



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

OCT 08 2015

Memorandum

To: Director, Bureau of Indian Affairs
Director, Bureau of Indian Education
Director, Office of Indian Gaming
Director, Office of Federal Acknowledgment
Director, Office of Self Governance
Director, Office of Indian Energy and Economic Development
Director, Office of Facilities, Environmental and Cultural Resources
Director, Office of Information Technology

Through: Principal Deputy Assistant Secretary – Indian Affairs

From: Director, Office of Regulatory Affairs and Collaborative Action

Subject: Processing of and Payment for Federal Register Publications

During Fiscal Year 2015, the Office of Regulatory Affairs and Collaborative Action (RACA) prioritized improving the efficiency of the surnaming and payment processes for documents to be published in the Federal Register. The transition from the Information Management System (IMS) to the Document Tracking System (DTS) has helped tremendously in this regard, as has our transition to a streamlined payment system using one billing code. To further ensure that documents are processed and paid for as expeditiously as possible, this memorandum provides updated guidance on surnaming Federal Register documents using DTS, and paying for documents published in the Federal Register.

Federal Register Surname Packages in DTS

Since the discontinuation of IMS, Indian Affairs (IA) program offices have been creating Federal Register document packages electronically, in lieu of a hard copy, and circulating them for surnaming through DTS. To ensure that each document progresses through the surname process without delay, please ensure that your staff includes the following items as part of the surname package for all documents in the DTS Federal Register database:

- Federal Register document ready for surnaming
- Briefings and Communications Plan (see **Attachment 1**)
- Dear Tribal Leader letter (if appropriate)
- Related supplemental attachments or correspondence

For your convenience, RACA has developed guidance for using the Federal Register database within DTS (see **Attachment 2**).



United States Department of the Interior

Payment for Publication in the Federal Register

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The Government Printing Office (GPO) charges agencies for publishing material in the Federal Register at a rate of \$159 per column or partial column (if a table or form is inserted, this increases to \$174 per column). To ensure that payments of Federal Register publications are made by the appropriate program offices, RACA and the GPO have collaborated to develop a less burdensome method to process payments.

Program offices will no longer need to complete a SF-1 for each Federal Register publication. **Beginning October 1, 2015, RACA will pay GPO for all Federal Register notices and will distribute quarterly invoices to program offices for reimbursement.** The quarterly invoice will list the documents your program office has published in the Federal Register during that quarter, and the associated GPO charges. Upon receipt of the invoice, each program office will submit a single requisition to RACA to pay the invoice for all published documents during that quarter.

To facilitate this process and ensure that GPO bills RACA correctly for your document, please include the following on your Federal Register documents:

- Include billing code "4337-15" on the top line
- Include the accounting code "[167A2100DD / AAKC001030 / A0A501010.999900]" on the line after "Bureau of Indian Affairs"

An example is provided at **Attachment 3**.

Thank you for your help in making Federal Register processing as smooth as possible. Please distribute this guidance as needed to the appropriate staff, and feel free to contact me or Ashley Fry if you have additional suggestions for improving the Federal Register process or for additional information on this guidance.

Attachments

Briefing & Communications Plan

[INSERT NAME OF FEDERAL REGISTER DOCUMENT]

Indian Affairs

Issue:

- [DESCRIBE THE UNDERLYING ISSUE –IS THERE ANY CONTROVERSY SURROUNDING THE DOCUMENT OR ASSOCIATED ACTION?]

