

Master Prompts

Sanctions Program Reference Guides

Three self-contained prompts for generating professional and plain-language OFAC sanctions guides for any program or combination of programs.

Updated May 2026 — reflects docx.js toolchain, five structural improvements, and widow/orphan control implementation.

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WHAT CHANGED FROM THE PRIOR VERSION These prompts update the April 2026 master prompts in three ways: (1) the toolchain is now docx.js + LibreOffice, not ReportLab; (2) five structural elements are now mandatory in the Professional Guide; (3) widow/orphan control requirements are fully specified for both guides.

How to Use These Prompts

Each prompt is self-contained. Paste the entire block into a fresh Claude conversation, fill in the red-labeled fields, and send. No prior conversation context is needed.

Prompt	Output	When to Use
1 — Practitioner's Guide	Substantive docx + PDF reference for sanctions professionals who know the terminology	Starting point for any new program. Produce this first.
2 — Plain-Language Guide	Adapted docx + PDF for professional non-experts new to sanctions (0–5 years' experience)	After Prompt 1. Reference the professional guide as input.
3 — Multi-Program Add-On	Adds integrated multi-program structure to either guide	Paste BEFORE the TASK line in Prompt 1 or 2. Do not send alone.

Fields you must fill in are shown in **[RED SQUARE BRACKETS]**. Everything else is ready to send.

What the Toolchain Does

These prompts instruct Claude to generate a Word document using the docx npm library (Node.js), validate it, then convert to PDF using LibreOffice. Both files are saved to /mnt/user-data/outputs/. This approach replaced the prior ReportLab/Python approach because docx.js produces better table layout fidelity and more reliable widow/orphan control.

The Five Structural Elements (Practitioner's Guide)

- **1. How to Use This Guide** — A blue navigation box immediately after the cover explaining which section to consult for which compliance task.
- **2. Key Compliance Takeaway boxes** — Green left-border box at the end of each major section. Single sentence stating the operative compliance implication.
- **3. Warning boxes** — Amber left-border box for counter-intuitive rules: missing safe harbors, no bright-line thresholds, exceptions that don't apply where they normally would.
- **4. Inline FAQ cross-references** — Grey italic "(FAQ #NNN)" markers at the point of relevance throughout substantive sections. The FAQ section reproduces operative answers; the inline markers link concept to answer.
- **5. Integrated enforcement examples** — Enforcement track record appears inside the relevant legal analysis (e.g., inside the significant-transaction discussion), not in a trailing subsection.

Prompt 1 — Practitioner’s Guide

Produces a substantive professional reference guide as a .docx file and PDF. Copy the entire block below, fill in the red fields, and send.

PROMPT 1 — PRACTITIONER’S GUIDE Copy from here
TASK
[PROGRAM NAME(S) — e.g., ‘Russia-related sanctions under CAATSA, E.O. 14024, and E.O. 13662’ or ‘Iran — IRGC sanctions under CAATSA Title I’ or ‘Cuba sanctions (CACR)’]
Produce a Practitioner’s Reference Guide for the above program(s). Save outputs as both a .docx file and a PDF to /mnt/user-data/outputs/.
AUDIENCE
Sanctions compliance professionals who are familiar with standard sanctions terminology (SDN List, blocking, general licenses, secondary sanctions, 50% Rule) but are not lawyers. They need a substantive reference they can consult instead of opening primary source documents.
TOOLCHAIN
1. Install docx if needed: npm install -g docx
2. Write a Node.js script that generates the document using the docx library. Save to /mnt/user-data/outputs/[FILENAME].docx
3. Validate: python scripts/office/validate.py [path]. Fix all errors.
4. Convert to PDF: python scripts/office/soffice.py --headless --convert-to pdf [path] --outdir /mnt/user-data/outputs/
5. Present both files.
RESEARCH PHASE — Do this before writing any code
1. Fetch the OFAC program page(s): https://ofac.treasury.gov/sanctions-programs-and-country-information
2. Fetch every FAQ, directive, general license, guidance document, and advisory linked from those program pages.
3. Fetch https://ofac.treasury.gov/faqs/all-faqs and identify all FAQs relevant to the program(s).
[OPTIONAL: List any specific URLs you know are relevant — e.g., specific CFR sections, directive texts, named advisories. Delete this line to let Claude find everything itself.]
CONTENT REQUIREMENTS
The guide must be SUBSTANTIVE, not a document catalog. For every provision, FAQ, directive, and GL covered, include the actual content: what is prohibited, who is covered, what thresholds apply, what exceptions exist, and what the operative definitions are.
Every section must answer: Who does this apply to? What exactly is prohibited or restricted? What dollar thresholds, maturity limits, or ownership percentages trigger coverage? What is permitted or excepted?
For FAQs: reproduce the operative answer, not a description of the question. Cross-reference FAQs inline throughout substantive sections using grey italic “(FAQ #NNN)” markers placed at the relevant sentence.
For secondary sanctions: integrate the enforcement track record inside the relevant legal analysis section. Do not place enforcement examples in a separate trailing subsection.
REQUIRED SECTIONS
1. How to Use This Guide — Blue shaded navigation box explaining which sections to consult for which compliance tasks. Include a cross-program warning about not reasoning by analogy. [MANDATORY FIRST SECTION]
2. Overview and legislative/regulatory framework — Full statutory hierarchy (statute → EOs → CFR → directives/GLs). End with a Key Compliance Takeaway box.

