

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

**Outside Witness Testimony Instructions
Fiscal Year 2025 Appropriations**

The Senate Subcommittee on Military Construction, Veterans Affairs, and Related Agencies has not scheduled any outside witness hearings on appropriations for fiscal year 2025. However, as in past years, written testimony will be accepted in accordance with the guidelines below.

GUIDELINES

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:

- Testimony (including any supporting material) should be a **maximum** of four (4) 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.

Delivery:

- Delivery is by electronic submission only, as described above. Other forms of delivery, including fax and delivery through the mail, will not be accepted.
- To facilitate printing, we can only accept testimony in Microsoft Word or Word Perfect formats. **DO NOT SEND PDF FILES.**
- In the submission, please include contact information (name, email, physical address and telephone).

Deadline:

- All material must be received no later than close of business, **Monday, May 13, 2024**. 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