Section J – Attachments

Appendix A: Affirmation of Non Disclosure Form – 1 page
Appendix B: Historical Committee Volume and Delivery Data – 3 pages
Appendix C: General Transcript Format Guidelines – 38 pages
Appendix D: Electronic Data Transcript Specifications – 17 pages
Appendix A

Affirmation of Non-Disclosure

This statement should be signed by employees whose positions are created by the Committee on House Administration under the House Employees Position Classification Act that have access to electronic communications services. This statement should also be signed by personnel contracted to provide electronic communication or consulting services with or to the House at large. This affirmation must be signed prior to commencement of work by such employees. Copies of the executed oath shall be retained by the employing authority as part of the records of the House.

I do solemnly swear (or affirm) that I will not disclose any information relating to private or privileged electronic/verbal/written communications received in the course of my service with or to the U.S. House of Representatives, except as authorized by the Committee on House Administration or in accordance with the Rules of the House of Representatives.

Contractor Personnel Name ____________________________________________

Title ________________________________________________________________

Signature ___________________________________________________________

Date __________________________

Company Name: ______________________________________________________

Contract Number: _____________________________________________________

Program Manager: ____________________________________________________

Place two copies of the acknowledged forms in a sealed envelope with the following words marked on the outside of an envelope “Affirmation of Non-Disclosure Forms” and mail or deliver to the Contracting Officer’s Representative. In addition, ensure that the front of the envelope contains the following information:

DATE, CONTRACT NUMBER, COMPANY NAME, and POINT OF CONTACT
Appendix B

Historical Committee Volume and Delivery Data

This table is for guidance purposes only and reflects data taken from calendar years 2015 through 2019. Bidders should not rely on this information as a predictor of future activity. Actual volume delivery requirements may change during the contract period without advanced notice.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Usual Delivery</th>
<th>Hearing Count 2015 *</th>
<th>Hearing Count 2016 *</th>
<th>Hearing Count 2017 *</th>
<th>Hearing Count 2018 *</th>
<th>Hearing Count 2019 *</th>
<th>Average Pages per hearing **</th>
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<tr>
<td>Agriculture</td>
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<td>37</td>
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<td>6</td>
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<td>16</td>
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<td>Appropriations: Energy and Water</td>
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* Not all hearings were assigned to the Primary Vendor; only those not covered in-house by the Office of Official Reporters.

** Average number of pages derived by dividing the 5-year page total by the 5-year total number of hearings.

*** No individual Appropriations subcommittee data is available on average hearing length. This figure represents an average page count for all Appropriations subcommittees.
# Five-Year Total Committee Page Volume
## 2015 - 2019

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I. General Format Information for All Transcripts

A. PHYSICAL SPECIFICATIONS

$ Size of page  All transcripts shall be printed on white paper of good quality, size 8-1/2 x 11 inches.
$ Length of lines; number of lines to page  Lines shall be composed of 61 spaces/characters consisting of 10 Courier characters per inch, or equal. On all pages the text must be as close as possible to the margin at the left of the page, and shall extend as nearly as possible to the opposite margin. Paragraph indentations may not exceed five spaces. Where lines are short because of context, they shall be considered full lines. Payment will be based on the number of lines of text in the transcript divided by 25 to ascertain the total number of billable pages. Remainder of 12 lines or less will not be paid for. Each page shall contain 25 lines, double-spaced, with lines containing text numbered consecutively throughout the transcript.
$ Numbering pages and lines in transcript  The pagination of the transcript, as well as line numbering, shall be in a single series of consecutive numbers.
$ Binding of transcripts  The entire record shall be securely bound in heavy paper of good quality, unless a particular committee expressly states that no covers are to be provided.
$ Table of contents for transcripts  Please note that a table of contents is not required for committee hearing transcripts.
$ Sales  Sales of transcripts are not permitted. Transcripts remain the property of the U.S. House of Representatives.

B. TRANSCRIPT DELIVERY REQUIREMENTS

Ordinary Delivery  Due by 10:00 a.m. on the fifth business day following the hearing
Expedited Delivery  Due by 10:00 a.m. on the second business day following the hearing
Daily Delivery  Due by 10:00 a.m. on the next business day following the hearing

An original copy of the transcript is to be delivered to the Office of Official Reporters, Room 1718, Longworth House Office Building. The electronic version should be E-mailed to the Official Reporters E-mail box (transcripts@mail.house.gov) by the times noted above. An MSWord file should also be emailed to the same mailbox at the same time. See contract for further details.

C. HANDLING OF INSERTS

Three hole punch each insert. Inserts are placed in the transcript behind the page where the insert is designated. If an insert is too thick to be three hole punched, or if any part of it would be obliterated, mount the insert on a back cover, just to the right of the three hole punches. Secure these thicker inserts with binder clips, placing one on the top and bottom of the back cover.

There are exceptions to the rule. See Individual Committee Instructions for the: Committee on Agriculture; Committee on Financial Services; Committee on Transportation and Infrastructure; Committee on Veterans’ Affairs; and Committee on Ways and Means.

Delivery Requirements for Executive Session (unclassified) Hearings:

a. Type “EXECUTIVE SESSION” on the title page, as well as on the front and back covers.
b. Original only of the transcript of proceedings (with inserts) to be delivered by the vendor.
D. RETENTION OF RECORDING TAPES OR DIGITAL SOUND FILES

Unsworn Hearings: All electronic recording tapes/cassettes or digital sound files must be retained for a period of one (1) year following the date of the unsworn hearing.

Sworn Hearings: All electronic recording tapes/cassettes or digital sound files must be retained for a period of five (5) years following the date of the sworn hearing.

E. ADJOURNMENTS/DIVISION OF TRANSCRIPTS

1. Multiple Transcripts If more than one transcript is required from the same hearing, the first transcript ends as follows:

[Whereupon, at 11:10 a.m., the committee (subcommittee) proceeded to other business.]

Begin the next transcript with a complete new title page. The new title page will be convened as follows:

The committee met, pursuant to other business, at 11:15 a.m., in Room H-110, The Capitol, Hon. John Jones [chairman of the committee] presiding.

2. Open/Closed Session If a committee or subcommittee goes from open session to closed the first transcript ends as follows:

[Whereupon, at 11:10 a.m., the committee (subcommittee) proceeded in closed session.]

Create complete new title page for closed session (separate transcript). The closed transcript will be convened as follows:

The committee proceeded in closed session at 11:15 a.m., in Room H-110, The Capitol, Hon. John Jones [chairman of the committee] presiding.

NOTE: If the Chairman indicates that the hearing will be proceeding in classified session, and the reporter does not have the appropriate security clearances, the reporter MUST stop the hearing immediately until a properly cleared replacement can be found.

3. Adjournment Format Sample concluding format designations:

Lunch or Mid-day Recess:

[Whereupon, at 11:55 a.m., the subcommittee recessed, to reconvene at 1:30 p.m., the same day.]

End of day:

[Whereupon, at 4:00 p.m., the subcommittee was adjourned.]

Χ If a time for reconvening is indicated, add that to end-of-day adjournment:

[Whereupon, at 4:00 p.m., the subcommittee recessed, to reconvene at 9:30 a.m., Thursday, June 1, 2019.]

Χ If the chairman says adjournment is subject to the call of the chair, add that to end-of-day adjournment:

[Whereupon, at 4:00 p.m., the committee adjourned subject to the call of the chair.]
F. SPEAKER IDENTIFICATIONS

1. Chairman of Full Committee
   X In full committee (presiding or not): The Chairman, The Chairwoman, Chairman XYZ, Chairwoman XYZ
   X In subcommittee and presiding: Mr. Jones
   X In subcommittee and not presiding: Mr. Jones

   Exceptions to this rule are noted on specific committee instructions.

   NOTE: If the chair is not present for an entire hearing, his/her replacement should be carried as Mr. Name. or Ms. Name.
   Do not temporarily promote and carry as Chairman Name.

2. Two Members with the Same Last Name (regardless of gender)
   X Mr. Jones of Texas.
   X Mr. Jones of Vermont.

   NOTE: IF THERE ARE MEMBERS WITH THE SAME LAST NAME ON THAT PARTICULAR COMMITTEE OR
   SUBCOMMITTEE, USE THE STATE NAME EVEN IF ONLY ONE OF THEM IS IN ATTENDANCE AT THAT PARTICULAR
   HEARING OR MARKUP.

   “Similar” names listed on the Clerk’s official list (e.g., Weber, Webster) do not require first names or states on the
   speaker ID; only IDENTICALLY SPELLED last names. Furthermore, if a Member has the same last name as the Chair and
   the Chair’s name appears in his/her speaker ID, add the state to the Member’s name, e.g.:

   Chairman Smith, and Mr. Smith of Nebraska.

3. Two Members From the Same State with the Same Last Name
   X Mr. John Jones of Texas.
   X Mr. Paul Jones of Texas.

   ALSO NOTE: Rules 2 and 3 apply only when Members with duplicate last names are members of the subcommittee currently
   meeting (or of the full committee if a full committee hearing). The sole exception is if a Member with a duplicate last name is
   invited to sit with the committee to ask questions.  (Exception: Financial Services)

4. Two Witnesses with the Same Last Name (Even if Different Gender)
   X Mr. John Jones.
   X Mr. Paul Jones.

5. Member and a Witness with the Same Last Name
   X Mr. Jones of Texas. [Member]
   X Mr. Jones. [Witness]

6. Clerk or Counsel of a Committee
   Identify the clerk or counsel of the committee by his/her title when
   they speak. Use The Clerk. or Counsel.  (Exceptions: Armed Svs, Foreign Affairs, Judiciary, Natural Res.)

7. Ms., Mrs., Miss
   For committee transcripts, our reference for the speaker identifications for Members is the official
   “List of Duplicate Names and Similar Names of Members” that is maintained by the Clerk’s office. It is updated frequently, and
   can be found at http://clerk.house.gov/member_info/duplicate-names-116.pdf

   This list, particularly the bottom of the page, gives guidance as to whether to identify female Members in speaker IDs as “Ms.” or
   “Mrs.” Whether the state is shown after the name, e.g., “Miller of Michigan,” is covered by separate rules in the format book under
   Section I.B, Speaker Identifications. The list also shows those who should be shown in speaker IDs as two words, and whether to
   hyphenate. These are the relevant Members as of 1/10/19:

   Ms. Blunt Rochester. (NOT hyphenated) Ms. Ocasio-Cortez. (hyphenated)
   Miss Gonzalez-Colon. (hyphenated) Ms. Roybal-Allard. (hyphenated)
   Ms. Herrera Beutler. (NOT hyphenated) Ms. Torres Small. (NOT hyphenated)
   Ms. Jackson Lee. (NOT hyphenated) Ms. Wasserman Schultz. (NOT hyphenated)
   Ms. Mucarsel-Powell. (hyphenated) Mrs. Watson Coleman. (NOT hyphenated)

   (One male Member is multi-word): Mr. Diaz-Balart. (hyphenated)

   As to female witnesses, the default speaker ID is normally “Ms.” However, if the witness has “Mrs.” on her written statement or a
committee-supplied document or witness list, then speaker ID would be “Mrs.”

8. Titles

Dr. XYZ only if a medical doctor (human or veterinarian) or dentist. Others as Mr., Mrs., or Ms. Witnesses with a Pharm.D. degree will be decided on a case-by-case basis. **(Exception: Energy and Commerce, Natural Resources)** (NOTE: Members who are doctors should be Mr., Mrs., or Ms. unless specific committee instructions indicate otherwise. Doctors in the 116th Congress are Abraham, Babin, Bera, Bucshon, Burgess, DesJarlais, Dunn, Gosar, Green (Mark), Harris, Joyce (John), Marshall, Roe, Ruiz, Schrader, Schrier, Simpson, Van Drew, Wenstrup, and Yoho.

Military
Always use single-word rank, current or retired** (e.g., Admiral Jones, General Smith). **Do not abbreviate**, e.g., Gen. or Lt.Col. No distinction between Major General, Brigadier General, etc.

The following ranks require multi-word titles: Warrant Officer, Chief Warrant Officer, Petty Officer, Chief Petty Officer, Master Sergeant, Sergeant Major, and Lieutenant Colonel.