3. One section per major title, authority block, or directive — covering all operative prohibitions with actual thresholds, operative definitions, and inline FAQ cross-references.
4. Secondary sanctions provisions (if any) — with enforcement track record integrated into the significant-transaction analysis. Use an amber WARNING box for any provision with no safe harbor, no bright-line threshold, or a counter-intuitive rule. Distinguish clearly which safe harbors apply to which provisions.
5. Sanctions lists comparison — table comparing all relevant lists (SDN, SSI, NS-MBS, program-specific lists) with 50% Rule applicability clearly noted per list.
6. Licensing — general licenses (with operative conditions), specific license policy, and any waiver authorities.
7. Compliance quick-reference checklist — transaction-level, step-by-step.
8. Key FAQs — operative answers. Note which FAQs have been cross-referenced inline.
9. Official document index — organized by type: legislation, EOs, CFR, directives, guidance, lists.

MANDATORY STRUCTURAL ELEMENTS

- A. HOW TO USE THIS GUIDE BOX (Section 1): Blue left-border shaded box. Lists which section clusters to consult for which tasks (e.g., 'Sections X–Y: counterparty screening'). Followed by a cross-program warning note box.
- B. KEY COMPLIANCE TAKEAWAY BOXES: One at the end of each major section. Green left border (#2D6A2D), light green background (#E8F4E8). Label: 'KEY COMPLIANCE TAKEAWAY' in bold green. Single sentence stating the operative compliance implication.
- C. WARNING BOXES: Amber left border (#7B5800), light amber background (#FFF8E1). Label in bold amber (e.g., 'CRITICAL DISTINCTION', 'NOTE'). Use for: no safe harbor, no bright-line threshold, exceptions that don't apply where normally expected, and any rule that a practitioner from another program would likely get wrong.
- D. INFORMATIONAL NOTE BOXES: Blue left border (#2E5E9A), light blue background (#D6E4F0). Label in bold blue (e.g., 'KEY LIMIT', 'SAFE HARBOR'). Use for important clarifications and limits that are not counter-intuitive.
- E. INLINE FAQ CROSS-REFERENCES: Format "(FAQ #NNN)" in grey italic, appended to the relevant sentence. Do not place cross-references only at the end of sections.
- F. INTEGRATED ENFORCEMENT EXAMPLES: Inside the significant-transaction or relevant legal analysis section. Use a table with columns: Date | Party Sanctioned | Transaction | Compliance Implications. Follow the table with a plain-English read-across paragraph.

FORMATTING SPECIFICATIONS

- Page: US Letter (width: 12240 DXA, height: 15840 DXA), 1-inch margins (1440 DXA each side). Font: Arial throughout.
- H1: 14pt bold, color #1F3864. H2: 11pt bold, #2E5E9A. H3: 10pt bold, #2E5E9A. Body: 10pt, #222222. Table header text: 9pt white on #1F3864.
- Bullets: Use LevelFormat.BULLET with numbering config. Never insert unicode bullet characters as text.
- Tables: Always set both columnWidths array on the Table AND width on each TableCell. Use WidthType.DXA throughout. Use ShadingType.CLEAR (never SOLID) for cell shading. Add cell margins: {top:80, bottom:80, left:120, right:120}.
- Header: Program name (left) + disclaimer (right), bottom border. Footer: page number (right), top border.

