

Title 1—GENERAL PROVISIONS

Chapter I—Administrative Committee of the Federal Register

REPUBLICATION OF CHAPTER, AS AMENDED

The regulations of the Administrative Committee of the Federal Register contained in Chapter I of Title I, Code of Federal Regulations, are hereby republished by order of the Committee. The regulations are republished to conform authority citations and internal references to title 5 and title 44 of the United States Code, as enacted into positive law. In addition, minor changes have been made to reflect relocation of the Office of the Federal Register and to bring other informational matters up to date.

The republication as set forth below contains no substantive changes.

Subchapter A—General

Part

- 1 General information.
- 2 Services to the public.
- 3 Services to Federal agencies.
- 4 Agency representatives.

Subchapter B—Presidential Proclamations and Executive Orders

- 7 Preparation, presentation, filing, and publication of Executive orders and proclamations.

Subchapter C—The Federal Register

- 10 General.
- 11 Mandatory, authorized, and prohibited publication.
- 12 Publication schedules.
- 13 Order of arrangement in the FEDERAL REGISTER.
- 14 Indexes and ancillaries.
- 15 Distribution of FEDERAL REGISTER.
- 16 Preparation and transmittal of documents generally.
- 17 Preparation of documents subject to codification.
- 18 Preparation of notices and rule making proposals.
- 20 Incorporation by reference.

Subchapter D—Special Editions of the Federal Register

- 30 Code of Federal Regulations.
- 31 U.S. Government Organization Manual.
- 32 Presidential papers.

Subchapter E—Definitions

- 40 Meaning of terms in this chapter.

SUBCHAPTER A—GENERAL

PART 1—GENERAL INFORMATION

Sec.

- 1.0 Scope and purpose.
- 1.1 Administrative Committee of the Federal Register.
- 1.2 Office of the Federal Register; location, hours.
- 1.3 General authority of Director, Office of the Federal Register.
- 1.4 Publication of statutes, rules, and related documents.
- 1.5 Availability of Federal Register publications.

AUTHORITY: The provisions of this Part 1 issued under 44 U.S.C. 1506, Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

§ 1.0 Scope and purpose.

This chapter sets forth the procedures, policies, determinations, and

delegations whereby the Administrative Committee of the Federal Register carries out its general responsibilities under the Federal Register Act (44 U.S.C. Ch. 15). One of the primary purposes of this chapter is to inform the public of the nature and uses of Federal Register publications. Interested persons should consider not only the provisions of this part and Part 2 of this subchapter but also should read related provisions directed principally to the agencies of the Federal Government. These latter provisions develop details and assist the user in taking full advantage of the protection and services afforded under the Federal Register Act.

§ 1.1 Administrative Committee of the Federal Register.

The Administrative Committee of the Federal Register, established by 44 U.S.C. 1506, consists of the Archivist or Acting Archivist of the United States, who is chairman of the Committee, an officer of the Department of Justice, designated by the Attorney General, and the Public Printer or Acting Public Printer. The Director of the Office of the Federal Register serves as secretary of the Committee. All materials required by law to be filed with the Committee, and all correspondence, inquiries, and other communications intended for the Committee shall be directed to the Director at the Office of the Federal Register.

§ 1.2 Office of the Federal Register; location, hours.

The Office of the Federal Register is a component of the National Archives and Records Service of the General Services Administration. The Office is located at 633 Indiana Avenue NW., Washington, D.C. Office hours are from 8:45 a.m. to 5:15 p.m., Monday through Friday except official Federal holidays.

§ 1.3 General authority of Director, Office of the Federal Register.

The Director is authorized to administer generally the provisions of this chapter, the related provisions of the Federal Register Act, and the pertinent provisions of acts and rules contemplated by 44 U.S.C. 1505.

§ 1.4 Publication of statutes, rules, and related documents.

The Office of the Federal Register is responsible for the central filing of the original acts comprising the laws enacted by the Congress, and the original documents comprising the public rules and notices issued pursuant to those laws by the executive branch of the United States Government. From these original acts and documents, the Office publishes the *slip laws*, the *United States Statutes at Large*, the daily *FEDERAL REGISTER*, and the *Code of Federal Regulations*. From related official source material, the Office also publishes the *United States Government Organization Manual*, the *Public Papers of the Presidents of the United States*, and the *Weekly Compilation of Presidential Documents*.

§ 1.5 Availability of Federal Register publications.

The publications described in § 1.4 are printed by the Government Printing Office and may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. These publications are not available for free distribution to members of the public at large (see § 2.5 of this chapter).

PART 2—SERVICES TO THE PUBLIC

Sec.

- 2.1 Inquiries and correspondence.
- 2.2 Information service.
- 2.3 Public inspection of documents.
- 2.4 Reproductions and certified copies of acts and documents.
- 2.5 Subscription and sale of publications.

AUTHORITY: The provisions of this Part 2 issued under 44 U.S.C. 1506, Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

§ 2.1 Inquiries and correspondence.

Inquiries and other correspondence should be addressed to the Director, Office of the Federal Register, National Archives and Records Service, Washington, D.C. 20408.

§ 2.2 Information service.

Information concerning the publications described in § 1.4 of this chapter and concerning the original acts and documents filed with the Office of the Federal Register will be given freely by the Office on request, unless the time required to provide that information would be excessive. Staff members of the Office will not undertake to summarize or interpret substantive text of any law or document.

§ 2.3 Public inspection of documents.

Current documents filed with the Office pursuant to law are open to public inspection in the Office of the Federal Register, Room 405, 633 Indiana Avenue NW., Washington D.C., during the working day. There are no formal inspection requirements or procedures. Manual, typewritten, or other copies of excerpts may be made freely at the inspection desk.

§ 2.4 Reproductions and certified copies of acts and documents.

The furnishing of reproductions of acts and documents and the preparation and attachment of authentication certificates are governed by the rules covering the public use of records in the National Archives (41 CFR Part 105-61). In general, the rules provide for the advance payment of appropriate fees for reproduction services and for certifying reproductions.

§ 2.5 Subscription and sale of publications.

Federal Register publications are available through subscription or sale to members of the public at large. Provisions governing subscription and sale are as follows:

- (a) *Slip laws*. See section 709, title 44 of the United States Code.

Note: Orders for individual copies of public slip law prints or annual subscription to such prints are handled by the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402.

(b) *U.S. Statutes at Large*. See section 728, title 44 of the United States Code.

Note: Orders are handled by the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. Price of volume varies with each session of Congress.

(c) *Federal Register*. See §§ 15.10 and 15.11 of this chapter.

(d) *Code of Federal Regulations*. See §§ 30.16 and 30.17 of this chapter.

(e) *U.S. Government Organization Manual*. See § 31.28 of this chapter.

(f) *Public Papers of the Presidents of the United States*. See § 32.22 of this chapter.

(g) *Weekly Compilation of Presidential Documents*. See § 32.50 of this chapter.

PART 3—SERVICES TO FEDERAL AGENCIES

Subpart A—General

- 3.1 General cooperation.
- 3.2 Information service.
- 3.3 Submission of documents.
- 3.4 Informal staff assistance.
- 3.5 Reproductions and certified copies of acts and documents.
- 3.6 Official subscriptions and requisitions of Federal Register publications.

Subpart B—Special Assistance

- 3.10 Information on document drafting and publication assistance.
- 3.11 Programs of technical instruction.

Subpart C—Supplementary Printing and Editorial Services

- 3.15 Purpose.
- 3.16 Use of Federal Register standing type.
- 3.17 Overruns of Federal Register publications.
- 3.18 Special editorial service.
- 3.19 Supplementary loose-leaf services.

AUTHORITY: The provisions of this Part 3 issued under 44 U.S.C. 1506. Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

Subpart A—General

§ 3.1 General cooperation.

The Director stands ready to cooperate fully with all agencies having business with the Office in order to assist such agencies in complying with pertinent publication laws and to assure efficient public service in the promulgation of administrative documents having the effect of law or of legal notice.

§ 3.2 Information service.

The Office of the Federal Register stands ready to answer all appropriate inquiries presented in person, by telephone, or in writing. All written communications and all matters involving classified material or involving the Administrative Committee should be presented to the Director, Office of the Federal Register, National Archives and

Records Service, Washington, D.C. 20408.

§ 3.3 Submission of documents.

Documents authorized or required by law to be filed with the Office or published in the FEDERAL REGISTER or filed with the Administrative Committee shall be presented to the Director.

§ 3.4 Informal staff assistance.

The Office of the Federal Register is prepared to give informal assistance and advice to officials of the various agencies with respect to general or specific problems of rule drafting, rule making procedures, and promulgation practices.

§ 3.5 Reproductions and certified copies of acts and documents.

Reproductions or certified copies of original acts and documents filed with the Office which are required for official use ordinarily will be furnished by the Director on request without charge. In cases involving voluminous material or numerous copies, the requesting agency may be required to reimburse the cost of reproduction.

§ 3.6 Official subscriptions and requisitions of Federal Register publications.

The availability for official use of the Federal Register publications described in § 1.4 of this chapter varies with the nature of each publication. Provisions governing official distribution are as follows:

(a) *Slip laws*. See section 709, title 44 of the United States Code.

Note: Single copies may be obtained from the House or Senate Document Room, United States Congress. Quantity overruns of one or all of the slip laws may be obtained by timely submission of a requisition (Standard Form 1) to the Government Printing Office, Washington, D.C. 20402.

(b) *U.S. Statutes at Large*. See section 728, title 44 of the United States Code.

Note: Written request for official copies should be directed to the Joint Committee on Printing, United States Capitol, Washington, D.C. 20510.

