

**Congress of the United States**  
**House of Representatives**

COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

MAJORITY (202) 225-5074

MINORITY (202) 225-5051

<http://oversight.house.gov>

January 13, 2017

Ms. Nancy Lindborg  
President  
U.S. Institute of Peace  
2301 Constitution Avenue NW  
Washington, D.C. 20037

Dear Ms. Lindborg:

The United States Institute of Peace is a congressionally established, independent institution receiving funding from U.S. taxpayers. Its stated mission is “[t]o prevent, mitigate and resolve violent conflicts around the world by engaging directly in conflict zones and providing analysis, education and resources to those working for peace.”<sup>1</sup>

The Committee has questions about the Institute’s funding and expenditures. The Institute occupies a \$185 million facility, \$100 million of which the Institute received through congressional appropriations.<sup>2</sup> According to its website, the Institute “employs over seventy specialists with both geographic and subject-matter expertise,” made more than 1700 grants totaling \$58 million since 1986, and awards fellowships to further its work.<sup>3</sup> To fund these activities, “[a]pproximately 67 percent of USIP’s budget is for in-house operations, 25 percent for grants, and 8 percent for fellows.”<sup>4</sup>

A review of the Institute’s website shows the publication of five books in the past two years under the Institute’s auspices,<sup>5</sup> as well as testimony before committees of Congress five times in the past year.<sup>6</sup> What is not apparent from the Institute’s website is measurable successes from the Institute’s work.

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<sup>1</sup> U.S. Institute for Peace, *Vision, Mission, Core Principles*, <http://www.usip.org/vision-mission-core-principles> (last visited Jan. 11, 2017).

<sup>2</sup> Philip Kennicott, *Taking the Wrong View*, WASH. POST, June 24, 2007, <http://wapo.st/2i7tpu8>.

<sup>3</sup> U.S. Institute for Peace, *Frequently Asked Questions*, <http://www.usip.org/node/3708> (last visited Jan. 11, 2017).

<sup>4</sup> *Id.*

<sup>5</sup> U.S. Institute for Peace, *Books*, <http://www.usip.org/category/publications/books> (last visited Jan. 11, 2017).

<sup>6</sup> U.S. Institute for Peace, *Congressional Testimony*, <http://www.usip.org/category/publications/congressional-testimony> (last visited Jan. 11, 2017).

Given the Institute's stated mission, the Committee also has questions as to why the Institute is not a part of another U.S. government agency, such as the Department of State. According to the Department, its mission is to "shape and sustain a peaceful, prosperous, just, and democratic world and foster conditions for stability and progress for the benefit of the American people and people everywhere."<sup>7</sup>

So the Committee can better understand the Institute's funding and operations, please provide the following documents and information as soon as possible, but no later than noon on January 27, 2017:

1. Documents sufficient to show the cost of the design and construction of the Institute's headquarters at 2301 Constitution Avenue NW, Washington, D.C. 20037.
2. Documents sufficient to show the annual cost for maintenance of the Institute's headquarters at 2301 Constitution Avenue NW, Washington, D.C. 20037.
3. Documents sufficient to show the sources of funding for the Institute's operations.
4. Documents sufficient to show the number of Institute employees, including a breakdown of the:
  - a. total number of employees;
  - b. number of employees by title;
  - c. number of employees by geographic location; and
  - d. number of employees by role.
5. Documents sufficient to show the Institute's sources of funding, including a breakdown of public versus private funding.
6. Documents sufficient to show the Institute's use of contractors to further its mission.
7. Documents sufficient to show the numbers for the following since January 1, 2013:
  - a. books published;
  - b. articles published;

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<sup>7</sup> U.S. Dep't of State, Bureau of Budget and Planning, *Department Mission Statement*, available at <https://www.state.gov/s/d/rm/index.htm#mission> (last visited Jan. 11, 2017) (quoting U.S. Dep't of State, *FY 2016 Agency Financial Report* (Nov. 2016)).

