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Washington, DC 20515-6015

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February 28, 2023

As Chair of the Appropriations Subcommittee on Defense, I want to share the Subcommittee's procedures for receiving Members' programmatic and language submissions for consideration in the fiscal year 2024 Defense Appropriations Bill. Members must transmit submissions to the Subcommittee via electronic form and also upload a letter to the appropriations submission system confirming those entries. The Defense Appropriations Subcommittee will not be accepting Community Project Funding requests in fiscal year 2024.

The electronic submission system can be found at <https://AppropriationsSubmissions.house.gov>. The system will be available to accept submissions starting March 10, 2023.

The deadline for submissions for the Defense Appropriations Subcommittee is 6:00 pm on March 29, 2023.

The Appropriations Committee anticipates moving forward with drafting its bills expeditiously to assure their availability for consideration by the House. As you prepare your submissions, please note the following:

### Types of Requests

Members may submit two types of requests:

- Program – general support or funding for a program (e.g., \$5.7 billion for F-35A aircraft).
  - In order to assure the accuracy of RDT&E requests, a drop-down menu with program element (PE) numbers has been added to the database. Please make sure you are selecting the correct PE number. Do NOT guess as entering the wrong PE number could affect the accuracy of your request.
- Language – a request to add language to the bill or report to accompany the bill.
  - Language requests generally do not include dollar amounts. Bill language requests are often restrictive. Report language typically encourages a department or agency to follow guidance from the Committee.

## Committee Guidance

- All submissions must be made electronically at <https://AppropriationsSubmissions.house.gov>. Only submissions received electronically will be considered. Hard-copy submissions are neither required nor accepted.
- Submissions must include an uploaded letter signed by the Member supporting his or her requests. Letters should 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 again allows consolidated letters to be uploaded only once so that a letter with multiple requests does not need to be uploaded multiple times.
- For requests with multiple Member cosponsors, each cosponsor must enter the same request into the online database. In addition, each cosponsor should either scan or 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.
- The electronic system will require Members to assign a priority rank order to all their submissions (programmatic and language) for this subcommittee. The Subcommittee will review priority rankings based on the database entries.
- Additionally, Members can rank their top 10 requests across all Subcommittees. It is strongly recommended that Members identify their top 10 requests Committee-wide before entering requests.
- The electronic system allows Members to access submissions made in previous years.

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 [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov).

I look forward to working with you as the fiscal year 2024 appropriations process begins.

Sincerely,

A handwritten signature in black ink that reads "Ken Calvert". The signature is written in a cursive, flowing style.

Ken Calvert  
Chair  
Subcommittee on Defense