

HOUSE COMMITTEE ON APPROPRIATIONS  
SUBCOMMITTEE ON STATE, FOREIGN OPERATIONS, AND RELATED PROGRAMS  
INSTRUCTIONS FOR PROVIDING WRITTEN TESTIMONY  
FOR FISCAL YEAR 2019

The Subcommittee on State, Foreign Operations, and Related Programs will not have an outside witness hearing on the fiscal year 2019 budget this year. However, the Subcommittee will be accepting written testimony for the record from interested Members and outside parties. Testimony regarding earmarks, as defined by clause 9(e) of Rule XXI of the Rules of the House, will not be considered.

Testimony should be submitted as an attachment and sent via email to [SFApprop.Testimony@mail.house.gov](mailto:SFApprop.Testimony@mail.house.gov) by April 20, 2018, in order for it to be included.

Testimony must conform to the following guidelines or it will not be printed for the record:

- Testimony should be sent as a pdf attachment via email.
- The subject line of the email should be “Testimony on Fiscal Year 2019.”
- Testimony must not exceed five pages, single-sided.
- Testimony must be singled-spaced on 8.5 by 11 inch letter-size paper, with one-inch margins, and Times New Roman 12 point font.
- Clearly indicate in the first paragraph the agency, program, and amount involved, if applicable, in the request.
- Clearly indicate your name, title, and institutional affiliation, if applicable, at the top of the first page.
- Do not include color and detailed photos since 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.

**Do not include the following in the written submitted testimony (you may include this information, if desired, in the body of the email separate from the testimony):**

- Personal Address
- Phone Numbers
- Signatures

This is to protect your privacy.

**NOTE: Testimony will not be printed for the record if it does not include the above requirements.**

Thank you for your interest in the activities of the Subcommittee on State, Foreign Operations, and Related Programs. If you have any questions or require further information, please contact the Subcommittee staff at (202) 225-2041.