

**Subcommittee on Defense
Outside Witness Testimony Instructions
Fiscal Year 2021 Appropriations**

The Senate Subcommittee on Defense has not scheduled any outside witness hearings on appropriations for fiscal year 2021. However, as in past years, written testimony will be accepted in accordance with the guidelines below.

GUIDELINES

Format:

- Testimony (including any supporting material) should be a **maximum** of eight (8) pages, on 8 ½” x 11” paper, single sided, single spaced, and have a 1” margin.
- Do not include a cover page. At the top of the first page, list the name of the person or organization submitting testimony; that it is prepared for the Subcommittee on Defense; and which Department and/or Agency the testimony is addressing.

Delivery:

- Delivery is by electronic submission only, as described below. Other forms of delivery, including fax and delivery through the mail, will not be accepted.
- Please e-mail testimony to DEF@appro.senate.gov with the subject line “FY21 Defense OWT.”
- To facilitate printing, we can only accept testimony in Microsoft Word or Word Perfect formats. **DO NOT SEND PDF FILES.**
- In the email, please include contact information (name, email, physical address and telephone).

Deadline:

All material must be received no later than close of business, **Monday, April 27th, 2020**. This deadline may be adjusted to accommodate outside witness testimony only for any subcommittee hearings that might occur after April 27th.

Thank you.

Subcommittee on Defense
Committee on Appropriations
United States Senate
Washington, DC 20510