



US Department
of Transportation
Maritime
Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 260-2
dtd. 12/12/78

NO.

260-2

EFFECTIVE DATE

August 15, 1989

SUBJECT

PUBLICATION OF DOCUMENTS IN THE FEDERAL REGISTER

Section 1. Purpose:

This order prescribes procedures and responsibilities for the preparation, clearance, and submission of documents to be published in the Federal Register. This order implements pertinent requirements of title 1 of the Code of Federal Regulations (CFR), chapters I (subchapters B and D) and II, and 49 CFR 7.31 and 7.33.

Section 2. Publication Requirements:

2.01 Mandatory. Documents required to be published in the Federal Register are prescribed in 1 CFR 5.2 and 49 CFR 7.33.

2.02 Authorized. As provided in 1 CFR 5.3, whenever the Director of the Federal Register considers that publication of a document not covered by 1 CFR 5.2 would be in the public interest, the Director may allow that document to be filed with the Office of the Federal Register and published in the Federal Register.

2.03 Unauthorized. Documents not authorized for publication in the Federal Register are prescribed in 1 CFR 5.4.

Section 3. Designation of Federal Register Officers:

3.01 Federal Register Certifying Officer. The Secretary of the Maritime Administration and Maritime Subsidy Board is designated as the Federal Register Certifying Officer. The Assistant Secretary of the Maritime Administration and Maritime Subsidy Board shall serve as the alternate.

3.02 Federal Register Liaison Officer. The Assistant Chief Counsel for Regulations and Administrative Law is designated as the Federal Register Liaison Officer. The Chief Counsel shall designate an alternate.

3.03 Federal Register Document Review Officer. The Assistant Chief Counsel for Regulations and Administrative Law is designated as the Federal Register Document Review Officer. The Chief Counsel shall designate an alternate.

3.04 The Chief Counsel shall notify the Director of the Federal Register of the officials designated as Federal Register Certifying Officer and Federal Register Liaison Officer and of any changes in these designations.

Section 4. Signature and Numbering of Documents:

4.01 Signature. Regulations and notices to be published in the Federal Register shall be prepared for signature as follows:

- 1 If issued by the Maritime Administration, the document shall be prepared for the signature either of the Maritime Administrator or the Secretary of the Maritime Administration, "By Order of the Maritime Administrator," as appropriate.
- 2 If issued by the Maritime Subsidy Board, the document shall be prepared for the signature of the Secretary, Maritime Subsidy Board, "By Order of the Maritime Subsidy Board." However, if issued by the presiding officer in a proceeding governed by the Rules of Practice and Procedure (46 CFR Part 201), it shall be prepared for signature of the presiding officer.
- 3 If issued jointly by the Maritime Administration and the Maritime Subsidy Board, the document shall be prepared for the signature of the Secretary, Maritime Administration and Maritime Subsidy Board, "By Order of the Maritime Administrator and the Maritime Subsidy Board."
- 4 If issued by the National Shipping Authority, the document shall be prepared, as appropriate, either for the signature of the Director, National Shipping Authority, by the Associate Administrator for Shipbuilding and Ship Operations, following the format prescribed in Maritime Administrative Order 70-1; or for the signature of the Director, National Shipping Authority, by the Associate Administrator for Marketing, following the format prescribed in Maritime Administrative Order 80-1.
- 5 Regulations and notices involving an authority vested in the Secretary of Transportation, but not delegated to the Maritime Administrator, shall be prepared for the signature of the Secretary of Transportation.

4.02 Numbering.

- 1 As provided in Maritime Administrative Order 200-2, "Regulations of the Maritime Administration, the Maritime Subsidy Board, and the National Shipping Authority," regulations issued by the Maritime Administration, the Maritime Subsidy Board, or the National Shipping Authority shall be designated by the appropriate Code of Federal Regulations citation.
- 2 Notices and regulations in connection with formal proceedings shall bear the appropriate docket number, as determined by the Secretary, Maritime Administration and Maritime Subsidy Board.

Section 5. Procedures and Responsibilities:

5.01 No document within the scope of this order shall be published unless approved by the Federal Register Document Review Officer.

5.02 The office(s) with primary responsibility (as set out in Maritime Administrative Order 200-2) for formulating the policies and procedures for a program that is the subject of any document to be published in the Federal Register and the Office of the Chief Counsel shall:

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- 1 Collaborate in the preparation of such documents and any amendments thereto. All documents for publication in the Federal Register shall be prepared in accordance with the applicable regulations in title 1, Code of Federal Regulations. Recommendations requesting approval of the document shall be prepared in accordance with Maritime Administrative Orders 200-2 and 240-1, "Processing Formal Recommendations to the Maritime Administrator, Deputy Maritime Administrator, and the Maritime Subsidy Board."
- 2 Assure that appropriate identification and cross-reference is made in the documents to be published in the Federal Register to any applicable Maritime Administration programs contained in the current issue of the Catalog of Federal Domestic Assistance (CFDA). (Maritime Administration programs presently are coded 20.800 through 20.812, and the codes are updated annually.)
- 3 Obtain necessary clearances and approval of documents, including clearance of any forms, recordkeeping, and reporting requirements, by the Office of Management Services, as required by Maritime Administrative Order 250-2, "Reports Management Program."

5.03 The Federal Register Liaison Officer shall:

- 1 Provide assistance to the office(s) with primary responsibility for formulating the policies and procedures for a program that is the subject of a regulation and to the Office of the Chief Counsel in the preparation of documents to be published in the Federal Register.
- 2 Review documents for compliance with the applicable regulations in title 1, Code of Federal Regulations, and insure that all necessary clearances and requirements have been obtained or met, as appropriate.
- 3 Review citations of authority for accuracy.
- 4 Maintain liaison with the Office of the Federal Register and other agencies concerning the publication of documents in the Federal Register.
- 5 Ensure effective distribution and use of Office of the Federal Register information on document drafting and publication assistance.
- 6 Promote participation in instructional programs conducted by the Office of the Federal Register to improve the quality of documents published in the Federal Register.

5.04 The Federal Register Document Review Officer shall:

- 1 Review each document to be published in the Federal Register to ensure that it is written clearly and simply and designed to be understandable to those affected by it.
- 2 Forward documents to the Federal Register Certifying Officer.

5.05 The Federal Register Certifying Officer shall certify copies of the documents and forward the material to the Office of the Federal Register for publication in the Federal Register. (1 CFR 16.3, 18.5, and 18.6)

5.06 The Office of Management Services shall arrange for reproduction of materials published in the Federal Register, as requested by the Federal Register Liaison Officer.

Section 6. Use of the Federal Register and Other Media:

In addition to publishing proposals and notices in the Federal Register, in appropriate circumstances Program Managers shall arrange for a notice to be issued through other channels of public notification. In such instances, additional public notice channels might include press releases, professional journals, industrial publications, and the conferences, meetings, and newsletters of professional, commercial, or public interest associations.



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