WIDOW/ORPHAN CONTROL — MANDATORY

- Apply widowControl: true to ALL paragraph objects and to the default document paragraph style.
- Apply keepNext: true and keepLines: true to ALL heading paragraphs (H1, H2, H3) — both in the style definitions AND in each heading paragraph object.
- Apply widowControl: true in the Heading1 and Heading2 paragraph style definitions as well.

REVISION PASS — Before finalizing

- Verify: (a) every major provision has actual thresholds/definitions, not just descriptions; (b) enforcement examples appear inside the relevant legal analysis, not in a trailing subsection; (c) every amber warning box correctly flags a provision with no safe harbor or a counter-intuitive rule; (d) widowControl is set on all paragraphs and headings; (e) the FAQ section contains

operative answers matching inline cross-references; (f) validation passes before PDF conversion.

Prompt 2 — Plain-Language Guide

Produces an accessible guide for professional non-experts new to sanctions. Uses the Practitioner’s Guide as its source of record — attach it or paste its text, or reference the prior conversation. Copy the entire block below, fill in the red fields, and send.

PROMPT 2 — PLAIN-LANGUAGE GUIDE Copy from here
TASK
[PROGRAM NAME(S) — must match what you used in Prompt 1]
Produce a plain-language sanctions guide for the above program(s), adapted from the professional guide. Save as both .docx and PDF to /mnt/user-data/outputs/.
[ATTACH THE PROFESSIONAL GUIDE PDF, or paste its text here, or write: ‘The professional guide was produced in this conversation — use it as the source of record.’]
TOOLCHAIN
Same as Prompt 1: docx.js → validate → LibreOffice PDF. Use the same color palette and box structure. Filename should distinguish this from the professional guide (e.g., [PROGRAM]_Plain_Language_Guide.docx).
AUDIENCE
Compliance professionals new to sanctions (0–5 years’ experience) or from adjacent fields (AML, legal, finance, operations) who encounter sanctions in their work. No prior sanctions knowledge assumed. They need to understand what the law does, why it matters to them, and what to check before a transaction — in plain English without jargon.
CONTENT PRINCIPLES
Same substance as the professional guide, translated — not summarized or simplified to the point of inaccuracy. Every rule, threshold, and exception must appear.
Define every technical term the first time it appears. Include a standalone Essential Concepts section near the beginning covering: blocking/asset freeze, SDN List, SSI List, NS-MBS List, 50% Rule, secondary sanctions, general license, specific license, and any program-specific terms.
Use DECLARATIVE section headers that tell the reader what they are about to learn: ‘Why This Provision Is More Restrictive Than Other Programs’ rather than ‘2.1 Designation Authority’.
Integrate real-world examples and enforcement outcomes into the explanation of each rule. Do not use a separate enforcement section.
For counter-intuitive rules (missing exceptions, no safe harbors, broader scope than expected): use a red/amber warning box and explain the practical implication in concrete, scenario-based terms.
Do NOT front-load legal hierarchy. The regulatory framework can appear after the reader understands what the law does at a high level.
STRUCTURAL DIFFERENCES FROM THE PROFESSIONAL GUIDE
REPLACE How to Use This Guide → a plain-English introduction explaining what the law is, why it was passed, and what it means in practice. Use a simple three-title summary table if applicable.
REPLACE inline FAQ cross-references → integrate FAQ answers directly into the relevant section in Q&A; format.
REPLACE compliance checklist → ‘What This Means for Your Organization’ section with separate subsections for U.S. persons, non-U.S. persons, and everyone.
ADD Essential Concepts / Glossary section near the beginning.
ADD ‘Where to Find Official Information’ section at the end, with a table of resource types and their OFAC URLs.
ADD ‘Official Answers to Common Questions’ section using plain-language Q&A; format with the bottom-line answer stated first.

KEEP warning and informational note boxes — same color scheme as the professional guide.

KEEP Key Compliance Takeaway boxes at the end of each major section.

FORMATTING AND WIDOW/ORPHAN CONTROL

Same formatting specifications as Prompt 1 (Arial fonts, US Letter, color palette, table structure, WidthType.DXA, ShadingType.CLEAR).

Same widow/orphan control: widowControl: true on all paragraphs; keepNext: true, keepLines: true, widowControl: true on all headings — both in style definitions and on paragraph objects.