Example: Lieutenant General Jones is ID’d as "General Jones," but Lieutenant Colonel Jones is ID’d as "Lieutenant Colonel Jones."

** For retired, use rank ONLY IF they are testifying in a military capacity/expert in that field. If their military service is mentioned but they are testifying on an entirely unrelated issue, then just Mr. or Ms.

Military Secretary Mr. or Mrs. XYZ for Secretary of the Army, Navy, etc. **(Exception: Armed Services)**

Ambassador Ambassador XYZ if currently an Ambassador

Governor Governor XYZ if currently a Governor

Speaker of the House Speaker XYZ

FBI/CIA Directors Mr. XYZ

Director of Natl. Intel. Director XYZ unless retired military, then General XYZ, Admiral XYZ, etc.

Cabinet Secretary XYZ (or Attorney General XYZ) if currently a Cabinet Secretary (Assistant or Deputy Secretary or Military Secretary still Mr. XYZ or Mrs. XYZ.) **(Exception: Armed Svcs)**

Mayor Mr. XYZ **(Exception: District of Columbia Mayor carried as Mayor XYZ)**

Police/Fire Chief Chief XYZ (or Sheriff XYZ)

Commissioner Mr. XYZ or Ms. XYZ or Mrs. XYZ

Clergy Rev. XYZ or Father XYZ or Sister XYZ or Rabbi XYZ

Judge Always use Judge XYZ, even if retired, unless currently in other position with title

Supreme Court Justice XYZ

US Trade Rep. Ambassador XYZ

Senator Senator XYZ for U.S. Senator if currently a Senator; Mr. or Mrs. XYZ for state senators

Fed Chairman/woman Mr. XYZ or Mrs. XYZ **(not Chairman or Chairwoman XYZ)**

Airline pilots Mr. or Ms. or Mrs. XYZ **(not Captain)**

Native American Tribal Leaders Mr. or Ms. or Mrs. XYZ **(not Chairman)**
G. GENERAL FORMAT GUIDELINES

1. Contractions and False Starts The preference of House committees is:
   a. NOT TO use any positive contractions (I=m, we=ll, they=re, etc.). Negative contractions are acceptable (don=t, can=’t, etc.). “Let’s” is also acceptable.
   b. NOT TO transcribe false starts, defined as repeating of a word or a phrase (e.g., I would – I would like) or a very short (1, 2, 3 words) change of direction (e.g., “Let me ask – first of all, let…”)

   EXCEPTIONS TO THE POSITIVE CONTRACTION RULE:
   • If witnesses are sworn during a hearing.
   • Interviews and depositions
   • When editing a hearing/markup held before the Committee on Science, which is strictly verbatim.

2. Inserts When material is furnished to the reporter to be inserted in the transcript, identify whose statement or attachment is being inserted:

   [The statement of Mr. Jones follows:]

   ********** INSERT 1 ********** For Armed Services hrgs and markups, Natural Resources hrgs, and Lantos Commission, do not number or mark inserts. See individual committee instructions.

   Insert line should match the speaker ID format, e.g., Chairman Smith or Secretary Jones.

   When insert material is not furnished to the reporter, use the following format:

   [The information follows:]

   ********** COMMITTEE INSERT ********** (Exceptions: See individual committee instructions for exceptions. Please also note that “information” is fine – except for Natural Resources, a descriptor such as “the letter” or “the report” is not necessary).

   FOR AMENDMENTS IN ALL MARKUPS, USE [The amendment of Mr. Xxxxx follows:]
   (or “found in the appendix” or whatever form that committee uses)
   For EN BLOC AMENDMENTS, use [The amendments offered en bloc of Mr…..]

   FOR BILLS IN ALL MARKUPS, USE [The bill follows:] (or “found in the appendix” or the form each committee uses)

   Committee member opening statements in hearings (not markups) should be followed by insert lines, either statement lines as above or as committee inserts, depending on if the member provided a written statement.
   (Exception: Appropriations and Foreign Affairs - see their individual guidelines for more explanation)

3. Prepared Statements Insert prepared statement at end of oral testimony of each witness BEFORE questioning of witness begins unless specifically directed otherwise. The insert line for the witness statement should be placed immediately after the witness completes his statement and not after the chairman thanking the witness.

4. Set Up of Witnesses Prior to the start of testimony, witnesses are set up with their name and affiliation as follows: (This information appears only on the title page for Appropriations Committee; for all other committees, it appears when the witness first begins testifying.) Page 33 indicates how to set up witnesses in panels.

STATEMENT OF JOHN JONES, PRESIDENT, XYZ CORPORATION

THE GENERAL RULE IS TO IDENTIFY THEIR AFFILIATION BASED ON HOW IT IS LISTED ON THE WITNESS LIST OR THE COMMITTEE WEB SITE. ARMED SERVICES HAS ITS OWN SECTION IN THIS FORMAT BOOK ON IDENTIFICATION OF WITNESSES.
*** When a Member of Congress appears before a Committee/Subcommittee as a Witness, set up as:
STATEMENT OF HON. STEVE KING, A REPRESENTATIVE IN CONGRESS FROM THE STATE OF IOWA
STATEMENT OF HON. JIM WEBB, A UNITED STATES SENATOR FROM THE STATE OF VIRGINIA

[Note: Members of Congress receive their own individual setup line. They should not be set up in a panel even if appearing as one.]

When setting up Members as witnesses who are delegates (or resident commissioner in the case of Puerto Rico) from the territories, instead use “A DELEGATE” and “FROM THE TERRITORY OF,” e.g.

STATEMENT OF THE HON. GREGORIO KILILI CAMACHO SABLAN, A DELEGATE IN CONGRESS FROM THE TERRITORY OF THE NORTHERN MARIANA ISLANDS
(or RESIDENT COMMISSIONER instead of DELEGATE for Puerto Rico)

Opening statements of members of the committee are NOT set up. (Exceptions: Agriculture, Armed Services, Natural Resources)

5. Sworn Testimony If the witness has been sworn in, then substitute the word ATestimony@ in place of AStatement,@ e.g.:

TESTIMONY OF JOHN JONES, PRESIDENT, XYZ CORPORATION

Note: If witnesses are sworn in, do not include the oath in text; instead, use [Witness(es) sworn.]
(Exceptions: Judiciary; Oversight and Reform; Science, Space, and Technology; Transportation and Infrastructure)
Remember that positive contractions are left in for sworn witness testimony.

6. Change of Presiding Officer During Hearing Each time the presiding member changes during the hearing, designate as follows:
Mr. Jones. [Presiding.] Now, we will continue with . . . etc., etc.
Do not temporarily promote@ presiding member to Chairman Jones. Chairman designations are reserved specifically for the chair of the committee. See Section I.F.1, page 6.

7. Roll Calls If Member is not present, [No response.] appears on a separate line. When the Clerk repeats the response of Members, include that in the text for all Members. Follow each name called with a question mark. For example:
The Clerk. Mr. Carpenter?
Mr. Carpenter. Yes.
The Clerk. Mr. Carpenter, yes.
Mr. Painter?
[No response.]
The Clerk. Mr. Baker?

Refer to the specific instructions for each committee regarding whether the Clerk is carried as AThe Clerk.@ or by name. Determine from backup recording whether to carry Clerk=s confirmations as AMr. Carpenter, yes@ or AMr. Carpenter votes yes.@

Exception: In the rare case of a “quorum call” roll call, there is no need for the line [No response.] if none is given.

7A. Roll Calls – Voice Vote

Use the following format – “all those in favor” on a new line; “all opposed” on a new line; the result on a new line; commas after “favor” and “opposed”; comma after “opinion of the chair,” no need for the “aye” or “no” response transcribed (or “chorus of ayes” or “chorus of noes.” For example:

Chairman Neal. The question is on agreeing to the amendment offered by the gentlelady from Ohio.
All those in favor, say aye.
Those opposed, no.
In the opinion of the chair, the noes have it.
8. When to Start a New Page

- After the title page.
- Before the setup of a new panel.
- Between the conclusion of questioning of a witness and introduction of a new witness.
- After each insert.
- After each chart or slide shown ONLY IF THEY ARE TO BE INSERTED PHYSICALLY INTO THE RECORD.

**Note:** If page is broken in the middle of a statement or questioning, start the new page with a speaker identification.

9. Recesses  When a recess is taken, insert [Recess.] on a separate line.

10. Afternoon Session  When starting afternoon session of a hearing, add "AFTERNOON SESSION" at the center on the top line of the page.

11. Evening Session  When a hearing continues past 6:00 p.m., type "AFTER 6:00 p.m." at the center on the top line of the page. This is for billing purposes.

12. Task Forces, Panels, etc.  Rules for Task Forces or Panels are the same as for subcommittees.

13. Nonverbal Response  If a witness nods or shakes their head, insert [Nonverbal response.] (Not "Witness nods," or "nodding affirmatively," or "witness shakes head no.")

14. Use of Charts or Slides or Videos  When charts or slides are used during the hearing, and the charts and/or slides are not available to insert into the record, insert [Chart] or [Slide] on a separate line.

If a video is shown, do not transcribe. Insert [Video shown.] on a separate line.

15. Thank the Gentleman  Add the "I" at the beginning of a sentence starting “thank the gentleman” or “thank the gentlewoman.” These read as sentence fragments and oftentimes the "I" has been swallowed by the mic or at least implied. That does not apply to “Thank you, Mr. Chairman” or “Thank you for your testimony.” Also add the implied “The” at the beginning of “Chair now recognizes…”

"Thank the gentleman for his statement. Mr. Smith?"  **Change to:**  "I thank the gentleman for his statement. Mr. Smith?"

"Chair recognizes the gentleman from Virginia."  **Change to:**  "The chair recognizes the gentleman from Virginia."

16. Misidentified Member Form of Address  If the chairman or presiding member introduces a female member and mis-identifies her preferred Ms./Mrs. (according to the duplicate list), go ahead and make the change to reflect what is on the duplicate list.  **Have the chairman or presiding officer get it right, even in sworn.**
17. Miscellaneous Format Guidelines

USE OF OXFORD COMMA  GPO style mandates use of the Oxford comma. 
Page 201 of the Style Manual, in the section on commas:

8.42. After each member within a series of three or more words, phrases, letters, or figures used with and, or, or nor.

red, white, and blue

SPEAKER IN AUDIENCE - Unidentified speakers in the audience should be carried as Voice.

PROTEST/DISTURBANCE - Add [Disturbance in hearing room.] Do NOT transcribe words of protestors.

AUDIO GAPS  Use the parenthetical [Audio malfunction in hearing room.]

INTERPRETER  Statement or testimony and comments/answers delivered through an interpreter should be preceded by a parenthetical:

[The following statement (or testimony if sworn) and answers were delivered through an interpreter.]

If he or she delivers a statement only with no follow-up, remove the words “and answers”:

[The following statement (or testimony if sworn) was delivered through an interpreter.]

If the interpreter speaks for himself or herself to clarify, ID as The Interpreter.

FOREIGN LANGUAGE  If a witness or Member speaks in a foreign language, simply insert a parenthetical:

[Speaking foreign language.]

[NATIVE AMERICAN]  When Native Americans are testifying, they will occasionally speak for short periods in their native language. Use [Speaking native language.] instead of [Speaking foreign language.]

TELECONFERENCE - Testimony delivered via teleconference should be preceded by a parenthetical:

[The following testimony was delivered via teleconference.]

INITIAL CAPS - Names of magazines, newspapers, court cases, missiles, subs, ships, etc.

ACRONYMS  All caps with no periods (e.g. DOD, IMF, CINCPAC, and USDA, except for most 2-letter acronyms, which do contain periods(e.g., U.S., U.N., U.K., and D.C.) See the GPO Style Manual section on abbreviations, beginning on page 238, for examples and exceptions (e.g., EU, IG, VA).

CITING COURT CASES - Jones v. Jones, Smith v. Johnson  (Do not use "vs." or "versus")

UNDERLINING  - Do not underline anything.

FISCAL YEAR - Write out the phrase "fiscal year" with the complete year even if sworn. Example: fiscal year 2004. Never use FY 2004 or fiscal year ’04. (EXCEPT for interviews and depositions, use FY.)

SPACING - Do not space between two capital letters, e.g.: H.R. or U.S., etc.

