

**Office of the Federal Register  
Agency Liaison Conference  
April 23, 2013  
9:00am to 12noon  
National Archives and Records Administration  
McGowen Theater  
700 Pennsylvania Ave NW  
Washington D.C. 20408**

**Agenda**

9:00 Welcome and Introduction, Charley Barth, Director of the OFR

9:05 Overview of the OFR set up: follow the document through the office, Moja Scott,  
Scheduling Unit Chief

9:10 Overview of ACFR regulations and the Document Drafting Handbook, Amy Bunk, Director  
of Legal Affairs and Policy

9:20 Drafting and submitting Federal Register documents, Moja Scott, Scheduling Unit Chief

9:50 Incorporation by reference (IBR), Miriam Vincent, Staff Attorney

10:05 BREAK

10:15 What a desk officer does and what they are looking for, Chad Whiteman, Policy Analyst,  
Office of Management and Budget

10:45 Page rate, billing, print officers and publishing, Jim Bradley, Assistant Public Printer and  
Jeff MacAfee, Assistant Director, OFR Publishing Services, Government Printing Office

11:15 How to use Federalregister.gov, eCFR and FDsys, Mike White, Director of Publications  
and Services

11:45 Questions and Closing, Charley Barth, Director of the OFR

12:00 END