

House Appropriations Subcommittee on Interior, Environment,
and Related Agencies

B-308 Rayburn House Office Building

**Instructions for Requesting to Testify and Providing Written Testimony for
Public Witness Hearings**

**April 16 and 17, 2013 (all subcommittee programs)
and
April 24 and 25, 2013 (American Indian/Alaska Native programs)**

Public witness and Members' testimony on **all programs within the subcommittee's jurisdiction** will be heard on April 16, 2013 with sessions at 9:30 A.M. and 1:00 P.M. and one session on April 17, 2013 at 9:30 A.M.

Public witness testimony on **American Indian/Alaska Native programs within the subcommittee's jurisdiction** will be heard on April 24, 2013 with sessions at 9:30 A.M. and 1:00 P.M. and one session on April 25, 2013 at 9:30 A.M.

All public witness hearings will be held in B-308 Rayburn House Office Building.

If you would like to submit a request to testify, please send an email by March 27th, 2013 with the subject line: **"request to testify"** to: INApprop.Detailee@mail.house.gov. In the email please state who will be testifying, the subject of the testimony, and contact information. You may also submit this information via FAX at 202-225-9069. If sending a FAX, please call to notify the subcommittee at 202-225-3081.

While the subcommittee will honor as many requests to testify as possible, capacity constraints prevent us from honoring every request. We will consider many factors when we allocate timeslots, including the timeliness of each request, recent opportunities to testify, and regional diversity of those testifying. All requesters will receive notice from the subcommittee following the March 27th, 2013 deadline. Those selected to testify will receive further instructions at that time.

Should you have additional questions, please contact the subcommittee staff at 202-225-3081.

DEADLINE: March 27, 2013

If you only plan to provide written testimony and do not wish to testify in person, please see the next page for additional instructions for providing written testimony.

Instructions for Providing Written Public Testimony

For those providing written testimony only, an electronic copy of testimony must be received by April 25, 2013.*

As in past years, ALL interested parties may submit written testimony to be included in the official record. You do not have to participate in the public witness hearings to submit written testimony.

All written testimony must comply with the following requirements.

- Do not exceed four pages – testimony that exceeds four pages will not be accepted.
- Type on standard 8.5 by 11 inch letter size paper.
- Single-space type in 12 point font with one inch margins.
- Clearly indicate your name, title, and institutional affiliation (if any) at the top of the first page.
- Clearly state in the first paragraph the agency, program, and amount of funding involved in the request.
- Do not include color and detailed photos, since the official record will contain photographically reproduced copies of written testimony. However, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the four page maximum length.
- **Attach testimony to an e-mail with the subject line “written testimony” and send to INApprop.Detailee@mail.house.gov**

If you have any questions please contact the Subcommittee at (202) 225-3081, or INApprop.Detailee@mail.house.gov

*Please note that there are two additional opportunities this year to submit written testimony for the record in conjunction with two oversight hearings on American Indian and Alaska Native issues. The first deadline is **March 15, 2013** for Indian Education issues only (see additional information [here](#)). The second deadline is **March 26, 2013** for Indian Health issues only (see additional information [here](#)). For any questions, please call (202) 225-3081 or e-mail INApprop.Detailee@mail.house.gov.