership and the Office of Federal Relations are aware of and can assist with all forms of meetings with “covered officials,” I am asking that Texas A&M AgriLife employees report to the Office of Federal Relations all planned business travel to the Washington area, prior to travel, and to report virtual engagement, such as Microsoft Teams or Zoom, prior to scheduled meetings. Preferably, please report at least two weeks prior to your travels or virtual meeting.

An electronic form to report such travel and virtual meetings was developed with the A&M System Office of Federal Relations and the Texas A&M University Government Relations staff. The updated Texas A&M — Washington, D.C., Travel and Virtual Meeting Form and relevant information are available at the [Office of Federal Relations webpage](#).

In addition, if you or a member of your team is contacted about testifying before Congress, briefing congressional or federal staff, or setting up a tour at Texas A&M AgriLife facilities, please contact Jennifer to ensure that appropriate stakeholders are made aware and that A&M System guidance is followed.

For assistance in preparing for meetings with congressional or federal officials, or for questions about federal lobbying disclosure requirements and related issues, please contact Jennifer at 202-684-9932 (office), or 202-607-4309 (cell), or [jennifer.yezak@ag.tamu.edu](mailto:jennifer.yezak@ag.tamu.edu).

Thank you,

A handwritten signature in black ink that reads "Jeffrey W. Savell". The signature is written in a cursive, slightly slanted style.

Jeffrey W. Savell  
Vice Chancellor and Dean  
Agriculture and Life Sciences

c: Vic S. Seidel