PUBLIC LAW - Do not write P.L. 97-150; always write out Public Law 97-150.

EXTRANEOUS MARKS  Do not use extraneous marks such as an accent mark, tilde, umlaut.

BOILERPLATE LANGUAGE  There is a boilerplate language that the chairman will normally use at the end of a hearing that reads as follows (or a close approximation thereof):

I ask unanimous consent that all members have 5 legislative days to revise and extend their remarks and include extraneous material. Without objection, so ordered.

Or in markups:

Mr. Benishek. Committee staff is authorized to make any technical, clerical, or conforming amendments as may be necessary to bills favorably forwarded to the full committee. Hearing no objection, so ordered.

It is not necessary to put a committee insert after that type of language in our committee transcripts. If the chair specifically references questions for the record, then we do add a committee insert, as after the following language:

Mr. Pitts. That concludes the questions of the members.

We will have some follow-up questions that we will send to you in writing. We ask that you please respond promptly.

But for the first two examples, no committee insert is needed.
II. Individual Committee Requirements and Exceptions

Part I detailed the guidelines which are generally applicable to all transcripts. The following section shows the specific instructions for each individual committee. The specific committee requirements supersede any instructions found in Part I.

Please note that the Appropriations Committee format is different from all other committees. In addition, many of the Appropriations subcommittees have further individual requirements and exceptions.

A. Committee on Appropriations

1. General Instructions for all Appropriations Subcommittees

LIST PRESENT ON TITLE PAGE: Members and staff present information does not apply for Appropriations
CHAIRMAN/SPEAKER ID: (FULL) The Chairwoman. (SUBS) Mr. XYZ. Speaker ID for the full committee Chairwoman Mrs. Lowey should always be The Chairwoman, in full committee and in subcommittee hearings, presiding or not.
MEMBERS WHO ARE DOCTORS: Mr. XYZ, Mrs. XYZ, or Ms. XYZ.
DUPLICATE NAMES: None.

IMPORTANT: SET-UP OF WITNESSES
Witnesses are NEVER set up as "STATEMENT OF JOHN SMITH" in the body of Committee on Appropriation transcripts. Their full name and title will only appear on the title page under "WITNESSES". For examples, including when Members of Congress are testifying, see title page formats for Cte. on Appropriations in Part II.A.3 and II.A.4.

SPECIAL INSTRUCTIONS FOR INSERTS:
The format for indication of inserts for the Committee on Appropriations differs from all other committees.

X Statements of witnesses, charts, etc., are to be identified as:
   [The information follows:]

********** INSERT 1 **********
[New page]

X As with other committees, when insert material is not furnished, use the term COMMITTEE INSERT:
   [The information follows:]

********** COMMITTEE INSERT **********
[New page]

• No statement insert lines for committee member opening statements, unless a hard copy statement is provided and/or the committee member asks that his/her statement be inserted into the record.

Exceptions to these rules appear in the following section, ASubcommittees Requirements/Exceptions.@
**Fiscal Year Listing for Appropriations**

On title pages for Appropriations Committee, please note that since the committee is appropriating for the following fiscal year, the year shown should be the following year, e.g., an Appropriations Committee hearing held in March 2019 would be for fiscal year 2020, and the year 2020 would be shown. This is indicated in **Designation of Appropriations Subcommittee for the Title Page** information under each subcommittee instructions. The sole exception would be for hearings on supplemental appropriations, which would carry both the current year and the word **Supplemental** on the title page.

**Note:** On all Appropriation Hearings, set up Members of Congress (Representatives and/or Senators) separately even if they all testify in order on the same subject or when introduced by a Member of Congress. This also applies if a Member of Congress introduces a witness. This includes both Agency and Public Witnesses testimony. If a Subject is required, as during Public Witnesses testimony, go by what the Witness List shows as the subject or ask staff. For example, "CALIFORNIA PROJECTS". If a Member of Congress is not present and their statement is to be made part of the record, set them up on a separate mini-title page, start a new page and make it an insert.

**DELIVERY REQUIREMENTS FOR EXECUTIVE SESSION (UNCLASSIFIED) HEARINGS**

Add "EXECUTIVE SESSION" on the title page, as well as on the front and back covers.

**2. Subcommittee Requirements/Exceptions for Committee on Appropriations**

**a. Subcommittee on Agriculture, Rural Development, Food and Drug Administration, and Related Agencies**

**DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:**
AGRICULTURE, RURAL DEVELOPMENT, FOOD AND DRUG ADMINISTRATION, AND RELATED AGENCIES APPROPRIATIONS FOR 2020

**Note:** This subcommittee wants a separate transcript for each agency or department testifying that day. On the initial (cover page) title page, list just the first agency testifying, instead of all of them testifying that day. The exception is PUBLIC WITNESSES - no separate transcripts.

When more than one transcript is required for each agency and departments within, end of each transcript will read: [Whereupon, at 11:55 a.m., the subcommittee proceeded to other business.]

unless they are reconvening in the afternoon or it is the last transcript of the day.

**Assignment of HIR Codes/Filenames when there are Multiple Transcripts Requested**
When preparing the transcripts and computer files the HIR filename for the first agency and department would end in the numeral A0, for example, "HAP125.010." The next agency or department would end in a "2," for example, "HAP125.012," and the next with a "4," etc.

**b. Subcommittee on Commerce, Justice, Science, and Related Agencies**

**DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:**
COMMERCE, JUSTICE, SCIENCE, AND RELATED AGENCIES APPROPRIATIONS FOR 2020

**c. Subcommittee on Energy and Water Development**

**DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:**
ENERGY AND WATER DEVELOPMENT APPROPRIATIONS FOR 2020

**d. Subcommittee on State, Foreign Operations, and Related Programs**
**DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:**
STATE, FOREIGN OPERATIONS, AND RELATED PROGRAMS APPROPRIATIONS FOR 2020

**e. Subcommittee on Interior**

**DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:**
DEPARTMENT OF THE INTERIOR, ENVIRONMENT, AND RELATED AGENCIES APPROPRIATIONS FOR 2020

**Note:** This subcommittee wants a separate transcript for each agency or department testifying that day. On the initial (cover page) title page, list just the first agency testifying, instead of all of them testifying that day.

When more than one transcript is required for each agency and departments within, end of each transcript will read: [Whereupon, at 11:55 a.m., the subcommittee proceeded to other business.]

unless they are reconvening in the afternoon or it is the last transcript of the day.

**IMPORTANT NOTE:** The general instructions for inserts/committee inserts do not always apply for this subcommittee. When there are public witnesses testifying for this subcommittee the INSERT designate of:

[The information follows:]

********** INSERT 1 ********** does not apply. Instead use the INSERT designation of:

[The statement of John Doe follows:]

********** INSERT 1 **********

[New Page]
When material is not furnished, designate as COMMITTEE INSERT.

**Assignment of HIR Codes/Filenames when there are Multiple Transcripts Requested:**
When preparing the transcripts and computer files the HIR filename for the first agency and department would end in the numeral A0, @ for example, "HAP125.060." The next agency or department would end in a "2," for example, "HAP125.062," and the next with a "4," etc.

**f. Subcommittee on Labor, Health and Human Services, Education**

**DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:**
DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, EDUCATION, AND RELATED AGENCIES APPROPRIATIONS FOR 2020

**Note:** This subcommittee wants a separate transcript for each agency or department testifying that day. On the initial (cover page) title page, list just the first agency testifying, instead of all of them testifying that day.

When more than one transcript is required for each agency and departments within, end of each transcript will read: [Whereupon, at 11:55 a.m., the subcommittee proceeded to other business.]

unless they are reconvening in the afternoon or it is the last transcript of the day.

**IMPORTANT - PLEASE NOTE:** Numerals: For Subcommittee on Labor, Health and Human Services, Education write out money in numerals, for example: $3,000,000 instead of $3 million.

**Assignment of HIR Codes/Filenames when there are Multiple Transcripts Requested:**
When preparing the transcripts and computer files the HIR filename for the first agency and department would end in the numeral A0, @ for example, "HAP125.070." The next agency or department would end in a "2," for example, "HAP125.072," and the next with a "4," etc.

**g. Subcommittee on Military Construction, Veterans Affairs, and Related Agencies**

**DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:**
MILITARY CONSTRUCTION, VETERANS AFFAIRS, AND RELATED AGENCIES APPROPRIATIONS FOR 2020
h. Subcommittee on Transportation, HUD, and Related Agencies

DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:
DEPARTMENT OF TRANSPORTATION, HUD, AND RELATED AGENCIES APPROPRIATIONS FOR 2020

Note: This subcommittee wants a separate transcript for each agency or department testifying that day. On the initial (cover page) title page, list just the first agency testifying, instead of all of them testifying that day.

When more than one transcript is required for each agency and departments within, end of each transcript will read:
[Whereupon, at 11:55 a.m., the subcommittee proceeded to other business.]
unless they are reconvening in the afternoon or it is the last transcript of the day.

Assignment of HIR Codes/Filenames when there are Multiple Transcripts Requested:
When preparing the transcripts and computer files the HIR filename for the first agency and department would end in the numeral A0, for example, "HAP125.120." The next agency or department would end in a "2," for example, "HAP125.122," and the next with a "4," etc.

i. Subcommittee on Homeland Security

DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:
DEPARTMENT OF HOMELAND SECURITY APPROPRIATIONS FOR 2020

j. Subcommittee on Financial Services and General Government

DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:
FINANCIAL SERVICES AND GENERAL GOVERNMENT APPROPRIATIONS FOR 2020
3. Sample Cover/Title Page for Appropriations Committee
(Instructions are in brackets and in boldface; line #s on left.)

[Page 1]
1. NAME OF CONTRACTING FIRM
2. REPORTER LAST NAME (or names)
3. HEARING FILE NUMBER

[For this initial cover/title page start the designation of the subcommittee on the third line down from the
file number. ]
4. STATE, FOREIGN OPERATIONS, AND RELATED
5. PROGRAMS APPROPRIATIONS FOR 2020
6. Wednesday, March 21, 2019
[Start listing the agencies testifying on the third line down from the day/date. Note: Number lines/pages
containing text only, consecutively throughout the transcript, from the vendor name to the end.]
7. AGENCY FOR INTERNATIONAL DEVELOPMENT
8. PEACE CORPS
[New Page]

[Page 2]
9. STATE, FOREIGN OPERATIONS, AND RELATED
10. PROGRAMS APPROPRIATIONS FOR 2020
11. Wednesday, March 21, 2019
12. AGENCY FOR INTERNATIONAL DEVELOPMENT
    [Subsequent title page for the first agency or department.]
13. WITNESSES
14. EDWARD W. COPY, ACTING ASSISTANT ADMINISTRATOR
    FOR LATIN AMERICA AND THE CARIBBEAN
15. GEORGE HILL, DIRECTOR, CARIBBEAN AFFAIRS
[New Page]
    [List the first agency or department as shown, and each additional agency or department will be preceded
    by the following title page.]
17. Wednesday, March 21, 2020
18. PEACE CORPS
    [This is the next subsequent title page (mini-title page) for the next agency or department.]
19. WITNESSES
20. JOHN JONES, ADMINISTRATOR OF ASIAN AFFAIRS
21. ROBERT HALE, DIRECTOR, ASIAN AFFAIRS
[New Page]
    [Same subsequent title page for the remaining agencies or departments.]

IMPORTANT: Frequently, Appropriations will hold hearings which do not address funding for a specific
agency or department, but rather address a particular subject, e.g., AOversight of Assistance Programs in
Iraq.@ In that case, that wording should appear on both the cover page and the first title page on the line
that would normally list the agency/department. All the witnesses should be listed on page 2, and there will
be no subsequent title pages.

FURTHER NOTE: Appropriations hearings are now listed as either “BUDGET HEARING” or “OVERSIGHT
HEARING.” Those words do not need to appear in the title for budget hearings, only oversight hearings.
Examples of titles:
For a budget hearing on the U.S. Army: UNITED STATES ARMY
For an oversight hearing on Iraq spending: OVERSIGHT HEARING – IRAQ SPENDING
4. Sample Cover/Title Page for Public Witnesses and When a Member of Congress Appears Before the Appropriations Committee as a Witness

(Instructions are in brackets and in boldface; line #'s on left.)

