

FY 12 Commerce, Justice, Science Subcommittee - Submission of Program &

As the Chairman of the Subcommittee on Commerce, Justice, Science and Related Agencies, I am pleased to provide information regarding procedures for Members of Congress to submit their recommendations for fiscal year (FY) 2012 appropriations. Members must submit their programmatic and language preferences via electronic form, and in addition must upload a single letter to the appropriations database confirming those entries.

Earmarks

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. If the activity was previously listed as a congressional earmark, the Committee will continue to treat it as such. In addition, corrections to past earmarks will also be considered earmarks.
- 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 Chair of the Committee of jurisdiction. Members are advised to carefully consider their submissions to the Committee in light of this.

Letter Preparation

Paper letters will not be accepted. Please be sure to list your program and language entries separately in the uploaded letter – you will upload the same letter for all submissions. The letter that is uploaded for CJS should list only the program and language requests that fall under CJS Subcommittee jurisdiction, and should include only the following information:

- **Programmatic Requests:** Priority, Agency Name/Account, Program Title, and the amount you support (as a difference) of the President’s Budget Request.
- **Language Requests:** Priority, Agency Name/Account, Program Title, and a brief notation explaining the purpose of your language request. Do not include the entire text of your language.

An example of the body of your letter follows:

Programmatic

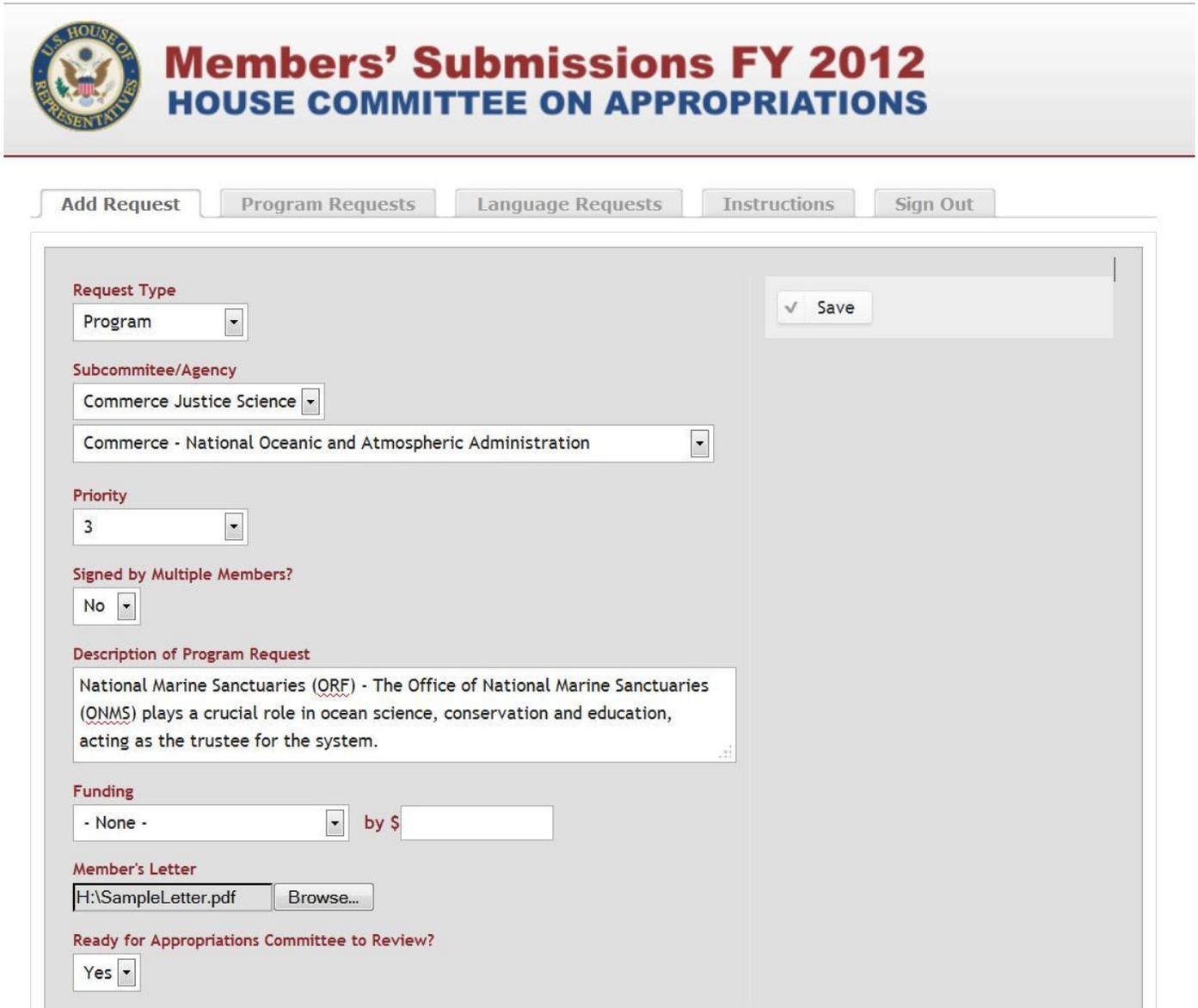
Priority	Agency	Account	Program Title	Funding	Amount
1	DOJ	USMS	XYZ Program	Support President’s Request	—
2	NASA	NASA	ABC Program	Decrease President’s Request	\$50,000,000

