

House Committee on Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies

INSTRUCTIONS FOR MEMBERS and OUTSIDE WITNESSES FOR FISCAL YEAR 2016

The Subcommittee on Commerce, Justice, Science, and Related Agencies will not be holding a member and outside witness hearing on the fiscal year 2016 budget. However, the subcommittee will be accepting testimony for the record. Instructions are below:

TO SUBMIT WRITTEN TESTIMONY FOR THE RECORD

Submit the testimony as a pdf file attachment to CJ.Approp@mail.house.gov. You must conform to the following guidelines in your statement:

- Do not exceed five pages;
- Your testimony must be singled-spaced on 8.5 by 11 inch (letter size) paper, with one-inch margins and at least 12 point font;
- If applicable, clearly state in the first paragraph the agency, program, and amount of money 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 as 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.

Testimony must be received **no later than Tuesday April 14, 2015**, for it to be included in the printed hearing volume.

Thank you for your interest in the activities of the Subcommittee on Commerce, Justice, Science, and Related Agencies. If you have any questions, please contact the staff at (202) 225-3351.