[Page 1]

NAME OF CONTRACTING FIRM
REPORTER LAST NAME (or names)
HEARING FILE NUMBER

[For this initial cover/title page start the designation of the subcommittee on the third line down from the file number.]

DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES,
EDUCATION, AND RELATED AGENCIES APPROPRIATIONS
FOR 2020

Wednesday, March 21, 2019

[Start the TESTIMONY OF....on the third line down from the day/date. Note: Number pages/lines containing text only, consecutively, throughout the transcript from the vendor name to the end.]

TESTIMONY OF MEMBERS OF CONGRESS AND OTHER INTERESTED INDIVIDUALS AND ORGANIZATIONS

[New Page]

[Page 2 - Subsequent title page for the first set of public witnesses testifying.]

DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES,
EDUCATION, AND RELATED AGENCIES APPROPRIATIONS
FOR 2020

Wednesday, March 21, 2019

TESTIMONY OF MEMBERS OF CONGRESS AND OTHER INTERESTED INDIVIDUALS AND ORGANIZATIONS

VETERANS’ EMPLOYMENT AND TRAINING [Subject is required for public witnesses, see witness list or ask staff.]

WITNESSES

STEVEN A. ROBERTSON, ASSISTANT DIRECTOR, NATIONAL LEGISLATIVE COMMISSION
JAMES HUBBARD, DIRECTOR, NATIONAL ECONOMICS COMMISSION, THE AMERICAN LEGION

[New Page]

[Subsequent pages for Public Witnesses]

Wednesday, March 21, 2019

JOB CORPS [Subject is required for public witnesses, see witness list or ask staff.]

WITNESS

THE HONORABLE KYRSTEN SINEMA, A REPRESENTATIVE IN CONGRESS FROM THE STATE OF ARIZONA

[New Page]

[Same subsequent title page for any remaining Members of Congress or other interested public witnesses testifying this day.]
5. Sample Cover/Title Page for Members’ Day Hearings
(Instructions are in brackets and in boldface.)

[Page 1]

1 NAME OF CONTRACTING FIRM
2 REPORTER LAST NAME (or names)
3 HEARING FILE NUMBER
[For this initial cover/title page start the designation of the subcommittee on the third line down from the file number.]

4 DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES,
5 EDUCATION, AND RELATED AGENCIES APPROPRIATIONS
6 FOR 2020

7 Wednesday, March 22, 2019

8 MEMBERS’ DAY
[New page]

[Page 2 - Second Title Page.]

9 DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES,
10 EDUCATION, AND RELATED AGENCIES APPROPRIATIONS
11 FOR 2020

12 Wednesday, March 22, 2019

13 MEMBERS’ DAY
[New page]

[Subsequent Pages for Members Testifying]

14 Wednesday, March 22, 2019

[Spacing not important – 4 or 5 lines here]

15 THE HONORABLE KYRSTEN SINEMA, A REPRESENTATIVE IN CONGRESS FROM THE STATE OF ARIZONA
[New page]

[Same Subsequent Title Page for any remaining Members of Congress testifying this day; no subject or word “WITNESS” required.]
B. Committee on Agriculture

LIST PRESENT ON TITLE PAGE: Presiding, Members, and Staff.
CHAIRMAN/SPEAKER ID: (FULL) The Chairman, (SUBS) Mr. XYZ.
MEMBERS WHO ARE DOCTORS: Mr. XYZ, Mrs. XYZ, or Ms. XYZ.
PANELS: Witnesses are NOT to be set up in panels, even if they are called up in panels. The witnesses are to be set up as if they were called individually.
DUPLICATE NAMES: Mr. Austin Scott of Georgia, and Mr. David Scott of Georgia.

SPECIAL INSTRUCTIONS FOR AGRICULTURE COMMITTEE:

$ On title page, list staff present with majority staff in order given to you by the committee, followed by minority staff in order give to you by the committee. Use the word “Minority” before each minority staffer’s title.

X Set up opening statements of Committee Members, as well as when they appear before a committee as a witness, for example:
STATEMENT OF HON. ROB BISHOP, A REPRESENTATIVE IN CONGRESS FROM THE STATE OF UTAH

Note: DO NOT SET UP OPENING STATEMENTS IN MARKUPS.

$ Never use the word A markup@ on the title page, use A Business Meeting@

X Always put figures (units of measurement or amount) in numeric form.

For example: 3 months instead of three months. For 4 years now, I have been raising 6 pigs.
But: I can sum that up in two ways. And I do have one more point.


$ Capitalize Name of Programs: Food Stamp Program, Dairy Program, Peanut Price Support Program, etc.

$ Farm Bill: Capitalize “farm bill” when connected to the year, but not standing alone: …here today to discuss the 2013 Farm Bill… but …the farm bill contains these provisions…

$ Prayer: Agriculture Committee usually opens their hearings and business meetings with a prayer. That should be included in the transcript.

$ When listing Members on title page for a joint hearing of more than one subcommittee, if Members appear on more than one sub, they should be listed under each sub with which they are associated.

IMPORTANT: Designation of Inserts/Committee Inserts
Instead of using the standard form of A the statement of so-and-so follows.@ use:

[The prepared statement of Mr. Smith appears at the conclusion of the hearing:]

******* INSERT 1 *******
[New Page]
Lay in the statement at that point as you normally would. The committee editor will move it to the back later.

For COMMITTEE INSERTS, use:

[The information appears at the conclusion of the hearing:]

******* COMMITTEE INSERT *******
[New Page]

HANDLING OF INSERTS
Do not three hole punch inserts. All inserts should be identified and designated throughout the transcript as instructed. Put all inserts together in order as they are designated in the transcript and secure with binder clips or rubber bands behind the bound transcript so they do not break away from each other when delivered.
C. Committee on Armed Services

LIST PRESENT ON TITLE PAGE: Presiding.
CHAIRMAN/SPEAKER ID: (FULL) The Chairman. (SUBS) Mr. XYZ.
MEMBERS WHO ARE DOCTORS: Dr. XYZ.
PANELS: Witnesses are NOT to be set up in Panels, even if they are called up in Panels. The witnesses are to be set up as if they were called individually.
DUPLICATE NAMES: None.

SPECIAL INSTRUCTIONS FOR ARMED SERVICES COMMITTEE:

$ On Executive Session (unclassified) hearings, be sure to add "EXECUTIVE SESSION" on the title page, as well as the front and back cover.
$ Speaker ID for the full committee Chairman should always be The Chairman, in full committee and in subcommittee hearings, presiding or not.
$ Reps. Scott DesJarlais and Ralph Abraham should be carried in speaker IDs as ADr.@
$ Use speaker ID of "Secretary Namehere." For Secretary, Deputy Secretary, Under Secretary, or Assistant Secretary AS WELL AS Secretary of the Navy, Army, or Air Force. If there are two or more modifiers (e.g., "deputy assistant," do NOT use "Secretary," just "Mr." An Acting Secretary is just Mr., Ms., or Mrs. If a witness is both a Secretary and a Dr., use "Secretary.
$ Roll calls should be transcribed verbatim. Do not add or delete anything. The Clerk should be designated by name, not as The Clerk. This applies for anytime the Clerk speaks, either during roll calls or introducing amendments, etc.
$ Use the spelling "Al Qaeda" in all transcripts.
$ If after fully exhausting all research options, you cannot find a term, do not guess at a spelling. Instead, put in a best guess phonetic spelling followed by (?). The committee will do a word search for (?) when editing.

NOTE ON OPENING STATEMENTS:

Set up opening statements of the Chairman and the Ranking Member of the committee or the respective subcommittee. For the chairs, use "Opening statement of …“ but for ranking members, use "Statement of … “ So, for the full committee, it would be:

OPENING STATEMENT OF HON. ADAM SMITH, A REPRESENTATIVE FROM WASHINGTON, CHAIRMAN, COMMITTEE ON ARMED SERVICES

And then for the ranking member, it would read:

STATEMENT OF HON. WILLIAM M. “MAC” THORNBERY, A REPRESENTATIVE FROM TEXAS, RANKING MEMBER, COMMITTEE ON ARMED SERVICES

For subcommittee chairs, it would be,

OPENING STATEMENT OF HON. JAMES R. LANGEVIN, A REPRESENTATIVE FROM RHODE ISLAND, CHAIRMAN, SUBCOMMITTEE ON MILITARY PERSONNEL

And then for the ranking member, it would read:

STATEMENT OF HON. ELISE M. STEFANIK, A REPRESENTATIVE FROM NEW YORK, RANKING MEMBER, SUBCOMMITTEE ON MILITARY PERSONNEL

NOTE: Please note that for the Subcommittee on Readiness, the Chair is Madeleine Bordallo, so all Readiness transcript setups should read:

STATEMENT OF HON. MADELEINE Z. BORDALLO, A DELEGATE FROM GUAM, CHAIRMAN, SUBCOMMITTEE ON READINESS
**For the chairman’s opening statement line, put the setup line as soon as he begins speaking, just after the title page, even if he is making some preliminary comments before launching into his statement.**

**Abbreviate military service immediately following the witness name in setup line:**

“STATEMENT OF BRIGADIER GENERAL WILLIAM C. HIX, U.S. ARMY, DIRECTOR...”

Should be “...HIX, USA, DIRECTOR...” The abbreviation only applies when following their name to show the witness is active military; do not abbreviate when the service branch shows up elsewhere in the setup line, e.g.:

STATEMENT OF LIEUTENANT GENERAL PHILIP M. BREEDLOVE, USAF, DEPUTY CHIEF OF STAFF, U.S. AIR FORCE

**IMPORTANT: Designation of Inserts/Committee Inserts**

**INSERTS ARE NOT NUMBERED BUT LABELED “COMMITTEE INSERT”**

Instead of using the standard form of A the statement of so-and-so follows, @ use:

[The prepared statement of Mr. Namehere can be found in the Appendix on page ?.]

******* COMMITTEE INSERT *******

For COMMITTEE INSERTS, use:

[The information referred to can be found in the Appendix on page ?.]

******* COMMITTEE INSERT *******

**TITLE PAGE** - Change location of date and subcommittee name on title page:

(also, downcap word “room” in opening paragraph on title page)

**TITLE**

House of Representatives,
Committee on Armed Services,
Subcommittee on Whichever Subcommittee,
Washington, D.C.
Date
D. Committee on the Budget

LIST PRESENT ON TITLE PAGE:  Presiding and Members.
CHAIRMAN/SPEAKER ID:  (FULL) Chairman Yarmuth.  (TASK FORCES) Chairman XYZ.
MEMBERS WHO ARE DOCTORS:  Mr. XYZ, Mrs. XYZ, or Ms. XYZ.
PANELS:  Yes.
DUPLICATE NAMES:  None.

SPECIAL INSTRUCTIONS FOR BUDGET COMMITTEE:

Χ  Set DAY and MONTH all caps on title page, for example:            FRIDAY, FEBRUARY 23, 2019
$  Speaker ID for the full committee Chairman should always be Chairman Yarmuth. in full committee and in subcommittee hearings, presiding or not.

IMPORTANT:  Designation of Inserts/Committee Inserts

When material is furnished to be inserted in the transcript, identify whose statement or attachment is being inserted. Do not use Mr., Ms., Mrs., or Miss in the prepared statement line; use the full witness name. Identify INSERTS of prepared statements as:

[The prepared statement of Raymond Flynn follows:]

********** INSERT 1 **********
[New Page]

When material is not furnished, designate as COMMITTEE INSERT.

E. Committee on Education and Labor

LIST PRESENT ON TITLE PAGE:  Presiding, Members, and Staff.
CHAIRMAN/SPEAKER ID:  (FULL) Chairman Scott.  (SUBS) Chairman XYZ or Chairwoman XYZ.
MEMBERS WHO ARE DOCTORS:  Mr. XYZ, Mrs. XYZ, or Ms. XYZ.
PANELS:  Witnesses are NOT to be set up in panels, even if they are called up in panels. The witnesses are to be set up as if they were called individually. If they do not give a statement, set them up the first time they speak, even if it is to answer a question.
DUPLICATE NAMES:  None.

