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NANCY FOX  
CLERK AND STAFF DIRECTOR

TELEPHONE:  
(202) 225-2771

April 3, 2018

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies, I want to make you aware that **the Subcommittee will be accepting additional fiscal year 2019 Member requests, or revisions to previous submissions, through Wednesday, April 11, 2018.** With the enactment of the final fiscal year 2018 appropriations bills last month, the Subcommittee is providing additional time so that Members have the opportunity to use enacted fiscal year 2018 funding or language as a benchmark in their 2019 Member submissions.

For your convenience, the Subcommittee's procedures for receiving Members' programmatic and language submissions for consideration in the fiscal year 2019 Appropriations bill is restated below. 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 April 4th.

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 Commerce, Justice, Science, and Related Agencies. If you have any general questions or require further information, please contact the Subcommittee staff at (202) 225-3351. 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 moves forward.

Sincerely,

A handwritten signature in blue ink that reads "John Culberson". The signature is fluid and cursive, with a large loop at the end of the last name.

John A. Culberson  
Chairman, Subcommittee on Commerce, Justice  
Science, and Related Agencies