

OGAM ACTION TRANSMITTAL
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of Grants and Acquisition Management (OGAM)
Office of the Assistant Secretary for Management and Budget
Room 517D - Hubert H. Humphrey Building
200 Independence Ave. S.W.
Washington, D.C. 20201

ACTION TRANSMITTAL

Transmittal No.: OGAM AT 98-1

Date: 9/30/98

TO: HHS Grant/Contract Funding Agencies and
Recipients of HHS Awards

SUBJECT: Establishment of a Departmental Action
Transmittal System for the Office of Grants
and Acquisition Management

REGULATION,
OMB REFERENCE: 5 U.S.C. Section 553; 61 F.R. 43363-65 8/22/96;
M&B Chapter AMG.00

APPLICABILITY: All recipients of HHS Awards and HHS Awarding
Agencies

EFFECTIVE DATE: Immediately

PURPOSE: This issuance establishes an Action Transmittal
system for the Office of Grants and
Acquisition Management (OGAM). Many of the
Operating Divisions in HHS have for years
utilized an action transmittal system to
disseminate information and policy
interpretations. We have concluded that this
can be an effective means for the Secretary to
organize and disseminate information to both
the operating divisions within HHS as well as
the general public. We will use this vehicle,
where appropriate, to circulate grants

administration, cost reimbursement and contract procedures, policy interpretations, and general information.

Most OPDIVs have several systems tailored to the information being disseminated. In addition to action transmittals, which typically direct field staff to undertake specific actions, they also have systems to issue policy clarifications (PIQs) and general program information (IMs). We have opted not to develop these additional systems. Rather, we will use the Action Transmittal system as a generic vehicle to accomplish these initiatives.

Action Transmittals by their very nature would not be subject to the formal notice and comment requirements of rulemaking under the Administrative Procedures Act because they transmit interpretive rules or general statements of policy.

These Transmittals will be posted to the HHS GrantsNet: www.hhs.gov/progorg/grantsnet/. They will be indexed by Federal fiscal year and numerically controlled sequentially, e.g. AT 98-1, 98-2, etc.

**AUTHORIZING
OFFICIAL:**

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