



# USAID Process Guidelines: Interagency Comment Requests on Proposed and/or Final Rules

An Additional Help for ADS 156

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## I. INTRODUCTION

An “interagency comment request” refers to a request for substantive comments and feedback on a rule issued by another federal agency. While the Office of Management and Budget, Office of Information and Regulatory Affairs (OMB/OIRA) often coordinates interagency comment requests, there are cases where the agency proposing the rule coordinates the comment request. This document outlines the Agency’s recommended process for facilitating interagency comment requests internally within USAID.

## II. PROCESS DESCRIPTION

1. Upon receipt of a request for comments on an interagency proposed and/or final rule, the Rulemaking Team in the Bureau for Management, Office of Management Policy, Budget, and Performance’s Policy Division (M/MPBP/POL) should identify the appropriate offices at USAID that have equities in the rule.
2. The Rulemaking Team should then forward the comment request to the appropriate Bureaus or Independent Offices (B/IOs) via email (from **rulemaking@usaid.gov**). The Rulemaking Team should attach relevant documents pertaining to the rule, a summary of the rule, and a deadline for submission of comments.
3. B/IOs that receive a request for comments should review the email and attached materials, follow the instructions, and provide their comments on the rule by the stated deadline. In the instance where a B/IO has no comments, they should respond to the email, stating that they have no comments. If there is no response by the deadline, that constitutes no comments from the B/IO.
4. The Rulemaking Team should:
  - a. Collate all comments received; and
  - b. Submit comments to the requesting agency or OMB/OIRA by the stated deadline. If the Rulemaking Team receives significant or controversial comments, the Rulemaking Team should first share the comments with relevant senior management for review and/or approval before submission.