SPECIAL INSTRUCTIONS FOR EDUCATION AND LABOR COMMITTEE:

•  Roll calls - always use the format where Clerk repeats the votes.
•  Speaker ID for the full committee chair Mr. Scott should be Chairman Scott. when he is chairing the full committee and Mr. Scott, otherwise.
•  Rep. Roe, an MD, should be carried as “Mr.” in speaker IDs.
•  On title page, list staff present with majority staff in alphabetical order, followed by minority staff in alphabetical order. Use the word “Minority” before each minority staffer’s title.

FOR MARKUPS ON MORE THAN ONE BILL:

On the title page list the Bill number and Subject/Title of each bill preceded by "MARKUP OF".
FOR EXAMPLE:

MARKUP OF:
H.R. 1227, TO AMEND THE PORTAL-TO-PORTAL ACT OF 1947
H.R. 2531, TO AMEND THE FAIR LABOR STANDARDS ACT OF 1938

When transcribing a MARKUP start a new page after each markup and show the BILL NUMBER and BEGIN TIME of each markup at the top of the page. For example:
H.R. 1227
10:00 a.m.
Chairman Scott. Today we will consider two bills; the first one is H.R. 1227, a bill to amend the .......... etc.

[New Page]

[And on the top of the next page list the next bill of the markup and the time it began, for example.]

H.R. 2531
11:20 a.m.

Chairman Scott. Our final markup is bill H.R. 2531, to amend the Fair Labor Standards Act of 1938 to clarify the......etc...until concluded for the day.

F. Committee on Energy and Commerce

LIST PRESENT ON TITLE PAGE:  Presiding, Members, and Staff
CHAIRMAN/SPEAKER ID:  (FULL) The Chairman. (SUBS) Mr. XYZ.
MEMBERS WHO ARE DOCTORS:  Mr. XYZ, Mrs. XYZ, or Ms. XYZ.
PANELS:  Yes.
DUPLICATE NAMES:  None.

SPECIAL INSTRUCTIONS FOR ENERGY AND COMMERCE COMMITTEE:

$ On Executive Session (unclassified) hearings, be sure to add “EXECUTIVE SESSION” on the title page, as well as the front and back cover.
$ List Mr. Pallone and Mr. Walden as (ex officio) on title pages when present at subcte hearings/markups, with the names appearing at the end of each separate majority or minority list of names.
$ Set DAY and MONTH all caps on title page, for example: FRIDAY, FEBRUARY 23, 2009
$ On title page, list staff present with majority staff in alphabetical order, followed by minority staff in alphabetical order. Use the word “Minority” before each minority staffer’s title.
$ Speaker ID for the full committee Chairman Mr. Pallone should always be The Chairman, in full committee and in subcommittee hearings, presiding or not.
$ Always put years, months, hours, etc. in numeric form. For example: 3 months instead of three months.
$ Use “Dr.” for speaker identifications for all doctors, including PhDs and dentists (applies to witnesses, NOT Members)

IMPORTANT:  Designation of Inserts/Committee Inserts
[The prepared statement of Mr. (or Dr. if MD) Flynn follows:]

********** INSERT 1 **********

[New Page]

When material is not furnished, designate as COMMITTEE INSERT.

G. Committee on Financial Services

LIST PRESENT ON TITLE PAGE:  Presiding and Members.
CHAIRMAN/SPEAKER ID:  (FULL) Chairwoman Waters. (SUBS) Chairman XYZ or Chairwoman XYZ.
MEMBERS WHO ARE DOCTORS:  Dr. XYZ,
PANELS:  Yes.
DUPLICATE NAMES:  Mr. Gonzalez of Texas, Mr. Gonzalez of Ohio, Mr. Garcia of Illinois, and Ms. Garcia of Texas.

NOTE:  Use the state names at all times in speaker IDs for duplicates. State should also be included in the list of Members present on the title page, e.g., Present: Representatives Dold, McCarthy of New York, and Carson.

SPECIAL INSTRUCTIONS FOR FINANCIAL SERVICES COMMITTEE:

$ Speaker ID for the full committee Chairwoman should always be Chairwoman Waters, in full committee and in subcommittee hearings, presiding or not.
$ On title pages, add “U.S.” before “House of Representatives,” e.g, U.S. House of Representatives
HANDLING OF INSERTS

Do not three hole punch inserts. All inserts should be identified and designated throughout the transcript as instructed. Put all inserts together in order as they are designated in the transcript and secure with binder clips or rubber bands behind the bound transcript so they do not break away from each other when delivered.

H. Committee on Foreign Affairs

LIST PRESENT ON TITLE PAGE: Presiding.
CHAIRMAN/SPEAKER ID: (FULL) Chairman Engel. (SUBS) Mr. XYZ.
MEMBERS WHO ARE DOCTORS: Mr. XYZ, Mrs. XYZ, or Ms. XYZ.
PANELS: Yes
DUPLICATE NAMES: None.

SPECIAL INSTRUCTIONS FOR FOREIGN AFFAIRS COMMITTEE:

- Call Mr. Engel "Chairman Engel." at subcommittee hearings if chairing; if not, carry him as "Mr. Engel."
- Call the clerk by name only, such as Mr. XX. or Ms. XX. DO NOT carry as The Clerk, or Counsel.
- No statement insert lines for committee member opening statements, unless a hard copy statement is provided and/or the committee member asks that his/her statement be inserted into the record.
- On Executive Session (unclassified) hearings, add "EXECUTIVE SESSION" on the title page, as well as the front and back cover.
- Lantos Commission on Human Rights hearings – use guidelines for Foreign Affairs Committee. Chairman is carried as Mr. McGovern. or Mr. Smith. (they are co-chairs). FOR LANTOS COMMISSION, INSERTS ARE NOT NUMBERED BUT LABELED "COMMITTEE INSERT"

I. Committee on Homeland Security

LIST PRESENT ON TITLE PAGE: Presiding and Members
CHAIRMAN/SPEAKER ID: (FULL) Chairman Thompson. (SUBS) Mr. XYZ.
MEMBERS WHO ARE DOCTORS: Mr. XYZ, Mrs. XYZ, or Ms. XYZ.
PANELS: Yes
DUPLICATE NAMES: Mr. Green of Tennessee, and Mr. Green of Texas.

SPECIAL INSTRUCTIONS FOR HOMELAND SECURITY COMMITTEE:

- Speaker ID note – when the Chief of Customs and Border Protection appears, he should be carried as Chief XXX in the speaker ID (for this committee only)

J. Committee on the Judiciary

LIST PRESENT ON TITLE PAGE: Presiding, Members, and Staff.
CHAIRMAN/SPEAKER ID: (FULL) Chairman Nadler. (SUBS) Mr. XYZ.
MEMBERS WHO ARE DOCTORS: Mr. XYZ, Mrs. XYZ, or Ms. XYZ.
PANELS: Yes
DUPLICATE NAMES: Mr. Johnson of Georgia, and Mr. Johnson of Louisiana.

SPECIAL INSTRUCTIONS FOR JUDICIARY COMMITTEE:

- On Markups, make sure amendments are inserted when introduced, not all in the back.
- When witnesses are sworn in, FULL TEXT of the swearing in should appear, instead of a parenthetical.
- Speaker ID for the Chairman should be Chairman Nadler, in full committee and in subcommittee hearings, presiding or not.
- On title page, list staff present with majority staff in order given to you by the committee, followed by minority staff in order give to you by the committee. Use the word “Minority” before each minority staffer’s title, but not the word “Majority” before the majority staffers.
- Call the clerk or counsel by name, such as Mr. XX, or Ms. XX. DO NOT carry as The Clerk, or Counsel.
- On title page, if Chairman Nadler is present at a subcommittee, list him with members present right after the chair of the subcommittee, and don’t use Aex officio. @ Same rule applies for Mr. Collins – he should be listed right after the ranking member of the subcommittee, and no “ex officio.”
**K. Committee on Natural Resources**

**LIST PRESENT ON TITLE PAGE:** Presiding and Members.

**CHAIRMAN/SPEAKER ID:** (FULL) The Chairman. (SUBS) Mr. XYZ.

**MEMBERS WHO ARE DOCTORS:** Dr. XYZ, (see below for more doctor information)

**PANELS:** Witnesses are NOT to be set up in panels, even if they are called up in panels. The witnesses are to be set up as if they were called individually.

**DUPLICATE NAMES:** None.

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**FURTHER INSTRUCTIONS FOR NATURAL RESOURCES COMMITTEE (HEARINGS AND MARKUPS):**

X When hearings are preceded or followed by a markup, separate transcripts are required. The first transcript should close as follows: [Whereupon, at 11:00 a.m., the committee (or subcommittee) proceeded to other business.] The title page on the second transcript should read "The committee (or subcommittee) met pursuant to other business, etc".

$ Copy hearings and/or markup titles on title page exactly as it appears on the bill, including the bill number. For example, H.R. 1234, continuing with the full bill title, even if the hearing titles were to carry over to the next page. **SHORT TITLES OF BILLS ARE ACCEPTABLE IN THE INTEREST OF LESS TYPING AND EASE OF READING.**

$ Use [The prepared statement of Mr. XXX follows:] in insert lines. **INSERTS ARE NOT NUMBERED BUT LABELED "COMMITTEE INSERT" FOR HEARINGS (STILL NUMBER FOR MARKUPS)**

$ Call the clerk or counsel by name, such as Mr. XX, or Ms. XX. **DO NOT carry as The Clerk, or Counsel.**

$ Use “Dr.” for speaker identifications for all doctors, including PhDs and dentists. **(including Members)**

X For hearings before the committee and its subcommittees set up opening statements of committee members as well as when they appear before a committee as a witness. **Note:** This rule applies to hearings only. **DO NOT set up opening statements in markups.**

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**STATEMENT OF THE HON. RAUL M. GRIJALVA, A REPRESENTATIVE IN CONGRESS FROM THE STATE OF ARIZONA**

X **Insert ALL materials** given to the reporter by the staff at the hearing, which would include the bill, background materials, amendments, statements of witnesses, even if read verbatim, and any other materials given to the reporter by the staff.

$ In cases of staff hiring and committee resolutions, copy as they appear on the hearing notice or otherwise directed by the staff. On the title page, title as **ACONSIDERATION OF COMMITTEE RESOLUTION _____@** or **ACOMMITTEE STAFF HIRING RESOLUTION _____@**

$ When information is submitted for the record, please identify what is being submitted. For example, “The letter submitted for the record by Mr. XYZ follows;” or “The report entitled ‘Oil and Gas Needs in the 21st Century’ follows;”

$ Use “Department of the Interior” or “Secretary of the Interior” instead of “Department of Interior” or “Secretary of Interior” even if the Member or witness states it that way.

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**FURTHER INSTRUCTIONS FOR NATURAL RESOURCES COMMITTEE (HEARINGS):**

X On the title page list the title and subject of each bill preceded by either "LEGISLATIVE HEARING ON" or "OVERSIGHT HEARING ON". For example:

**HEARING ON:***

H.R. 1906, TO AMEND THE CENTRAL VALLEY PROJECT IMPROVEMENT ACT
H.R. 2100 AND H.R. 2005, TECHNICAL CHANGES TO THE COASTAL BARRIER RESOURCES ACT

**FURTHER INSTRUCTIONS FOR NATURAL RESOURCES COMMITTEE (MARKUPS):**

X On the title page list the bill number and subject/title of each bill preceded by "MARKUP ON". For example:

**MARKUP ON:**

H.R. 1743, TO AMEND THE WATER RESOURCES RESEARCH ACT OF 1984
H.R. 238, TO PROVIDE FOR THE PROTECTION OF WILD HORSES WITHIN THE OZARNS

X When transcribing a markup start a new page after each markup and show the bill number of each markup at the top of the page. For example:
H.R. 1743
The Chairman. Our first markup this morning is H.R. 1743 pertaining to amending the water resources........etc.

[New page]

H.R. 238
The Chairman. Our final markup is H.R. 238 concerning the Ozark Wild Horses Protection Act.............etc.