(c) *Federal Register*. See §§ 15.3 to 15.8 of this chapter.

(d) *Code of Federal Regulations*. See §§ 30.12 to 30.15 of this chapter.

(e) *U.S. Government Organization Manual*. See §§ 31.21 to 31.26 of this chapter.

(f) *Public Papers of the Presidents of the United States*. See §§ 32.15 to 32.19 of this chapter.

(g) *Weekly Compilation of Presidential Documents*. See § 32.40 of this chapter.

Subpart B—Special Assistance

§ 3.10 Information on document drafting and publication assistance.

The Director is authorized to prepare and distribute to agencies information and instructions designed to promote effective compliance with the purposes of the Federal Register Act, related stat-

utes, and the rules prescribed in this chapter.

§ 3.11 Programs of technical instruction.

The Director is authorized to develop and conduct programs of technical instruction for the benefit of agencies. Programs shall be designed to explain and supplement the written materials distributed pursuant to § 3.10.

Subpart C—Supplementary Printing and Editorial Services

§ 3.15 Purpose.

The Director is authorized to provide special services to agencies to promote efficiency and economy through the use of printing and editorial facilities developed in editing and publishing the FEDERAL REGISTER and the Code of Federal Regulations.

§ 3.16 Use of Federal Register standing type.

Type used in printing the FEDERAL REGISTER is normally available for reuse by agencies in making reprints on their own requisition. Printing and binding requisitions (Standard Form 1) shall be submitted to the Office for forwarding to the Government Printing Office.

§ 3.17 Overruns of Federal Register publications.

To meet requirements for special distribution in substantial quantity, agencies may requisition overruns of any Federal Register publication by the timely submission of a printing and binding requisition (Standard Form 1) to the Government Printing Office. Detailed information regarding quantity overruns of each specific publication is provided in this chapter under § 3.6 (slip laws, U.S. Statutes at Large); §§ 15.6 and 15.7 (FEDERAL REGISTER); § 30.15 (Code of Federal Regulations); § 31.25 (U.S. Government Organization Manual); § 32.18 (Public Papers of the Presidents of the United States); and § 32.40 (Weekly Compilation of Presidential Documents).

§ 3.18 Special editorial service.

The Office is prepared to compile and collate Code units as of a given date in order to assist the issuing agency in preparing a document for publication in the FEDERAL REGISTER. Requests for this service may be made to the Office informally.

§ 3.19 Supplementary loose-leaf services.

The Director is authorized to cooperate with agencies in developing supplementary loose-leaf services covering special areas in which the need is sufficient to justify any added costs.

PART 4—AGENCY REPRESENTATIVES

- Sec. 4.1 Designation.
- 4.2 Notification of designation.
- 4.3 Liaison duties.
- 4.4 Certifying duties.
- 4.5 Authorizing duties.

AUTHORITY: The provisions of this Part 4 issued under 44 U.S.C. 1506, Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

§ 4.1 Designation.

Each agency shall designate representatives to serve in the following-described capacities in relation to the Office of the Federal Register:

Liaison officer and alternate.
Certifying officer and alternate.
Authorizing officer and alternate.

§ 4.2 Notification of designation.

Every agency shall notify the Director in writing of the name, title, address, and telephone extension of each agency representative designated in compliance with § 4.1. Whenever a change in representation is made by an agency, prompt notification thereof shall be given in writing to the Director.

§ 4.3 Liaison duties.

The liaison officer shall represent his agency in all matters relating to the submission of documents to the Office and respecting general compliance with the provisions of this chapter. He also shall be responsible for the effective distribution and use within his agency of Federal Register information on document drafting and publication assistance authorized by § 3.10 of this chapter, and for promoting his agency's participation in the programs of technical instruction authorized by § 3.11 of this chapter. Additional liaison duties, with respect to the U.S. Government Organization Manual, are described in § 31.12 of this chapter.

§ 4.4 Certifying duties.

The certifying officer shall be responsible for the attachment of the required number of true copies to all original documents submitted by his agency to the Office and for affixing his certification, as provided by §§ 16.6 and 16.7 of this chapter.

§ 4.5 Authorizing duties.

The authorizing officer shall be responsible for furnishing the Director with a current mailing list of individuals or offices authorized under the provisions of this chapter to receive for official use the FEDERAL REGISTER, the Code of Federal Regulations, and the Weekly Compilation of Presidential Documents.

SUBCHAPTER B—PRESIDENTIAL PROCLAMATIONS AND EXECUTIVE ORDERS

PART 7—PREPARATION, PRESENTATION, FILING, AND PUBLICATION OF EXECUTIVE ORDERS AND PROCLAMATIONS

- Sec.
7.1 Form.
7.2 Routing and approval of drafts.
7.3 Routing and certification of originals and copies.
7.4 Proclamations calling for the observance of special days or events.
7.5 Proclamations of treaties excluded.
7.6 Definition.

NOTE: The provisions of this Part 7 are derived from sections 1 to 6 of Executive Order 11030, 27 F.R. 5847, 3 CFR, 1959-1963 Comp. p. 3 and E.O. 11354, 32 F.R. 7695, 1967 Comp., p. 288.

CROSS REFERENCE: For provisions respecting publication of Presidential documents in the Code of Federal Regulations, see § 30.8 of this chapter.

§ 7.1 Form.

Proposed Executive orders and proclamations shall be prepared in accordance with the following requirements:

(a) The order or proclamation shall be given a suitable title.

(b) The order or proclamation shall contain a citation of the authority under which it is issued.

(c) Punctuation, capitalization, spelling, and other matters of style shall, in general, conform to the most recent edition of the United States Government Printing Office Style Manual.

(d) The spelling of geographic names shall conform to the decisions of the Board on Geographic Names, established by section 2 of the act of July 25, 1947, 61 Stat. 456 (43 U.S.C. 364a).

(e) Descriptions of tracts of land shall conform, so far as practicable, to the most recent edition of the "Specifications for Descriptions of Tracts of Land for Use in Executive Orders and Proclamations," prepared by the Bureau of Land Management, Department of the Interior.

(f) Proposed Executive orders and proclamations shall be typewritten on paper approximately 8 x 13 inches, shall have a left-hand margin of approximately 1½ inches and a right-hand margin of approximately 1 inch, and shall be double-spaced except that quotations, tabulations, and descriptions of land may be single-spaced.

(g) Proclamations issued by the President shall conclude with the following-described recitation:

IN WITNESS WHEREOF, I have hereunto set my hand this ----- day of -----, in the year of our Lord -----, and of the Independence of the United States of America the -----.

§ 7.2 Routing and approval of drafts.

(a) A proposed Executive order or proclamation shall first be submitted, with seven copies thereof, to the Director of the Bureau of the Budget, together with a letter, signed by the head or other properly authorized officer of the originating Federal agency, explaining the nature, purpose, background, and effect of the proposed Executive order or proclamation and its relationship, if any, to pertinent laws and other Executive orders or proclamations.

(b) If the Director of the Bureau of the Budget approves the proposed Executive order or proclamation, he shall transmit it to the Attorney General for his consideration as to both form and legality.

(c) If the Attorney General approves the proposed Executive order or proclamation, he shall transmit it to the Director of the Office of the Federal

Register, National Archives and Records Service, General Services Administration: *Provided*, That in cases involving sufficient urgency the Attorney General may transmit it directly to the President: *And provided further*, That the authority vested in the Attorney General by this section may be delegated by him, in whole or in part, to the Deputy Attorney General, Solicitor General, or to such Assistant Attorney General as he may designate.

(d) After determining that the proposed Executive order or proclamation conforms to the requirements of § 7.1 and is free from typographical or clerical error, the Director of the Office of the Federal Register shall transmit it and three copies thereof to the President.

(e) If the proposed Executive order or proclamation is disapproved by the Director of the Bureau of the Budget or by the Attorney General, it shall not thereafter be presented to the President unless it is accompanied by a statement of the reasons for such disapproval.

§ 7.3 Routing and certification of originals and copies.

(a) If the order or proclamation is signed by the President, the original and two copies shall be forwarded to the Director of the Office of the Federal Register for publication in the FEDERAL REGISTER.

(b) The Office of the Federal Register shall cause to be placed upon the copies of all Executive orders and proclamations forwarded as provided in paragraph (a) of this section the following notation, to be signed by the Director or by some person authorized by him to sign such notation: "Certified to be a true copy of the original."

§ 7.4 Proclamations calling for the observance of special days or events.

Except as may be otherwise provided by law, responsibility for the preparation and presentation of proposed proclamations calling for the observance of special days, or other periods of time, or events shall be assigned by the Director of the Bureau of the Budget to such agencies as he may consider appropriate. Such proposed proclamations shall be submitted to the Director at least 60 days before the date of the specified observance.

§ 7.5 Proclamations of treaties excluded.

Consonant with the provisions of the Federal Register Act (44 U.S.C. 1511), nothing in this order shall be construed to apply to treaties, conventions, protocols, or other international agreements, or proclamations thereof by the President.

§ 7.6 Definition.

The term "Presidential proclamations and Executive orders" as used in the Federal Register Act (44 U.S.C. 1505(a)), shall, except as the President or his representative may hereafter otherwise direct, be deemed to include such attachments thereto as are referred to in the respective proclamations or orders.

SUBCHAPTER C—THE FEDERAL REGISTER

PART 10—GENERAL

- Sec.
 10.1 Publication policy.
 10.2 Daily publication.
 10.3 Keying to Code of Federal Regulations.
 10.4 Form of citation.
 10.5 Unrestricted use.

