

**House Committee on Appropriations  
Subcommittee on Military Construction, Veterans Affairs, and  
Related Agencies**

**Instructions for Public Witnesses Hearing for Fiscal Year 2021**

The Subcommittee on Military Construction, Veterans Affairs, and Related Agencies will hold a hearing with Public Witnesses on **Tuesday, March 10, 2020 at approximately 2:00pm**. Testimony will only be accepted on programmatic issues under the jurisdiction of the Subcommittee.

While the Committee will endeavor to accommodate all requests to testify in person, due to time constraints, it may not be possible to do so. The Committee will also be accepting written testimony submitted for the official record.

**Requests to testify in person are due Tuesday, February 25, 2020.**

Please send your request to testify and your written testimony, biography, and disclosure form via e-mail to: [MC.Approp@mail.house.gov](mailto:MC.Approp@mail.house.gov).

**Format:**

The email should be brief and contain the following information:

- The subject line of the email should read “Request to testify on FY 2021 budget request”;
- Witness name, position, and organization;
- Witness telephone number and email address;
- Subject matter of testimony;
- Point of contact name, telephone, and email.

**Witnesses will be allotted not more than 4 minutes for oral remarks and written testimony will be placed in the record.**

You will be notified by email if you have been selected to testify. Testimony to be given at the hearing must be submitted to [MC.Approp@mail.house.gov](mailto:MC.Approp@mail.house.gov) by Wednesday, March 4, 2020. If your organization is not selected, you will be welcome to submit your written testimony for the record. Please see additional instructions below on the submission of the testimony.

## **Requests to submit written testimony ONLY (due March 18, 2020)**

If you do not wish to testify in person, or were not selected, but wish to submit written testimony for the record, the Subcommittee will accept your written testimony, along with the associated biography and electronic disclosure form (found [here](#)), until **COB, Wednesday, March 18, 2020**. Send the written testimony for the record (see “Testimony for the record guidelines” below), biography, and disclosure form as an attachment via e-mail to [MC.Approp@mail.house.gov](mailto:MC.Approp@mail.house.gov). Please include the following information in the e-mail transmitting your testimony for the record:

- The subject line of the email should read “Testimony for the record on FY 2021 budget request”;
- Witness name, position, and organization;
- Witness telephone number and email address;
- Subject matter of testimony; and
- Point of contact name, telephone, and email.

**Do not send testimony via fax or mail. Only electronic submissions will be accepted.**

### **Testimony for the record guidelines**

**In order to ensure that the Committee will be able to publish the testimony in the public hearing record, the testimony must conform to the following guidelines:**

- It must not exceed five pages, single-sided;
- It must be single-spaced on 8.5 by 11 inch letter-size paper, with one-inch margins and at least 12 point font;
- Clearly indicate in the first paragraph the agency, program, and amount involved, if applicable, in the request;
- Clearly indicate your name, title, and institutional affiliation, if applicable, at the top of the first page;
- Do not include color or detailed photos since 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; and
- To protect your privacy, do not include the following in the written/submitted testimony (You may include this information, if desired, in the body of the email separate from the testimony.):
  - Personal Address;
  - Phone Numbers; and
  - Signatures.

Thank you for your interest in the activities of the Subcommittee on Military Construction, Veterans Affairs, and Related Agencies. If you have any questions or require further information, please contact the Subcommittee staff at (202) 225-3047.