CAPITALIZATION STYLE SHEET FOR NATURAL RESOURCES (please note these rules override the Official Reporters Committee Wordlist)

- **Capitalize** the word Committee when it refers to the Committee on Natural Resources or another specific Committee. Subcommittee when it refers to the Subcommittee holding the hearing or another specific Subcommittee.
- **Capitalize** the word Chairman, Chairwoman, Chair when referring to the Chairman of the Committee on Natural Resources or one of its Subcommittees, or in a specific title (i.e., Endangered Species Advisory Committee).
- **Ranking Member**, Ranking Minority Member, Ranking Republican Member (with or without name attached)
- **“The Honorable”** not “the Honorable” when used as a title.
- **Fiscal Year** – Capitalize fiscal year when it refers to a specific fiscal year, i.e., Fiscal Year 2016, Fiscal 2004.
- **Administration** – Please capitalize administration when it refers to a specific administration (Obama Administration, Bush Administration) or “The Administration supports the bill” when it refers to a specific department or agency.
- **Titles** – Capitalize witness titles such as President, Director, Chairman of the Board, etc.
- **Act** – Capitalize “Act” when it is referring back to a specific act like the Endangered Species Act, i.e., “The Act was reauthorized in 2009.”

L. Committee on Oversight and Reform

LIST PRESENT ON TITLE PAGE: Presiding and Members.
CHAIRMAN/SPEAKER ID: (FULL) Chairwoman Maloney. (SUBS) Mr. XYZ.
MEMBERS WHO ARE DOCTORS: Mr. XYZ, Mrs. XYZ, or Ms. XYZ.
PANELS: Yes.
DUPLICATE NAMES: None.

SPECIAL INSTRUCTIONS FOR OVERSIGHT AND REFORM COMMITTEE:

- On Executive Session (unclassified) hearings, add "EXECUTIVE SESSION" on the title page.
- **Witness setup lines should always read STATEMENT OF, not TESTIMONY OF, regardless of whether the witness is sworn or not.** Note that Oversight is virtually always sworn testimony.
- **Use** the spelling “mic” as short for microphone.
- **Use [Prepared statement of Mr. XXX follows:]** in insert lines.
- **Roll calls - always use the format where Clerk repeats the votes.** Follow verbatim guidelines, e.g., if the clerk does not repeat names, it does not have to be added in.
- **Note:** All statements and documents given to the reporter by the staff are to be inserted into the record, regardless if they are present or not. If there is no appropriate place to insert the statements/documents, then place them at the end of the hearing, before the [Whereupon], when the committee/subcommittee adjourns for the day. If the WITNESSES ARE NOT PRESENT, DO NOT SET THEM UP as witnesses who are present. Just indicate the insert of the statements and documents as you have been instructed. For example:

[Prepared statement of Mr. James follows:]

********** INSERT **********

[New page]

[Whereupon, at 2:30 p.m., the committee (or subcommittee) was adjourned.]
M. Committee on Science, Space, and Technology

LIST PRESENT ON TITLE PAGE:  Presiding.
CHAIRMAN/SPEAKER ID:  (FULL) Chairwoman Johnson.  (SUBS) Chairman XYZ or Chairwoman XYZ
MEMBERS WHO ARE DOCTORS:  Mr. XYZ, Mrs. XYZ, or Ms. XYZ.
PANELS:  Yes.
DUPLICATE NAMES:  Mrs. Johnson of Texas, and Mr. Johnson of Ohio.

SPECIAL INSTRUCTIONS FOR SCIENCE, SPACE, AND TECHNOLOGY COMMITTEE:

X  Committee rules requires strictly verbatim transcription of all hearings and markups, including positive contractions.
X  When witnesses are sworn in, the FULL TEXT of the swearing in should appear, instead of a parenthetical.
X  See the Style Sheet for the Committee on Science and Technology on the next page following Transcript Copy Requirements.
X  FOR MARKUPS ON MORE THAN ONE BILL on the title page list the bill number and subject/title of each bill preceded by "MARKUP ON."  For example:

MARKUP ON
H.R. 2429, TO REAUTHORIZE THE SMALL BUSINESS TRANSFER TECHNOLOGY PROGRAM THROUGH FISCAL YEAR 2002

H.R. 860, TO AUTHORIZE APPROPRIATIONS TO THE DEPARTMENT OF TRANSPORTATION FOR SURFACE TRANSPORTATION RESEARCH AND DEVELOPMENT, AND FOR OTHER PURPOSES

X  When transcribing a MARKUP start a new page after each Markup and show the BILL NUMBER and BEGIN TIME of each Markup at the top of the page.  For example:

H.R. 2429
2:10 p.m.
Chairwoman Johnson.  The Committee on Science, Space, and Technology is meeting today to consider the following............etc.

[New Page]

H.R. 860
2:19 p.m.
Chairwoman Johnson.  Next up is the Bill H.R. 860, which the clerk....so on and so forth.....etc.

STYLE SHEET FOR COMMITTEE ON SCIENCE, SPACE, AND TECHNOLOGY

X  Ms. Johnson will always be referred to as AChairwoman Johnson@ in Full Committee and Subcommittee hearings
X  In a Subcommittee hearing, the Subcommittee Chairperson will be referred to as, for example, AChairman Baird@ or AChairman Lampson@
X  AHon. Eddie Bernice Johnson@ not AThe Honorable@
X  Witnesses will be referred to as AMr.@ or AMs.@ unless they have an actual medical degree; then they can be referred to as ADr.@

CAPITALIZATION

X  AFederal Government@ up, but Afederal@ down
X  Position titles always up, eg., President of IBM
X  AState@ up when referring to the actual State, e.g., State of Wisconsin
X  AChairman,@ AChairwoman,@ AChairperson@ and ARanking Minority Member@ always up
X  AThe Chair@ up when referring to the Chairperson
X  AMember of Congress@ up, but Amember of the committee@ down
X  ACommittee@ and ASubcommittee@ up when referring to a specific one, e.g., AThe Committee on Science, Space, and Technology met on January 21, 1997.  One of the issues the Committee discussed was....@
X  ACongress@ and ACongressional@ always up
X  AFloor@ up when referring to the Floor of the House
X AHouse® always up when referring to the legislative body
X AAdministration® up when referring to the Presidential entity, e.g., the Clinton Administration
X ANation® up when referring to the United States

**USE OF FIGURES**

Figures should always be used when referring to:
X Time (including hours, minutes, days, weeks, months and years, e.g., AThe Commission studied this problem for 4 years.@)
X Units of measure, e.g., AThe diameter was approximately 3 inches.@
X Percentages, e.g., AThe budget increase requested is approximately 4 percent higher than last year.@
X Fractions, e.g., A3/4", not Athree-fourths@
X Money, e.g., A$4", not Afour dollars@
X Any number over ten - numbers from one to ten should be spelled out unless one of the above conditions apply
X Numbers should always be spelled out at the beginning of a sentence

**USE OF MODIFIERS**

United States should always be spelled out unless used as a modifier, e.g., ATThe United States has always been the leader in space flight capabilities. The U.S. technology is vastly superior to that of any other nation.@

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**N. Committee on Small Business**

**LIST PRESENT ON TITLE PAGE:** Presiding and Members.
**CHAIRMAN/SPEAKER ID:** (FULL) Chairwoman Velazquez. (SUBS) Chairman XYZ or Chairwoman XYZ.
**MEMBERS WHO ARE DOCTORS:** Mr. XYZ, Mrs. XYZ, or Ms. XYZ.
**PANELS:** Yes.
**DUPLICATE NAMES:** None.

**SPECIAL INSTRUCTIONS FOR SMALL BUSINESS COMMITTEE:**

$ "Chairwoman Velazquez." at subcommittee hearings if he is chairing; if not, carry him as "Ms. Velazquez."
X Any referral to a Congressional Committee (House or Senate) be sure to capitalize Committee or Subcommittee (Even on the title page)
   The Committee met, pursuant to....... or The Subcommittee met, pursuant to.......  
   Chairwoman Velazquez. The hearing before this Committee is on the subject of ...........
X In Joint Subcommittee hearings, if two chairman are present, call both Chairman XYZ or Chairwoman XYZ in speaker identifications.

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**O. Committee on Transportation and Infrastructure**

**LIST PRESENT ON TITLE PAGE:** Presiding.
**CHAIRMAN/SPEAKER ID:** (FULL) Mr. DeFazio. (SUBS) Mr. XYZ.
**MEMBERS WHO ARE DOCTORS:** Dr. XYZ
**PANELS:** Yes – but NO one-liners (see highlighted section below).
**DUPLICATE NAMES:** Ms. Johnson of Texas. and Mr. Johnson of Georgia.
   Mr. Graves of Missouri. and Mr. Graves of Louisiana.

**SPECIAL INSTRUCTIONS FOR TRANSPORTATION AND INFRASTRUCTURE COMMITTEE:**

$ The Chairman speaker ID should be Mr. DeFazio. when he appears in subcommittee hearings.
$ After the initial panel setup, do not set up each member of the panel individually with their own statement lines as they testify. Go from the first witness of the panel through to the last, separating them only with a page break after their oral testimony or prepared statement insert. For example:

**TESTIMONY OF EDWARD M. SCOTT, EXECUTIVE VICE PRESIDENT, NATIONAL ASSOCIATION OF STATE**
AVIATION OFFICIALS; AND FREDERICK H. VOGT, DIRECTOR, AERONAUTICS DIVISION, TENNESSEE DEPARTMENT OF TRANSPORTATION

Mr. Scott. Thank you, Mr. Chairman, for having us and giving us the opportunity to speak at this hearing. Let me first congratulate you on passage of the FAA reform bill earlier this week...so on and so forth.

[New Page]

Mr. Vogt. Thank you, Mr. Chairman and honorable members of this committee. I mentioned that this State is not a part of the block grant program. That is because...so on and so forth. [Mr. Vogt’s prepared statement follows:]

********** INSERT 1 **********

[New Page]

$ Set up witnesses as TESTIMONY OF instead of STATEMENT OF, regardless of whether it is sworn.
$ When witnesses are sworn in, the FULL TEXT of the swearing in should appear, instead of a parenthetical.
$ SPECIAL NOTE: The statement line should read as follows:
[Mr. XXXXX=s prepared statement follows:]

HANDLING OF INSERTS:

Do not three hole punch inserts. All inserts should be identified and designated throughout the transcript as instructed. Put all inserts together in order as they are designated in the transcript and secure with binder clips or rubber bands behind the bound transcript so they do not break away from each other when delivered.

P. Committee on Veterans' Affairs

LIST PRESENT ON TITLE PAGE: Presiding and Members.
CHAIRMAN/SPEAKER ID: (FULL) The Chairman. (SUBS) Mr. XYZ
MEMBERS WHO ARE DOCTORS: Mr. XYZ, Mrs. XYZ, or Ms. XYZ.
PANELS: Yes.
DUPLICATE NAMES: None.

SPECIAL INSTRUCTIONS FOR VETERANS= AFFAIRS COMMITTEE:

X Carry the terms Veterans Administration and Department of Veterans Affairs with no apostrophe. Carry committee name as Committee on Veterans= Affairs with apostrophe.
$ Title pages should read A pursuant to notice@ instead of A pursuant to call.@
$ Use Mr. for speaker identifications for Mr. Roe and Mr. Dunn, both doctors.
$ For dollar amounts, use $ instead of word Adollars@; use even if implied. (Except at the beginning of a sentence - then spell out the amount). Examples:

WRONG: We spent 8 million dollars.
WRONG: We spent 8 million.
RIGHT: We spent $8 million.
BUT: Eight million dollars is the amount we spent.

X Inserts and Committee Inserts should be shown as:
[The statement of John Doe appears on p.  ]

********** INSERT **********

[New Page]

or

[The attachment appears on p.  ]

********** COMMITTEE INSERT **********

[New Page]

and leave spaces after p.  ] as shown. The Committee will fill in the page numbers.

HANDLING OF INSERTS:

Do not three hole punch inserts. All inserts should be identified and designated throughout the transcript as
instructed. Put all inserts together in order as they are designated in the transcript and secure with binder clips or rubber bands **behind the bound transcript** so they do not break away from each other when delivered.
Q. Committee on Ways and Means

LIST PRESENT ON TITLE PAGE: Presiding.
CHAIRMAN/SPEAKER ID: (FULL) Chairman Neal. (SUBS) Chairman XYZ.
MEMBERS WHO ARE DOCTORS: Mr. XYZ, Mrs. XYZ, or Ms. XYZ.
PANELS: No.
DUPLICATE NAMES: Mr. Smith of Nebraska, and Mr. Smith of Missouri.