AUTHORITY: The provisions of this Part 10 issued under 44 U.S.C. 1506, Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

§ 10.1 Publication policy.

(a) Pursuant to the act and the provisions of this chapter, the Office shall maintain a serial publication designated as the "FEDERAL REGISTER." It is the intent of the Administrative Committee that documents required or authorized to be filed for publication shall be published in the FEDERAL REGISTER as promptly as possible within limitations imposed by considerations of accuracy, usability, and reasonable costs.

(b) In prescribing rules governing headings, preambles, effective dates, authority citations, and similar matters of form, the Administrative Committee does not intend such rules to be construed as bearing on the validity of any document which is, in fact, filed and published under law.

§ 10.2 Daily publication.

The FEDERAL REGISTER shall be published daily Tuesday through Saturday. There shall be no publication on Sunday, Monday, or on the day after an official Federal holiday.

§ 10.3 Keying to Code of Federal Regulations.

Documents subject to codification, published in the daily issues of the FEDERAL REGISTER, shall be keyed to the Code of Federal Regulations and shall serve as daily supplements thereto.

§ 10.4 Form of citation.

Without prejudice to any other mode of citation, the contents of the FEDERAL REGISTER may be cited by volume and page number. The approved short form of citation to the FEDERAL REGISTER is "F.R." Thus "29 F.R. 3820" refers to material beginning on page 3820 of volume 29 of the daily issues.

§ 10.5 Unrestricted use.

There are no restrictions on the reproduction or republication of materials appearing in the FEDERAL REGISTER.

PART 11—MANDATORY, AUTHORIZED, AND PROHIBITED PUBLICATION

- MANDATORY**
- Sec.
 11.1 Proclamations, Executive orders, and other Presidential documents.
 11.2 Documents having general applicability and legal effect.
 11.3 Classes created by act of Congress.
- AUTHORIZED**
- 11.5 Documents of public interest.
- EXPIRATION NOTICES**
- 11.7 Notification of expiration of codified material.

CORRECTION OF ERRORS

- 11.10 Errors in documents.
 11.11 Errors in printing.

UNAUTHORIZED OR PROHIBITED

- 11.20 Comments and news items.
 11.21 International agreements.
 11.22 Papers other than documents.

AUTHORITY: The provisions of this Part 11 issued under 44 U.S.C. 1506, Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

MANDATORY

§ 11.1 Proclamations, Executive orders, and other Presidential documents.

All Presidential proclamations and Executive orders in the numbered series, and all other documents which the President submits for publication or orders to be published, are filed with the Office and published in the FEDERAL REGISTER.

§ 11.2 Documents having general applicability and legal effect.

Every document issued under proper authority prescribing a penalty or a course of conduct, conferring a right, privilege, authority, or immunity, or imposing an obligation, and 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, is hereby determined to have general applicability and legal effect. Such documents shall be filed with the Office and published in the FEDERAL REGISTER.

§ 11.3 Classes created by act of Congress.

Documents or classes of documents required to be published by act of Congress shall be filed with the Office and published in the FEDERAL REGISTER.

AUTHORIZED

§ 11.5 Documents of public interest.

Other documents which in the opinion of the Director are of sufficient public interest to warrant such publication may be filed with the Office and published in the FEDERAL REGISTER.

EXPIRATION NOTICES

§ 11.7 Notification of expiration of codified material.

(a) Whenever a document subject to codification expires after a specified period by its own terms or by statutory provision, notification by document of the actual expiration date should be submitted for publication in the FEDERAL REGISTER.

(b) If the preparation of such a document is not expedient, the responsible agency shall provide the Director with timely notification in writing that the document is no longer in effect, citing the pertinent terms.

CORRECTION OF ERRORS

§ 11.10 Errors in documents.

After a document has been formally filed for public inspection and publication, errors in the substantive text thereof may be corrected only by the formal filing and publication of another document effecting the correction.

§ 11.11 Errors in printing.

Typographical or clerical errors made in the printing of the FEDERAL REGISTER shall be corrected by the insertion of an appropriate notation or by a reprinting in the FEDERAL REGISTER published without further agency documentation; *Provided*, That the Director determines that the error (1) tends to confuse or mislead the reader, or (2) would affect text subject to codification.

UNAUTHORIZED OR PROHIBITED

§ 11.20 Comments and news items.

The act prohibits the publication in the FEDERAL REGISTER of comments or news items of any character whatsoever (44 U.S.C. 1505(b)).

§ 11.21 International agreements.

The act does not apply to treaties, conventions, protocols, and other international agreements, or proclamations thereof by the President (44 U.S.C. 1511).

NOTE: The materials described in § 11.21 are published by the Secretary of State pursuant to 1 U.S.C. 112a.

§ 11.22 Papers other than documents.

The act authorizes and requires the publication of certain "documents," as that term is defined in 44 U.S.C. 1501, and does not authorize or require the publication of papers that do not come within that definition.

PART 12—PUBLICATION SCHEDULES

- Sec.
 12.1 Publication schedules.
 12.2 Receipt and processing.
 12.3 Filing for public inspection.
- EMERGENCY SCHEDULE**
- 12.5 Procedure for Schedule 1.
 12.6 Criteria for Schedule 1.
 12.7 Timing.
 12.8 Transmittal from distant points.
- REGULAR SCHEDULE**
- 12.11 Procedure for Schedule 2.
 12.12 Timing.
- SPECIAL SCHEDULE**
- 12.15 Procedure for Schedule 3.
 12.16 Criteria for Schedule 3.
 12.17 Timing.

AUTHORITY: The provisions of this Part 12 issued under 44 U.S.C. 1506, Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

§ 12.1 Publication schedules.

Documents properly submitted for publication in the FEDERAL REGISTER shall be immediately assigned by the Office to one of the following publication schedules:

- Schedule 1—Emergency.
 Schedule 2—Regular.
 Schedule 3—Special.

§ 12.2 Receipt and processing.

Documents shall be received during a working day. Upon receipt, documents shall be held for confidential processing until filed for public inspection.

§ 12.3 Filing for public inspection.

Documents shall be filed for public inspection on the working day preceding the publication day thereof. The Office

shall place upon the original and certified copies of all documents a notation of the day and hour when they are filed and made available for public inspection. (See § 16.6 of this chapter.)

EMERGENCY SCHEDULE

§ 12.5 Procedure for Schedule 1.

A document shall be assigned to "Schedule 1—Emergency" upon specific request of the issuing agency and agreement thereto by the Director. Requests may be made by letter of transmittal or otherwise, as time permits. Confirmation of the assignment shall be made as promptly as possible.

§ 12.6 Criteria for Schedule 1.

Schedule 1 is designed to provide the fastest possible publication of a document involving the prevention, alleviation, control, or relief of an emergency situation. Requests for such publication should briefly describe the emergency and the benefits attributable to immediate publication in the FEDERAL REGISTER. Assignments to Schedule 1 shall be allowed whenever feasible.

§ 12.7 Timing.

Documents received by the Office before noon and assigned to Schedule 1 shall be published in the daily issue next following. Whenever such documents are received in the afternoon, they shall be published as soon thereafter as practicable.

§ 12.8 Transmittal from distant points.

The text of a Schedule 1 document may be transmitted from a distant field installation to its Washington office by telecommunication. Certified transcriptions thereof may be filed forthwith, in advance of receipt of the original document. The original document must then be filed at the earliest possible time. In such cases, the publication date under Schedule 1 shall be based on receipt by the Office of the certified transcribed copies. (See § 16.1(c) of this chapter.)

REGULAR SCHEDULE

§ 12.11 Procedure for Schedule 2.

In the absence of special arrangement with the issuing agency, documents shall be assigned to Schedule 2 for regular publication. Receipt in the ordinary course of business shall be considered as a request for such publication.

§ 12.12 Timing.

Documents assigned to Schedule 2 shall be held for confidential processing, including typesetting, for one full working day after receipt, shall be filed by the Office for public inspection on the next working day, and shall be published on the publication day next following the day of filing. Thus the regular schedule of publication shall be as follows:

Received	Filed	Published
Monday	Wednesday	Thursday
Tuesday	Thursday	Friday
Wednesday	Friday	Saturday
Thursday	Monday	Tuesday
Friday	Tuesday	Wednesday

SPECIAL SCHEDULE

§ 12.15 Procedure for Schedule 3.

(a) Documents received in the ordinary course of business may be assigned to Schedule 3 by the Director, who shall cause the liaison officer concerned to be immediately notified of the assignment and the reasons therefor.

(b) Documents that are the subject of agreements involving special editorial or publication services may be placed in Schedule 3 by prearrangement.

§ 12.16 Criteria for Schedule 3.

Except by prearrangement, documents may be assigned to Schedule 3 only because of technical problems requiring additional time to prepare material for the press. Such requirement for additional time generally may be obviated through advance consultation with the Office respecting unusual tabulations, illustrations, or exceptionally voluminous submissions.

§ 12.17 Timing.

(a) Except as provided in paragraph (b) of this section, documents assigned to Schedule 3 because of technical problems shall be published as nearly on regular schedule as practicable.

(b) Documents assigned to Schedule 3 by prearrangement shall be published on the date agreed upon, without regard to the regular schedule.

PART 13—ORDER OF ARRANGEMENT IN THE FEDERAL REGISTER

Sec.

- 13.1 General.
- 13.2 The President.
- 13.3 Rules and Regulations.
- 13.4 Proposed Rule Making.
- 13.5 Notices.

AUTHORITY: The provisions of this Part 13 issued under 44 U.S.C. 1506. Sec. 6, E.O. 10580, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

§ 13.1 General.

