

UNITED STATES DEPARTMENT OF THE INTERIOR
 BUREAU OF LAND MANAGEMENT
 WASHINGTON, D.C. 20240
<http://www.blm.gov>

September 23, 2014

In Reply Refer To: 1760 (630) I
 Ref: IM 2012-094

EMS TRANSMISSION 09/23/2014
 Instruction Memorandum No. 2014-146
 Expires: 09/30/2015

To: All Washington Office and Field Office Officials

From: Assistant Director, Communications

Subject: Guidance on Preparing Federal Register Notices

PURPOSE: The purpose of this Instruction Memorandum (IM) is to revise IM No. 2012-094 regarding the preparation and review of Federal Register (FR) notices by the Bureau of Land Management (BLM). This IM:

- Clarifies the handling of FR notices related to Public Land Orders and Notices of Proposed Withdrawals, Extensions, or Modifications.
- Requires the submission of FR Notices to the Washington Office (WO) using the Document Tracking System (DTS); and
- Revises the briefing paper to require a signed statement that the cost and accounting codes for the FR notice are accurate and valid.

POLICY/ACTION: All *Federal Register* notices must continue to be reviewed by State Offices and submitted for WO review and clearance. The only notices exempt from WO review are those relating to Plats of Survey; General Meeting Notices; and Advisory Committee Meeting Notices [Note: Notices of Realty Action are NOT exempt from State Office or WO review]. The process is as follows:

1. Signed copies of the FR Notice

Send the WO Division of Regulatory Affairs, via express mail, three originally signed signature pages (the Office of the Federal Register recommends using blue ink to demonstrate that they are original) of the notice:

Bureau of Land Management
 Division of Regulatory Affairs
 Attn: Division Chief
 20 M Street SE, Room 2134LM
 Washington, DC 20003

2. Submit the documents

The BLM SO Communications Office must upload the following documents to the *Federal Register* DTS database, routing them to the WO Division of Regulatory Affairs:

- A Word version of the notice;
- A Word version of the briefing paper and other appropriate supplemental materials;
- A .pdf copy of the signed briefing paper, containing the signature of the State Office or Center Budget Officer or Washington Office Resource Advisor certifying that the cost and accounting codes on the *Federal Register* notice are accurate and valid;
- A .pdf copy of the Standards for Boundary Evidence Certificate(s) (per IM 2011-122, Plan to Ensure Adequate Cadastral Survey Review of Boundary Evidence Prior to the Approval of Significant Land and Resource Transactions and Commercial Projects) for FR notices containing land descriptions; and
- A .pdf color version of the map(s) clearly indicating the affected lands, where appropriate.

3. Quality Control

The BLM SO Communications Office reviews FR notices to ensure that they meet the FR standards for formatting etc. FR notices submitted must:

- Be printed on one side of each page; (i.e. not double-sided);
- Be double-spaced;
- Be in Times New Roman font, 12 point type;
- Have 1.5" left margin and 1" right, top, and bottom margins;
- Have numbered pages, centered in the footer;
- Be signed by the same individual whose name is in the electronic version; and
- Be an exact copy of the signed notice.

4. WO Review

Upon receipt of the FR notice, the WO will coordinate review to assure accuracy, consistency, and compliance with BLM and DOI policy, which may involve program staff, DOI Solicitor's Office, BLM Assistant Directors and the Director's Office as well as DOI offices.

5. Publication

When DOI approves a BLM FR notice, the Division of Regulatory Affairs will forward the notice to the Office of the *Federal Register* for publication. The Division of Regulatory Affairs will inform the respective BLM SO Communications Office that the notice has cleared the DOI and will be published in the FR.

Notices Exempt from DOI and WO Review

The following FR notices only are exempt from DOI and WO review:

- Plats of Survey Notices;

- General Meeting Notices; and
- Advisory Committee Meeting Notices.

Only a BLM SO Communications Office may send exempt notices directly to the Office of the Federal Register, 800 North Capitol Street, NW, 7th Floor, Suite 700, Washington, DC 20001. All BLM SO Communications Offices must **use express mail delivery to send exempt notices to the FR**, which must include the following:

- Three original signed copies of the notice;
- Compact disk or high density 3.5 diskette containing an electronic Word copy of the notice attached; and
- A cover letter to the FR certifying that the disk attached to the notice contains a true copy of the original.
- Do not send briefing materials, maps or any other supporting documents to the FR.

If you have questions about a FR notice, need to make corrections to a notice that has already published, or need to know if a notice you have sent to the FR has published, please contact the BLM WO FR Liaison Officer at (202) 912-7441 or (202) 912-7438. Please do not contact the FR directly.

FR Notices relating to Public Land Orders, Proposed Withdrawals, Extensions and Modifications

These types of notices have different requirements from other BLM notices because the FR notice and its underlying documentation are closely linked and are reviewed together.

The BLM WO processes 2 categories of notices of proposed withdrawals, extensions, and modifications:

- Those that are initiated by non-DOI agencies, such as the U.S. Forest Service. The SO Deputy State Director (DSD) for Communications should continue to treat these notices like any other FR notice.
- Those that are initiated by DOI agencies, such as the BLM and the Fish and Wildlife Service. Program staff in the WO Division of Lands, Realty, and Cadastral Survey process these notices at the same time that they process the related applications for withdrawal, extension, and modification. Please contact the Division of Lands, Realty, and Cadastral Survey for additional information.

The WO Division of Lands, Realty, and Cadastral Survey will continue to coordinate WO review on all FR Notices relating to Public Land Orders. Please contact the Division of Lands, Realty, and Cadastral Survey for additional information.

Briefing Materials: All BLM SO DSD Communications should ensure that all non-exempt FR notice packages submitted to the WO include an electronic version of a briefing paper and supplemental briefing materials. Supplemental materials might include press releases, communication plans, maps, and PowerPoint presentations. If the FR notice includes a land description, the supplementary materials must include a signed Standards for Boundary Evidence Certificate. Sample briefing papers and other briefing materials are available at: <http://web.blm.gov/wo600/regulations/federal.php>.

Training

The Division of Regulatory Affairs has developed a training seminar "Developing a Federal Register Notice" (2000-24) for every BLM employee involved in the FR process. It is available on the DOI Learn Website at: <http://www.doi.gov/doilearn/index.cfm>.

TIMEFRAME: This policy is effective immediately.

BUDGET IMPACT: Not Applicable.

BACKGROUND: Since January 2001, the DOI has reviewed FR notices before authorizing publication (see IM No. 2001-078, Federal Register Documents).

USEFUL REFERENCES: Federal Register Document Drafting Handbook: <http://www.archives.gov/federal-register/write/handbook/>
The WO "What You Need to Know about FR Notices" website, *Specifications for Descriptions of Tracts of Land*, http://www.blm.gov/style/medialib/blm/wo/MINERALS_REALTY_AND_RESOURCE_PROTECTION/W0350/cadastral_pdfs.Par.30499.File.tmp/Spectracts.pdf, and Cadastral Survey Review of Boundary Evidence website, http://www.blm.gov/wo/st/en/program/cadastral/cadastral_review_of.html

MANUAL/HANDBOOK SECTIONS AFFECTED: Washington Office IM No. 2012-094.

COORDINATION: This IM was developed in consultation with the WO Division of Lands, Realty and Cadastral Survey and the WO Directorate of Communications.

CONTACT: If you have questions, or need additional information, please contact Faith Bremner at (202) 912-7441.

Signed by:
Celia Boddington
Assistant Director
Communications

Authenticated by:
Robert M. Williams
Division of IRM Governance, WO-860