

# House Appropriations Committee Subcommittee on Homeland Security

## INSTRUCTIONS FOR MEMBERS and OUTSIDE WITNESSES FOR FISCAL YEAR 2013

The Subcommittee on Homeland Security will be accepting testimony from interested Members and outside witnesses on the Fiscal Year 2013 budget request. 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.*

At this time, the Subcommittee does not have an outside witness hearing scheduled, but we are currently accepting written testimony for the record, which should be emailed to [HS.Approp@mail.house.gov](mailto:HS.Approp@mail.house.gov) **no later than close of business on March 20, 2012.** We will be accepting written testimony regarding programmatic issues only. Submissions must include a biography and the following information:

- Witness name, position, and agency/organization
- Witness telephone number and email address
- Subject matter of testimony
- Point of contact name, telephone, and email

All written testimony must conform to the following guidelines:

- Do not exceed five pages, single-sided;
- Testimony must be double-spaced on 8.5 x 11 inch letter size paper with one-inch margins and at least 12 point font;
- Clearly state in the first paragraph the agency, program, and amount of money involved in the request;
- Clearly indicate your name, title, and institutional affiliation at the top of the first page;
- Do not include color or detailed photos as 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;
- **Written testimony not conforming to the above conditions *will not be accepted.***

Thank you for your interest in the activities of the Subcommittee on Homeland Security. If you have any questions, please contact the staff at (202) 225-5834.