**Please see attached instructions. This form is a representation of the information that must be submitted online. The Committee will not consider a request that is not completely filled out.**

House Appropriations Subcommittee on Defense

FY 2011 Member Request Form

**PRIORITY #:**

**Member: Staff Contact: Phone:**

**Military Service Branch:**

**Appropriation Account** (provide only one)**:**

**2011 Budget Line Title:**

**Provide ONE of the following:**

**Military Personnel** Budget Activity #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Operation and Maintenance** Budget Activity/Sub-activity #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Procurement** P-1 Line #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RDTE** R-1 Line #: \_\_\_\_\_\_\_\_\_\_\_\_ PE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Intel** Line #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Defense Health Program** Account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Drug Interdiction and Counter-Drug Activities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Project Requested:**

**Project Description** (Must include a clear description of military requirement. Please be thorough in your description)**:**

**Benefit to DoD** (Must be **different** from the above project description. Please be thorough in your description)**:**

**DoD Supporting Program Manager/Agency** (office contact information)**:**

**Has this project been requested previously? Yes No**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Congressional Funding History** (for  specific **project** request)**:** | **FY 2010** | **FY 2009** | **FY 2008** | **FY 2007** | **FY 2006** |
|  |  |  |  |  |  |

**FY 2011 Budget Amount for specific project (not line number total)** (if applicable)**:**

**Member’s FY 2011 Funding Request:**

**Additional Information required by the 111th Congress:**

**Has this request been submitted to another subcommittee in this fiscal year?**

**If so, which subcommittee?**

**Proposed Recipient:**

**Address of Proposed Recipient:**

**Is Proposed Recipient a For-Profit or a Non-Profit Entity?**

**Request Amount:**

**Explanation of Request (include purpose and why it is a valuable use of taxpayer funds):**

**Link to Member’s Webpage which contains the above information:**

**Guidance and Instructions for Submitting FY 2011 Defense Appropriations Requests**

**General Guidance:**

1. On or before the appropriations request deadline (**March 19, 2010**), please submit requests via the website:     **https://membersrequests.approps.house.gov/**
2. On or before the appropriations request deadline, please provide a package to **H-405** in the Capitol which includes:
   1. A cover letter on letterhead listing, in order of priority; the project name, the appropriation account, and the dollar amount requested. If the Member is submitting project, program, and/or language requests, please separate each category into its own priority list. Do **NOT** integrate project, program, and language requests. **No further detail on the cover sheet is necessary.**
   2. Completed FY 2011 Defense Appropriations online submission forms (one for each request). The Subcommittee will **ONLY** accept printouts from **SHARED** online submissions. The Committee will **NOT** accept the sample member request forms. Each request (not page) must be **SIGNED** by the Member in the upper right hand corner.
   3. Please put the cover letter and forms in a standard letter size manila envelope.
3. Financial Disclosures must be on letterhead, signed by the Member, scanned, and submitted online. **Hard copies are not necessary.**
4. Cover letters should be uploaded to the online database **and** delivered to H-405 (see step 2a).
5. Do **NOT** print forms on two sides of paper.
6. Do **NOT** staple forms or use paper clips.
7. If you have any questions, please call (202) 225-2847.

**Instructions for Completing FY 2011 Defense Appropriations Form:**

1. **Priority** – This is **mandatory** for every request. 1 represents the highest priority, 2 represents the second highest, etc. Each Member may have separate priority lists for project, program, and language requests.
2. **Member** – Provide the name of the Member who is making the request.
3. **Staff Contact** – Provide the appropriate point of contact who can discuss the request.
4. **Phone** – Provide the appropriate office phone number.
5. **Member’s Signature** – An authentic Member’s signature is required for every request. Forms without a signature cannot be considered.
6. **Military Service Branch** – The Military Service or DoD component that is to be the recipient of your request. This is typically Army, Navy, Marine Corps, Air Force, or DoD Defense-Wide.
7. **Appropriations Account** – Provide a valid appropriation account (a list is provided on website).
8. **2011 Budget Line Item** – Provide the title of line under which this request would be funded as it appears in the FY 2011 DoD Budget Materials. Please reference the DoD Program Justification Materials (M1,O1,P1,R1), located on the Defense Comptroller website: **http://www.defenselink.mil/comptroller/budgetindex.html**
9. **Provide only one of the following**:
   1. **Military Personnel –** Requires the budget activity number.
   2. **O&M** – Requires the budget activity and sub-activity group numbers.
   3. **Procurement** – Requires the P-1 Line number.
   4. **RDTE** – Requires the R-1 Line Number **AND** the Program Element number.
   5. **Intel** – Requires the MIP/NIP number, if appropriate.
   6. **Defense Health Program** – Requires choice of O&M, Procurement, or RDT&E funding.
   7. **Drug Interdiction and Counter-Drug Activities**

If the budget line number is not listed in the drop-down menu online, please choose 999 Classified, and write the correct account and line number at the beginning of the project description. Very few requests will fall under this category. If you have questions, please call (202) 225-2847.