Documents published in the FEDERAL REGISTER shall be arranged under four principal headings in the following order:

- The President.
- Rules and Regulations.
- Proposed Rule Making.
- Notices.

§ 13.2 The President.

There shall be published under this heading all Executive orders and proclamations in the numbered series, and all other Presidential documents which the President submits for publication or orders to be published.

§ 13.3 Rules and Regulations.

There shall be published under this heading all other documents subject to codification.

§ 13.4 Proposed Rule Making.

There shall be published under this heading all general notices of proposed rule making submitted pursuant to the Administration Procedure Act (5 U.S.C. 553) or pursuant to the provisions of

any other act, and similar notices voluntarily undertaken by the issuing agency.

§ 13.5 Notices.

There shall be published under this heading all documents not falling within the provisions of §§ 13.2 to 13.4. These documents include:

- (a) Miscellaneous documents not subject to codification.
- (b) Notices of hearings that are not included under proposed rule making.
- (c) Documents which in the opinion of the Director are of sufficient public interest to warrant publication. (See § 11.5 of this chapter.)

PART 14—INDEXES AND ANCILLARIES

SUBJECT INDEXES

Sec.

- 14.1 Daily contents.
- 14.2 Analytical subject indexes.

NUMERICAL FINDING AIDS

- 14.5 Daily lists of parts affected.
- 14.6 Monthly lists of sections affected.

SPECIAL DIGESTS AND GUIDES

- 14.9 Index-digests and guides.

AUTHORITY: The provisions of this Part 14 issued under 44 U.S.C. 1506. Sec. 6, E.O. 10580, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

SUBJECT INDEXES

§ 14.1 Daily contents.

The contents of each FEDERAL REGISTER shall be appropriately indexed under the names of the issuing agencies.

§ 14.2 Analytical subject indexes.

Analytical subject indexes covering the contents of the FEDERAL REGISTER shall be separately published as currently as practicable, and shall be cumulated and separately published at least once each calendar year.

NUMERICAL FINDING AIDS

§ 14.5 Daily lists of parts affected.

Each daily issue shall carry a numerical list of the parts of the Code expressly affected by documents published in that issue. Beginning with the second issue of the month, each daily issue shall also carry a cumulated list of the parts affected by documents published during that month.

§ 14.6 Monthly lists of sections affected.

Monthly lists of sections affected shall be separately published on a cumulative basis during each calendar year. They shall contain a cumulative numerical list of the sections of the Code expressly affected by documents published in the FEDERAL REGISTER during the period covered.

SPECIAL DIGESTS AND GUIDES

§ 14.9 Index-digests and guides.

(a) Index-digests and similar guides, based on laws, Presidential documents, regulations, and notice materials published by the Office, and serving an appropriate need for users of the FEDERAL

REGISTER, may be prepared and published annually or at such intervals as may be necessary to keep them current and useful.

(b) Such digests and guides shall be considered special editions of the FEDERAL REGISTER whenever the public need requires special imposition or special binding in substantial numbers.

PART 15—DISTRIBUTION OF FEDERAL REGISTER

- Sec.
15.1 General.
- OFFICIAL DISTRIBUTION
- 15.3 The Congress.
15.4 Judicial branch.
15.5 Executive agencies.
15.6 Requisitions for quantity overruns of specific issues.
15.7 Requisitions for quantity overruns of separate Part II issues.
15.8 Extra copies.

PUBLIC SALE

- 15.10 Monthly or annual subscription.
15.11 Individual copies.

AUTHORITY: The provisions of this Part 15 issued under 44 U.S.C. 1506. Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

§ 15.1 General.

The Government Printing Office shall make distribution of the FEDERAL REGISTER by delivery or by deposit at a post office at or before 9:00 a.m. of the publication day.

OFFICIAL DISTRIBUTION

§ 15.3 The Congress.

Members of the Congress shall be entitled to a maximum of 5 copies daily.

§ 15.4 Judicial branch.

(a) *Supreme Court.* The FEDERAL REGISTER shall be furnished without charge to the United States Supreme Court in such numbers as are needed for official use.

(b) *Other courts.* The FEDERAL REGISTER shall be furnished without charge to the other constitutional courts and the legislative courts of the United States in such numbers as are needed for official use. The Director of the Administrative Office of the United States Courts or his delegate shall submit written authorizations to the Director of the Federal Register specifying the quantities so required.

§ 15.5 Executive agencies.

The FEDERAL REGISTER shall be furnished without charge to officers and employees of the United States in such numbers as are needed for official use. Requests for placement on the FEDERAL REGISTER mailing list shall be made, in writing, to the Director by the person in the agency concerned who is authorized under §§ 4.1 and 4.5 of this chapter to list offices and employees who need to receive the FEDERAL REGISTER for official use.

§ 15.6 Requisitions for quantity overruns of specific issues.

To meet requirements for special distribution of the FEDERAL REGISTER in

substantial quantity, agencies may request an overrun of a specific issue. Advance printing and binding requisitions (Standard Form 1), submitted by the agency directly to the Government Printing Office, must be received no later than 12 noon of the day before publication.

§ 15.7 Requisitions for quantity overruns of separate Part II issues.

Whenever copies in substantial quantity are required of a document estimated to fill at least sixteen FEDERAL REGISTER pages (approximately 80 or more typewritten double-spaced pages), such document may be published as a separate Part II of the FEDERAL REGISTER. Advance arrangements for this service must be made with the Office of the Federal Register. Copies of any such Part II may then be obtained by following the procedure described in § 15.6.

§ 15.8 Extra copies.

Requests for limited quantities of extra copies of a particular issue of the FEDERAL REGISTER for official use must be addressed to the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. Extra copies must be paid for by the agency or official requesting them.

PUBLIC SALE

§ 15.10 Monthly or annual subscription.

The daily issues of the FEDERAL REGISTER shall be furnished to subscribers on a monthly or an annual basis, at a price determined by the Administrative Committee. The subscription price must be paid in advance to the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402.

§ 15.11 Individual copies.

Limited quantities of current or recent copies may be obtained from the Superintendent of Documents at a price determined by him.

PART 16—PREPARATION AND TRANSMITTAL OF DOCUMENTS GENERALLY

ORIGINAL AND COPIES

- Sec.
16.1 Original and copies required.
16.2 Letters of transmittal.
16.3 Letter form.
16.4 Typewritten originals.
16.5 Printed or processed documents.
16.6 Certified copies.
16.7 Form of certification.
16.8 Signature.
16.9 Seal.

STYLE

- 16.15 Punctuation, capitalization, orthography.
16.16 Geographic names.
16.17 Descriptions of tracts of land.

ILLUSTRATIONS, TABULAR MATERIAL, AND FORMS

- 16.20 Illustrations and tabular material.
16.21 Forms.

AUTHORITY: The provisions of this Part 16 issued under 44 U.S.C. 1506. Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

CROSS REFERENCE: For preparation of Presidential proclamations and Executive orders, see Subchapter B of this chapter.

ORIGINAL AND COPIES

§ 16.1 Original and copies required.

(a) Ordinarily an original and two duplicate originals or certified copies of all documents required or authorized to be published in the FEDERAL REGISTER shall be submitted to the Office.

(b) Agencies submitting documents printed or processed on both sides shall furnish, in addition to an original, three duplicate originals or certified copies.

(c) In the case of documents issued outside the District of Columbia, certified text may be submitted in lieu of the original (see § 12.8 of this chapter). The certified text must be replaced by the original document as soon as possible for filing as required by the Federal Register Act (44 U.S.C. 1503).

§ 16.2 Letters of transmittal.

Letters of transmittal are not required, but should be used whenever special handling or treatment is desired. (See Part 12 of this chapter.)

§ 16.3 Letter form.

The Code of Federal Regulations should never be amended by an instrument in the form of a letter. In fact, a letter is not an appropriate form for any document prepared for publication in the Rules and Regulations, Proposed Rule Making, or Notices portions of the FEDERAL REGISTER.

§ 16.4 Typewritten originals.

In general, documents shall be typewritten on white bond paper approximately 8 by 10½ inches, shall have a left-hand margin of approximately 1½ inches, and a right-hand margin of approximately 1 inch, and shall be double-spaced.

§ 16.5 Printed or processed documents.

Printed or processed documents may be accepted for filing and publication. The submitting agency shall obtain the prior approval of the Director respecting the suitability of such submission as an archival original and as printer's copy. Under no circumstances shall photostatic copies be accepted as original documents.

§ 16.6 Certified copies.

The certified copies or duplicate originals required under § 16.1 shall be attached to the original of all documents. All copies shall be entirely clear and legible. Copies of typewritten originals shall consist of either positive photostats on paper of a matte surface, electrostatic copies, or the first two carbon copies of the ribbon original. The time of filing and publication shall be governed by the time when clear and legible copies are submitted.

§ 16.7 Form of certification.

The copies of all documents required or authorized to be filed with the Office, except documents issued by the President, shall be certified substantially as follows: "Certified to be a true copy of the original". Each such certification shall be signed by a certifying officer

designated pursuant to § 4.1 of this chapter.

§ 16.8 Signature.

All original and duplicate original documents shall be signed in ink. Initials and impressed signatures shall not be acceptable. The name and title of the official signing the document shall be typed beneath his signature.

§ 16.9 Seal.

Affixation of a seal to original documents or certified copies is optional with the issuing agency.

STYLE

§ 16.15 Punctuation, capitalization, orthography.

Punctuation, capitalization, orthography, and other matters of style shall conform in general to the most recent edition of the United States Government Printing Office Style Manual.

