

BPA Policy 250-3 (Formerly BPAM 115)

Federal Register Notices

Enterprise Services – Public Affairs

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250-3.1 Purpose & Background

To establish procedures and responsibilities for coordinating Federal Register notices with BPA and the Department of Energy prior to their submission to the Office of the Federal Register for publication.

250-3.2 Policy Owner

The Deputy Administrator, in collaboration with BPA's National Relations Representative, provides overall management of BPA's process for submitting Federal Register Notices, and coordinates Notices with the Department of Energy. The Deputy Administrator is responsible for monitoring, evaluating, and proposing revisions to this policy.

250-3.3 Applicability

BPA employees who generate Federal Register notices.

250-3.4 Terms & Definitions

- A. **The Office of the Federal Register:** Provides access to the official text of Federal laws, Presidential documents, administrative regulations and notices, and descriptions of federal organizations, programs and activities.
- B. **Federal Register Notices:** Non-rulemaking documents that are applicable to the general public and named parties. These documents include notices of public meetings, hearings, investigations, grants and funding, environmental impact statements, information collections, statements of organization and function, delegations, and other announcements of public interest. Documents published in the Federal Register are BPA official agency actions. These include, but are not limited to, the following types of action:
 - 1. Notice of Public Meeting
 - 2. Notice of Inquiry
 - 3. Notice of Record of Decision
 - 4. Notice of Policy Formulation
 - 5. Notice of Proposed Decision
 - 6. Notice of Intent
 - 7. Notice of Availability
 - 8. Notice of Finding of No Significant Impact
 - 9. Notice to Revise
 - 10. Notice of Adoption
 - 11. Notice of Privacy Act System

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12. Notice of Program Information

250-3.5 Policy

It is BPA's policy that documents published in the Federal Register are official agency actions as specified in the Federal Register Act and the Freedom of Information Act.

250-3.6 Policy Exceptions

None

250-3.7 Responsibilities

- A. **Each organization** that generates Federal Register notices will:
1. Designate a Format Expert, as described in *Federal Register Document Drafting Handbook*. (The Handbook is available at <http://www.archives.gov/federal-register/write/handbook/>.)
 2. Forward the name and phone number of its Format Expert to the BPA National Relations Office Manager.
- B. **Format experts:** Prepare Federal Register notices using the processes outlined in the Handbook.
- C. **The BPA National Relations Office Manager:** Serves as the liaison to the Department of Energy on Federal Register Notices. coordinates with DOE GC Legislative and Regulatory Affairs on timely publication of BPA's FRNs

250-3.8 Standards & Procedures

For instructions on preparing documents for the Federal Register, refer to the [Federal Register Document Drafting Handbook](#).

250-3.9 Performance & Monitoring

The National Relations Office Manager reviews documents prior to their submission to ensure that they are complete and that they comply with Federal Registry guidelines.

250-3.10 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. Document Drafting Handbook, and its supplements, Office of Federal Register National Archives and Records Services (1998 Edition)
- F. BPA Correspondence Manual Chapter 710.1

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250-3.11 Review

This policy is scheduled for review in 2015.

250-3.12 Revision History

Version	Issue Date	Description of Change
2	June 5, 2014	Migration of content to new BPA Internal Policy Format.

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