<u>Information required on draft Notices sent to the SO</u>. (See example Attachment 2-2)

Draft copies of Federal Register notices sent to the state office for review should include the following:

1) GPO Requisition Number: This number should be on the upper right side and read *4-08805*. The 4 represents the fiscal year, so only that number will change.
2) Billing Code: Your billing code must appear on each document submitted for publication in the <u>Federal Register</u>.
   a) Obtain your billing code from Cliff McClelland, Printing Specialist, at (503) 808-6212.
   b) Type the billing code at the top right (just below the GPO Requisition Number) of the first page on the draft copy.
   c) Type a "P" after your billing code when submitting a disk with your document.
   d) Remember that your billing code may change each year.
3) Department Name: *Department of the Interior*
4) Subagency Name: *Bureau of Land Management*
5) Agency Docket Number:
   (OR-014-04-1430-EU; GP-04-0066)
   (State Code-Office Code-Budget Fiscal Year-Subactivity-Program Element; GP or HAG number)[1].
6) Subject Heading: This is a brief statement describing the contents of the document.
7) AGENCY: Identifies the agency issuing the document. (*Bureau of Land Management)*
8) ACTION : Identifies the type of document. (*Notice of Realty Action)*
9) SUMMARY: This section should answer three questions.
   a) What action is being taken?
   b) Why is this action necessary?
   c) What is the intended effect of this action?

   You may not use the SUMMARY to prove a point or argue a case. Supporting information, details, discussions, and precise legal citations do not belong in the

SUMMARY. Extended discussion of the notice document belongs in the SUPPLEMENTARY INFORMATION section.

10) DATES: Include the dates that are essential to the document:
    a) Comment deadlines
    b) Extension of comment deadlines.
    c) Request for a hearing (or meeting) deadline.
    d) Public hearing (or meeting) deadline.
    e) Other dates the public may need to know.

    Do not include information other than dates in the DATES section.

11) ADDRESSES: Include any address that the public needs to know. You may include addresses for:
    a) Mailing public comments.
    b) Hand-delivering public comments.
    c) Attending a public hearing (or meeting).
    d) Examining any material available for public inspection.

12) FOR FURTHER INFORMATION CONTACT: Include the name and telephone number of a person within your agency who can answer questions about the document.

13) SUPPLEMENTARY INFORMATION: Include background information and necessary details in language easily understood by the reader.

14) Signature Block: Type the name and title of the person signing the document.[2]

15) **Authority Citation**: You must cite the authority that authorizes your agency to issue your notice in the Federal Register.[3]

16) Signature Date: Use the date of actual signature. Do not use a postdated signature or change a signature date.

Please include a draft copy of the briefing paper and the transmittal letter to the Office of the Federal Register.

For detailed instruction please refer to Chapter 3: How do I write a document for the notices category?

Requirements for final NORA packages sent to the SO

Please include the following items in the final NORA package:

1) Briefing paper[4]
2) Transmittal letter to Office of the Federal Register, signed by the Field Manager.
3) Three (3) original signed copies of Federal Register notice.
    a) The originals must be signed in blue ink. A signature in black ink is difficult to distinguish from a photocopy.
    b) Signature Date: Use the date of actual signature. Do not use a postdated signature or change a signature date.
    c) Do not place a signature block on a page by itself. Placing text on the signature page helps to ensure the integrity of the document.
4) Three (3) photocopies of the *signed* Federal Register notice.
5) 1 formatted 3.5" disk.
    a) The file on the disk must be identical to the signed original document.
    b) Does the disk have a label that identifies your agency, the document's subject, the file name, and file format?
6) Document Face Sheet, Form 1310-5, filled out as follows (See Attachment 4).
    a) Payee line – GPO Requisition Number, 4-08805
    b) State Code – OR
    c) Office Code – District Office Number
    d) Subactivity and Program Element Code
    e) Project Number, if applicable
    f) Document Control Number[5]
    g) Cross Reference Number – Federal Register

The original Document Face Sheet is required by OR-912 for reconciliation with GPO billing invoices. A copy will be sent back to the originating office by OR-912 after processing.

NOTE: The verification/certification memorandum to Michael Schwartz, Group Manager, WO-630, must be signed by the State Director or Associate State Director. A member of the SO Lands Staff will compose the memo and attach it to the final package before routing for signature. If requested, a copy of the memo can be sent to the issuing office for placement in the file.

1) _____

[1] GP/HAG numbers must be obtained from Cliff McClelland at (503) 808-6212, prior to submitting a draft notice.

[2] The signature is not necessary on draft copies for SO review.

[3] The authority citation may appear within the notice or in parentheses on a separate line at the end of the notice before the signature block.

[4]See Federal Register Notice Briefing Paper for detailed instructions.

[5]GP/HAG numbers are assigned by Cliff McClelland, OR 912, at (503) 808-6212.