§ 16.16 Geographic names.

The spelling of geographic names shall conform to the most recent official decisions of the Board on Geographic Names established pursuant to the act of July 25, 1947 (61 Stat. 456; 43 U.S.C. 364a).

§ 16.17 Descriptions of tracts of land.

Descriptions of tracts of land shall conform, so far as practicable, with the most recent edition of the "Specifications for Descriptions of Tracts of Land for Use in Executive Orders and Proclamations," prepared by the Bureau of Land Management, Department of the Interior.

ILLUSTRATIONS, TABULAR MATERIAL, AND FORMS

§ 16.20 Illustrations and tabular material.

Whenever possible documents should be so drafted as to make the inclusion of illustrations and tabular material unnecessary. If their inclusion cannot be avoided, the documents will be assigned to publication Schedule 3 (§§ 12.15-12.17), and the following provisions shall apply:

(a) *Illustrations.* The original drawings, or clear reproductions, of all maps, charts, graphs, or other illustrations shall be submitted to the Office six working days before the date on which publication is desired. A legible reproduction of the original illustration reduced to a size approximating 8 by 10½ inches, shall appear as part of the original document and the required certified copies.

(b) *Tabular material.* Tabular material comprising more than two typewritten pages shall be forwarded to the Office six working days before the date on which publication is desired.

§ 16.21 Forms.

Tabulated blank forms for application, registration, reports, contracts, and the like, and the instructions for preparing such forms ordinarily shall not be published in full. In lieu thereof there may be submitted for publication a simple statement describing the function of the

form and indicating the place, or places, where copies may be obtained.

PART 17—PREPARATION OF DOCUMENTS SUBJECT TO CODIFICATION

Subpart A—General Requirements

Sec. 17.1	General provisions.
17.2	Descriptions of organization.
17.3	Orderly development.

CODE STRUCTURE

17.4	Titles.
17.5	Chapters.
17.6	Parts.
17.7	Sections.
17.8	Subtitles.
17.9	Subchapters.
17.10	Subparts and undesignated center heads.

NORMAL NUMBERING

17.12	Titles.
17.13	Chapters.
17.14	Parts.
17.15	Sections.
17.16	Internal divisions of sections.
17.17	Subtitles, subchapters, and subparts.
17.18	Reservation of numbers.

SPECIAL NUMBERING PROBLEMS

17.20	Addition of new units between existing units.
17.21	Vacated numbers.
17.22	Keying to agency numbering systems.
17.23	Statements of general policy; interpretations.

HEADINGS

17.26	Required Code headings.
17.27	Additional captions.
17.28	Tables of contents.
17.29	Composition of part headings.

AMENDMENTS

17.32	General requirements.
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REFERENCES

17.34	General requirements.
17.35	References to FEDERAL REGISTER.
17.36	References between or within titles of the Code.
17.37	Parallel citation of FEDERAL REGISTER and Code.
17.38	References to 1938 edition of Code.

EFFECTIVE-DATE STATEMENTS

17.41	Effective dates.
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Subpart B—Citations of Authority

17.45	General requirements.
17.46	Agency responsibility; amendments.
17.47	Provision for flexibility.

PLACEMENT

17.50	Coverage of single section.
17.51	Blanket coverage.
17.52	Combined blanket and separate coverage.
17.53	Combined blanket coverage.
17.54	Documents involving various amendments.
17.55	Non-statutory elements.

FORM

17.60	General.
17.61	Statutory materials.
17.62	Non-statutory materials.

AUTHORITY: The provisions of this Part 17 issued under 44 U.S.C. 1506, 1510. Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

CROSS REFERENCE: For preparation of Presidential proclamations and Executive orders, see Subchapter B of this chapter.

Subpart A—General Requirements

§ 17.1 General provisions.

All documents subject to codification shall be drafted as amendments to the Code of Federal Regulations and prepared in accordance with the provisions of this part and of Part 16 of this chapter before submission to the Office. Each such document shall contain a promulgation statement precisely describing the relationship of the new provisions to existing provisions of the Code.

§ 17.2 Descriptions of organization.

The Director is authorized to designate documents submitted under the Administrative Procedure Act (5 U.S.C. 552(a) (1) (A)) as "documents subject to codification" under special agreement with the issuing agency. Such agreements shall be based on a formal statement, signed by the head of the agency, to the effect that (a) publication in the Code is necessary or desirable for the effective discharge of the agency's functions or activities, and (b) publication in the Code may be discontinued by order of the Administrative Committee for failure of the agency to keep publication current.

§ 17.3 Orderly development.

For the purpose of assuring orderly development along practical lines, the Director is authorized to establish new titles in the Code and to rearrange existing titles and subordinate assignments. Before taking such actions, the Director shall consult with all agencies directly affected by a proposed change.

CODE STRUCTURE

§ 17.4 Titles.

The major divisions of the Code are titles, which bring together broadly related governmental functions.

§ 17.5 Chapters.

The normal divisions of titles are chapters, which are assigned to the various agencies within titles descriptive of the subject matter covered by the agencies' rules and regulations.

§ 17.6 Parts.

The normal divisions of chapters are parts. A part should consist of a unified body of rules or regulations applying to a specific function of the issuing agency or devoted to specific subject matter under control of the issuing agency. Parts are normally assigned to chapters as follows: Chapter I, Parts 1 to 199; Chapter II, Parts 200 to 299; Chapter III, Parts 300 to 399; etc.

§ 17.7 Sections.

The normal divisions of parts are sections. The section is the basic unit of the Code. It should consist of a short, simple presentation of one principal proposition.

§ 17.8 Subtitles.

Subtitles may be used to distinguish between material emanating from an overall office or agency and the material

issued by its various components. Subtitles may also be used to otherwise group chapters within a title.

§ 17.9 Subchapters.

Subchapters may be used to group related parts within a chapter.

§ 17.10 Subparts and undesignated center heads.

Subparts or undesignated center heads may be used to group related sections within a part. Undesignated center heads may also be used to group sections within a subpart.

NORMAL NUMBERING

§ 17.12 Titles.

Titles are numbered consecutively in Arabic throughout the Code.

§ 17.13 Chapters.

Chapters are numbered consecutively in Roman capitals throughout each title.

§ 17.14 Parts.

Parts are numbered in Arabic throughout each title.

§ 17.15 Sections.

Sections are numbered in Arabic throughout each part. A section number shall include the number of the part set off by a decimal point. Thus, the section number for section 15 within Part 17 is § 17.15.

§ 17.16 Internal divisions of sections.

Whenever internal divisions are necessary, sections shall be subdivided into paragraphs, paragraphs into subparagraphs, and subparagraphs into subdivisions, designated as follows:

Terminology:	<i>Illustrative symbol</i>
Paragraph -----	(a)
Subparagraph -----	(1)
Subdivision -----	(i)

§ 17.17 Subtitles, subchapters, and subparts.

Subtitles and subchapters are lettered consecutively in capitals throughout the title and the chapter respectively. Subparts may be lettered in capitals or may be undesignated.

§ 17.18 Reservation of numbers.

Where related parts or related sections are grouped under a heading as provided for in §§ 17.9 and 17.10, numbers should be reserved at the end of each group to allow for expansion.

SPECIAL NUMBERING PROBLEMS

§ 17.20 Addition of new units between existing units.

(a) If it becomes necessary to introduce a new part or section between existing parts or sections the new part or section shall be designated by the addition of a lowercase letter to the preceding part or section number. Thus, a part introduced between Parts 31 and 32 would be numbered Part 31a, and a section introduced between § 31.1 and § 31.2 would be numbered § 31.1a.

(b) If it should become necessary to introduce a paragraph between existing

paragraphs, and revision of the entire section is not desirable, the new paragraph shall be designated by the addition of a hyphen and Arabic number to the letter designating the preceding paragraph. Thus, a paragraph introduced between paragraphs (a) and (b) would be numbered as paragraph (a-1).

(c) Should it become necessary to introduce a unit smaller than a paragraph between existing units, the entire paragraph should be revised.

§ 17.21 Vacated numbers.

Whenever a number is vacated by a revocation, the remaining elements in the overall unit shall retain their old numbers until the overall unit is completely revised. Prior to revision, the vacated number may be marked: [Reserved].

§ 17.22 Keying to agency numbering systems.

The keying of section numbers to make them correspond to particular numbering systems in use by the agency shall be permitted only when, in the opinion of the Director, the keying will be of benefit both to the agency and to the public. In all cases prior approval for the use of keying systems shall be obtained from the Director.

§ 17.23 Statements of general policy; interpretations.

Whenever a statement of general policy or interpretation, submitted pursuant to the Administrative Procedure Act (5 U.S.C. 552(a) (1) (D)) applies to an entire part, it should be included in, or appended to, that part. Similarly, whenever a statement of policy or interpretation applies to a specific section it should be appended to that section. Statements of policy and interpretations of broader scope should be assigned to a part or group of parts within the chapter affected.

HEADINGS

§ 17.26 Required Code headings.

(a) The title, chapter, and part heading, in that order, shall be set forth in full on separate lines at the beginning of each document. Subtitle, subchapter, and subpart headings shall also be set forth if applicable.

(b) Each section shall be given a brief descriptive heading. The section heading shall precede the text on a separate line.

§ 17.27 Additional captions.

(a) For the purpose of publication in the daily FEDERAL REGISTER, a brief caption more specifically describing the scope of a document constituting a partial amendment of the material within a part shall be provided immediately below the part heading.

(b) Agencies using regulation numbers or other identifying symbols shall place them in brackets centered immediately above the part heading.

§ 17.28 Tables of contents.

