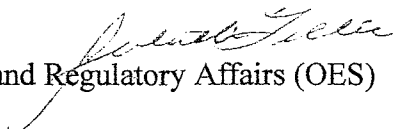


United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

MEMORANDUM

To: Assistant Secretaries
Heads of Bureaus and Offices

From: Director, Office of the Executive Secretariat and Regulatory Affairs (OES) 

Subject: Fall 2017 Unified Agenda of Federal Regulatory and Deregulatory Actions and Regulatory Plan and Regulatory Reform

I am writing to request your assistance with three agenda items for the Regulatory Reform Task Force meeting on Friday, September 8, 2017. To prepare for the meeting, OES will need the following materials by the dates below:

By close of business Tuesday, September 5, 2017:

- **Each bureau's or office's draft submission for the Department of the Interior (DOI) submission to the Fall 2017 *Regulatory Plan and Unified Agenda of Federal Regulatory and Deregulatory Actions*.** Each submission must include the Agenda and Plan submissions, the Executive Order (E.O.) 13771 worksheets, and surnames from the director of the appropriate bureau or office and Assistant Secretary.

By noon on Thursday, September 7:

- **An Assistant Secretary RIN Prioritization Template (attached) ranking all regulatory actions (e.g., proposed rules or final rules) in priority order (#1 being the highest priority) for all regulatory actions under each Assistant Secretary.**
 - Bureaus should prepare and submit to their respective Assistant Secretary a Bureau Prioritization Template (attached).
 - Assistant Secretaries will review the Bureau Prioritization Template received from their bureaus and offices and each Assistant Secretary will rank all regulatory actions that fall under that Assistant Secretary. The ranking, for internal discussion purposes, should include all active Regulation Identifier Numbers (RINs) for the Fall 2017 Agenda, plus anticipated rulemakings for which RIN requests are in process. For your convenience we have provided a template to assist you with this effort (See attached Assistant Secretary RIN Prioritization template).

In addition, bureau directors must transmit to their respective Assistant Secretary by **Friday**,

September 1, 2017:

- **Comment Summary and Recommended Action Report.** This Report will contain a summary and a recommended disposition of each comment posted to the DOI Regulatory Reform docket through August 25, 2017 for the transmitting bureau. This report will be due to Assistant Secretaries on the first of every month hereafter.

We have attached a list of the Regulatory Contacts for your convenience, as well as the materials and instructions that we have distributed to them. Please reach out to your Regulatory Contacts with any questions. You also may contact the following individuals with general questions:

- Mark Lawyer at 202-208-5257 (questions regarding the Agenda or Plan);
- Ben Simon at 202-208-4916 (questions regarding the E.O. 13771 Primary worksheet);
and
- Jeff Parrillo at 202-208-7072 (questions regarding the E.O. 13771 ICR worksheet).

Thank you for your continued efforts to support the Regulatory Reform initiative.

cc: Chiefs of Staff

Attachments

OMB memo and Attachments
DOI Supplemental Instructions
Summary Table of existing RINs
Agenda Review Report of existing RINs
Bureau RIN prioritization template
Assistant Secretary RIN prioritization template
Comment Summary Report Instructions
Draft Comment Summary Report
List of Regulatory Contacts