SPECIAL INSTRUCTIONS FOR WAYS AND MEANS COMMITTEE:

$ Speaker ID for the full committee Chairman should always be Chairman Neal, in full committee and in subcommittee hearings, presiding or not.
X Witnesses are not to be set up in Panels, even if they are called up in Panels. The witnesses are to be set up as if they were called individually with their name and title as they testify.
$ For Markups: Indicate all inserts as if they are committee inserts regardless of whether the Reporter has them or not. The committee wants ALL documents returned - they just want to be flagged by using the ACommittee Insert@ notation.
X For Markups: On the title page list the Bill number and Subject/Title of each Bill preceded by "MARKUP OF", for example:


HANDLING OF INSERTS

Hearings: Do not three hole punch inserts. All inserts should be identified and designated throughout the transcript as instructed. Put all inserts together in order as they are designated in the transcript and secure with binder clips or rubber bands behind the bound transcript so they do not break away from each other when delivered.

Markups: All inserts are to be handled and designated as COMMITTEE INSERTS throughout the transcript of proceedings. The reporter should return with the transcripts any documents given to them at the markup.
III. Title Page Instructions for Non-Appropriations Committees

Members and Staff Present Information:
To indicate Members present, list the majority members first in order of seniority, followed by the minority members in order of seniority. Be sure to first list the Chairman as well. On the House Website http://www.house.gov the page entitled "Committee Offices" will give you a current listing. If you do not have access, ask the staff at the hearing for a current listing.

Under Also present list non-committee Members who are sitting as Members of the committee/subcommittee. This does not apply when a Member appears before a committee/subcommittee as a witness.

If required, obtain Staff Present list from the staff of the committee. The list should indicate the proper order. If not, check with the Official Reporters office.

A. SAMPLE TITLE PAGE FOR COMMITTEES OTHER THAN APPROPRIATIONS
(Instructions are in brackets and in boldface.)

NAME OF CONTRACTING FIRM
REPORTER LAST NAME (or names)
HEARING FILE NUMBER

[When preparing this portion of the title page start the hearing title on the third line down, after the file number.]
[Note: Number lines/pages containing text only consecutively throughout the transcript.]

LAW ENFORCEMENT RETIREMENT
Tuesday, June 5, 2019
House of Representatives,
Subcommittee on National Security and Foreign Affairs,
Committee on Oversight and Reform,
Washington, D.C.

[Note: It is not necessary to start off with the words “HEARING ON,” even if it is on a bill, e.g., HEARING ON H.R. 319. Just start with the title itself. Natural Resources is the sole exception. This rule does not apply to markups. Those should begin with “MARKUP OF H.R...”]

The subcommittee met, pursuant to call, at 10:00 a.m., in Room 2154, Rayburn House Office Building, Hon. John F. Tierney [chairman of the subcommittee] presiding.
Present: Representatives Maloney, Lynch, and Burton.
Also Present: Representative Cannon.
Staff Present: Lawrence J. Halloran, Staff Director and Counsel; Anne Marie Finley, Professional Staff Member; Jesse S. Bushman, Clerk; Alys Campagne, Minority Professional Staff Member; and Benjamin Hofstatter, Minority Staff Assistant.

[NEW PAGE AT THE END OF THE TITLE PAGE.]
B. SAMPLE TITLE PAGE FOR JOINT COMMITTEE HEARINGS
(Instructions are in brackets and in boldface.)

NAME OF CONTRACTING FIRM
REPORTER LAST NAME (or names)
HEARING FILE NUMBER

[When preparing this portion of the title page start the hearing title on the third line down, after the file number.]
[Note: Number lines/pages containing text only consecutively throughout the transcript.]

IMPLEMENTING FAIR PAY
Wednesday, June 6, 2019
House of Representatives,
Committee on Financial Services,
joint with the
Committee on the Budget,
Washington, D.C.

[Start "The committees met...." on the fourth line down after Washington, D.C.]

The committees met, pursuant to call at 10:30 a.m., in Room 2128, Rayburn House Office Building, Hon. Maxine Waters [chairwoman of the Committee on Financial Services] presiding.

Present from Committee on Financial Services: Representatives Hensarling, Westmoreland, McHenry, and Waters.
Present from Committee on the Budget: Representatives Ryan and Jordan.

[NEW PAGE AT THE END OF THE TITLE PAGE.]

C. SAMPLE TITLE PAGE FOR HOUSE/SENATE CONFERENCES

NAME OF CONTRACTING FIRM
REPORTER LAST NAME (or names)
HEARING FILE NUMBER

[When preparing this portion of the title page start the hearing title on the third line down, after the file number.]
[Note: Number lines/pages containing text only consecutively throughout the transcript.]

HOUSE-SENATE JOINT CONFERENCE ON INTERSTATE BANKING AND BRANCHING ACT
Friday, June 1, 2019
House of Representatives,
Committee on Financial Services,
Washington, D.C.

and

United States Senate,
Committee on Finance,
Washington, D.C.

[Start "The joint conference met...." on the fourth line down after Washington, D.C.]

The joint conference met, pursuant to call, at 4:00 p.m., in Room 2128, Rayburn House Office Building, Hon. Maxine Waters [chairwoman of the House Committee on Financial Services] presiding.

Present: Representatives Hensarling, Westmoreland, McHenry, and Waters.
Senators Roth and Chafee.
D. INSTRUCTIONS FOR TEXT FOR NON-APPROPRIATIONS HEARINGS

[SET UP OF WITNESSES AND INSERTS]

[SET UP OF WITNESSES AND INSERTS - INDIVIDUAL SETUP]

STATEMENT OF HON. TIM RYAN, A REPRESENTATIVE IN CONGRESS FROM THE STATE OF OHIO

STATEMENT OF HON. ROBERT F. BENNETT, A UNITED STATES SENATOR FROM THE STATE OF UTAH
### IV. APPENDIX A - Hearing Codes

**NAMING CONVENTION:** Files are named with the committee abbreviation followed by the three-digit Julian date (numbered day of year) followed by the subcommittee code and a zero at the end.

Example: HFA015070 = Foreign Affairs Committee (HFA) held on January 15th (015) – meeting of the Subcommittee on Western Hemisphere (07) followed by a zero.

**NOTE:** FOR ALL COMMITTEES, THE SUBCOMMITTEE CODE IS FOR INTERVIEWS AND THE SUBCOMMITTEE CODE 66 IS FOR DEPOSITIONS. ALSO NOTE THAT TASK FORCES DO NOT GET THEIR OWN SUBCOMMITTEE CODES. THE TITLE PAGE MAY BE DIFFERENT BUT THE CODE WILL STILL BE 00 AS WITH THE FULL COMMITTEE.

<table>
<thead>
<tr>
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<th>SUB. CODE</th>
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<td>00</td>
<td>AGRICULTURE</td>
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<td>HAG</td>
<td>03</td>
<td>Nutrition, Oversight, and Department Operations</td>
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<td>HAG</td>
<td>14</td>
<td>Biotechnology, Horticulture, and Research</td>
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<td>15</td>
<td>Conservation and Forestry</td>
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<td>16</td>
<td>General Farm Commodities and Risk Management</td>
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<td>HAG</td>
<td>22</td>
<td>Commodity Exchanges, Energy, and Credit</td>
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<td>02</td>
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<td>State, Foreign Operations, and Related Programs</td>
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<td>Highways and Transit</td>
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<td>Disability Assistance and Memorial Affairs</td>
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<td>Select Revenue Measures</td>
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<td>HWMM 06</td>
<td>Oversight</td>
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V. APPENDIX B – GPO AND CAPITALIZATION GUIDELINES

COMMITTEES NORMALLY ADHERE TO THE GPO STYLE MANUAL (2016 version)
REGARDING PUNCTUATION AND CAPITALIZATION. EXCEPTIONS OR ADDITIONS TO
THE MANUAL ARE LISTED UNDER THE SPECIFIC GUIDELINES FOR EACH COMMITTEE.

Possessive nouns ending in “s”:
Follow with an apostrophe only, as shown in the 2016 GPO Style Manual:

Apostrophes and possessives

8.3. The possessive case of a singular or plural noun not ending in s is formed by adding an apostrophe and s. The possessive case of a singular or plural noun ending in s or with an s sound is formed by adding an apostrophe only. Some irregular plurals require both an apostrophe and an s. (For possessives of italicized nouns, see rule 11.6.)

boss’, bosses’
child’s, children’s
citizen’s, citizens’
Congress’, Congresses’
criterion’s, criteria’s

man’s, men’s
medium’s, media’s
people’s, peoples’
Essex’s, Essexes’
Jones’, Joneses’

CAPITALIZATION GUIDELINES

For military terms, acronyms are all caps; all other names of missiles, ships, weapons systems, etc., that are not acronyms but words, initial cap only. For instance, Hawk missiles and GLCMs; Aegis and AWACs.

Please refer to the GPO Style Manual (2016 edition) for a complete list of correct rules for capitalization. Some more commonly used examples follow.

Act: When referring to a specific act of Congress, initial cap, such as the Hatch Act; when used alone, it is the act. (Exception: Natural Resources)

Administration: Initial cap "Administration" when referring to a Federal unit, such as Food and Drug Administration, and standing alone, i.e., "the Administration authorized...." But when referring to the White House, do not initial cap: Clinton administration, administration position. (Exception: Natural Resources)

Amtrak (National Railroad Passenger Corporation)

appropriation bill: Do not initial cap "appropriation bill."

Armed Forces: Cap as synonym for overall Military Establishment. British Armed Forces; Armed Forces of the United States.

Army: Cap when referring to American or foreign, if part of name; capitalized when standing alone only if referring to the U.S. Army.

Association: Initial cap if part of name, and capitalized standing alone if referring to Federal unit, such as Federal National Mortgage would be Association, but the American Association for the Advancement of Science, when standing alone, use the association

Board: Cap if part of name; cap standing alone only if referring to Federal, interdepartmental, or international board.

Bureau: Initial cap if part of name; capitalized standing alone if referring to Federal or international unit.
Chairman: The word Achairman@ is not initial capped when referring to the chairman of a committee, nor is Achairwoman@ or Achair,@ unless attached directly to the name. (See page 51 of the 2016 GPO Style Manual) The exception would be if they are using the word as a form of direct address:

I thank the chairman.
May I address the chair directly?
We will discuss this later with Chairman Walden.
Thank you, Chairman.

Committees and Subcommittees: Initial cap committees and subcommittees when carried with full name, such as Ways and Means Committee or Subcommittee on Investigations; when committee or subcommittee is mentioned alone, lower case. See page 53 in the 2016 GPO Style Manual for further info.

Note that the Committee on Science and Technology and the Committee on Small Business do want the words Committee and Subcommittee capped when referring to a congressional committee. This is clearly noted in the format book.

Thank you for appearing before the committee.
The Agriculture Committee will come to order.

Congress and congressional: Initial cap "Congress," do not initial cap "congressional."

Constitution and constitutional: Constitution – (U.S.), or with name of country; New York State constitution, the constitution Do not initial cap "constitutional."

Federal Government: Initial cap both when referring to any national government.

Federal: Initial cap when referring to U.S. Federal Government or any other sovereign power. But when referring generally to a "federal" form of government, lower case.

Fiscal year: Do not initial cap, do not abbreviate years ('88, '89) except in sworn testimony. Carry as fiscal year 1989.
(Exception: Natural Resources)

Government: Lower case except when used with U.S. or another country, such as the British Government, the U.S. Government, etc., but Federal, State, and municipal governments, Churchill government, Communist government.

Gulf Coast: Carry as AGulf Coast,@ not Agulf coast,@ despite entry in GPO Style Manual.

Hill: The Hill, as in Capitol Hill, initial capped.

Intelligence Community: Initial cap ONLY for Intelligence Committee transcripts, otherwise "intelligence community."

Members of Congress: Capitalize the word Members when it is referring to a Member of Congress in his/her capacity as a Member, but not when CLEARLY referring to his/her capacity as a member of the committee. If it is not clear from context, err on the side of downcapping.

IF THEY ARE APPEARING AS A WITNESS (e.g., at the Rules Committee), THEN UPCAP:

Example – In Rules: We next welcome the Member from New York Mr. King. Next is the Member from California Ms. Sanchez.

