

House Appropriations Committee Subcommittee on Homeland Security

INSTRUCTIONS FOR OUTSIDE WITNESSES FOR FISCAL YEAR 2018

The Subcommittee on Homeland Security will be accepting testimony from interested outside witnesses on the Fiscal Year 2018 budget request. Testimony will be accepted on programmatic issues only. *Testimony regarding earmarks, as defined by clause 9(e) of Rule XXI of the Rules of the House, will not be considered.*

The Subcommittee does not have an outside witness hearing scheduled, but we are currently accepting written testimony for the record, which should be emailed to hsapprop.detailee@mail.house.gov **no later than May 31, 2017**. We will be accepting written testimony regarding programmatic issues only. Submissions must include a biography and witness disclosure form (attached below). Please also include the following information:

- Witness name, position, and agency/organization
- Witness telephone number and email address
- Subject matter of testimony
- Point of contact name, telephone, and email

All written testimony must conform to the following guidelines:

- Do not exceed five pages, single-sided;
- Testimony must be double-spaced on 8.5 x 11 inch letter size paper with one-inch margins and at least 12 point font;
- Clearly state in the first paragraph the agency, program, and amount of money involved in the request;
- Clearly indicate your name, title, and institutional affiliation 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;
- Outside witnesses must also submit along with their testimony a one-page curriculum vitae (bio), and the financial disclosure form (attached below) as a signed pdf document. **Absent these forms, the testimony will not be considered.**

Do not include the following in the written, submitted testimony:

- Personal Address
- Phone Numbers
- Signatures

This is to protect your privacy. Thank you for your interest in the activities of the Subcommittee on Homeland Security. If you have any questions, please contact the staff at (202) 225-5834.

Witness Disclosure Form

Clause 2(g) of rule XI of the Rules of the House of Representatives requires non-governmental witnesses to disclose to the Committee the following information. A non-governmental witness is any witness appearing on behalf of himself/herself or on behalf of an organization other than a federal agency, or a state, local or tribal government.

Your Name, Business Address, and Telephone Number:

1. Are you appearing on behalf of yourself or a non-governmental organization? Please list organization(s) you are representing.

2. Have you or any organization you are representing received any Federal grants or contracts (including any subgrants or subcontracts) since October 1, 2008?

Yes No

3. If your response to question #2 is "Yes", please list the amount and source (by agency and program) of each grant or contract, and indicate whether the recipient of such grant or contract was you or the organization(s) you are representing.

Signature:

Date: