EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

March 1, 2004

MEMORANDUM FOR THE PRESIDENT'S MANAGEMENT COUNCIL

FROM: Karen S. Evans
John D. Graham, Ph.D.

SUBJECT: Regulations.Gov

As part of the President's Management Agenda E-Government Initiative, eRulemaking, we launched www.regulations.gov on January 16, 2003. The site makes the Federal rulemaking process more accessible and enables citizens and small businesses to quickly access and comment on hundreds of open proposed rules from all Federal agencies. This website is the first step in an initiative that will build an integrated and cost effective regulatory docket and management system to ensure efficiency, economies of scale, and increased accountability to the public in the Federal rulemaking process.

In order to encourage public use of www.regulations.gov, we are asking your agencies to take two very simple steps to make the public aware of this opportunity to comment electronically on Federal rulemakings:

- In the preamble to any regulatory action requesting public comment, agencies should include (in the "Addresses" section) specific reference directing the public to www.regulations.gov.

- Every agency website should include in an appropriate place on its homepage a link to www.regulations.gov.

These two steps should be relatively quick for your agency to make and should go a long way making the rulemaking process more transparent to the public. Please ensure that these changes are made by March 31, 2004. The attached document provides the instructions and format that agencies should use in the "Addresses" section of the regulatory preambles. Should you or your staff have any questions about these two items, or the status of this initiative more generally, please direct them to Shivani Desai at 202-395-0348 or shivani desai@omb.eop.gov.

Attachment

U.S. NATIONAL ARCHIVES & RECORDS ADMINISTRATION
www.archives.gov February 27, 2004

## Federal Register "ADDRESSES" Template for the Regulations.gov eRulemaking Initiative

The Office of the Federal Register (OFR) urges agencies to use the "ADDRESSES" template displayed below when drafting *Federal Register* documents that offer opportunity for public comment. These include:

- Proposed Rules
- Direct Final Rules
- Interim Rules

This new format will facilitate public participation in rulemaking in accordance with the President's eRulemaking initiative (see www.Regulations.gov), and implement section 206 of the E-Government Act of 2002, P.L. 107-347, 116 Stat. 2915.

Using the template will:

- Enhance public access to rulemaking documents via www.Regulations.gov
- Make comment addresses and methods more readily identifiable
- Provide links to dockets for background documents and comments received
- Promote plain language
- Facilitate XML tagging in the future

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**New "ADDRESSES" Template:**

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**ADDRESSES:** You may submit comments, identified by [*docket number and/or RIN number* ___] , by any of the following methods:

- Federal eRulemaking Portal: http://www.regulations.gov. Follow the instructions for submitting comments.
- Agency Web Site: [*Complete URL*] . Follow the instructions for submitting comments on the [*Agency electronic docket site / web site*] .
- E-mail: [*E-mail Address*] . Include [*docket number and/or RIN number* ___] in the subject line of the message.
- Fax: [*Fax Number*] .
- Mail: [*Mailing Address for paper, disk, or CD-ROM submissions*] .
- Hand Delivery / Courier: [*Street Address*] .

*Instructions:* All submissions received must include the agency name and docket number or Regulatory Information Number (RIN) for this rulemaking. All comments received will be posted without change to [*Complete URL*] , including any personal information provided. For detailed instructions on submitting comments and additional information on the rulemaking process, see the "Public Participation" heading of the SUPPLEMENTARY INFORMATION section of this document.

*Docket:* For access to the docket to read background documents or comments received, go to [*Complete URL(s) and/or Street Address(es)*] .

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**Notes for Document Writers:**

- Substitute appropriate information for the bracketed items
- List all applicable submission methods

- State full URL's (http://etc.)
- Brief instructions may follow bulleted items, or appear in the optional *Instructions* paragraph
- Agencies may use optional *Instructions* and *Docket* paragraphs to highlight or cross-reference agency-specific instructions, and to provide access to rulemaking dockets

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**Contact OFR:**

- Send questions on this new "ADDRESSES" template to: fedreg.legal@nara.gov

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**Page URL:** http://www.archives.gov/federal_register/document_drafting_handbook/address.html

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