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# **Federal Register Document Drafting Handbook**

October 1998 Revision

## **Appendix B: What Services Does the Office of the Federal Register Provide?**

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### **Liaison Officer training.**

If you are a Federal Register Liaison Officer, contact us for more information.

### **Other services for agency regulations staff.**

Contact your agency's Federal Register Liaison Officer to arrange:

- Preliminary consultation on large projects, such as reorganizations or major revisions or additions.
- Technical assistance in drafting complex documents,
- Requests for special formatting.

### **Online publications.**

Our publications are available online via the GPO Access system, at <http://www.gpo.gov/nara>.

### **Online information.**

Visit our page on the National Archives and Records Administration (NARA) site, <http://www.nara.gov/fedreg>, for:

- Links to our publications on GPO Access.
- A description of our publications system, including prices and ordering information.
- A list of documents currently on file for public inspection.
- Federal Register indexes and tables of contents.
- Research information about public laws and presidential documents.
- A schedule of our public workshops.
- Our role in the electoral college and constitutional amendment processes.

## **Document drafting resources.**

Persons who use this handbook may find this area of our WWW site of special interest. From <http://www.nara.gov/fedreg>, select “Document Drafting Resources,” for:

- This Federal Register Document Drafting Handbook.
- “Drafting Legal Documents,” our guide to legal writing.
- The Federal Register Thesaurus of Indexing Terms.
- A link to our regulations in Title 1 of the CFR, online via GPO Access.

Select “Plain Language Tools” for information on compliance with the President’s Memorandum on Plain Language in Government Writing.

## **Public workshops.**

Our three-hour workshop, "The Federal Register: What It Is and How To Use It," open to the general public, covers:

- The regulatory process.
- The relationship between the daily *Federal Register* and the Code of Federal Regulations (CFR).
- A “tour” of a typical *Federal Register* issue, and CFR volume.
- An introduction to Federal Register finding aids.
- An introduction to online Federal Register publications and research tools.

Although these workshops are free, you must have a reservation to attend. For schedules and reservation information, see the inside front cover of the *Federal Register*, or from <http://www.nara.gov/fedreg>, select “Public Workshops.”