Tables of contents shall be used whenever a new part is introduced or an

existing part is completely revised and whenever a group of sections is revised or added and set forth as a subpart or otherwise separately grouped under a centerhead. These tables shall precede the text of the rules or regulations and shall list the headings for the sections to which they are applicable.

§ 17.29 Composition of part headings.

A part heading should indicate briefly the general subject matter of the material appearing in the part. The use of phrases such as "Regulations under the act of July 26, 1955" or other expressions which are not descriptive of the subject matter should be avoided. Introductory expressions such as "Regulations governing" or "Rules applicable to" should not be used.

AMENDMENTS

§ 17.32 General requirements.

(a) When necessary for clarity, each amendatory document should include a brief statement of the nature and extent of the changes made.

(b) The number and heading of each section amended shall be set forth in full on a separate line.

(c) The text of each typographical unit amended shall be set forth in full as amended.

(d) Asterisks shall be used to indicate ellipsis of text retained without change. A separate line of five asterisks shall be used to indicate the ellipsis of one or more complete typographical units. A run-in line of three asterisks shall be used to indicate ellipsis of anything less than a complete typographical unit (see § 40.15 of this chapter).

REFERENCES

§ 17.34 General requirements.

All references to the Code shall be in terms of the specific titles, parts, sections, and paragraphs involved. Ambiguous references such as "herein" "above", "below", and the like shall never be used. All documents which contain reference to material published in the Code shall include the Code citation as part of such reference.

§ 17.35 References to Federal Register.

The contents of the FEDERAL REGISTER should be referred to by volume and page number. Thus material beginning on page 3820 of volume 29 should be cited: 29 F.R. 3820.

§ 17.36 References between or within titles of the Code.

Unless the meaning is otherwise precisely expressed and undue or awkward repetition would result, references should be as follows:

(a) *Between titles.* When reference is made to material codified under a title other than that in which the reference occurs, the short form of citation should be used. Thus a reference made within Title 41 to § 2.4 of Title 1 should be in the following form: 1 CFR 2.4.

(b) *Within titles.* When reference is made to material codified in the same

title, the following forms should be used:

Chapter II of this title.
Part 30 of this title.
§ 30.19 of this title.

(c) *Within chapters.* When reference is made to material codified in the same chapter, the following forms should be used:

Part 30 of this chapter.
§ 30.19 of this chapter.

(d) *Within sections.* Reference to other units within the same section should be cited as "paragraph (a) of this section" or "subparagraph (1) of this paragraph".

§ 17.37 Parallel citation of Federal Register and Code.

When appropriate, the Code and the FEDERAL REGISTER may be cited for parallel reference in the following forms:
18 CFR 157.18 (29 F.R. 4879).
§ 157.18 of this chapter (29 F.R. 4879).

§ 17.38 References to 1938 edition of Code.

Reference to the 1938 edition of the Code and supplements thereto may be made in the following forms:

1 CFR, 1938 ed., 1.1.
1 CFR, 1943, Cum. Supp., 2.1.
1 CFR, 1946 Supp., 2.1.

EFFECTIVE-DATE STATEMENTS

§ 17.41 Effective dates.

Each document subject to codification shall include a clear statement as to the date or dates on which its provisions are effective.

Subpart B—Citations of Authority

§ 17.45 General requirements.

Each section in a document subject to codification shall include, or shall be covered by, a complete citation of the rule making authority under which the provisions of the section are issued, including (a) general rule making authority delegated by statute (b) specific rule making authority, if any, delegated by statute and, (c) executive delegations, if any, necessary to link the statutory authority to the issuing agency.

§ 17.46 Agency responsibility; amendments.

The accuracy and integrity of citations of authority are the responsibility of the issuing agency. Such citations shall be formally amended by the issuing agency to reflect changes in authority.

§ 17.47 Provision for flexibility.

The Director is authorized to make exceptions to requirements respecting the placement and form of citations of authority whenever strict application of such requirements would impair the practical usefulness of such citations.

PLACEMENT

§ 17.50 Coverage of single section.

Authority covering a single section shall be cited in parentheses on a

separate line immediately following the text of the section. Thus:

(Sec. 5, 80 Stat. 935; 49 U.S.C. 1654)

§ 17.51 Blanket coverage.

Authority covering a group of two or more consecutive sections shall be cited following the word "AUTHORITY" and placed as a text note immediately preceding the first section in the group. Thus:

AUTHORITY: The provisions of this Part 1 issued under sec. 5, 80 Stat. 935; 49 U.S.C. 1654.

§ 17.52 Combined blanket and separate coverage.

Whenever individual sections within a group covered by a blanket citation reflect additional authority, a combined form shall be used: Thus:

AUTHORITY: The provisions of this Part 7 issued under sec. 5, 80 Stat. 935; 49 U.S.C. 1654, unless otherwise noted.

§ 17.53 Combined blanket coverage.

Whenever a group of two or more consecutive sections within a broader group covered by a blanket citation reflect the same additional authority, combined blanket citations shall be used. Thus:

AUTHORITY: The provisions of this Part 7 issued under sec. 5, 80 Stat. 935; 49 U.S.C. 1654. §§ 7.1 to 7.11 also issued under sec. 313, 72 Stat. 752; 49 U.S.C. 1354.

§ 17.54 Documents involving various amendments.

(a) Whenever a document prescribes various amendments, issued under common authority, the citation to such authority shall be placed in parentheses on a separate line following the last amendment.

(b) Whenever a document prescribes various amendments issued under varying authorities, each amendatory proposition shall be followed by the appropriate citation in parentheses on a separate line.

§ 17.55 Non-statutory elements.

Documents required to be cited as authority shall be placed after any required statutory elements. Thus:

AUTHORITY: The provisions of this Part 201 issued under sec. 9, 80 Stat. 944; 49 U.S.C. 1657. E.O. 11222, 30 F.R. 6469, 3 CFR 1965 Comp.

FORM

§ 17.60 General.

The shortest form of citation compatible with positive identification and ready reference should be used in all formal citations of authority. The Office is prepared to assist agencies in developing model citations under this criterion.

§ 17.61 Statutory materials.

(a) *Public laws.* Citations to current public laws should include reference to the volume and page of the U.S. Statutes at Large to which they have been assigned. Thus:

Sec. 11, Pub. Law 88-190, 77 Stat. 343.

(b) *Statutes at Large and U.S. Code.* In citing the U.S. Statutes at Large, ref-

erence should be made to section, volume, and page. The page number should refer to the page on which the section cited begins. The parallel U.S. Code citation shall be given whenever possible. In multiple citations, references to the Statutes should be arranged chronologically and grouped separately, preceding the group of parallel U.S. Code citations.

§ 17.62 Non-statutory materials.

Documents should be cited by FEDERAL REGISTER volume and page, followed if possible, by the parallel citation to the Code of Federal Regulations. Thus:

T.D. 6721, 29 F.R. 4997.
Special Civil Air Reg. SR-422A, 28 F.R. 6703;
14 CFR Part 4b.
E.O. 11130, 28 F.R. 12789; 3 CFR 1959-1963 Comp.

PART 18—PREPARATION OF NOTICES AND RULE MAKING PROPOSALS

NOTICES IN GENERAL

Sec.
18.1 General requirements.
18.2 Name of issuing agency.
18.3 Name of agency subdivision.
18.4 Agency document designation.
18.5 Additional captions.
18.6 Authority citation.

NOTICES OF PROPOSED RULE MAKING

18.10 General requirements.
18.11 Code designation.
18.12 Codification.

AUTHORITY: The provisions of this Part 18 issued under 44 U.S.C. 1506. Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

CROSS REFERENCE: For preparation of Presidential proclamations and Executive orders, see Subchapter B of this chapter.

NOTICES IN GENERAL

§ 18.1 General requirements.

Documents not subject to codification shall be prepared in conformity with the provisions of this part and of Part 16 of this chapter.

§ 18.2 Name of issuing agency.

The name of the issuing agency shall be carried at the beginning of the document.

§ 18.3 Name of agency subdivision.

Whenever a document is issued by or for a specific bureau, service, or similar unit within a department or overall agency, the name of such bureau, service, or unit shall be carried on a separate line immediately below the name of the issuing agency.

§ 18.4 Agency document designation.

Agencies using file numbers, docket numbers, or similar identifying symbols shall place them in brackets on a separate line immediately following the headings required by §§ 18.2 and 18.3.

§ 18.5 Additional captions.

A suitable short title identifying the subject shall be provided beginning on a separate line immediately following the other required caption or captions. Whenever appropriate, an additional brief caption indicating the nature of the document should be used.

§ 18.6 Authority citation.

The authority under which the document is issued should be cited in narrative form within text or in parentheses on a separate line following text.

NOTICES OF PROPOSED RULE MAKING

§ 18.10 General requirements.

Notices of proposed rule making required by the Administrative Procedure Act (5 U.S.C. 553) or by any other act, and similar notices voluntarily undertaken, shall include a statement of (a) the time, place, and nature of public rule making proceedings; (b) reference to the authority under which the rule is proposed; and (c) either the terms or substance of the proposed rule or a description of the subjects and issues involved. Such notices shall conform to the provisions of this part and of Part 16 of this chapter.

§ 18.11 Code designation.

The area of the Code directly affected by a proposed rule shall be identified by placing the appropriate CFR citation in brackets immediately below the name of the issuing agency. Ordinarily this citation will consist of title and part, thus: [1 CFR Part 18].

§ 18.12 Codification.

Any portion of a proposed rule making document which consists of the full text of a proposed rule shall also conform to the provisions of Part 17 of this chapter.

