

House Committee on Appropriations

Subcommittee on Military Construction, Veterans Affairs and Related Agencies

Instructions for Submitting a Request to Testify at Members' Day and Written Statement

The Appropriations Subcommittee on Military Construction, Veterans Affairs and Related Agencies has scheduled a hearing to take Member testimony on the fiscal year 2019 budget requests for agencies and programs under the jurisdiction of the subcommittee on **April 17, 2018 at 1:00 p.m., room 2358-A Rayburn**. 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 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 Thursday, April 12, 2018.**

Please provide a **written statement** to the Subcommittee by no later than the close of business on **Monday, April 16th**.

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.