CHAPTER 3-15

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 l-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. <u>Style</u>. Follow instructions of the latest issue of the <u>U.S.</u>

 <u>Government **Printing** Office</u> Style <u>Manual</u> 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 theofficialwho 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. <u>Certification</u>. 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. <u>Number of Copies Required</u>. 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, CASAM (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. S ____y 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:

Type of Federal Register Document	Responsibility
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
Departmentregulations: 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.



(Sample of First Page)

(Size: 8"x 10½")

a 1"

TITLE 45--PUBLIC WELFARE

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

PART 145--NATIONAL DEFENSE FOREIGN LANGUAGE FELLOWSHIPS

Education Act of 1958, P. L. 85-864, as amended, 72 Stat. 1593, 20

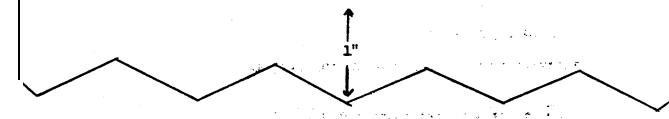
← 1½" → U.S.C. 511, the following regulations with respect to the "other ← 1"→

service of a public nature" provision of section 601(b) are hereby

adopted:

Pursuant to section 601(b) of title VI of the National Defense

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



(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 shownbelow. 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 OFHEALTH, EDUCATION, AND WELFARE

Office of Education

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