OFR Notice Template Supplement

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Office of the Federal Register
National Archives and Records Administration

This supplement to the OFR Notice Template provides further information on the required and recommended elements of a notice document, and how to add your document's information into the template. The information here originates in the Document Drafting Handbook (https://www.archives.gov/files/federal-register/write/handbook/ddh.pdf), which gives guidance and examples for drafting Federal Register documents. This supplement doesn't replace the DDH; it only applies its information in a template-friendly format.

Basic Notice Document Guidance and Principles

Basic Formatting. We have formatted the OFR Notice Template according to the format required by the DDH: double-spaced lines, margin settings, no content styles beyond the default, etc. You should not change these elements except for specific content described in the DDH (for example, quoted material is single-spaced.) Avoid using hard page breaks. Don't use auto-numbering; note that we've written the suggested heading formats in the SUPPLEMENTARY INFORMATION section without it.

Headers and Footers. You should not put anything in the header or footer of the document. The template has text in the header so we know your notice has been created using it. Don't remove this; we will, and it won't appear in your document when displayed on public inspection or publication.

Brackets and Braces. Many components we've included in the template need to be filled in by you, such as your agency's name or the document's subject. When we've included an element in braces ({ }), delete those braces when you replace it. Brackets ([ ]) should not be deleted. This includes the docket number in the heading, and dates you request us to calculate.

Document Heading

Your document's heading includes the following elements:

> **Agency name (required).** Your agency's name should be in ALL-CAPS.
>
> **Subagency name (situational).** If you are a subagency or publishing component of your agency, include your subagency's name here in Title Case. "Office of the Secretary" is also valid.

Department docket number (DEPDOC) (optional). If your notice has an associated docket number or numbers, list them here. If you have more than one, they should all go in a single set of brackets; don't separate them with line breaks or multiple sets of brackets. If you have too many document numbers, we may move them below the subject, possibly into a table, so they can publish properly.

Subject (required). The subject of your document should be in Title Case. Keep it brief and generally descriptive, as you'd like it to display if someone searched for your document and found just the heading. Don't include legal citations.

Additional agency/subagency information. If your notice is a joint publication between multiple agencies or subagencies, include each one in the same format after the first. If a docket number only applies to one agency or subagency, place it below that entry and above the next agency/subagency entry.

Formatting. Each of the heading elements should be on its own line, in order. Don't use tables or table-like formatting, subjects and docket numbers on the same lines, legal formatting such as columns of paragraph symbols, or any other unusual variant. If we can't properly format your subject as submitted, we may need to kill your document, or reformat the heading into proper order. If we do the latter, OFR is not responsible for any corrections arising from doing so.

Document Content

The notice template uses the standard Federal Register document captions. Though not mandatory, we strongly recommend using them.

AGENCY: Always write this from smallest to largest (e.g. Office, Subagency, Agency). Comma separation and a period at the end are proper style.

ACTION: A very brief statement of what the notice does.

SUMMARY: What the notice does, why it does it, and what it accomplishes, in a high-level, executive-summary format. Keep it short and simple. Longer in-depth discussion is for the SUPPLEMENTARY INFORMATION section. Don't use legal citations, designated lists, bullets, or footnotes.

DATES: Any date relevant to the notice should go here. You can repeat them in the SUPPLEMENTARY INFORMATION section for clarity if need be, but setting them out here provides clear and convenient access for the reader. If you want us to calculate a date, see the information on date calculation below.

ADDRESSES: Any address relevant to the notice should go here. Where should the public submit comments? Where are you holding the meeting? Where can interested

parties read information on display? OMB mandates a specific format for actions requiring public comment, available in the DDH.

FOR FURTHER INFORMATION CONTACT: A specific person or persons who should be contacted to answer questions about the notice. Include the name, telephone number, email address, and any other relevant information.

SUPPLEMENTARY INFORMATION: Full discussion and details of the notice go here. We suggest a format for descriptive headings to organize the text (I.A.1); although we've indented the lower-level headings here, that is only to distinguish the hierarchy, and you should leave them all flush-left when writing them.

Requesting OFR Calculate and Insert a Date

If you want OFR to calculate a date for you, use the following format:

[INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

[INSERT DATE XX DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

You *must* use the word 'insert'. If you write [DATE OF PUBLICATION IN THE FEDERAL REGISTER], we will assume you want us to print [DATE OF PUBLICATION IN THE FEDERAL REGISTER]. 'Insert', and only 'insert', is the key word that directs us to place a date there according to the requested calculations.

We only calculate by days. Don't use weeks or months. Calculated dates can't fall on weekends or holidays, so we can't insert a date measured in 'calendar days' as we would a normal request. It will be calculated before display on public inspection.

Your Authority To Publish

Your notice must cite your agency's authority to publish it. If you don't do so within the narrative of the SUPPLEMENTARY INFORMATION section or your notice's equivalent, you should put a parenthetical citation at the end, before the signature. Remember not to put those citations in the Subject, ACTION, or SUMMARY section, even in narrative form.

Signature Block

If your notice has a signature date, include that first. It should have a past-tense verb to indicate that it was when the notice was signed, not any other date relevant to the document. "Dated:" or "Signed:" are most commonly used. If it doesn't have a signature date, don't leave a blank "Dated" or "Signed" or similar in your notice.

We can’t accept a post-dated signature, or a notice signed over a year ago. We can’t accept a signature that is *for* or *on behalf of* another person. If you’re submitting your document through our webportal, review the name-matching requirements in the DDH (pg. 1-6).

The signatory’s name and title should be formatted as shown. If the title is more than one line, put a comma at the end of each line before the last one, as these lines will be run together on publication.

Before Submitting

Remove all comments from the notice, whether from the template or your own.

Make sure you have no tracked changes or reviewing markup in your document.

Save it in .docx format.