

**DEPARTMENT OF HOMELAND SECURITY SUBCOMMITTEE  
UNITED STATES SENATE COMMITTEE ON APPROPRIATIONS**

**FISCAL YEAR 2013 (October 1, 2012 – September 30, 2013)**

**GUIDANCE FOR SUBMITTING MEMBER REQUESTS**

**DEADLINE:** Member **Request Letters** should be delivered no later than March 20, 2012, at 10:00 AM, to Chairman Landrieu in Dirksen Room 135 with a copy delivered to Ranking Member Daniel Coats in Hart Room 125. Please also e-mail a copy of the request letter to HomelandSec@appro.senate.gov.

*If there are any questions about these instructions, or any of the information required, please contact the Subcommittee at 224-8244.*

**GUIDANCE:**

- I. Guidance on Submitting requests for Congressionally Directed Spending**
- II. Guidance on Submitting Programmatic Requests (not Congressionally Directed Spending)**

**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 Programmatic Requests**

If you are requesting inclusion of a specific funding level (increase, decrease, or the President's request), bill language, or report language, please provide:

- the proposed draft bill and/or report language, or funding proposal;
- specification of the DHS entity; appropriations account; and program, project and activity for which the request is proposed;
- brief explanation of and rationale for the funding or language;
- Member staff contact (name and direct phone number); and
- given constraints on FY 2013 appropriations, it is encouraged that requested appropriations increases above the FY 2012 enacted level should be accompanied by proposed reductions to appropriations in the bill below FY 2012 enacted levels (identify appropriations account and program, project and activity) – accompanied by a justification for the reduction.