

ChatGPT for Government 101

Resource guide + example prompts

Use this guide to follow along with the ChatGPT for Government 101 webcast. Please note that some prompts require a file upload – links are provided below as appropriate.

Other resources to bookmark

[OpenAI Help Center](#): Technical documentation for how ChatGPT works

[OpenAI Government Community](#): A space for public servants at all levels of U.S. government to connect, share ideas, and learn how to apply AI in their work

Learn with ChatGPT (4:40 - 6:18)

I work in a government agency that provides public services. I need to prepare a plain-language guide for the public, many of whom may have limited technical background. Please explain the benefits of a new assistance program in simple terms, using 5 short bullet points suitable for a public-facing handout.

Read files (6:18 - 8:01)

I work in a federal oversight office preparing a briefing for senior leadership. Can you please summarize this GAO report on AI use and management into a two-paragraph executive summary that highlights key findings and recommendations for a non-technical audience.

[Link to GAO report](#)

Speak with ChatGPT (8:02 - 10:42)

[Spoken] Hi Chat, I lead an emergency management organization and am preparing remarks for a public forum on how we've been improving response services. Can you help me brainstorm two opening sentences to kick off the session?

[Spoken] That's great. Can you please translate that to Spanish?

Search the web (17:04 - 19:31)

I'm briefing state and local leadership on cybersecurity issues. Find today's headlines on cybersecurity topics affecting government operations and summarize them in 5 short bullet points with source links

Write content and collaborate with Canvas (19:32 - 22:07)

Create a Standard Operating Procedure (SOP) for responding to public records requests. Include:

- Purpose and scope
- Roles/responsibilities
- Step-by-step process
- Timelines and legal references.