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Document Drafting Handbook
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This edition of the Document
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Vince Greenwald, Sandra
Jablonski, Ernie Sowada, and
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FAR Drafting Guide
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Page 4 of 37 CHAPTER
1--FAR DRAFTING
PRINCIPLES (a) Draft
changes to the FAR using
a uniform structure and
style that results in an
easily understood and
unambiguous regulation.
(b) Limit FAR
requirements (including
provisions and clauses) to
the minimum necessary

## Reader Aids :: Government Policy and OFR Procedures

OFR Handbooks Frequently Asked Questions Federal agencies should use this August 2018 (Revision 1.1) edition of the Document Drafting Handbook (DDH) when drafting and preparing documents for publication in the Federal Register.

The Document Drafting
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agencies guidance and
examples for drafting Federal
Register documents. This
guidance explains how to
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The Document Drafting

Basic Do's and Don'ts -

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Handbook

Handbook provides guidance Submit the following documents to help you create and submit documents that comply with OFR's to the Federal Register liaison:

(1) Public notice document in final draft MS Word format;

to help you create and submit documents that comply with OFR's publication requirements. Numerous examples illustrate common situations and suggest solutions to drafting problems. The Web address for the the **Document Drafting** Handbook is http://www.arch ives.gov/federalregister/write/handbook. Reader Aids :: Understanding the Federal Register The Office of the Federal Register coordinates the functions of the Electoral College on behalf of the Archivist of the United States, the States, the Congress, and the American People. Register to Vote Federal Register:: Release of Draft Policy Assessment for ... This edition of the Document Drafting Handbook was prepared by Laurice Clark, Vince Greenwald, Sandra Jablonski, Ernie Sowada, and Barbara Suhre. It is issued under the Federal Register Act (44...

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b. OFR requirements for FR documents are available in the Federal Register Document Drafting Handbook on the OFR website. 18 FAM 201.6-6 DOCUMENTS TO SUBMIT (CT:PPP-2; 03-19-2018) a.