

## House Committee on Appropriations

### Subcommittee on Military Construction, Veterans Affairs and Related Agencies

#### **Instructions for Submitting a Request to Testify at Members' Day and Testimony for the Record**

The Appropriations Subcommittee on Military Construction, Veterans Affairs and Related Agencies has scheduled a hearing to take Member testimony on agencies and programs under the jurisdiction of the subcommittee on February 16, 2017, beginning at 9:30 a.m. in room HT-2 of the Capitol. Each Member will have 5 minutes for oral remarks. The order of appearance and additional hearing details will be provided prior to the hearing.

Staff of interested Members should contact Tracey Russell at (202) 225-3047 or [Tracey.russell@mail.house.gov](mailto:Tracey.russell@mail.house.gov) to confirm their Member's participation. The Subcommittee requests that each office provide a cell number for the Member's staff person for the day of the hearing so Subcommittee staff can communicate any last minute changes to the schedule. **All requests to testify must be received by close of business on Friday, February 10, 2017.**

Please provide written testimony for the record by no later than close of business on Wednesday, February 15<sup>th</sup>.

The statement must conform to the following guidelines:

- Testimony must not exceed five pages, single-sided;
- Testimony must be double-spaced on 8.5 by 11 inch letter size paper, with one-inch margins and at least 12 point font;
- Clearly indicate the Member's name and district at the top of the first page;
- Do not include color or detailed photos as 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.

If you have any questions, please contact the Subcommittee at (202) 225-3047.