

HOUSE COMMITTEE ON APPROPRIATIONS
SUBCOMMITTEE ON STATE, FOREIGN OPERATIONS, AND RELATED PROGRAMS
INSTRUCTIONS FOR PROVIDING WRITTEN TESTIMONY
FOR FISCAL YEAR 2015

The Subcommittee on State, Foreign Operations, and Related Programs will not have an outside witness hearing on the fiscal year 2015 budget this year. However, the Subcommittee will be accepting written testimony from interested Members and outside parties to be included in the official record. Written testimony must be received no later than April 4, 2014, for it to be included in the printed hearing volume.

You must conform to the following guidelines:

- Testimony should be submitted as an attachment and sent via email to SFAApprop.Detailee@mail.house.gov by April 4, 2014.
- The subject line of the email should be “Testimony on Fiscal Year 2015”.
- Testimony must not exceed five pages, single-sided;
- Testimony must be single-spaced on 8.5 by 11 inch letter-size paper, with one-inch margins and at least 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; and
- 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.

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 SFAApprop.Detailee@mail.house.gov or (202) 225-2041.