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Congress of the United States  
House of Representatives

COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM

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WASHINGTON, DC 20515-6143

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November 20, 2014

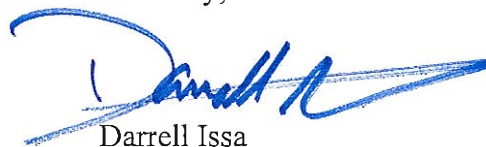
The Honorable Marilyn Tavenner  
Administrator  
Centers for Medicare and Medicaid Services  
U.S. Department of Health and Human Services  
200 Independence Avenue, S.W.  
Washington, D.C. 20201

Dear Ms. Tavenner:

The Committee on Oversight and Government Reform requests your testimony at a hearing on Tuesday, December 9, 2014, at 9:30 a.m. in room 2154 Rayburn House Office Building in Washington, D.C. The hearing will examine transparency failures related to the implementation of the Affordable Care Act.

You should be prepared to provide a five-minute opening statement and answer questions posed by Members. Enclosed please find instructions for witnesses appearing before the Committee. In particular, please note the procedure for submitting written testimony at least two business days prior to the hearing. We ask that you please contact the Committee by noon on Monday, November 24, 2014, to confirm your attendance. If you have any questions, please contact Emily Martin or Meinan Goto of the Committee staff at (202) 225-5074.

Sincerely,



Darrell Issa  
Chairman

Enclosure

cc: The Honorable Elijah E. Cummings, Ranking Minority Member

**Witness Instruction Sheet**  
**Governmental Witnesses**

1. Witnesses should provide 70 copies of their written testimony to Sharon Casey, Senior Assistant Clerk, 2157 Rayburn House Office Building, no later than 10:00 a.m. two business days prior to the hearing. Witnesses should also provide their statement by this date in electronic format, either as a CD or via e-mail to [Sharon.Casey@mail.house.gov](mailto:Sharon.Casey@mail.house.gov).
2. Please do not send copies by U.S. Mail, UPS, Federal Express, or other shippers. Such packages are processed through an offsite security facility and will arrive 7-10 days late.
3. Witnesses should also provide a short biographical summary and include it with their written statement. The biographical summary should be attached to all 70 copies of the testimony and included with the electronic copy of the testimony provided to the Clerk.
4. At the hearing, each witness will be asked to summarize his or her written testimony in five minutes or less in order to maximize the time available for discussion and questions. Written testimony will be entered into the hearing record and may extend to any reasonable length.
5. Written testimony will be made publicly available and will be posted on the Committee's website.
6. The Committee does not provide financial reimbursement for witness travel or accommodations. Witnesses with extenuating circumstances, however, may submit a written request for such reimbursements to Robin Butler, Financial Administrator, 2157 Rayburn House Office Building, at least one week prior to the hearing. Reimbursements will not be made without prior approval.
7. Witnesses with disabilities should contact Committee staff to arrange any necessary accommodations.
8. Committee Rules governing this hearing are online at [www.oversight.house.gov](http://www.oversight.house.gov).

For inquiries regarding these rules and procedures, please contact the Committee on Oversight and Government Reform at (202) 225-5074.