Background

- [PROVIDE BACKGROUND ON THE DOCUMENT AND ASSOCIATED ACTION]
- [INCLUDE A TIMELINE, IF HELPFUL]

Talking Points

- [LIST TALKING POINTS THAT THE OFFICE OF PUBLIC AFFAIRS OR OFFICE OF THE SECRETARY COULD REFER TO IF A STAKEHOLDER OR MEMBER OF THE PUBLIC CALLED ABOUT THIS DOCUMENT OR THE ASSOCIATED ACTION]

Senior and Solicitor Reviewers of the Underlying Document

- [LIST DOI SENIOR OFFICIALS AND SOLICITORS WHO HAVE REVIEWED THE DOCUMENT AND, WHERE APPROPRIATE, THE SUPPORTING DOCUMENT (E.G., ENVIRONMENTAL IMPACT STATEMENT)]

Planned Communication Roll-Out

- [DESCRIBE ACTIONS YOU HAVE TAKEN AND PLAN TO TAKE TO PUBLICIZE THE DOCUMENT/ACTION, e.g., issuing a press release, contacting individuals, working with the BIA Office of Public Affairs]
- [PROVIDE TRIBAL LEADER CONTACT INFORMATION]

Target Date for Publication in the Federal Register

- [DESCRIBE ACTIONS YOU PLAN TO TAKE TO PUBLICIZE THE DOCUMENT/ACTION ON THE DATE OF PUBLICATION IN THE FEDERAL REGISTER]

Interested Stakeholder Groups

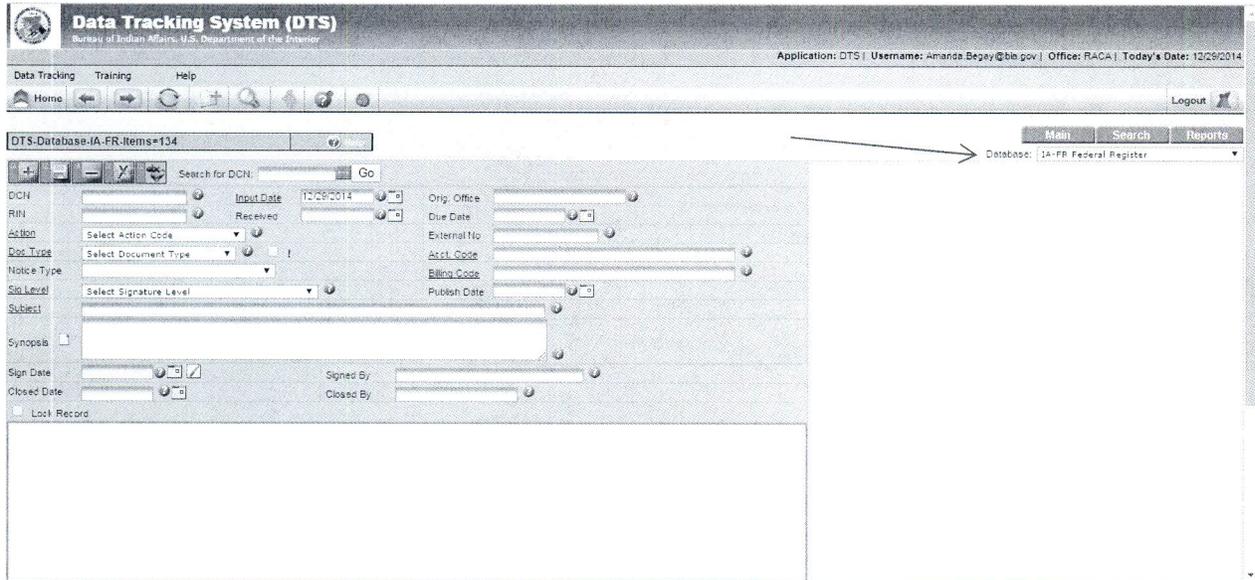
- [LIST GROUPS AND INDIVIDUALS WHO HAVE EXPRESSED AN INTEREST AND STATE WHAT THEIR INTEREST IS, WHETHER THEY ARE OPPOSED AND WHY]
- [LIST INTERESTED CONGRESSIONAL DELEGATION AND THEIR POSITIONS]

