

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

May 3, 2011

Dear Colleague:

As Chairman of the Appropriations Subcommittee on Labor, Health and Human Services, Education and Related Agencies, I want to make you aware of the subcommittee's procedures for receiving members' programmatic and language submissions for consideration in the fiscal year 2012 Labor, HHS, Education and Related Agencies Appropriations bill. The deadline for submissions is **May 20, 2011**.

As you prepare your submissions, please note the following guidelines:

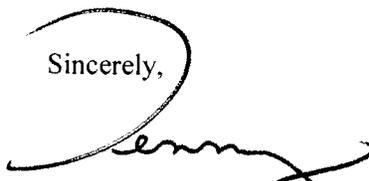
- All submissions must be made electronically in the online database, which can be found at <https://AppropriationsSubmissions.house.gov>. The submission must include an uploaded letter signed by the Member making the request. Only submissions received electronically will be considered.
- For programmatic requests with multiple Member cosponsors, each cosponsor must enter a programmatic request into the online database. In addition, a scanned copy of the group letter must be uploaded to the database for each request.

I would like to emphasize that earmarks, as defined by clause 9(e) of Rule XXI of the Rules of the House, will not be considered. Please consult the earmark disclosure statements included in prior appropriations Acts to assist in making a determination as to whether the subcommittee has considered a particular item an earmark. If the activity was previously listed as a congressional earmark, the Committee will continue to treat it as such. In addition, corrections to prior year earmarks will be considered earmarks. If you have any questions after reviewing the disclosure statements, please contact the subcommittee staff.

Please also be aware that any request for earmarks also invokes the Code of Official Conduct. Clause 17 of the Code prohibits members from requesting a congressional earmark without disclosing certain information to the chairman of the committee of jurisdiction. Members are advised to consider their submissions to the Committee carefully in light of this.

Thank you for your interest in the programs and activities funded in the Labor, HHS, Education and Related Agencies Appropriations bill. If you have any questions or require further information, please contact the subcommittee staff at 5-3508.

Sincerely,



Denny Rehberg, Chairman  
Subcommittee on Labor, Health and Human Services,  
Education and Related Agencies