

**U.S. Senate Committee on Appropriations  
Subcommittee on Military Construction, Veterans Affairs, and Related Agencies**

**Outside Witness Testimony Guidelines for FY2020**

The Senate Subcommittee on Military Construction, Veterans Affairs, and Related Agencies has not scheduled an outside witnesses hearing on appropriations for fiscal year 2020. However, written or prepared testimony from outside witnesses will be accepted according to the guidelines below.

**Policy:**

- For outside witness testimony to be considered by the Subcommittee, it must be at the request of a personal office of a Member of the U.S. Senate Committee on Appropriations. Testimony sent directly to the Subcommittee will not be considered.

**Format and Delivery:**

- Written testimony, including supporting material, should be a maximum of four (4) pages, on 8.5” 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 and/or organization submitting testimony. State that it is prepared for the Subcommittee on Military Construction, Veterans Affairs, and Related Agencies, and state which Department and/or Agency the testimony is addressing.
- Delivery is by electronic submission only; other forms of delivery, including fax and U.S mail, will not be accepted.
- To facilitate printing, use only Microsoft Word or Word Perfect formats. Do not send PDF files. In your submission, please include full contact information (name, email, phone number, and physical address).

**Deadline:**

- All material must be received no later than close of business on **Friday, May 3, 2019**. This deadline will be strictly enforced.

Thank you.

Subcommittee on Military Construction, Veterans Affairs, and Related Agencies  
Committee on Appropriations  
United States Senate  
Washington DC 20510  
202-224-5245