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:
   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.