Language

Priority	Agency	Account	Program Title	Language
1	DOC	NOAA	DEF Fish Program	Expansion of the Program
2	DOC	NIST	PQR Program	Limit parts of the Program

Electronic Form

The electronic form and instructions can be found at <https://appropriationssubmissions.house.gov/>. The form will not allow an account code of “Other”—it is imperative that you enter the appropriate agency and account for each request. The form does not have a Program Title field – please enter the Program Title as the initial characters of the “Description of Program Request” field, followed by space/dash/space. Examples follow:



The screenshot shows the 'Members' Submissions FY 2012' web form interface for the House Committee on Appropriations. The page features a navigation bar with buttons for 'Add Request', 'Program Requests', 'Language Requests', 'Instructions', and 'Sign Out'. The main form area includes several sections:

- Request Type:** A dropdown menu set to 'Program'.
- Subcommittee/Agency:** Two dropdown menus. The first is set to 'Commerce Justice Science' and the second to 'Commerce - National Oceanic and Atmospheric Administration'.
- Priority:** A dropdown menu set to '3'.
- Signed by Multiple Members?:** A dropdown menu set to 'No'.
- Description of Program Request:** A text area containing the text: 'National Marine Sanctuaries (ORF) - The Office of National Marine Sanctuaries (ONMS) plays a crucial role in ocean science, conservation and education, acting as the trustee for the system.'
- Funding:** A dropdown menu set to '- None -' followed by a 'by \$' label and an empty text input field.
- Member's Letter:** A text input field containing 'H:\SampleLetter.pdf' and a 'Browse...' button.
- Ready for Appropriations Committee to Review?:** A dropdown menu set to 'Yes'.

A 'Save' button with a checkmark icon is located in the top right corner of the form area.



Members' Submissions FY 2012 HOUSE COMMITTEE ON APPROPRIATIONS

Add Request

Program Requests

Language Requests

Instructions

Sign Out

Request Type Language	<input type="button" value="Save"/>
Subcommittee/Agency Commerce Justice Science Commerce - National Oceanic and Atmospheric Administration	
Priority 4	
Signed by Multiple Members? No	
Language Type Bill	
Proposed Language Funding Limitation for NOAA - None of the funds made available to the National Oceanic and Atmospheric Administration may be used to...	
Member's Letter H:\SampleLetter.pdf <input type="button" value="Browse..."/>	
Ready for Appropriations Committee to Review? Yes	

Uploaded letters and electronic forms must be entered in the database **no later than 6:00 PM on Friday, May 20, 2011**. Compliance with the deadline is essential for us to consider your requests.

Group requests must be entered via electronic form by the primary sponsor and **all co-sponsors**. The sponsor should coordinate the data to be entered with all co-sponsors to ensure that database entries are identical. Each member (sponsor and co-sponsors) must list the (group) request in their prioritized memo, as a part of their priorities. The sponsor should deliver an original letter with all member signatures to the Subcommittee office in H-310, The Capitol.

Thank you for your interest in the programs and activities of the Subcommittee on Commerce, Justice, Science and Related Agencies. If you have any questions or require further information, please contact the Subcommittee staff at (202) 225-3351.

Sincerely,

Frank R. Wolf
Chairman