

Operation Citizen Worksheets

1 One issue, one action

Copy the page you need. Blank fields are for your own work. The worksheets do not send information anywhere. Keep a private working copy and share only the facts needed for the action.

Issue title and date: _____

My question in one sentence:

Decision, event, bill, docket, or program:

What the record shows:

Source title, page/section, link, publication date, date checked:

My interpretation; contrary evidence; what is unknown:

Responsible office and the act I request:

Lever / official route / official deadline:

Next task, volunteer, and check date:

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2 Evidence and request sheet

Use this sheet before a comment, referral, or oversight packet. Keep evidence identifiers stable: E01, E02, and so on. Do not renumber a record after you have cited it in a submission.

Request title / recipient / date:

Action requested:

Why this office has a role; any limit on its power:

E01 • Title / date / issuer / page or section / link:

What E01 supports — and does not establish:

E02 • Title / date / issuer / page or section / link:

What E02 supports — and does not establish:

Contrary record, missing fact, or alternative explanation:

Private attachments kept outside the public packet:

Second reader / check date: _____

Before sending: check names, dates, sources, jurisdiction, attachment names, and the actual request. Keep a copy of precisely what you send.

3 Public Comment Period Card

One card belongs to one official proceeding. A docket can contain several notices with different windows. Record the notice as well as the docket.

Agency / title / docket, RIN, or file number:

Official notice URL / publication date / procedural stage:

Deadline, time zone, and official submission route:

Checked by / checked on: _____

Neutral summary of the change and agency rationale:

Citizen assessment: who benefits, who bears risk, which safeguard changes:

Triage — FILE / MONITOR / SKIP — and reason:

Requested change / evidence / related A5 or R8 / CL finding, if relevant:

OC filing status / my filing status / receipt / exact submitted file:

Window status — OPEN / CLOSED / FINAL ACTION — source and date:

Outcome / official decision link / next review date:

4 Public commitment record

Use the same question and reporting method for each candidate or office you compare. Preserve complete replies before preparing summaries.

Office sought or held / person / election or term:

Question sent, in full:

Sent on / route / requested reply date: _____

Reply, in full, or location of saved reply:

Status — commitment / qualified commitment / declined / no response:

Act personally controlled by the office:

Other actor, vote, funding, or law needed:

Promised date or milestone / public proof to expect:

Later conduct / source / checked on:

Promise kept, partly kept, not kept, or not yet due — reasons and limits:

Keep the effect of the policy in a separate outcome record. A promise can be performed without producing the hoped-for effect.

5 CL-xxx Finding Card

A finding records a measurement and its meaning. It does not create a deadline or establish a legal violation.

Finding ID / tool ID / tool name / build or method version:

Question measured / population or sample / period:

Result, units, numerator and denominator where relevant:

Data sources / exact records / retrieval date:

Calculation or classification method, including missing-data treatment:

Prior comparable result / change / whether method changed:

Finding stated in plain language:

Fact / inference / judgment / proposal — identify each:

Limits, contrary evidence, and what the measure cannot show:

Related analysis / citizen route, if one fits / next verification date:

Correction history / reviewer:

6 Daily Brief Action Card

Use only when there is something timely and concrete to do. Link it to the underlying evidence or opportunity.
Do not manufacture urgency to fill a daily brief.

Action title / date prepared: _____

What a citizen can do now, in one sentence:

Why now / official deadline or event / time zone:

Underlying notice, finding, or evidence link:

Who can act / eligibility or jurisdiction condition:

Official route / what to prepare / estimated time:

Three steps:

1. _____
2. _____
3. _____

What to save as proof of completion:

What could prevent this route from working:

Checked by / checked on / expires or must be reviewed on:

After the deadline: archive or replace with an outcome update.

7 Action and outcome ledger

Keep the submission and the government outcome separate. Use dated facts for every status.

Action ID / title / responsible citizen or group:

Lever / recipient / exact request / date sent:

Final file / attachments / receipt or case number:

Acknowledgement / referral / substantive response — date and evidence:

Final action or no response as of [date]:

Did the safeguard strengthen, weaken, or stay the same? Why?

Authority or instrument changed? Who can reverse it?

What the record supports about our contribution:

New fact, correction, or CL remeasurement needed:

Next step / person / review date:

Close condition and reason:

8 Citizen circle meeting card

Date / group / facilitator / record keeper:

One question for this meeting:

Source read together / exact section:

What we agree the record shows:

Disagreement or missing evidence preserved:

Decision: act, obtain more evidence, refer, or close — with reason:

Work product / volunteer / second reader / due date:

What may be shared; who has agreed to speak for the group:

Institution that may help / precise contribution requested:

Next meeting / result to bring back:

Working agreement

We apply the same standard across parties. We preserve contrary evidence. We correct public errors publicly. We do not publish private experiences without consent. We judge progress by work completed and responses documented.

Prepared under Thom Barrett's direction with drafting and editorial assistance from OpenAI Codex. New worksheet text awaits final author review. Sources and methodology are recorded in the accompanying kit reference file.