Document Tracking System - Reference Guide Federal Register Document Database

Upload a New Document

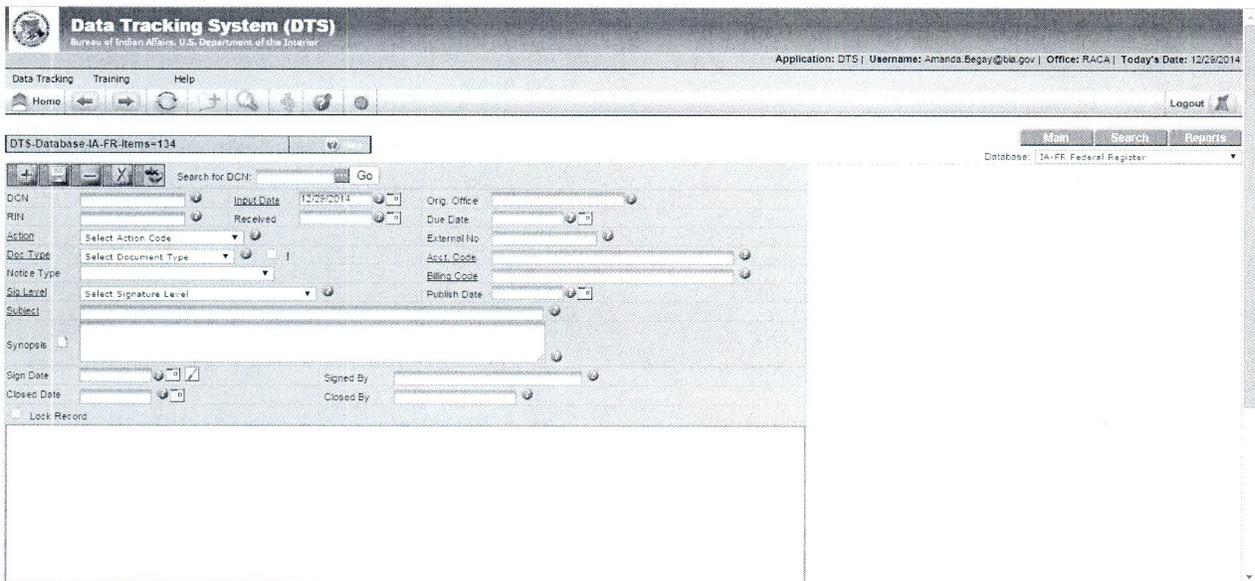
Step 1 – Select  on the top bar.

Step 2 – Select the “IA-FR Federal Register” from the dropdown box on the right side of the screen:



The screenshot shows the Data Tracking System (DTS) interface. At the top, there is a header with the DTS logo and the text "Data Tracking System (DTS) Bureau of Indian Affairs, U.S. Department of the Interior". Below the header, there is a navigation bar with "Data Tracking", "Training", and "Help" options. A user information bar shows "Application: DTS | Username: Amanda.Begay@bia.gov | Office: RACA | Today's Date: 12/29/2014". The main content area is titled "DTS-Database-IA-FR-Items=134" and contains a search bar for DCN. Below the search bar is a form with various fields: DCN, RIN, Action (with a dropdown), Doc Type (with a dropdown), Notice Type (with a dropdown), Sig Level (with a dropdown), Subject, Synopsis, Sign Date, Closed Date, and a "Lock Record" checkbox. On the right side of the form, there are fields for Orig. Office, Due Date, External No, Acct. Code, Billing Code, and Publish Date. A dropdown menu on the right side of the screen is set to "Database: IA-FR Federal Register".

Step 3 – Enter all the information in the fields. (Underlined fields **must** be completed.)

