

# Reclamation Manual

## Directives and Standards

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**Subject:** Federal Register Documents

**Purpose:** This directive provides guidance to assist in the development of documents for publication in the Federal Register. It is to be used in conjunction with the Departmental Manual (318 DM 1-11) and the Federal Register Document Drafting Handbook.

**Authority:** 44 U.S.C. 15, Federal Register Act; 5 U.S.C. 551 et seq., Administrative Procedure Act; 1 CFR Chapter 1, Administrative Committee of the Federal Register; Document Drafting Handbook, Office of the Federal Register; and 318 DM 1-11, Federal Register Documents.

**Contact:** Directives and Paperwork Management Team, D-7924

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1. **Publication in the Federal Register.** Congress established the Federal Register publication system as a method of informing the public of the Federal Government regulations and actions affecting them. Types of documents published in the Federal Register include:
  - A. **Regulations.** Proposed and final regulations are published in the Federal Register with final rules being codified annually into the Code of Federal Regulations. Reclamation's Semiannual Agenda of Rules, submitted semiannually, and Regulatory Plan, submitted annually, are published in the Unified Agenda of Federal Regulations by the Federal Register.
  - B. **Notices.** Notices are documents that do not contain regulatory text, impose requirements with general applicability and legal effect, or affect a rulemaking proceeding. Typical notice documents announce meetings, information collections, Privacy Act systems of records, chartering of Federal Advisory Committees, applications, issuance or revocation of licenses, grant application deadlines, availability of environmental impact statements, real estate actions, certain petitions, and orders or decisions affecting named parties.
2. **Responsibilities of Reclamation's Federal Register Liaison Officer.** Reclamation's liaison officer is located in the Directives and Paperwork Management Team. The responsibilities of the liaison officer are to serve as a point of contact in Reclamation for the Office of the Federal Register, provide advice on Federal Register requirements, and to assist in the preparation of notices.
3. **Signatory Authority.** The following signatory guidelines will be followed when preparing notices for publication in the Federal Register.

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- A. Notices of proposed and final rulemaking must be signed by the Assistant Secretary – Water and Science and processed through Reclamation's liaison officer. The signatory authority may not be delegated to a lower level.
  - B. Directors in Washington, Denver, and the regional offices have the authority to sign program specific notices for programs under their responsibility. The signatory authority may be delegated to a lower level at the discretion of the director.
  - C. Routine administrative notices, or notices that are not program specific, will be signed by the Manager, Property and Office Services, in the Reclamation Service Center.
4. **Billing Code.** Reclamation is assigned the unique billing code of 4310-94. This code must appear on all documents being submitted for publication in the Federal Register. When a Federal Register document is submitted in electronic format the billing code is modified to: 4310-94P.
  5. **Electronic File.** The Office of the Federal Register offers a discount on documents submitted for publication in electronic format. In order to take advantage of this cost-savings opportunity, three signed copies must accompany a WordPerfect file on diskette with a letter certifying the electronic file is identical to the signed copies. The diskette must have a label identifying Reclamation as the submitting agency, our billing code, the software version used, and the file name (see the Federal Register Document Drafting Handbook).
  6. **Document Drafting.** The Federal Register Document Drafting Handbook provides specific instructions on the format required for the various types of notices published in the Federal Register. A copy of this handbook is available on the Internet at <http://www.nara.gov/fedreg/ddhhome.html> or may be obtained from the liaison officer.
  7. **Mailing.** Notices will be mailed to the Office of the Federal Register, via Federal Express, by the office that has signatory authority. At the time the notice is mailed, a signed copy of the notice is to be sent to the liaison officer. If there is a problem with a notice, the Office of the Federal Register will contact the liaison officer.