

## **5 FAH-1 H-720**

# **PREPARING DEPARTMENT NOTICES**

*(CT:CH-16; 04-26-2007)*  
*(Office of Origin: IRM/BPC/RG)*

## **5 FAH-1 H-721 GENERAL**

*(CT:CH-16; 04-26-2007)*

- a. The Office of Global Publishing Solutions (A/ISS/GPS) publishes Department Notices and Announcements (referred to hereafter as Department Notices).
- b. Drafters with OpenNet Intranet access must use A/ISS/GPS's Department Notice Online Submission Service to submit and upload Department Notices. The OpenNet Intranet site provides a login/password, clearance and distribution areas. Only Microsoft Word files are acceptable.
- c. Users without OpenNet access may submit Department Notices by e-mail. Send the e-mail to [dninfo@state.gov](mailto:dninfo@state.gov).
- d. Submitters should use the following guidelines when preparing a Department Notice for submission:
  - (1) Applications: Create the document in Microsoft Word 2003 (or an earlier version). If you cannot use MS Word, submit a text-only version of the document.
  - (2) Required information: Place the following information, in the following order, in the body of the Word document:
    - Office of origin (acronym only)
    - Date
    - Title of Notice
    - Contact person and telephone number
    - Clearance information
  - (3) Text/Paragraph formatting: Use Times Roman or Times New Roman (size 12 point) and normal style. Single-space lines of text within the body, with an extra line of space between paragraphs. The title should be in title case and the body should be in sentence case (e.g., Department Notice). Do not use all caps. Use bold, italics, or underline to highlight information. Paragraphs should not

be indented.

- (4) Tables: Use a table when creating a list with two or more columns and/or rows and to display a form. Place column headers within the table. Make the column headers bold. Use a table for special formatting or placement of image(s) where text is to the left/right or on both sides of the image. Use a table for bulleted items with one column for the bullet symbol and another for the related text. **Do not use text boxes, Acrobat, or Power Point. Only use MS Word.**
- (5) Submission: Submit Notices using our Department Notice Online Submission Service.
- (6) **Special note regarding content:** Announcements to solicit contributions for charitable organizations in the Federal workplace will not be published (see 5 CFR, Section 950 or contact the Ethics Section in the Legal Adviser's office).

## **5 FAH-1 H-722 DRAFTING AND CLEARING DEPARTMENT NOTICES**

*(CT:CH-16; 04-26-2007)*

- a. The originating office drafts, obtains clearances, and initiates publication of the Department Notice. This office obtains clearances from any office concerned with the substance of the Notice.
- b. The drafting (or originating) office must retain a record of clearances for the Notice. A/ISS/GPS requests clearance information from the originating office in the online submission application when a new Department Notice is submitted.

## **5 FAH-1 H-723 DISTRIBUTION**

*(CT:CH-16; 04-26-2007)*

Drafters indicate distribution instructions in the online submission form by selecting the checkbox for "Overseas" or leaving it blank, which indicates domestic distribution only.

## **5 FAH-1 H-724 THROUGH H-729 UNASSIGNED**