

House Committee on Appropriations

Subcommittee on Military Construction, Veterans Affairs, and Related Agencies

**Instructions for Submitting a Request to Testify at Members' Day  
and Testimony for the Record**

The Appropriations Subcommittee on Military Construction, Veterans Affairs, and Related Agencies has scheduled a hearing to take Member testimony on the agencies and programs under its jurisdiction on **May 20<sup>th</sup>** beginning at **10:00 am** in 2358C Rayburn House Office Building. Each Member will have five minutes for oral remarks. The order of appearance and additional hearing details will be provided prior to the hearing.

Staff of interested Members should contact Justin Masucci at (202) 225-3047 or [Justin.Masucci@mail.house.gov](mailto:Justin.Masucci@mail.house.gov) to confirm their Member's participation. The Subcommittee requests that each office provide a cell phone number for the Member's staff person for the day of the hearing so the Subcommittee can reach you if there are any last minute changes to the schedule. **All requests to testify must be received by Friday May 16<sup>th</sup> at 5:00 pm.**

Please provide written testimony for the record by no later than **Monday, May 19th at 5:00 pm.**

The statement must conform to the following guidelines:

- Testimony must not exceed five pages, single-sided;
- Testimony must be double-spaced on 8.5 by 11-inch letter-sized paper, with one-inch margins, and at least 12-point font;
- Clearly indicate the Member's name and district at the top of the first page;
- Do not include color or detailed photos as the hearing volume will be photographically reproduced. However, the use of black and white charts and tables or the use of appropriate bold type and bullets are acceptable, as long as they are within the five-page maximum length.

If you have any questions, please contact the Subcommittee at (202) 225-3047.