Example – non-Rules: Mr. Jones is the newest member of our committee, and we welcome him. Are there other members who wish to be heard on this bill?

Nation: When used as a synonym for the United States, initial cap; but a nation, nationwide, the French nation, etc., lower cased. When referring to the Indian Nations, the Creek Nation, Osage Nation, etc., initial cap.

President: When referring to U.S. or another country's President, initial cap whether alone or with name of President; as such, so is Presidency and Presidential. But the president of a company, university, etc. is not initial capped.

Ranking Member: Only capitalize ranking member when it is directly attached to a name, e.g.

Does the ranking member have any further comments?
Next to question will be Ranking Member Smith.

Senator: Initial cap if referring to a United States Senator; but lower cased if referring to a State senator, unless preceding a name: Senator Smith.

State: Initial cap when referring to States of the Union, i.e., State of Pennsylvania, or foreign countries, State of Israel, and generally when referring to Western States, Southern States, but western farming States.

Third World: Initial cap "Third World" countries.
Miscellaneous Spelling or Hyphenation Conventions

**E-WORDS** Though we carry the word “email” as one word with no hyphen, that is an exception; most other like words, such as e-commerce or e-filing, should have the hyphen (p. 130, but we differ with GPO here).

**ONLINE/WEBSITE** “Online” is one word per GPO guidelines (p. 157); also, “website” is now one word uncapped (website - p. 79).

**MIKE/MIC** When using the short term for the word “microphone,” most committees prefer it to be spelled as “mike.” The only exception is Oversight and Reform, which prefers “mic.”

**NOES** When transcribing a roll call vote, use “The noes have it” and not “The no’s have it.”

**ROLL CALL** For consistency, always use “roll call” as **two words with no hyphen**, regardless of whether it is being used as a noun (“roll call, please”) or as an adjective (“I’d like a roll call vote”).

**AS AMENDED and WITHOUT OBJECTION** For consistency, always set off the phrases “as amended” and “without objection” with a comma, e.g.:

- The bill H.R. 1, as amended, is to be reported favorably to the House.
- Without objection, the bill is ordered favorably reported.

**SPELLING OUT WORDS** When witnesses are spelling out words, **only cap the first letter for proper nouns** (unless it is an acronym like USMC or PATRIOT or something). From page 216 of the 2016 Style Manual:

- A native of Halifax is a H-a-l-i-g-o-n-i-a-n.
- The Chinese repressive action took place in T-i-a-n-a-n-m-e-n Square.

(non-proper nouns) He was suffering from a condition called fibromyalgia, f-i-b-r-o-m-y-a-l-g-i-a.
Appendix D

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

ELECTRONIC DATA TRANSCRIPT SPECIFICATIONS
April 28, 2020

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</table>
GENERAL FILE SPECIFICATIONS

(1) **Input: e-mail attached file**

Deliver electronic transcript as an ascii file attached to an e-mail addressed to transcripts@mail.house.gov. File name shall be the 9-character House Committee Hearing Number.

Deliver Word version of transcript attached to an e-mail addressed to transcripts@mail.house.gov. File name shall include the 9-character House Committee Hearing Number, but distinguish it from the ascii version.

Hard copy transcript, with inserts, to be delivered as specified in Section C.3.A.

(2) **Modes:** Modes are used to identify different data elements and are indicated by using the following octal values for ascii characters:

- Mode (0) = [octal 60]
- Mode (2) = [octal 62] (not used)
- Mode (1) = [octal 61]
- Mode (3) = [octal 63]

An ascii mode is indicated by [octal 07] followed by an ascii code of octal 60 thru 63.

**NOTE:** Mode (2) Octal 62 is not used.

The following mode rules apply when entering hearing text:

(a) All text, except statement headings and speakers names, appears in mode (0).

(b) Statement heading appears in mode(1).  
    (ALL CAPITAL LETTERS.)

(c) Speakers name appears in mode(3).  
    (INITIAL CAPS ONLY).
(3) **Specific Data Codes: (ascii)**

(a) **Start-of-paragraph:** The beginning of a paragraph must start with a space [octal 40], followed by an em [octal 30]. The em will cause the paragraph to be indented.

(b) **End-of-paragraph:** A paragraph is ended by a quad left code [octal 02].

(c) **Spaces:** No more than one space is required, including after a period. Spaces at the end of a line or record must be stripped.

(d) **Page numbers:** Page numbers are generated by the hearing publication system and therefore are not required.

(e) **Page breaks:** To force a page to break the following code must be used: [octal 16], [octal 146], [octal 142], [octal 17].

(f) **Trailing thought:** EM dash [octal 137], no space before, indicates a trailing thought. An EM dash [octal 137] used between two words, requires no space before or after. NOTE: EM dash [octal 137] prior to a Speaker ID requires a space before.

(g) **Bracketed material:** Brackets [octal 133] and [octal 135] are required to indicate a comment, a supplied omission, or an interpolation.

(h) **Quoted material:** Two opening quotes [octal 140] [octal 140] and two closing quotes [octal 47] [octal 47] are required to indicate quoted material.
SAMPLE LEGISLATIVE HEARING WITH CODES
Octal Values for ascii Characters
(codes are enclosed in brackets and underlined)

[octal 63]VENDOR NAME[octal 2]
RPTS NAME[octal 2]
ATEX NUMBER/FILENAME[octal 60, octal 2]
[octal 2]
[octal 2]
[octal 7, octal 60]H.R. 9030[octal 2]
ADMINISTRATION'S WELFARE PROPOSAL[octal 2]
Thursday, April 28, 2020[octal 2]
House of Representatives,[octal 2]
Subcommittee on Social Security,[octal 2]
Committee on Ways and Means,[octal 2]
Washington, D.C.[octal 2]
[octal 2]
[octal 2]
[octal 2]
[octal 40, octal 30]The subcommittee met, pursuant to notice, at 10:00 a.m., in Room 1100, Longworth House Office Building, Honorable E. Clay Shaw, Jr. [chairman of the subcommittee] presiding.[octal 16, octal 146, octal 142, octal 17, octal 2]

(NOTE: 'THE SUBCOMMITTEE MET' PARAGRAPH STARTS ON THE 4th LINE FOLLOWING THE 'WASHINGTON, D.C.' LINE.)
Mr. Shaw. The Social Security Subcommittee will come to order.

We are pleased to welcome as our first witnesses this morning Mr. Bert Seidman and Mr. Robert McGlotten and Mary Logan, all friends of the Ways and Means Committee who have had a deep interest in legislation that benefits this country for a long, long time.

We are pleased to welcome you to the committee. You may proceed. If you have written statements, we would like you to submit them and they will appear in full in the record.

NOTE: This sentence contains an example of "opening and closing quotation marks" and an em--dash.

STATEMENTS OF BERT SEIDMAN, DIRECTOR, DEPARTMENT OF SOCIAL SECURITY; MARKLEY ROBERTS, ECONOMIST; AND MARY LOGAN, ASSISTANT DIRECTOR, DEPARTMENT OF SOCIAL SECURITY, ON BEHALF OF AMERICAN FEDERATION OF LABOR AND CONGRESS OF INDUSTRIAL ORGANIZATIONS

STATEMENT OF BERT SEIDMAN
Mr. Seidman. Robert McGlotten is unable to be with us. With us, however, is Mary Logan, Assistant Director of our Social Security Department and a specialist in the fields of welfare, child care, and social services, and Markley Roberts, who is an economist in our Research Department and is a specialist in programs related to manpower and employment and training.

Mr. Chairman and members of the subcommittee, when the AFL-CIO Executive Council met on May 4, 2005, it issued a statement reaffirming our position that the nation's welfare system was intended to serve as a last line of defense for people who cannot work or who should not be expected to work. Instead, the welfare program has had to assume the burden of an ineffective national employment policy, a faltering educational system, the lack of health security, inadequate social insurance and the failure of job development and training programs.

The Council called for effective measures which would establish separate programs to meet the needs of the three distinct groups of people currently forced to rely on the welfare system: (1) those whose life circumstances do not allow them to work in paid jobs (the
very young, the very old, the sick and disabled and those
who must care for young children), (2) those who could work
in paid jobs if proper training, job development and
placement services were available, and (3) those who are
working but whose wages are too low to keep them out of
poverty.

The Executive Council's statement is
attached to my statement and I request that it be included
in the hearing.

Mr. Shaw. Without objection, it will be included.

The information follows:

Mr. Seidman. The general thrust and the accompanying
explanations of the President's welfare reform program give
the appearance of being along the lines of AFL-CIO
policy--with the focus being on a basic federal cash benefit
for those families who are unable to work, work and training
placement in regular employment for those able to work, and
income supplements for the working poor through the tax
system. However, the program designed to achieve these
goals, unless radically changed, would fall far short of providing the poor with decent jobs or adequate income.[octal 2]

[octal 40, octal 30]For those people who are unable to work, the Administration's proposal which is contained in H.R. 9030 would provide a federal payment of $4,200 a year--less than 2/3 of the poverty level and less than families in 38 states are currently receiving from AFDC and food stamps. Even measured against only AFDC benefits and disregarding food stamps, the proposed levels are below existing payments in 23 states. Thus, the proposed levels are inadequate by even the poorest of standards. They fall far below the poverty level which is based on a bare austerity diet providing little else that the family needs to live on besides a rock-bottom minimum of food and shelter.[octal 2]

[octal 40, octal 30][Whereupon, at 1:50 p.m., the Subcommittee was adjourned.][octal 2]
The subcommittee met, pursuant to notice, at 10:00 a.m., in Room 1100, Longworth House Office Building, Honorable E. Clay Shaw, Jr. [chairman of the subcommittee] presiding.
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The Council called for effective measures which would establish separate programs to meet the needs of the three distinct groups of people currently forced to rely on the welfare system: (1) those whose life circumstances do not allow them to work in paid jobs (the very young, the very old, the sick and disabled and those who must care for young children), (2) those who could work in paid jobs if proper training, job development and placement services were available, and (3) those who are working but whose wages are too low to keep them out of poverty.

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Mr. Shaw. Without objection, it will be included.

[The information follows:]

********** COMMITTEE INSERT **********
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[Whereupon, at 1:50 p.m., the Subcommittee was adjourned.]
SAMPLE APPROPRIATION TITLE PAGE WITH CODES

[octal 63]VENDOR NAME[octal 2]
RPTS NAME[octal 2]
ATEX NUMBER/FILENAME[octal 60, octal 2]
[octal 2]
[octal 2]
[octal 7, octal 60]DEPARTMENTS OF LABOR, HEALTH[octal 2]
AND HUMAN SERVICES, AND EDUCATION, AND RELATED[octal 2]
AGENCIES APPROPRIATIONS FOR 2016[octal 2]
[octal 2]
Thursday, April 28, 2020[octal 2]
[octal 2]
[octal 2]
DEPARTMENT OF EDUCATION[octal 2]
[octal 2]
WITNESSES[octal 2]
[octal 2]
MARGARET SPELLINGS, SECRETARY[octal 2]
EDWARD R. McPHERSON, UNDER SECRETARY[octal 2]
RAYMOND JOSEPH SIMON, ASSISTANT SECRETARY[octal 2]
THOMAS P. SKELLY, DIRECTOR, BUDGET SERVICE[octal 16, octal 146, octal 142, octal 17, octal 2]
DEPARTMENTS OF LABOR, HEALTH
AND HUMAN SERVICES, EDUCATION, AND RELATED
AGENCIES APPROPRIATIONS FOR 2016

Thursday, April 28, 2020

DEPARTMENT OF EDUCATION

WITNESSES

MARGARET SPELLINGS, SECRETARY
EDWARD R. McPHERSON, UNDER SECRETARY
RAYMOND JOSEPH SIMON, ASSISTANT SECRETARY
THOMAS P. SKELLY, DIRECTOR, BUDGET SERVICE
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<td>41: ! exclam</td>
<td>101: A cap A 141: a lower case a</td>
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<td>42: &quot; inchmk</td>
<td>102: B cap B 142: b lower case b</td>
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<td>qr</td>
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<td>106: F cap F 146: f lower case f</td>
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<td>53: + plus</td>
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