

CHAPTER 3-10

PROCESSING REQUIREMENTS APPLICABLE TO ALL FEDERAL REGISTER DOCUMENTS

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10 Processing Requirements

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This chapter sets forth general processing requirements which are applicable to all documents which the Department and its agencies publish in the Federal Register.

3-10-10 PROCESSING REQUIREMENTS

A. Drafting of Documents

1. Responsibility for Drafting. The operating agency or staff office responsible for the subject matter of a **document** to be published in the Federal Register is responsible for **drafting** the document in the prescribed format for publication in the Federal Register. Such format should also be used for draft copies of the document,
2. Assistance from the Office of the General Counsel. The Office of the General **Counsel** provides, upon request, legal advice and assistance in drafting documents. Agency personnel should consult with the division of the Office of **the** General Counsel which provides them with legal assistance.
3. Handbook on Document Drafting. The Handbook on Document Drafting, published by the Office of the Federal Register, contains detailed instructions on how to **draft documents** for publication in the Federal Register. It also contains statutory and regulatory provisions applicable to the Federal Register. The Handbook may be obtained from the Legislative Materials Section, Office of the **Executive** Officer, Office of the Secretary.
4. Workshop on Document Drafting. The Office of the Federal Register conducts, upon request, a workshop on drafting documents for publication in the **Federal** Register. Operating agencies or staff offices that wish to have the workshop conducted for **their employees should submit their** requests, in writing, to the Director, Office of **Management Systems**, Office of the Secretary.

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- B. **Preparation of Documents.** The operating agency or staff office responsible for drafting a document is responsible for preparing (typing) the document in final form for publication in the Federal Register. (See Chapter 3-15, Preparation of Federal Register Documents, for detailed instructions.)
- C. **Clearance of Documents.** Officials who review documents should indicate their concurrence by signing their surname on the yellow file box copy of the documents.
- D. **Signing Documents.** Officials who have authority to approve documents should sign their name in ink on the original document. Initials or impressed signatures may not be used.
- E. **Certification of Documents.** All copies of documents sent to the Office of the Federal Register for publication shall be certified as true copies of the original before they are sent.
- F. **Use of Department Seal.** The Department seal is not required for any document sent to the Office of the Federal Register for publication unless the Secretary or the Under Secretary directs that the document shall be impressed with the Department seal.
- G. **Number of Copies.** The Office of the Federal Register requires an original and two certified copies (or three certified copies if the document is printed or processed on both sides) of each document submitted for publication. If an agency desires to receive a date-stamped copy as evidence of submittal to the Federal Register, it should include an addressed return envelope for the purpose and the public inspection copy will be returned as soon as available. The Office of the General Counsel requires a yellow file copy of each document.
- H. **Transmittal of Documents to the Office of the Federal Register**
1. **Responsibility for Transmittal**
 - a. The Department liaison officer should transmit those documents signed and approved by the Secretary, the Under Secretary, or any authorized staff official in the Office of the Secretary.
 - b. Each agency liaison officer should transmit those documents signed and approved by the agency head or another authorized agency official.
 2. **Letter of Transmittal.** Letters of transmittal should be included only when special treatment of the documents is desired. The letters should state specifically what special treatment is desired. See Exhibit X3-10-1 for sample transmittal letter.

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- I. Release of Information From Documents Sent to the Office of the Federal Register. The Office of the Federal Register makes provision for public inspection of documents on the working day before they are published. **Documents** which are of a **confidential-administrative** nature until they are released shall not be made public by any employee of the Department without the Secretary's permission until the documents are made public by the Office of the Federal Register.
- J. Correction of Errors.
1. The operating agency or staff office responsible for the subject matter of a document published in the Federal Register is **also** responsible for the correction of errors which appear in the published document.
 2. If the error was in the original document submitted to the Office of the Federal Register, the agency or office should prepare a correction document. If the Secretary signed and approved the original document, the correction document should be prepared for the signature of the Assistant **Secretary for** Administration and Management or his designee. If an agency head or another agency official signed and approved the original, the correction document should be prepared for the signature of that official or his designee.
 3. If the error was made by the Office of the Federal Register, the agency or office should inform the liaison officer who sent the document to the Office of the Federal Register and he should inform that Office which will prepare and publish a correction document.
- K. Updating Federal Register Documents. The operating agency **or** staff office responsible for the subject matter of a **document** published in the Federal Register is responsible for keeping the document up-to-date.

LETTER OF TRANSMITTAL to the Director, Office of the Federal Register (to be used only when special treatment of document is desired).

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Washington

The Director
Office of the Federal Register
National Archives and Records Service
General Services Administration
Washington, D. C.

Dear Sir:

Herewith are transmitted for **filing** and **publication** in the Federal Register the **original and** two certified copies of the **following** document:

(State, if the document is subject to codification, the Title of the Code of Federal Regulations **and** other code **numbers** and headings and the specific title of the **document**. If the document is not subject to codification, state the **name** of the **Department**, the **name** of the operating agency, and the title **of the** document.)

(State special treatment desired and the **reasons therefor**.)

Please return in the enclosed addressed **envelope, as** soon as available, the time-stamped copy used for public inspection.

Sincerely yours,

Federal Register Liaison Officer

Enclosures

