

House Committee on Appropriations
Subcommittee on State, Foreign Operations, and Related Programs

INSTRUCTIONS FOR PROVIDING WRITTEN TESTIMONY
FOR FISCAL YEAR 2013

The Subcommittee on State, Foreign Operations, and Related Programs will not have an outside witness hearing on the fiscal year 2013 budget this year. However, interested parties may submit written testimony to be included in the official record. Testimony must be received no later March 30, 2012 for it to be included in the printed hearing volume. The current mail handling measures have complicated Congressional mail procedures. The Subcommittee strongly recommends submitting testimony via electronic mail.

Testimony should be submitted as an electronic mail attachment to SF.Approp@mail.house.gov

The Statement must conform to the following guidelines:

- Do 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 at least 12 point font;
- Clearly indicate in the first paragraph the agency, program, and amount involved in the request;
- Clearly indicate your name, title, and institutional affiliation 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 staff at (202)225-2041, or SF.Approp@mail.house.gov.