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Committee on Appropriations
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WILLIAM B. INGLEE

TELEPHONE:
(202) 225-2771

March 12, 2013

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Commerce, Justice, Science, 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 2014 Commerce, Justice, Science, and Related Agencies Appropriations bill.

Given the uncertainty and lateness related to the timing of the President's budget submission, the Appropriations Committee and House Members will need to begin the Member request process prior to the budget submission. Depending on how late the budget is submitted, the Committee may also need to conclude the process prior to release of the budget so that it can adequately review requests prior to marking up appropriations bills. The Committee appreciates Members working with us as we navigate an unusual budget year, and we will keep you informed should requirements change based on the timing of the budget request.

Members must transmit submissions to the Subcommittee via an electronic form and in addition must upload letters to the appropriations database system confirming those entries.

- The electronic submission system can be found at https://AppropriationsSubmissions.house.gov.

- The deadline for submissions is close of business **Wednesday April 10, 2013**. Should this date change due to the timing of the President's budget submission, we will let you know as soon as possible.

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 also be aware that, should a Member request an earmark, such request invokes the Code of Official Conduct. Clause 17 of the Code prohibits Members from requesting a congressional earmark without disclosing certain information to the Chair of the Committee of jurisdiction. Members are advised to carefully consider their submissions to the Committee in light of this to avoid inadvertently triggering the earmark rules and requirements.

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

- All submissions must be made electronically at the https://AppropriationsSubmissions.house.gov web site. Only submissions received electronically will be considered. Hard-copy submissions will not be accepted.

- Each electronic submission must include an uploaded letter signed by the Member supporting the submission. Letters should simply list and describe each submission briefly.

- The electronic system will require Members to assign a priority ranking to all their submissions for this Subcommittee. The Subcommittee will review your priority rankings based on what you enter into the database.

- For requests with multiple Member cosponsors, each cosponsor must enter the same request into the database. In addition, a scanned copy of the group request letter should be uploaded to the database for each request.

- The electronic system now allows access to submissions made in previous years, so you may review those submissions if that is helpful.

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies. If you have any general questions or require further information, please contact the Subcommittee staff at (202) 225-3351. Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at (202) 225-2718.

I look forward to working with you as the fiscal year 2014 appropriations process begins.

Sincerely,

Frank R. Wolf
Chairman
Commerce, Justice, Science, and Related Agencies