PART 20—INCORPORATION BY REFERENCE

Subpart A—General Standards

- Sec. 20.1 Scope and purpose.
- 20.2 Strict interpretation.
- 20.3 Matter eligible.
- 20.4 Distinctions.
- 20.5 Basic elements bearing on approval by Director.

Subpart B—Drafting Standards

- 20.10 Language of incorporation.
- 20.11 Identification and description.
- 20.12 Statement of availability.
- 20.20 Advance consultation.

Subpart C—Publication Procedures

- 20.21 Notification to issuing agency.
- 20.22 Letter transmitting final document.
- 20.23 Stamp of approval.

AUTHORITY: The provisions of this Part 20 issued under 5 U.S.C. 552(a).

Subpart A—General Standards

§ 20.1 Scope and purpose.

The provisions of this Part 20 establish the standards and procedures under which the Director of the Federal Register shall decide to approve or deny use of incorporation by reference as contemplated by 5 U.S.C. 552(a).

§ 20.2 Strict interpretation.

(a) *General.* The provisions of the last sentence of section 552(a) will be strictly interpreted by the Director in order to afford fairness and uniformity in administrative procedures involving publication in the FEDERAL REGISTER.

(b) *Basic instruments and publication system.* The Director will interpret and apply the provisions with full regard to the significance of related instruments

governing publication in the daily FEDERAL REGISTER, and in supplemental editions thereof, including the Code of Federal Regulations, the U.S. Government Organization Manual and the Public Papers of the Presidents. Among others, the related instruments include:

- (1) The Administrative Procedure Act, as amended (5 U.S.C. 551 et seq.);
- (2) The Federal Register Act, as amended (44 U.S.C. Ch. 15);
- (3) The regulations of the Administrative Committee of the Federal Register prescribed pursuant to the Federal Register Act (1 CFR Ch. I); and
- (4) Special statutory provisions requiring publication in the FEDERAL REGISTER (see 1 CFR, Ch. I, App. B).

(c) *Primary assumption.* The Director will assume that the provisions of the last sentence of section 552(a) are: (1) Designed to cover the limited purposes of section 552(a), (2) intended to benefit both the Government and the members of the classes affected by reducing the volume of matter actually printed in the FEDERAL REGISTER, and (3) not intended to detract from the legal or practical attributes of the system established under the basic instruments referred to in paragraph (b) of this section

§ 20.3 Matter eligible.

In order to be eligible for incorporation by reference, the matter must be in the nature of published data, criteria, standards, specifications, techniques, illustrations, or other published information reasonably available to the members of the class affected thereby.

§ 20.4 Distinctions.

(a) *Ordinary references.* The use of ordinary, informational references and cross references should be continued as usual. Such references are to be distinguished from instances of legal incorporation by reference under section 552(a).

(b) *Rules of availability of agency issuances.* Rules regarding the availability of agency issuances serve a different purpose and are to be distinguished from instances of legal incorporation by reference.

(c) *Promulgation.* The legal promulgation of a document in the FEDERAL REGISTER is to be distinguished from the use of legal incorporation by reference within such a document. Incorporation by reference is not acceptable as a substitute for promulgating in full text a proposition required to be published by section 552(a). Incorporation by reference is acceptable as a means of avoiding within the promulgated document an unnecessary repetition of published information already reasonably available to the class affected.

§ 20.5 Basic elements bearing on approval by Director.

The use of incorporation by reference will be approved by the Director when all of the following considerations are favorable and reasonably stable:

- (a) The matter is eligible.
- (b) Incorporation will substantially reduce the volume of materials published in the FEDERAL REGISTER.

(c) The matter incorporated is in fact available to the extent necessary to afford fairness and uniformity in the administrative process.

(d) The incorporating document is drafted and submitted for publication in accordance with the provisions of this Part 20.

Subpart B—Drafting Standards

§ 20.10 Language of incorporation.

The language whereby a matter is incorporated by reference in the FEDERAL REGISTER shall be both precise and unequivocal on the face of the document making the reference. The words expressing the incorporation shall make it clear that incorporation by reference is both intended and completed by the instant document.

§ 20.11 Identification and description.

Each incorporation by reference shall include an identification and a subject description of the matter incorporated. These shall be as precise and as useful as practicable within the limits of reasonable brevity.

(a) *Identification.* Titles, dates, editions, numbers, authors, and publishers shall be used where they contribute substantially to clear identification.

(b) *Subject description.* A brief subject description also shall be included, designed to inform the user regarding his potential need to obtain the matter incorporated.

§ 20.12 Statement of availability.

(a) *Information.* Each incorporation by reference shall also include a statement covering the availability of the matter incorporated, including current information as to where and how copies may be examined and readily obtained with maximum convenience to the inquirer.

(b) *Official showing.* Such statements also shall be tantamount to an official showing by the issuing agency that the matter incorporated is in fact reasonably available to the class of persons affected thereby.

(c) *Continued availability.* Where incorporated matter is subject to change, such statements shall clearly indicate: (1) The applicability and the availability of such changes; and (2) the availability of an official, historic file of such changes.

Subpart C—Publication Procedures

§ 20.20 Advance consultation.

In order to avoid delay in publication, the issuing agency shall, in advance of submission, consult with the Director regarding the acceptability of any given document involving incorporation by reference. This consultation should be completed at least 20 working days prior to the desired date of submission of the document for publication.

§ 20.21 Notification to issuing agency.

After completion of advance consultation, the Director shall notify the issuing agency of his decision regarding publication. Notification shall be given at least 5 working days before the proposed date of submission.

§ 20.22 Letter transmitting final document.

All documents submitted for publication under the provisions of this Part 20 shall be covered and accompanied by a letter of transmittal primarily concerned with the matter of incorporation by reference and referring specifically to the required advance consultation.

§ 20.23 Stamp of approval.

All documents accepted under the provisions of this Part 20 shall bear a legend in substantially the following style: "Incorporation by reference provisions approved by the Director of the Federal Register _____" This legend

(date)

shall be affixed by the Director or his delegate and shall be printed in the FEDERAL REGISTER as part of the document.

SUBCHAPTER D—SPECIAL EDITIONS OF THE FEDERAL REGISTER

PART 30—CODE OF FEDERAL REGULATIONS

Subpart A—Publication

Sec.	
30.1	Publication policy.
30.2	Form of citation.
30.3	Unrestricted use.
30.4	Orderly development.
30.5	General format and binding.
30.6	Daily supplementation.
30.7	Periodic supplementation and republication.
30.8	Presidential documents, Title 3.
30.9	Indexes.
30.10	Ancillaries.
30.11	Agency cooperation.

Subpart B—Distribution

OFFICIAL DISTRIBUTION

30.12	Congressional committees.
30.13	Judicial branch.
30.14	Executive agencies.
30.15	Governmental requisitions.

PUBLIC SALE

30.16	Individual books and supplements.
30.17	Subscription service.

AUTHORITY: The provisions of this Part 30 issued under 44 U.S.C. 1506, 1510. Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

CROSS REFERENCE: For provisions respecting the structure of the Code, see §§ 17.4 to 17.10 of this chapter.

Subpart A—Publication

§ 30.1 Publication policy.

(a) Pursuant to the act and the provisions of this chapter, the Office shall maintain publication of a special edition of the FEDERAL REGISTER designed to present a compact and practical code entitled "Code of Federal Regulations."

(b) The Code shall be based with respect to continuity of coverage on the "Code of Federal Regulations, 1949 Edition" published pursuant to regulations of the Administrative Committee approved by the President October 11, 1948 (13 F.R. 5935). It is the intent of the Administrative Committee that every practical means be employed to keep this Code as current and as readily usable as possible within limitations imposed by considerations of dependability and reasonable costs.

§ 30.2 Form of citation.

The Code of Federal Regulations may be cited by title and section. The approved short form is by title number, initial letters of the name, and the combined part-section number. Thus 1 CFR 30.2 refers to Title 1, Code of Federal Regulations, Part 30, section 2.

§ 30.3 Unrestricted use.

There are no restrictions on the reproduction or republication of materials appearing in the Code of Federal Regulations.

§ 30.4 Orderly development.

For the purpose of assuring orderly development along practical lines, the Director is authorized to establish new titles in the Code, and to rearrange existing titles and subordinate assignments. Before taking any such action, the Director shall consult with all agencies directly affected by the proposed change.

§ 30.5 General format and binding.

For the purpose of attaining maximum usefulness, prompt publication, and economy of manufacture, the Director is authorized to provide for the binding of the Code into as many separate books as are indicated by the needs of users and compatible with the facilities of the Government Printing Office. Books may have permanent bindings (with or without pockets for supplements) or may be paperbound when, in the judgment of the Director, frequency of revisions, user needs, or other good reasons make such binding preferable.

§ 30.6 Daily supplementation.

Documents subject to codification, published in the daily issues of the FEDERAL REGISTER pursuant to Subchapter C of this chapter, shall be keyed to the Code and shall serve as daily supplements thereto.

§ 30.7 Periodic supplementation and republication.

(a) *Criteria.* Each book of the Code shall be updated by a supplementary book or by collation and republication at least once each calendar year. If no change has occurred during the year, a simple notation to that effect may serve as the supplement for that year. More frequent supplementation or collation and republication of any unit of the Code may be made whenever the Director determines that the content of the unit has been substantially superseded or otherwise determines that such action would be consistent with the intent and purpose of the Administrative Committee as stated in the last sentence of § 30.1(b).

