

Appendix C. VI.

CMO Standard Operating Procedure (SOP)

POSTING A FEDERAL REGISTER NOTICE

PURPOSE

This standard operating procedure (SOP) establishes the requirements for posting an FRN

SPECIFIC PROCEDURES

1. **Preliminary Actions:**

- a. Create an account in the Federal Register Portal – <https://webportal.fedreg.gov/>.
- b. Obtain a docket number – Review the *How to Obtain a Docket Number* guidance.
- c. Obtain/confirm your program office’s billing code. Recommend consulting with your OGC or reaching out to OGCFedReg@hq.dhs.gov.

2. **Prepare a draft FRN:**

- a. Please use the FRN template found [here](#), and review with the appropriate offices internally before submitting to CMO for review.
- b. CMO will review the draft FRN alongside OGC and return to the program office to adjudicate any edits/comments if necessary.
- c. Finalize the document with an e-signature. Please review the *E-signature, OFR Submissions and Common Errors to Avoid* guidance.

2. **Submit FRN for publication:**

- a. The program office will submit the signed FRN to OGCFedReg@hq.dhs.gov.
- b. If there is a timeline request that needs to be coordinated, CMO recommends consulting with OGCFedReg.
- c. If a correction needs to be made to the published FRN, program offices should follow the same steps and submit for publication as soon as they are aware of the error.

