

SAMPLE TIMELINE

The following is a sample timeline reflecting minimum periods for expedited clearance and publication of a notice that uses the GEPA 437(d) exemption and for which there are no major issues or concerns:

Procedure	Responsible Office(s)	Completion Date (example)
Developing and drafting the document	Program office and possibly other principal offices	March 1*
Reviewing and circulating the document	Division of Regulatory Services (DRS) of the Office of the General Counsel	March 5
Clearing the document	Appropriate principal offices	March 11
Incorporating comments and returning the revised draft to DRS	Principal office issuing the document	March 14
Approving the document for publication	Office of the Executive Secretariat of the Office of the Secretary	March 19
Signing the document	Appropriate Assistant Secretary or other principal officer	March 21
Sending the document to the Office of the Federal Register and having it published	DRS	March 28

*Development and drafting require a minimum of one week, but could take considerably longer depending on the type of document being prepared and any policy issues that must be identified and resolved.

Please note: Documents with additional considerations—such as not using the GEPA exemption and taking public comment before republishing a document in final form; publishing a separate paperwork notice and obtaining OMB approval of paperwork; any other review time that OMB might request; or other special considerations that might apply to a particular document—will require additional time and possibly additional deadlines.