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Congress of the United States
House of Representatives
Committee on Appropriations
Washington, DC 20515-6015

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April 20, 2011

CLERK AND STAFF DIRECTOR
WILLIAM B. INGLEE

TELEPHONE:
(202) 225-2771

Dear Colleague,

As Chairwoman of the Appropriations Subcommittee on State, Foreign Operations, and Related Programs, I want to make you aware of the Subcommittee's procedures for receiving Members' programmatic and language submissions for consideration in the fiscal year 2012 Appropriations bill.

- The system can be found at <https://AppropriationsSubmissions.house.gov>.
- The deadline for submissions is **Friday, May 20, 2011**.

I would like to emphasize the following:

- *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 you have any questions, please consult the Subcommittee staff.
 - 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.

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

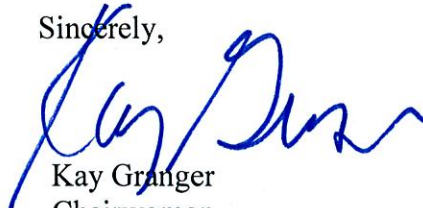
- All submissions must be made electronically at the <https://AppropriationsSubmissions.house.gov> web site. The submission must include an uploaded letter signed by the Member supporting the submission. Only submissions received electronically will be considered.
- A comprehensive letter may also be submitted to the Subcommittee office (HT-2, Capitol Building), but is not required.

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

Thank you for your interest in the programs and activities of the House Subcommittee on State, Foreign Operations, and Related Programs. If you have any questions or require further information, please contact the Subcommittee staff at (202) 225-2041.

I look forward to working with you as the 2012 appropriations process begins.

Sincerely,



Kay Granger
Chairwoman