

CHAPTER **3-00**  
THE FEDERAL REGISTER

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**3-00-00** PURPOSE

This chapter provides **information on** the Federal Register and the documents which the Department and its agencies publish in the Federal Register. It also prescribes the **functions** of certain Department and agency officials who serve in specific capacities in relation to the Office of the Federal Register and the distribution of the Federal Register publications within the Department.

**3-00-10** THE FEDERAL REGISTER

- A. ~~Purpose~~ Federal Register is the medium by which the Department and other Federal agencies legally inform the public about Federal programs, activities, and organizations and the **rules** and regulations applicable to these programs and activities. Publication of this information is generally required by law or regulation.
- B. Office of the Federal Register. The Office of the Federal Register, which is organizationally located in the National Archives and Records Service, General Services Administration, publishes the Federal Register. All documents to be published in the Federal Register must be filed with that Office.
- C. Code of Federal Regulations. The Code of Federal Regulations is the *companion* publication of the Federal Register. All **regulations published in the Federal Register are published in codified form in the Code of Federal Regulations.**

**3-00-20** DOCUMENTS PUBLISHED IN THE FEDERAL REGISTER

- A. Documents Whose Publication is **Mandatory**
  - 1. All Presidential proclamations and Executive Orders in the numbered series and all other documents which the President wishes to have published.

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2. Documents which **have general** applicability and legal effect. They include every document which: (a) prescribes a penalty or a course of conduct, (b) confers a right, privilege, authority, or **immunity**, or (c) imposes an obligation; and which is relevant or applicable to the general public, the members of a class, or the persons of a locality, as distinguished from **named** individuals or organizations.
3. Documents or classes of documents whose publication is required by an act of Congress.
4. Documents whose **publication** is required by the Public Information Act of 1966, Public Law 90-23, 5 U.S.C. 552. (See Part 1, Section 5.13(a), Department Regulations under the Act, **Exhibit X1-120-1** of this Manual.)

B. Documents Whose Publication is Authorized

1. Documents which are of sufficient **public interest** to warrant publication. The organization which is responsible for the subject matter of such documents should make the initial determination that such documents should be published. The Director, Office of the Federal Register, has final authority over publication and **may** refuse to publish such documents.
2. Notification of expiration of a document which is codified and which has expired by its own *terms* or by operation of law. such notification is **encouraged** since it provides a service to the public.

C. Documents Which Are Not Published. News items and **comments** are not published in the Federal Register.

3-00-30 DEPARTMENT AND AGENCY REPRESENTATIVES TO THE FEDERAL REGISTER

- A. The Department and its agencies are required to designate certain officers **who** are to perform specific duties related to the Federal Register. These officers and their duties are as follows:

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1. Liaison Officers

- a. The Deputy General Counsel serves as the Department liaison officer and the Assistant General Counsel, Business and Administrative **Law** Division, serves as his principal alternate.
- b. Each agency head should designate a liaison officer **and** one **or more alternates for him and should provide** the Deputy General Counsel with their names and position titles.
- c. Each liaison officer:
  - (1) Represents his respective **organization** in all matters concerning: (a) submission of documents to the Office of the Federal Register, and (b) compliance with the provisions of Title 1, Chapter 1, Code of Federal Regulations.
  - (2) Refers documents which his organization sends directly to the Office of the Federal Register for **publication** to the appropriate **certifying** officer.
  - (3) Forwards such documents, together with a letter of transmittal if necessary, to the Director, Office of the Federal Register, for **publication**.
  - (4) **Maintains** a record of the documents forwarded directly to the **Office** of the Federal Register and the time-stamped copies received from that Office, and distributes these copies to appropriate officials.

2. Certifying Officers

- a. Each agency head should designate a certifying **officer** and deputy for each liaison **officer** he designates and should provide the Deputy General Counsel **with** their names and position titles.
- b. Each certifying officer certifies the true copies **of** those documents which his organization sends directly to the Office of the Federal Register for publication.

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3. Authorizing Officer

- a. The Chief, Legislative Materials Section, Communication Branch, Office of the Executive Officer, Office of the Secretary, serves as the authorizing officer for the Department.
- b. The authorizing officer provides the services listed in Section 3-00-40 below.

.B. In addition to the above-named officials, each agency as well as the Department is to have a regulations officer. The function of this official is described in Chapter 3-20. One person may serve as both the liaison officer and the regulations officer.

**3-00-40 DISTRIBUTION OF FEDERAL REGISTER PUBLICATIONS**

- A. The authorizing officer furnishes the Director, Office of the Federal Register, with a current mailing list of individuals and officers who are to receive the Federal Register and the Code of Federal Regulations. Individuals and offices who wish to receive either or both of these publications should submit a written request through the appropriate administrative office to the Chief, Legislative Materials Section, Office of the Secretary. Those who receive these publications are encouraged to circulate them among other concerned offices.
- B. The authorizing officer maintains and distributes, upon request, copies of the Handbook on Document Drafting. He also maintains a list of offices that have received the Handbook for distribution of revised editions.
- C. The authorizing officer, upon request, furnishes locator services on items which have appeared in the Federal Register, and advice on how to procure reprints of documents which have been published in the Federal Register.