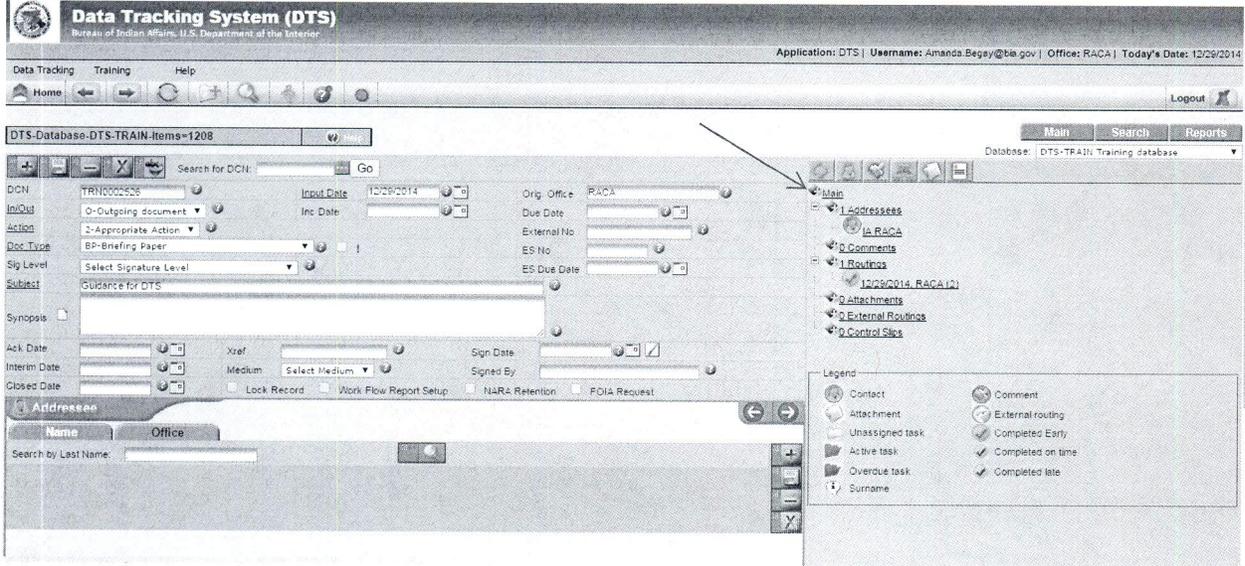


The screenshot shows the Data Tracking System (DTS) interface, similar to the previous one. A bracket on the left side of the form indicates that the fields from Action to Closed Date must be completed. The fields are: Action (with a dropdown), Doc Type (with a dropdown), Notice Type (with a dropdown), Sig Level (with a dropdown), Subject, Synopsis, Sign Date, and Closed Date. The right side of the form has the same fields as the previous screenshot: Orig. Office, Due Date, External No, Acct. Code, Billing Code, and Publish Date. The dropdown menu on the right side of the screen is still set to "Database: IA-FR Federal Register".

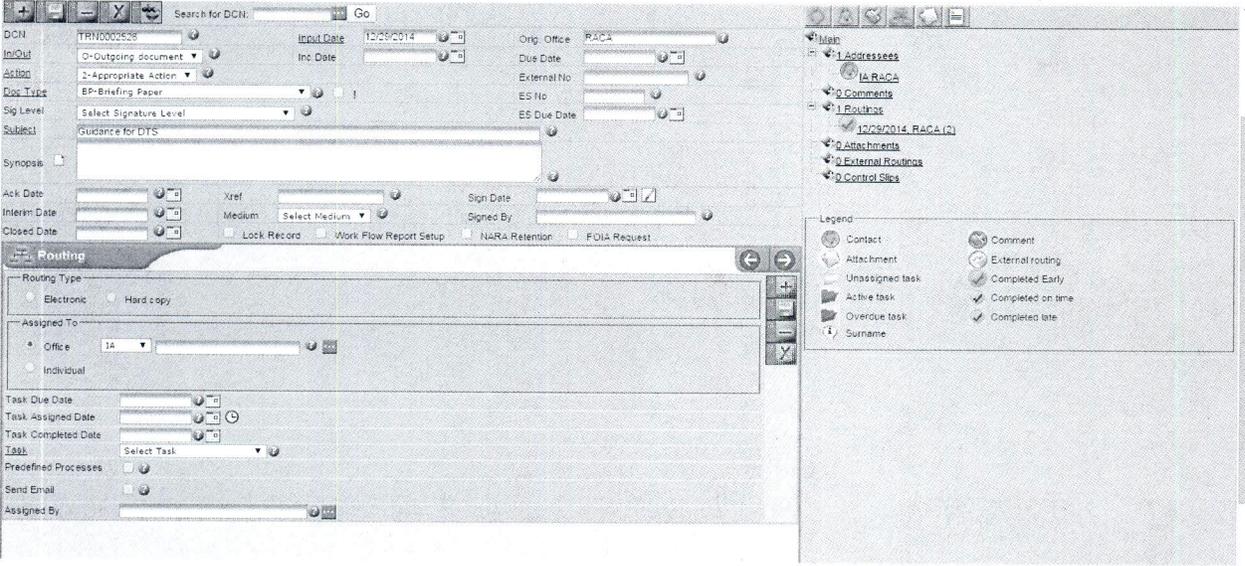
Step 4 – Select  to save the information you entered.

Document Tracking System - Reference Guide
 Federal Register Document Database

Step 5 – Saving will automatically create the Surname Tracking Tree on the right side of the screen:



Step 6 – To add routes, click on “Routings” in the Surname Routing Tree, and it’ll pull a new bottom portion to route:



Step 7 – Enter which office(s) will need to be included in the surname and select “Save,” as seen below. Make sure to enter a “Task Assigned Date” or the item will not appear in the assigned person’s/office’s inbox.

*Repeat Step 7 as necessary, as many documents require several surnames.

Document Tracking System - Reference Guide
Federal Register Document Database

After Publication in the Federal Register – Close Out a Document

Once a document has been signed and published in the Federal Register, RACA will upload a published copy into DTS and route back to the originating office for close out and filing.

Step 1: Select your office in the Surname Routing Tree and complete the task by entering the date on the “Completed Task” section in the Route Box.

Step 2: Enter the “Close Date” and “Close By” and select “Save” at the time.

The screenshot displays the Data Tracking System (DTS) interface for the Bureau of Indian Affairs, U.S. Department of the Interior. The application title is "Data Tracking System (DTS)" and the user is logged in as "Amanda.Begay@bia.gov" from the "RACA" office. The interface includes a navigation bar with "Data Tracking", "Training", and "Help" options. The main content area shows a form for entering document information, with a search bar for DCN and a "Go" button. The form fields are organized into sections: "DCN", "Action", "Doc. Type", "Notice Type", "Sig. Level", "Subject", "Synopsis", "Sign Date", "Closed Date", "Orig. Office", "Due Date", "External No", "Act. Code", "Filing Code", "Publish Date", "Signed By", and "Closed By". The "Sign Date" and "Closed Date" fields are circled in red, and the "Signed By" and "Closed By" fields are also circled in red. The interface also includes a "Logout" button and a "Database: IA-FR Federal Register" dropdown menu.

Example of Billing Code & Accounting Code Placement

[4337-15]

Billing Code

DEPARTMENT OF THE INTERIOR

Bureau of Indian Affairs

[167A2100DD / AAKC001030 / A0A501010.999900]

Accounting Code

Topic of Federal Register Notice Goes Here

AGENCY: Bureau of Indian Affairs, Interior.

ACTION: Notice.

SUMMARY: This is a brief summary of the Federal action being taken, consisting of no more than a few sentences.

DATES: This is where any relevant dates are listed.

ADDRESSES: This is where any relevant addresses are listed.

FOR FURTHER INFORMATION CONTACT: This is where the contact's name, title, phone number, and email address is listed.

SUPPLEMENTARY INFORMATION:

This is where more detailed information about the Federal action is provided.

Dated:

Kevin K. Washburn,
Assistant Secretary – Indian Affairs.