

HOUSE COMMITTEE ON APPROPRIATIONS
SUBCOMMITTEE ON STATE, FOREIGN OPERATIONS, AND RELATED PROGRAMS
INSTRUCTIONS FOR PROVIDING WRITTEN TESTIMONY
FOR FISCAL YEAR 2016

The Subcommittee on State, Foreign Operations, and Related Programs will be accepting testimony from outside witnesses on the fiscal year 2016 budget. Testimony will be accepted on programmatic issues only. Testimony regarding earmarks, as defined by clause 9(e) of Rule XXI of the Rules of the House, will not be considered.

Requests to testify in person (due March 3, 2015)

Send the written testimony for the record (see “Testimony guidelines” below), bio, and disclosure form described below as an attachment via e-mail to SFAApprop.Detailee@mail.house.gov.

The email should be brief and contain the following information:

- The subject line of the email should read “Request to testify on FY16 budget”.
- Witness name, position, and agency/organization
- Witness telephone number and email address
- Subject matter of testimony
- Point of contact name, telephone, and email

Requests to testify, along with associated testimony, bio, and disclosure form must be received no later than close of business March 3, 2015. All requests must be emailed. Faxed or mailed requests will not be accepted. A hearing will be held in March or April, and you will be notified by email if you have been selected to testify.

Requests to include written testimony only (due March 23, 2015)

If you do not wish to testify in person but wish to submit written testimony for the record, the Subcommittee will accept written testimony, along with the associated bio and disclosure form, until March 23, 2015. Send the written testimony for the record (see “Testimony guidelines” below), bio, and disclosure form described below as an attachment via e-mail to SFAApprop.Detailee@mail.house.gov. Written testimony from Members of Congress will also be accepted.

The email should be brief and contain the following information:

- The subject line of the email should read “Testimony on FY16 budget”.
- Witness name, position, and agency/organization
- Witness telephone number and email address
- Subject matter of testimony
- Point of contact name, telephone, and email

Testimony guidelines

- Testimony must not exceed five pages, single-sided;
- Testimony must be single-spaced on 8.5 by 11 inch letter-size paper, with one-inch margins and at least 12 point font;
- Clearly indicate in the first paragraph the agency, program, and amount involved, if applicable, in the request;
- Clearly indicate your name, title, and institutional affiliation, if applicable, at the top of the first page;
- Do not include color and detailed photos since the hearing volume will be photographically reproduced. However, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the five page maximum length; and
- Do not include the following in the written, submitted testimony (You may include this information, if desired, in the body of the email separate from the testimony.):
 - Personal Address
 - Phone Numbers
 - Signatures

This is to protect your privacy.

Thank you for your interest in the activities of the Subcommittee on State, Foreign Operations, and Related Programs. If you have any questions or require further information, please contact the Subcommittee staff at SFAApprop.Detailee@mail.house.gov or (202) 225-2041.

Witness Disclosure Form

Clause 2(g) of rule XI of the Rules of the House of Representatives requires non-governmental witnesses to disclose to the Committee the following information. A non-governmental witness is any witness appearing on behalf of himself/herself or on behalf of an organization other than a federal agency, or a state, local or tribal government.

Your Name, Business Address, and Telephone Number:

1. Are you appearing on behalf of yourself or a non-governmental organization? Please list organization(s) you are representing.

2. Have you or any organization you are representing received any Federal grants or contracts (including any subgrants or subcontracts) since October 1, 2012 related to the agencies or programs funded by the Subcommittee?

Yes No

3. Have you or any organization you are representing received any contracts or payments originating with a foreign government since October 1, 2012 related to the agencies or programs funded by the Subcommittee?

Yes No

4. If your response to question #2 and/or #3 is "Yes", please list the amount and source (by agency and program) of each Federal grant (or subgrant thereof) or contract (or subcontract thereof), and/or the amount and country of origin of any payment or contract originating with a foreign government. Please also indicate whether the recipient was you or the organization(s) you are representing.

Signature:

Date: