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Congress of the United States
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Committee on Appropriations
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February 27, 2017

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Defense, I want to make you aware of the subcommittee's procedures for receiving Members' programmatic and language submissions for consideration in the fiscal year 2018 Appropriations bill. Members must transmit submissions to the Subcommittee via electronic form, and in addition must upload a letter to the appropriations submissions system confirming those entries.

- The electronic submission system can be found at https://AppropriationsSubmissions.house.gov. The system will be available to accept submissions starting March 1st.

- The deadline for submissions for the Subcommittee on Defense is close of business April 5, 2017.

Although the fiscal year 2018 President's budget request is delayed, the Appropriations Committee anticipates moving forward with drafting its bills as needed to assure their availability for consideration by the House. Members are advised that the submission deadline may precede the expected timing of the budget request.

I would like to emphasize that, at this time, under existing earmark policy, earmarks (as defined by clause 9(e) of Rule XXI of the Rules of the House) should not be included. 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 are not required and will not be accepted.

- Submissions must include an uploaded letter signed by the Member supporting the Member's requests. Letters should simply list and describe each submission briefly. Letters may be either an individual letter for each request or a consolidated letter for multiple requests made to this subcommittee. **Please note that the Member request website has been modified this year to allow consolidated letters to be uploaded only once, so that a letter with multiple requests does not need to be uploaded multiple times.**

- The electronic system will require Members to assign a priority rank order 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 online database. In addition, each cosponsor should either scan and upload a copy of the group request letter, or include the group request in a consolidated letter of all the Member's requests for the subcommittee.

- For returning Members, the electronic system 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 Defense. If you have any general questions or require further information, please contact the subcommittee staff at (202) 225-2847. 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 2018 appropriations process begins.

Sincerely,

Kay Granger
Chairman
Subcommittee on Defense