

RODNEY P. FRELINGHUYSEN, NEW JERSEY, CHAIRMAN

HAROLD ROGERS, KENTUCKY  
ROBERT B. ADERHOLT, ALABAMA  
KAY GRANGER, TEXAS  
MICHAEL K. SIMPSON, IDAHO  
JOHN ABNEY CULBERSON, TEXAS  
JOHN R. CARTER, TEXAS  
KEN CALVERT, CALIFORNIA  
TOM COLE, OKLAHOMA  
MARIO DIAZ-BALART, FLORIDA  
CHARLES W. DENT, PENNSYLVANIA  
TOM GRAVES, GEORGIA  
KEVIN YODER, KANSAS  
STEVE WOMACK, ARKANSAS  
JEFF FORTENBERRY, NEBRASKA  
THOMAS J. ROONEY, FLORIDA  
CHARLES J. FLEISCHMANN, TENNESSEE  
JAIME HERRERA BEUTLER, WASHINGTON  
DAVID P. JOYCE, OHIO  
DAVID G. VALADAO, CALIFORNIA  
ANDY HARRIS, MARYLAND  
MARTHA ROBY, ALABAMA  
MARK E. AMODEI, NEVADA  
CHRIS STEWART, UTAH  
DAVID YOUNG, IOWA  
EVAN H. JENKINS, WEST VIRGINIA  
STEVEN M. PALAZZO, MISSISSIPPI  
DAN NEWHOUSE, WASHINGTON  
JOHN R. MOOLENAAR, MICHIGAN  
SCOTT TAYLOR, VIRGINIA

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

February 15, 2018

NITA M. LOWEY, NEW YORK  
MARCY KAPTUR, OHIO  
PETER J. VISCLOSKEY, INDIANA  
JOSÉ E. SERRANO, NEW YORK  
ROSA L. DeLAURO, CONNECTICUT  
DAVID E. PRICE, NORTH CAROLINA  
LUCILLE ROYBAL-ALLARD, CALIFORNIA  
SANFORD D. BISHOP, JR., GEORGIA  
BARBARA LEE, CALIFORNIA  
BETTY McCOLLUM, MINNESOTA  
TIM RYAN, OHIO  
C. A. DUTCH RUPPERSBERGER, MARYLAND  
DEBBIE WASSERMAN SCHULTZ, FLORIDA  
HENRY CUELLAR, TEXAS  
CHELLIE PINGREE, MAINE  
MIKE QUIGLEY, ILLINOIS  
DEREK KILMER, WASHINGTON  
MATT CARTWRIGHT, PENNSYLVANIA  
GRACE MENG, NEW YORK  
MARK POCAN, WISCONSIN  
KATHERINE M. CLARK, MASSACHUSETTS  
PETE AGUILAR, CALIFORNIA

NANCY FOX  
CLERK AND STAFF DIRECTOR

TELEPHONE:  
(202) 225-2771

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Military Construction, Veterans Affairs, and Related Agencies, I want to make you aware of the subcommittee's procedures for receiving Members' programmatic and language submissions for consideration in the fiscal year 2019 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 February 16th.
- The deadline for submissions for the Subcommittee on Military Construction, Veterans Affairs, and Related Agencies is close of business **March 16, 2018**.

The Appropriations Committee anticipates moving forward with drafting its bills expeditiously to assure their availability for consideration by the House.

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 again allows 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 Military Construction, Veterans Affairs, and Related Agencies. If you have any general questions or require further information, please contact the subcommittee staff at (202) 225-3047. 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 2019 appropriations process begins.

Sincerely,



Charles W. Dent  
Chairman

Subcommittee on Military Construction,  
Veterans Affairs, and Related Agencies