

Department of the Interior Departmental Manual

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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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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 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. Rulemaking documents must comply with the [Administrative Procedure Act](#) (5 U.S.C. Sec. 551 *et seq.*) and The Plain Writing Act of 2010 (Pub. L. 111–274). Please see the Office of the Federal Register’s current [Document Drafting Handbook](#) for additional guidance.

3.4 **Policy.** The policy of the Department 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 Department publishes Federal Register notices in order to:

- A. Notify the public of non-regulatory items.
- B. Request public comment.
- C. Notify the public of the availability of certain documents.
- D. Provide timely notice of 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; reviews and surnames notices as required.

C. Assistant Secretaries. Oversees publications by the Bureaus, and surnames notices as required.

D. Heads of Bureaus/Offices. Oversees notices published by their organizations, and reviews and surnames notices as required.

E. Bureau/Office Regulatory Contacts. Coordinate drafting and publication of notices on behalf of the Bureau/Office head in conjunction with OES. Ensures that notices are properly drafted, reviewed, and comply with the requirements of this chapter.

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 obtaining all necessary surnames, the originating office must submit each notice to OES for approval by the Secretary's Office, unless exempted by OES.