- c. congressional testimony, including committees to which it was delivered; and
- d. courses offered, including a breakdown between courses offered by location or online.

8. Documents sufficient to show the Institute's successes since January 1, 2013.

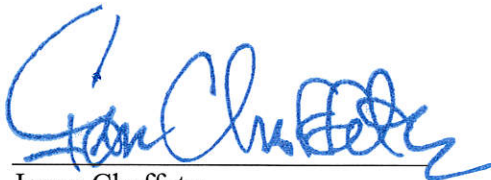
Please also make arrangements to brief Committee staff on these issues by January 23, 2017.

When producing documents to the Committee, please deliver production sets to the Majority staff in Room 2157 of the Rayburn House Office Building and the Minority staff in Room 2471 of the Rayburn House Office Building. The Committee prefers, if possible, to receive all documents in electronic format. An attachment to this letter provides additional information about responding to the Committee's request.

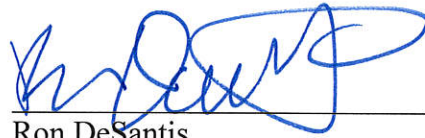
The Committee on Oversight and Government Reform is the principal investigative committee in the U.S. House of Representatives. Pursuant to House Rule X, the Committee has authority to investigate "any matter" at "any time."

Please contact Cordell Hull of the Committee staff at (202) 225-5074 to schedule the briefing or with any questions about this request. Thank you for your attention to this matter.

Sincerely,



Jason Chaffetz  
Chairman



Ron DeSantis  
Member of Congress

Enclosure

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

The Honorable Stephen F. Lynch, Member of Congress

## Responding to Committee Document Requests

1. In complying with this request, you are required to produce all responsive documents that are in your possession, custody, or control, whether held by you or your past or present agents, employees, and representatives acting on your behalf. You should also produce documents that you have a legal right to obtain, that you have a right to copy or to which you have access, as well as documents that you have placed in the temporary possession, custody, or control of any third party. Requested records, documents, data or information should not be destroyed, modified, removed, transferred or otherwise made inaccessible to the Committee.
2. In the event that any entity, organization or individual denoted in this request has been, or is also known by any other name than that herein denoted, the request shall be read also to include that alternative identification.
3. The Committee's preference is to receive documents in electronic form (i.e., CD, memory stick, or thumb drive) in lieu of paper productions.
4. Documents produced in electronic format should also be organized, identified, and indexed electronically.
5. Electronic document productions should be prepared according to the following standards:
  - (a) The production should consist of single page Tagged Image File ("TIF"), files accompanied by a Concordance-format load file, an Opticon reference file, and a file defining the fields and character lengths of the load file.
  - (b) Document numbers in the load file should match document Bates numbers and TIF file names.
  - (c) If the production is completed through a series of multiple partial productions, field names and file order in all load files should match.
  - (d) All electronic documents produced to the Committee should include the following fields of metadata specific to each document:  
  
BEGDOC, ENDDOC, TEXT, BEGATTACH, ENDATTACH,  
PAGECOUNT, CUSTODIAN, RECORDTYPE, DATE, TIME, SENTDATE,  
SENTTIME, BEGINDATE, BEGINTIME, ENDDATE, ENDTIME, AUTHOR, FROM,  
CC, TO, BCC, SUBJECT, TITLE, FILENAME, FILEEXT, FILESIZE,  
DATECREATED, TIMECREATED, DATELASTMOD, TIMELASTMOD,  
INTMSGID, INTMSGHEADER, NATIVELINK, INTFILPATH, EXCEPTION,  
BEGATTACH.
6. Documents produced to the Committee should include an index describing the contents of the production. To the extent more than one CD, hard drive, memory stick, thumb drive, box or folder is produced, each CD, hard drive, memory stick, thumb drive, box or folder should contain an index describing its contents.

