

**FINANCIAL SERVICES AND GENERAL GOVERNMENT SUBCOMMITTEE  
UNITED STATES SENATE COMMITTEE ON APPROPRIATIONS**

**Richard J. Durbin, Chairman  
Jerry Moran, Ranking Member**

**FISCAL YEAR 2013 (October 1, 2012 – September 30, 2013)  
GUIDELINES FOR SUBMITTING APPROPRIATIONS REQUESTS**

**I. Guidance on Submitting Requests for Congressionally Directed Spending**

The Committee will not accept Member requests for Congressionally Directed Spending Items, as defined in Senate Rule XLIV, for FY 2013 appropriations bills.

**II. Guidance on Submitting Requests for Programmatic Funding**

If you are requesting inclusion of specific funding or language in the bill or report, please provide:

- the proposed draft bill and/or report language, or funding proposal;
- the particular agency to which the language and/or funding is directed;
- brief explanation of and rationale for the funding or language;
- indication of whether the request is sought for bill text, report language, or both bill and report;
- staff contact name and direct phone number; and
- given the fiscal realities of the coming year, the Subcommittee will welcome any suggestions made to reduce spending levels to offset proposed increases in funding levels (identify appropriations account) and justify reduction proposed.

**DEADLINE:** Members' **Request Letters** should be submitted to the Subcommittee no later than **Thursday, March 29, 2012, at 3:00 P.M.**

**SUBMISSION:** Original letter should be delivered to **Room 133 Dirksen Senate Office Building** with a **copy delivered to the Ranking Member in Room 125 Hart Senate Office Building**.

Please also **e-mail a copy of the request letter** to [finsec@appro.senate.gov](mailto:finsec@appro.senate.gov)

*Any questions about these instructions or any of the information required, please contact the Subcommittee at 224-1133.*