REVISION PASS

Verify: (a) every technical term is defined before first use; (b) declarative headers are used throughout — no taxonomic labels; (c) every counter-intuitive rule has a warning box with a concrete scenario; (d) the FAQ section uses plain-language questions; (e) the Essential Concepts section appears before any provision analysis; (f) widow/orphan control is applied globally; (g) validation passes before PDF conversion.

Prompt 3 — Multi-Program Add-On

HOW TO USE PROMPT 3 Paste this entire block BEFORE the TASK line in Prompt 1 or Prompt 2. Do not send it alone — it has no TASK or TOOLCHAIN instructions of its own. It adds multi-program structure to whichever guide you are producing.

Use when a compliance audience needs a single unified view across overlapping programs rather than separate per-program guides. Common use case: all Russia-related programs together (CAATSA + E.O. 13662 + E.O. 14024 + PEESA), or all Iran programs, or a country's full sanctions landscape.

PROMPT 3 — MULTI-PROGRAM ADD-ON Paste ABOVE the TASK line in Prompt 1 or 2
MULTI-PROGRAM SCOPE
This guide covers the following programs, which overlap and interact:
Program 1: [PROGRAM NAME] — OFAC page: [URL]
Program 2: [PROGRAM NAME] — OFAC page: [URL]
Program 3: [PROGRAM NAME] — OFAC page: [URL] [delete unused lines]
ADDITIONAL RESEARCH REQUIRED
In addition to the research steps in the main prompt:
1. Fetch the OFAC program page and all linked documents for each program listed above.
2. Fetch any OFAC guidance, advisories, or FAQs that specifically address the interaction between these programs.
3. Note the date each program was established and each major amendment, to build the chronological timeline.
ADDITIONAL REQUIRED SECTIONS
Insert the following two sections between the Overview section and the first program-specific section:
A. HOW THESE PROGRAMS INTERACT — A plain explanation of which program controls when, how they relate to each other chronologically and legally, and what a practitioner should check first when a counterparty might be covered by more than one program. Explicitly flag any case where the same word or concept means something different across programs.
B. CHRONOLOGICAL TIMELINE TABLE — Reverse chronological order. Columns: Date Instrument What It Added or Changed. Cover every statute, EO, directive amendment, and major GL batch relevant to any of the programs.
UNIFIED PROHIBITIONS STRUCTURE
For each prohibition TYPE across the programs (e.g., debt restrictions, equity restrictions, services prohibitions, secondary sanctions, asset blocking):
1. Show which programs impose that type of prohibition.
2. Note what each program adds beyond the others (tighter thresholds, broader coverage, different counterparty definition, etc.).
3. Explicitly flag any case where similar language in two programs carries a different legal meaning. Use an amber warning box for this.
GENERAL LICENSE INTERACTIONS
For any GL under one program that might affect transactions also covered by another program:
1. State explicitly whether the GL extends across programs or is program-specific.
2. Flag any gap where a transaction might be permitted under one program's GL but still prohibited under another program.
3. If the safe harbor from one program's regulations (e.g., § 589.413(i)) does not carry across to a secondary sanctions provision in a different instrument, call this out explicitly in an amber warning box.
50% RULE INTERACTIONS

Note any difference in how the 50% Rule operates across the programs covered. If one program's list triggers the 50% Rule and another does not (e.g., SDN List vs. NS-MBS List), make this comparison explicit in the sanctions lists section.

Before-You-Send Checklist

Run through this before sending any prompt.

For Prompt 1 (Practitioner's Guide)

- Program name(s) filled in — be specific (include the statute/EO/CFR citation, not just the country name)
- Optional specific URLs added or that line deleted
- Output filename decided and consistent with your naming convention
- You are in a conversation with bash tool / computer use access (docx.js and LibreOffice are required)

For Prompt 2 (Plain-Language Guide)

- Program name(s) match what was used in Prompt 1
- Professional guide attached, pasted, or referenced in the conversation
- Filename distinguishes this from the professional guide

For Prompt 3 (Multi-Program Add-On)

- All program names and OFAC page URLs filled in
- Number of program lines matches the actual number of programs (delete unused lines)
- This block is pasted BEFORE the TASK line in Prompt 1 or 2 — not sent alone

For Any Prompt

- OFAC program pages are currently accessible — some pages block automated fetching. If so, paste the page content manually in your message.
- You have not recycled an old conversation with significant prior context — start fresh for cleaner, unbiased research.
- Output path is /mnt/user-data/outputs/ — adjust if your setup differs.

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