

## Department of the Interior Departmental Manual

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**Effective Date:** 08/28/2013

**Series:** Administrative Procedure

**Part 318:** Federal Register Documents

**Chapter 3:** Federal Register Notices

**Originating Office:** Office of the Executive Secretariat and Regulatory Affairs

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### 318 DM 3

3.1 **Purpose.** This chapter contains Department of the Interior (DOI) requirements governing preparation and publication of Federal Register notices.

3.2 **Scope.** This chapter applies to all DOI notices prepared for publication in the Federal Register.

3.3 **Authority.** The Federal Register and documents published in the Federal Register are governed by parts 5 and 22 of Title 1 of the Code of Federal Regulations. The Plain Writing Act of 2010 (Pub. L. 111–274) requires that all non-regulatory documents written for a public audience be written in plain language.

3.4 **Policy.** The policy of DOI is to publish in the Federal Register notices that clearly and concisely inform the public of policies, decisions, meetings, and other actions or events that may be of interest.

3.5 **Objectives.** The objectives of Federal Register notices are to:

- A. Publish non-regulatory items of public interest.
- B. Request public comment.
- C. Notify the public of the availability of important documents.
- D. Provide timely notice of important events of public interest.

3.6 **Responsibilities.**

A. Office of the Executive Secretariat and Regulatory Affairs (OES).

(1) Reviews Federal Register notices and works with bureau/office regulatory contacts to coordinate their publication.

(2) Works with the Office of the Solicitor, bureaus/offices, and bureau/office

regulatory contacts to ensure that notices comply with applicable laws, directives, Departmental policy, and Office of the Federal Register requirements.

(3) Ensures that notices are reviewed before publication by the appropriate Secretarial officials.

(4) Performs any other functions required to manage publication for Federal Register notices by bureaus/offices.

B. Office of the Solicitor. Provides legal advice on drafting notices and reviews and surnames notices as required.

C. Assistant Secretaries. Responsible for overseeing notices published by the bureaus they oversee and surnaming notices as required.

D. Heads of Bureaus/Offices. Responsible for overseeing notices published by their organizations and reviewing and clearing notices as required.

E. Bureau/Office Managers. Bureau/Office Managers of offices drafting Federal Register notices are responsible for ensuring that notices are properly drafted and reviewed and comply with the requirements of this chapter.

F. Bureau/Office Regulatory Contacts. Coordinate drafting and publication of notices on behalf of the bureau/office head in conjunction with OES.

3.7 **Signatory Authority**. In the interest of efficient administration, Federal Register notices should be signed at the lowest level possible. Each bureau/office should have its own policies for the appropriate signature and approval level for various types of notices.

3.8 **Secretary's Office Approval Required**. After signature, the originating office must submit each notice to OES for approval by the Secretary's Office, with the following limited exceptions:

- A. Notices of meetings, including advisory committee meetings.
- B. Requests for comment on information collections under the Paperwork Reduction Act.
- C. Survey or plat designations.
- D. Other notices that may be exempted by OES.