1. **Name of Project Requested** – Provide a fully descriptive name for the requested project.
2. **Project Description** – Provide a clear description of a justifiable military requirement. This information must be provided before a request can be considered. There is **no limit** to the amount of characters allowed on the online submission. Please be thorough in your description.
3. **Benefit to DoD –** Provide a clearexplanation of the benefit this project provides to DoD. This information must be different from the project description. There is **no limit** to the amount of characters allowed on the online submission. Please be thorough in your description.
4. **Congressional Funding History –** Provide the appropriation for this project, if applicable, for the past 5 years. If not applicable, enter “0.” This is the funding for the specific **PROJECT**, not the budget line for which the project is requested.
5. **DoD Supporting Program Manager/Agency -** Provide the name and contact information for the person/agency within DoD that supports the project. This can **NOT** be a Congressional liaison.
6. **FY 2011 Budget Amount –** Provide the amount requested for this **PROJECT** in the President’s FY 2011 Budget Submission. If no request was included, enter “$0”. This is **NOT** the amount of funding for the line in which the project is requested.
7. **Member’s FY 2011 Request –** Indicate the FY 2011 funding and/or language request. For bill and/or report language, please be thorough, but brief. Historically, the subcommittee has included few language requests.

|  |  |
| --- | --- |
| **Available Appropriation Accounts by Service/Component** | |
| **Army (A):** | **Navy (N):** |
| **MP,A** (Military Personnel, Army)  **MP,AR** (Military Personnel, Army Reserve) **MP,ARNG** (Military Personnel, Army National Guard)  **OM,A** (Operation & Maintenance, Army)  **OM,AR** (Operation & Maintenance, Army Reserve) **OM,ARNG** (Operation & Maintenance, Army National Guard)  **AP,A** (Aircraft Procurement)  **MP,A** (Missile Procurement)  **WTCV,A** (Weapons and Tracked Combat Vehicles, Army)  **PA,A** (Procurement of Ammunition)  **OP,A** (Other Procurement)  **RDTE,A** (Research, Development, Test and Evaluation)  **GP** (General Provision) | **MP,N** (Military Personnel, Navy)  **MP,NR** (Military Personnel, Navy Reserve)  **OM,N** (Operation & Maintenance, Navy)  **OM,NR** (Operation & Maintenance, Navy Reserve) **AP,N** (Aircraft Procurement)  **WP,N** (Weapons Procurement, Navy only) **PA,NMC** (Procurement of Ammunition, Navy and Marine Corps)  **SC,N** (Shipbuilding and Conversion, Navy only) **OP,N** (Other Procurement)  **RDTE,N** (Research, Development, Test and Evaluation)  **NDSF** (National Defense Sealift Fund)  **GP** (General Provision) |
|  | |
| **Marine Corps (MC):** | **Air Force (AF):** |
| **MP,MC** (Military Personnel, Marine Corps) **MP,MCR** (Military Personnel, Marine Corps Reserve)  **OM,MC** (Operation & Maintenance, Marine Corps) **OM,MCR** (Operation & Maintenance, Marine Corps Reserve)  **P,MC** (Procurement, Marine Corps)  **PA,NMC** (Procurement of Ammunition, Navy and Marine Corps)  **RDTE,N (MC)** (Research, Development, Test and Evaluation)  **GP** (General Provision) | **MP,AF** (Military Personnel, Air Force)  **MP,AFR** (Military Personnel, Air Force Reserve) **MP,ANG** (Military Personnel, Air National Guard) **OM,AF** (Operation & Maintenance, Air Force) **OM,AFR** (Operation & Maintenance, Air Force Reserve)  **OM,ANG** (Operation & Maintenance, Air National Guard)  **AP,AF** (Aircraft Procurement)  **MP,AF** (Missile Procurement)  **PA,AF** (Procurement of Ammunition)  **OP,AF** (Other Procurement)  **RDTE,AF** (Research, Development, Test and Evaluation)  **GP** (General Provision) |
|  | |
| **Defense-Wide (DW):** | **Other:** |
| **OM,DW** (Operation & Maintenance) | **NDSF** (National Defense Sealift Fund) |
| **OTE,D** (Operational Test and Evaluation, Defense) | **NGRE** (National Guard and Reserve Equipment) |
| **P,DW** (Procurement Defense-Wide) | **DPA** (Defense Production Act) |
| **RDTE,DW** (Research, Development, Test and | **ChemDemil** (Chemical Weapons Demilitarization) |
| Evaluation) | **DHP** (Defense Health Program) |
| **GP** (General Provision) | **DRUGS** (Counter-Drugs)  **Intel** (Intelligence Activities)  **GP** (General Provision) |
|  | |