



**Memorandum**

To: Division Heads, POTUS Proclamation Drafting Divisions

From: Oliver Potts   
Deputy Executive Secretary

Date: March 10, 2014

Subject: White House Proclamations – **INFORMATION MEMO**

The Department is asked to draft proclamations for the President's signature almost thirty times during the year. Your office is responsible for drafting one or more proclamations. Leadership at the White House has asked the Department to pay closer attention to deadlines to submit draft proclamations.

Our proclamation process starts when the Office of Management and Budget (OMB) sends a memo requesting that HHS provide a draft proclamation for the President to sign. ExecSec determines which agency to assign the draft to and assigns the draft in SWIFT. The deadline for the draft is chosen to allow time for HHS review and submission back to OMB in time for additional editing and review.

Proclamations (available here: <http://www.whitehouse.gov/briefing-room/presidential-actions/proclamations>) may in some respects seem routine because some of them are issued each year and they are usually brief and relatively simple documents.

Once HHS submits its draft to OMB, the draft is carefully reviewed for accuracy and to ensure that language is not merely recycled from a previous year. Because the White House's final review process also takes time in addition to our process, and the issuance date is frequently time-sensitive, we have been asked to ensure that our drafts are on time.

**Tips for submitting draft proclamations:**

- Prepare draft proclamations as soon as possible after their assignment (see attached list of 2013 requests).
  - Please also consider beginning the draft before assignment arrives in SWIFT.
- Ensure statistics and information contained in the draft are properly cited where appropriate.
- Consult with other divisions if necessary in advance of submitting the draft to ExecSec.
- Notify ExecSec as soon as possible if you cannot meet the deadline in SWIFT.

- Highlight events or programs to ExecSec set to take place during the month of the proclamation.

Finally, to aid in this process, below is a list of the proclamations assigned to HHS in 2013, and the date they were due to OMB. While I cannot guarantee that this list and schedule will be the same for 2014, it will hopefully serve as a good guide for you to plan ahead to draft proclamations.

Your assistance in helping to ensure the timely delivery of these proclamations is greatly appreciated. If you have any questions or comments, please contact me at [Oliver.Potts@hhs.gov](mailto:Oliver.Potts@hhs.gov) or 202-401-4273.

| <b><u>Proclamation</u></b>                       | <b><u>Date Due to OMB</u></b> | <b><u>Responsible HHS Division</u></b> |
|--|-------------------------------|--|
| American Heart Month, 2013                       | 12/19/2012                    | NIH                                    |
| National Cancer Control Month, 2013              | 2/8/2013                      | NIH                                    |
| National Child Abuse Prevention Month, 2013      | 2/8/2013                      | ACF                                    |
| National Donate Life Month, 2013                 | 2/8/2013                      | HRSA                                   |
| World Autism Awareness Day, 2013                 | 2/8/2013                      | NIH                                    |
| National Foster Care Month, 2013                 | 3/22/2013                     | ACF                                    |
| National Physical Fitness and Sports Month, 2013 | 3/22/2013                     | OASH                                   |
| Older Americans Month, 2013                      | 3/22/2013                     | ACL                                    |
| National Women's Health Week 2013                | 3/29/2013                     | OASH                                   |
| Mother's Day 2013                                | 3/28/2013                     | ACF                                    |
| Emergency Medical Services Week, 2013            | 4/2/2013                      | ASPR                                   |

|  |            |      |
|--|------------|------|
| Father's Day 2013                                  | 4/22/2013  | ACF  |
| Americans with Disabilities Act 2013               | 5/30/2013  | ACL  |
| World Hepatitis Day 2013                           | 5/30/2013  | NIH  |
| Nat'l Health Center Week 2013                      | 6/14/2013  | HRSA |
| Obesity Awareness Month, 2013                      | 7/19/2013  | OASH |
| National Ovarian Cancer Awareness Month, 2013      | 7/19/2013  | NIH  |
| National Prostate Cancer Awareness Month, 2013     | 7/19/2019  | NIH  |
| National Grandparents Day 2013                     | 7/22/2013  | ACL  |
| Cancer Awareness Month, 2013                       | 8/23/2013  | NIH  |
| Child Health Day 2013                              | 8/23/2013  | ACF  |
| National Adoption Month, 2013                      | 10/4/2013  | ACF  |
| National Alzheimer's Disease Awareness Month, 2013 | 10/4/2013  | NIH  |
| National Diabetes Month, 2013                      | 10/4/2013  | NIH  |
| National Family Caregivers Month, 2013             | 10/4/2013  | ACL  |
| National Family Week 2013                          | 10/10/2013 | ACF  |