

House Committee on Appropriations Subcommittee on State, Foreign Operations, and Related Programs

INSTRUCTIONS FOR MEMBERS AND OUTSIDE WITNESSES FOR FISCAL YEAR 2014

The Subcommittee on State, Foreign Operations, and Related Programs will be accepting testimony from interested Members and outside witnesses on the fiscal year 2014 budget request.

To testify in person, send the written testimony for the record, bio, and disclosure form described below as an attachment to and e-mail to Jamie.Guinn@mail.house.gov. The email should be brief and contain 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

Requests to testify, along with associated testimony, bio, and disclosure forms must be received no later than March 1, 2013. All requests must be emailed; faxed or mailed requests will not be accepted. A hearing will be held in March, and you will be notified by email if you have been selected to testify.

Testimony should be submitted as an electronic attachment to Jamie.Guinn@mail.house.gov. The statement must conform to the following guidelines:

- Does not exceed five page, single-sided;
- Must be double-spaced on 8.5 by 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 the witnesses name, title, and institutional affiliation at the top of the first page;
- Does not include color or detailed photos as the hearing volume will be photographically reproduced. However, the 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 along with their testimony a one-page curriculum vitae (bio), and the financial disclosure form (attached below) as a signed pdf document. Absent these forms, the testimony will not be considered.

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 20, 2013.

Thank you for your interest in the activities of the Subcommittee on State, Foreign Operations, and Related Programs. If you have any questions, please contact the staff at (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, in addition to a C.V., as part of the written statement of prepared testimony submitted in advance of their appearance. 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, Title, Organization, 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, 2010?

Yes No

3. If your response to question #2 is "Yes", please list the amount and source (by agency and program) of each grant or contract, and indicate whether the recipient of such grant or contract was you or the organization(s) you are representing.

Signature:

Date: