**Briefing Paper**

**Departmental Clearance**

1. Title of Document: Click here to include the full title as it appears on the Federal Register document.
2. RIN, if applicable: Click here to enter a RIN, if applicable.
3. Popular Short Name, if applicable: Click here to enter the popular name, if applicable.
4. Summary: *[Clearly and very briefly explain what the document does and, if applicable, where the subject of the document is located.]*

Click here to enter summary.

1. Is it controversial?  Yes  No
2. What is controversial?

Click here to identify and explain any issues.

1. Who will care?

Click here to identify who will care.

1. How strongly will they care?

Click here to explain how strongly they will care.

1. Have you alerted your Bureau’s/Office’s Washington Office External Affairs/Communications staff?

Yes

**If yes, please note who you contacted and how (e.g., e-mail, voice-mail).**

No

**If no, click here to explain why not.**

1. Does this document require coordination with DOI’s Communications staff?

Yes

No

1. If no, please explain why not.

**If no, click here to explain why not.**

1. Will there be a news release with this document?

Yes, there will be a national/multi-regional release.

Yes, there will be a regional/local release.

No, there will not be a news release.

1. If there will be a news release of any kind, please paste the headline and synopsis here:

Click here to paste the first paragraph.

1. If there will not be a news release, please explain why not.

**If no, click here to explain why not.**

1. Is timing critical?  Yes  No
2. What is the target date and, if applicable, the “no later than” (NLT) date for the document to clear the Department?
3. Target date: Click here to enter a date.
4. NLT date: Click here to enter a date.
5. What is driving the timing?

Click here to select driver from a list and add any additional information below.

1. What happens if the deadline is missed?

Click here to explain timing, including what happens if the deadline is missed.

1. Background: [Briefly provide any additional background information, in understandable language, that will help a reader quickly understand what the document is trying to do and why, along with additional information that is useful. Assume the reader knows little about the subject matter. Minimize use of acronyms or abbreviations and do not use them at all unless they are clearly defined. Is the document a high-profile, litigated matter?]

Click here to enter background information.

1. Is there an information collection associated with this document?  Yes  No
2. If yes, does it have a currently approved OMB Control Number?  Yes  No
3. OMB Control Number(s): Click here to enter OMB Control Number.
4. Expiration Date(s): Click drop down arrow to enter a date.
5. Does the document require a  new OMB Control Number or  a renewal of an existing approval?
6. If a new number or renewal is required, what is the current status?

Click here to explain status.

1. If this is a regulatory action, has it been on a 90-Day List for the current stage?

Yes  No

1. If yes, on which 90-Day List did it first appear at the current stage?

Click here to enter response.

1. Did OIRA provide comments or change the significance?

Yes  No

1. If yes, summarize comments and resolution.

Click here to summarize OIRA comments and DOI response.

1. This approval is to go to:  the Federal Register for publication.  OIRA for review.
2. Primary contact:

Name: Click here to enter contact name.

Phone: Click here to enter phone.

Email: Click here to enter email.