

# BPA Policy 250-3

## Federal Register Notices

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## 1. Purpose & Background

This policy provides guidance for drafting and submitting Federal Register Notices related to the actions or proposed actions of BPA. It also assigns responsibilities to BPA organizations and employees who generate and process those notices.

The Federal Register is the official journal of the federal government of the United States that contains government agency rules, proposed rules, and public notices. Federal Register Notices are the means by which the federal government publicly announces changes to government requirements, policies, and guidelines. These notices are compiled by the Office of the Federal Register and codified in the Code of Federal Regulations (CFR).

## 2. Policy Owner

The Deputy Administrator, in coordination with the BPA National Relations Office, has overall responsibility for monitoring, reporting, deploying, evaluating, and proposing revisions to this policy.

## 3. Applicability

This policy applies to BPA organizations and employees who generate and process Federal Register Notices.

## 4. Terms & Definitions

- A. **Federal Register Notices:** Official written notice, published in the Federal Register, of Federal Agency regulations (rules), proposed rules, and other public notices, which are accessible to the general public.
- B. **Federal Notice Writer:** The author of a document that becomes part of the Federal Register.

## 5. Policy

It is BPA's policy that Federal Register notices are drafted and submitted for publication as specified in the Federal Register Act and the Freedom of Information Act. Federal Notice Writers must coordinate with the BPA Washington D.C. office for publication. Federal Register Notices specific to BPA include but are not limited to the following:

- A. Notice of Public Meetings
- B. Notice of Hearings
- C. Notice of Intent
- D. Notice of Availability
- E. Record of Decision

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- F. Notice of Grants and Funding
- G. Notice of Proposed Decision

**6. Policy Exceptions**

None.

**7. Responsibilities**

**A. Organizations that generate Federal Register Notices:**

1. Designate a Federal Notice Writer who is responsible for:
  - a) Drafting and editing Federal Register Notices using the guidance and examples outlined in the Federal Register Document Drafting Handbook, Making Regulations Readable located at: <https://www.archives.gov/files/federal-register/write/plain-language/readable-regulations.pdf>; and
  - b) Coordinating with the Administrative Specialist in the BPA National Relations office in the review and submission of all draft Federal Register Notices as described in Federal Register Document Drafting Handbook available at: <http://www.archives.gov/federal-register/write/handbook/>.
2. Develop and implement an internal review and approval process for all Federal Register Notices. Notices requiring the BPA Administrator’s signature must be sent to the front office in accordance with the Transmittal for Administrator/CEO Action (TAC) process.

**B. Senior Vice Presidents of Organizations that Generate Federal Register Notices:** Approve all notices generated by their organization prior to submission to the Federal Register for publication.

**C. Administrative Specialist in the BPA National Relations Office:**

1. Works with the Federal Notice Writer to ensure the draft Federal Register Notice complies with the required format and editorial requirements prior to submission.
2. Serves as BPA’s liaison to the Department of Energy headquarters on Federal Register Notices and coordinates with the Department of Energy’s Office of General Counsel on timely publication of BPA’s Federal Register Notices.

**D. Manager of the BPA National Relations Office:** Reviews all draft Federal Register Notices to ensure they comply with the Federal Register’s format and editorial requirements prior to submission of the document for publication.

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## 8. Standards & Procedures

For instructions on preparing and submitting Federal Register Notices, refer to the [Federal Register Document Drafting Handbook](#).

## 9. Performance & Monitoring

The Administrative Specialist in the BPA National Relations Office will ensure Federal Register Notices meet all regulatory and statutory submission requirements outlined in the Federal Register Document Drafting Handbook.

## 10. Authorities & References

- A. Department of Energy Organization Act (Pub L. 95-91, 42 U.S.C. 7101, 91 Stat. 565)
- B. The Federal Register Act of 1935 (44 U.S.C., Ch. 15)
- C. The Administrative Procedures Act of 1946 (5 U.S.C. 551, et. Seq.), as amended
- D. Chapter 1 of Title 1, Code of Federal Regulations
- E. Federal Register Document Drafting Handbook, and its supplements, Office of Federal Register National Archives and Records Services (1998 Edition)
- F. BPA Correspondence Manual Chapter 710.1  
[https://portal.bud.bpa.gov/sites/library/Documents/BPA%20Document%20Archives/BPA0501-1000/BPA679\\_2001.pdf](https://portal.bud.bpa.gov/sites/library/Documents/BPA%20Document%20Archives/BPA0501-1000/BPA679_2001.pdf)

## 11. Review

This policy is scheduled for sunset review in 2022.

## 12. Revision History

Version Number	Issue Date	Brief Description of Change or Review
2	June 5, 2014	Migration of content to new internal policy format.
3	June 16, 2017	Re-write due to 5 year sunset review.

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