

DHHS POLICIES AND PROCEDURES

Section IV:	General Administration
Title:	Commenting on Proposed Federal Rules
Current Effective Date:	8/1/02
Revision History:	8/1/02
Original Effective Date:	2/1/96

Purpose

The purpose of this policy is to clarify the submission of comments to a federal agency regarding proposed rules published in the federal register.

Policy

It is the policy of the department that all comments which are submitted to a federal agency regarding proposed rules which are published in the federal register be approved by the Department of Health and Human Services (DHHS) Secretary.

Implementation

To ensure department wide coordination, all comments regarding proposed federal regulations, which are published in the federal register, are to be reviewed by the office of grants management. Proposed comments are to be forwarded to the office of grants management by the originating agency at least 10 days prior to the required date of submission to the appropriate federal agency. The office of grants management will submit comments to the DHHS Secretary for review and approval. If approved, a letter, signed by the DHHS Secretary and containing the comments, will be returned to the submitting division/office for forwarding to the appropriate federal agency.

For questions or clarification on any of the information contained in this policy, please contact [The Office of Grants Management](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).