7. Documents produced in response to this request shall be produced together with copies of file labels, dividers or identifying markers with which they were associated when the request was served.
8. When you produce documents, you should identify the paragraph in the Committee's schedule to which the documents respond.
9. It shall not be a basis for refusal to produce documents that any other person or entity also possesses non-identical or identical copies of the same documents.
10. If any of the requested information is only reasonably available in machine-readable form (such as on a computer server, hard drive, or computer backup tape), you should consult with the Committee staff to determine the appropriate format in which to produce the information.
11. If compliance with the request cannot be made in full by the specified return date, compliance shall be made to the extent possible by that date. An explanation of why full compliance is not possible shall be provided along with any partial production.
12. In the event that a document is withheld on the basis of privilege, provide a privilege log containing the following information concerning any such document: (a) the privilege asserted; (b) the type of document; (c) the general subject matter; (d) the date, author and addressee; and (e) the relationship of the author and addressee to each other.
13. If any document responsive to this request was, but no longer is, in your possession, custody, or control, identify the document (stating its date, author, subject and recipients) and explain the circumstances under which the document ceased to be in your possession, custody, or control.
14. If a date or other descriptive detail set forth in this request referring to a document is inaccurate, but the actual date or other descriptive detail is known to you or is otherwise apparent from the context of the request, you are required to produce all documents which would be responsive as if the date or other descriptive detail were correct.
15. Unless otherwise specified, the time period covered by this request is from January 1, 2009 to the present.
16. This request is continuing in nature and applies to any newly-discovered information. Any record, document, compilation of data or information, not produced because it has not been located or discovered by the return date, shall be produced immediately upon subsequent location or discovery.
17. All documents shall be Bates-stamped sequentially and produced sequentially.
18. Two sets of documents shall be delivered, one set to the Majority Staff and one set to the Minority Staff. When documents are produced to the Committee, production sets shall be delivered to the Majority Staff in Room 2157 of the Rayburn House Office Building and the Minority Staff in Room 2471 of the Rayburn House Office Building.

19. Upon completion of the document production, you should submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control which reasonably could contain responsive documents; and (2) all documents located during the search that are responsive have been produced to the Committee.

### **Definitions**

1. The term “document” means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, inter-office and intra-office communications, electronic mail (e-mail), contracts, cables, notations of any type of conversation, telephone call, meeting or other communication, bulletins, printed matter, computer printouts, teletypes, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations, questionnaires and surveys, and work sheets (and all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments of any of the foregoing, as well as any attachments or appendices thereto), and graphic or oral records or representations of any kind (including without limitation, photographs, charts, graphs, microfiche, microfilm, videotape, recordings and motion pictures), and electronic, mechanical, and electric records or representations of any kind (including, without limitation, tapes, cassettes, disks, and recordings) and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, disk, videotape or otherwise. A document bearing any notation not a part of the original text is to be considered a separate document. A draft or non-identical copy is a separate document within the meaning of this term.
2. The term “communication” means each manner or means of disclosure or exchange of information, regardless of means utilized, whether oral, electronic, by document or otherwise, and whether in a meeting, by telephone, facsimile, email (desktop or mobile device), text message, instant message, MMS or SMS message, regular mail, telexes, releases, or otherwise.
3. The terms “and” and “or” shall be construed broadly and either conjunctively or disjunctively to bring within the scope of this request any information which might otherwise be construed to be outside its scope. The singular includes plural number, and vice versa. The masculine includes the feminine and neuter genders.
4. The terms “person” or “persons” mean natural persons, firms, partnerships, associations, corporations, subsidiaries, divisions, departments, joint ventures, proprietorships, syndicates, or other legal, business or government entities, and all subsidiaries, affiliates, divisions, departments, branches, or other units thereof.

5. The term “identify,” when used in a question about individuals, means to provide the following information: (a) the individual's complete name and title; and (b) the individual's business address and phone number.
6. The term “referring or relating,” with respect to any given subject, means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with or is pertinent to that subject in any manner whatsoever.
7. The term “employee” means agent, borrowed employee, casual employee, consultant, contractor, de facto employee, independent contractor, joint adventurer, loaned employee, part-time employee, permanent employee, provisional employee, subcontractor, or any other type of service provider.