

House Appropriations Committee

Subcommittee on Financial Services and General Government

INSTRUCTIONS FOR MEMBERS and OUTSIDE WITNESSES FOR FISCAL YEAR 2013

The Subcommittee on Financial Services and General Government will be accepting written testimony from interested Members and outside witnesses on the Fiscal Year 2013 budget request. Written testimony will be accepted on programmatic and language issues only. Testimony on 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 a Member and outside witness hearing scheduled, but we are currently accepting written testimony for the record, which should be emailed to FS.Approp@mail.house.gov no later than close of business on March 20, 2012.

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;
- Outside witnesses must also submit a one-page biography; and
- Submit as a single .pdf document.

Thank you for your interest in the activities of the Subcommittee on Financial Services and General Government. If you have any questions, please contact the Subcommittee staff at (202) 225-7245.