

TO: OPDIV Heads and StaffDiv Heads
FROM: Acting Secretary
DATE: January 20, 2017
SUBJECT: Immediate Action on Regulatory Review – **ACTION**

As the new Administration considers its plan for managing the Federal regulatory process, it is important that President Trump's appointees and designees have the opportunity to review and approve any new or pending regulations or guidance documents. Therefore, at the direction of the new Administration, I am directing that you immediately take the following steps:

1. No proposed or final regulation or other notice or other document (e.g., guidance) intended for publication should be sent to the Office of the Federal Register (the "OFR") for publication unless and until it has been reviewed and approved by me or my designee after the issuance of this memorandum.
2. Work with the Office of the Executive Secretary to withdraw from the OFR all proposed or final regulations that have not been published in the Federal Register so that they can be reviewed and approved as described in paragraph 1. This withdrawal must be conducted consistent with OFR procedures.
3. No subregulatory guidance shall be issued between now and February 3, during which time you will have the opportunity to brief President Trump's appointees and designees on any such guidance that was intended to be issued.
4. No correspondence to public officials (e.g., Members of Congress, Governors) or containing interpretations or statements of Department regulations or policy, unless specifically authorized by me or my designee, shall be sent between now and February 3, during which time you will have the opportunity to brief President Trump's appointees and designees on any such correspondence which might be issued.
5. Provide, by close of business on January 23, to the Office of the Executive Secretary, a list of all documents withdrawn pursuant to paragraphs 2.
6. Notify me or the Executive Secretary promptly of any regulations that you believe should not be subject to the directives in paragraphs 1-4 because they affect critical health, safety, environmental, financial, or national security functions of the Department, or for some other reason.

If you identify any actions taken inconsistent with these requests, please know they shall not be considered impliedly ratified and please immediately withdraw or rescind them as void and without effect.

Thank you for your assistance in ensuring a smooth transition consistent with our nation's democratic principles.