

PREPARATION OF FEDERAL REGISTER DOCUMENTS

3-15-00 Purpose
10 Instructions

3-15-00 **PURPOSE**

This chapter provides instructions on **how** to **type** documents which are to be published **in** the Federal Register.

3-15-10 **INSTRUCTIONS**

- A. Format. Type the document **on** white bond paper, 8 x **10½** inches. Leave a 1-inch margin at top, bottom, and right side; and a **1-½** inch margin at left side. **Indent** the first **line** of each paragraph five spaces. Double space the text, except for tables of sections and authority statements which appear in rules **and** regulations, lists of items, tabulations, **and** quoted matter which is set apart from regular text. These should be single spaced. (See Exhibit X3-15-1 for graphic view of **format**.)
- B. Style. Follow instructions of the latest issue of the U.S. Government Printing Office Style Manual for **punctuation**, capitalization, spelling, etc.
- C. Signature Page. **Always type some text on the signature page (which is the last page of the document and the page the approving official signs)**. Type the title of the official who is to sign the **document below** the line **on which he will** sign his **name**. For all documents prepared for the signature of the Assistant Secretary for **Administration**, DC ROT **TYPE THE TITLE** under the **signature** line. Type an underscored line for the signature, however. (See Exhibit X3-15-1 for sample of signature **page**.)
- D. Certification. Type on the bottom of each copy, as shown in Exhibit X3-15-1, the following words: Certified to be a **true** copy of the original. **Do not** type these words on the original.
- E. Number of Copies Required. Prepare copies of each document, as **follows**:
1. Original **and** two copies for the Office of the Federal Register.
 2. One copy for the Office of the General Counsel (**yellow** box file copy).

(3-15-10E continued)

3. One copy for the Office of the Secretary if the document is to go to **the** Office of the Secretary.
4. "One **copy** for **the** Division of **Management Planning**, Policy and Evaluation, Office of **the Assistant** Secretary for Administration **and Management**, if the **document pertains to organization or delegation of authority**, and is to go to the Office of the Secretary.

F. Marking of Copies

1. Type **the following information in the upper right hand corner of the original and copies:**
 - a. **Original and first two copies:** Office of the Federal Register.
 - b. **Third copy:** Office of the General Counsel official file copy.
 - c. **Fourth copy:** Secretary's reading file.
 - d. **Fifth copy:** Division of **Management Planning**, Policy and Evaluation, **OASAM (required only for notices of organization and delegations of authority)**.
 - e. **Agency copies: name, room number, and building of agency or office to which copier should be returned after approval.**

G. Summary Statements

1. **Documents prepared for publication in the Federal Register require submission of a summary statement highlighting the essence of the **effect** of the document (36 FR 5203, 3/18/71). See **Exhibit X3-15-2** for a sample **format**. **The statement should:**
 - a. List the Department and **agency**.
 - b. Summarize **the** principal subject of the document.
 - c. State any **important dates**, if known. **Otherwise leave** space for insertion.**

(3-15-10G continued)

2. Assignment of Responsibility for Affixing Dates to Summary Statements

- a. **Important dates** stated in the **summary statement** shall be completed by the operating agency **or Office** of the **Secretary** staff office, if known. If not known, leave space for insertion. Responsibility **for** affixing dates to **summary** statements **shall be as follows:**

<u>Type of Federal Register Document</u>	<u>Responsibility</u>
Agency general notices with application cut-off dates	Agency
Office of the Secretary general notices with cut-off dates	OS Staff Office
Agency notices of proposed rule making approved under delegated authority: Comment deadline	Agency Liaison Officer
Agency regulations approved under delegated authority: Postponed effective date Effective on publication	Agency Liaison Officer Office of the Federal Register
Department notices of proposed rule making: Comment deadline	Department Liaison Officer
Department regulations: Postponed effective date Effective on publication	Department Liaison Officer Office of the Federal Register

3. Number of Copies Required. Prepare copies of the **summary statement as follows:**

- a. Original and **one** copy for the Office of the Federal Register.
- b. One copy for the Office of the General Counsel files.

- H. Handbook on Document Drafting. The Handbook on Document Drafting, published by the Office of the **Federal Register**, is intended primarily for persons **who draft documents** for publication in the Federal Register. It also contains instructions **for the typist who prepares such documents.** **Typists may obtain the Handbook** from the Legislative Materials Section, Office of the Executive Officer, Office of the Secretary.

(Size: 8" x 10 1/2")

(Sample of First Page)

a
1"
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TITLE 45--PUBLIC WELFARE

CHAPTER I--OFFICE OF EDUCATION,
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

PART 145--NATIONAL DEFENSE FOREIGN LANGUAGE FELLOWSHIPS

Pursuant to section 601(b) of title VI of the National Defense
Education Act of 1958, P. L. 85-864, as amended, 72 Stat. 1593, 20

← 1 1/2" → U.S.C. 511, the following regulations with respect to the "other ← 1" →
service of a public nature" provision of section 601(b) are hereby
adopted:

§ 145.1 Other Service of a Public Nature. (a) Section 601(b)
of title VI of the National Defense Education Act . . .

↑
1"
↓

(Sample of signature Page)

(where approval is required):

Dated: (fill in date)

(signature) _____
(title)

Approved: (fill in date)

(signature) _____
(title)*

(TYPE ON COPEs ONLY)

CERTIFIED TO BE A TRUE COPY OF THE ORIGINAL

*** For exception, see paragraph 3-15-10C.**

Two sample summary statements are shown below. Use the summary statement which is appropriate for the type of document being submitted.

1. Notice of Proposed Rule **Making**

SUMMARY STATEMENT

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Office of Education

LIBRARIANSHIP - HEW proposal on grants for training
in librarianship in colleges **and** universities - **comment**
periodends

2. **Regulations**

SUMMARY STATEMENT

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Office of **Education**

LIBRARIANSHIP - HEW regulations on grants for training
in librarianship in colleges and universities - **effective**