(b) *Annual cutoff date.* The regular cutoff date for the coverage of annual supplements or republications shall be the last publication day of each calendar year. The text of each annual supplement or republication shall be limited to provisions which have been fully promulgated in the FEDERAL REGISTER on or before the cutoff date.

(c) *Other cutoff dates.* When supplementation or republication occurs

more frequently than once each year, the cutoff dates shall be determined by the Director with due regard for the coverage of pertinent indexes and numerical finding aids.

§ 30.8 Presidential documents, Title 3.

(a) *Compilation and republication.* The Office shall compile and publish annual supplements to Title 3. The supplements shall contain the full text of proclamations, Executive orders, and other Presidential documents published in the daily FEDERAL REGISTER during the calendar year. Annual books may be paper bound and shall include appropriate indexes and ancillaries. Every five years, or as determined by the Director to be required, the annual supplements shall be compiled and republished in permanently bound form with consolidated indexes and numerical finding aids.

(b) *Codification.* It is the intent of the Administrative Committee that general and permanent Presidential documents of a regulatory nature also be codified under Title 3 or other appropriate titles.

§ 30.9 Indexes.

In general, each book shall include an explanation of its coverage and such other finding aids as may be authorized by the Director. A subject index to the entire Code shall be annually revised and separately published.

§ 30.10 Ancillaries.

The Code shall provide, among others, the following-described ancillary tables:

(a) *Parallel tables of statutory authority and rules.* In Title 2 or such other place as the Director may deem appropriate, numerical lists of all sections of the current edition of the United States Code (except 5 U.S.C. 301) which are cited by issuing agencies as rule making authority for currently effective rules in the Code of Federal Regulations. The lists shall be arranged in the order of the titles and sections of the United States Code with parallel citations to the pertinent titles and sections of the Code of Federal Regulations.

(b) *Tables of cited Presidential documents.* Under an appropriate title, tables of proclamations, Executive orders, and similar Presidential documents which are included or referred to in currently effective rules as published in the Code of Federal Regulations.

(c) *List of sections affected.* Following the text of each book or cumulative supplement, a numerical list of all sections which are affected by documents published in the FEDERAL REGISTER on and after January 1, 1964. (A separate volume, "List of Sections Affected, 1949-1963" lists all sections of the Code which have been affected by documents published during the period Jan. 1, 1949 to Dec. 31, 1963). Listings shall refer to FEDERAL REGISTER pages and shall be designed to enable the user of the Code to assure himself of the precise text that was in effect on a given date in the period covered.

§ 30.11 Agency cooperation.

Each agency shall cooperate in keeping publication of the Code current by prompt compliance with deadlines set by the Office and the Government Printing Office.

Subpart B—Distribution

OFFICIAL DISTRIBUTION

§ 30.12 Congressional committees.

The Code shall be furnished to committees of the Congress in such numbers as are needed for official use. Authorization for furnishing such copies shall be submitted in writing to the Director by the Committee Chairman or his delegate.

§ 30.13 Judicial branch.

(a) *Supreme Court.* The Code shall be furnished without charge to the Supreme Court of the United States in such numbers as are needed for official use.

(b) *Other courts.* The Code shall be furnished without charge to the other constitutional courts and to the legislative courts of the United States in such numbers as are needed for official use. Authorization for furnishing such copies shall be submitted in writing to the Director of the Federal Register and signed by the Director of the Administrative Office of the United States Courts or his delegate.

§ 30.14 Executive agencies.

The Code shall be furnished to officials, libraries, and major organizational units of the executive agencies as needed for official use. Authorization for furnishing copies shall be submitted to the Director in writing and signed by the authorizing officer or his alternate designated under § 4.1 of this chapter. Special needs for selected units of the Code in substantial quantity shall be filled by governmental requisition under § 30.15.

§ 30.15 Governmental requisitions.

Legislative, judicial, and executive agencies of the Federal Government shall be entitled to obtain selected units of the Code which are needed in substantial quantity for special distribution upon timely submission to the Government Printing Office of a printing and binding requisition (Standard Form 1).

PUBLIC SALE

§ 30.16 Individual books and supplements.

The books and supplements comprising the Code shall be placed on sale to the public by the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at prices determined by him under the general direction of the Administrative Committee.

§ 30.17 Subscription service.

Subscription service on an annual basis to all revised volumes and supplements of the Code shall be obtainable from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at prices determined by him under the general direction of the Administrative Committee.

PART 31—U.S. GOVERNMENT ORGANIZATION MANUAL

PUBLICATION AND FORMAT

- Sec. 31.1 Publication required.
- 31.2 Format and indexes.

SCOPE

- 31.6 Executive agencies.
- 31.7 Congress and the courts.
- 31.8 Supplementary material.

LIAISON OFFICERS

- 31.11 Designation of special officers.
- 31.12 Duties of regular officers.

MANNER OF COMPILATION

- 31.16 Preparation of agency statements.
- 31.17 Agency review of drafts.
- 31.18 Other organization statements.
- 31.19 Apportionment of space.

OFFICIAL DISTRIBUTION

- 31.21 The Congress.
- 31.22 Congressional committees.
- 31.23 Judicial branch.
- 31.24 Executive agencies.
- 31.25 Governmental requisitions.
- 31.26 Extra copies.

PUBLIC SALE

- 31.28 Current edition of Manual.

AUTHORITY: The provisions of this Part 31 issued under 44 U.S.C. 1506, Sec. 6, E.O. 10630, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

PUBLICATION AND FORMAT

§ 31.1 Publication required.

There shall be published, annually or at such times as may be determined by the Administrative Committee, a special edition of the FEDERAL REGISTER designated as the "United States Government Organization Manual."

§ 31.2 Format and indexes.

The Manual shall be separately published in handbook form, with appropriate indexes and ancillaries.

SCOPE

§ 31.6 Executive agencies.

Brief descriptions of the organization of the various agencies of the executive branch shall be published in the Manual. The text shall be based on the descriptions of organization required to be published in the FEDERAL REGISTER by the Administrative Procedure Act (5 U.S.C. 552(a) (1) (A)).

§ 31.7 Congress and the courts.

Brief descriptions of the organization of the Congress and of agencies of the legislative and judicial branches shall be published in the Manual.

§ 31.8 Supplementary material.

Brief descriptions of the organization of quasi-official agencies and similar supplementary information may be included in the Manual if, in the opinion of the Director, the material is of sufficient public interest to warrant such inclusion.

LIAISON OFFICERS

§ 31.11 Designation of special officers.

The Director shall request the agencies of the legislative and judicial branches and the quasi-official agencies represented in the Manual to designate

special officers to maintain liaison with the Office of the Federal Register.

§ 31.12 Duties of regular officers.

Each liaison officer regularly designated under § 4.1 of this chapter shall review for accuracy the statement of agency organization submitted pursuant to § 31.17, and shall cause to be supplied any supplementary information concerning his agency which is to be included pursuant to § 31.8.

MANNER OF COMPILATION

§ 31.16 Preparation of agency statements.

The Office shall prepare an official draft of the descriptions of organization contemplated by § 31.6. In addition to identifying principal organizational units, these descriptions shall plainly indicate the places at which the public may secure information or make submittals or requests.

§ 31.17 Agency review of drafts.

Each such official draft, together with related supplementary material, shall be submitted by the Office to the appropriate liaison officer for review as to accuracy. Changes in the official draft shall be limited to factual corrections and to the updating of text to reflect organization as of the cutoff date of the edition of the Manual in process.

§ 31.18 Other organization statements.

Brief descriptions of the organization of agencies of the legislative and judicial branches and of quasi-official agencies shall be prepared and submitted to such agencies with a request that they be reviewed for accuracy.

§ 31.19 Apportionment of space.

The Director is authorized to determine the apportionment of space in the Manual with a view to maintaining balance and uniformity of presentation.

OFFICIAL DISTRIBUTION

§ 31.21 The Congress.

Each Member of the Congress shall be furnished two free copies of the Manual; and each Member shall be entitled to receive not more than ten additional free copies for official use. Authorization for the furnishing of such additional copies shall be submitted in writing to the Director by the authorizing Member.

§ 31.22 Congressional committees.

Each Congressional committee shall be entitled to receive copies of the Manual without charge in such numbers as are needed for official use. Requests for placement on the Manual mailing list shall be made in writing to the Director by the chairman of the committee or his delegate.

§ 31.23 Judicial branch.

(a) *Supreme Court.* The Supreme Court of the United States shall be entitled to 18 copies of the Manual without charge.

(b) *Other courts.* The other constitutional courts and the legislative courts of the United States shall be entitled each to one copy of the Manual without

charge. Authorization for furnishing such copies shall be submitted in writing to the Director of the Federal Register by the Director of the Administrative Office of the United States Courts or his delegate.

§ 31.24 Executive agencies.

The head of each agency in the executive branch and each liaison officer designated under §§ 4.1 and 31.11 of this chapter shall be entitled to one free copy of the Manual.

§ 31.25 Governmental requisitions.

Legislative, judicial, and executive agencies of the Federal Government may obtain at cost copies of the Manual for official use upon the timely submission to the Government Printing Office of a printing and binding requisition (Standard Form 1).

§ 31.26 Extra copies.

All requests for extra copies of the Manual must be addressed to the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, and such copies must be paid for by the agency or official requesting them.

PUBLIC SALE

§ 31.28 Current edition of Manual.

The Manual shall be placed on sale to the public by the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at a price to be determined by him under the general direction of the Administrative Committee.

PART 32—PRESIDENTIAL PAPERS

Subpart A—Annual Volumes

PUBLICATION AND FORMAT

- Sec.
32.1 Publication required.
32.2 Coverage of prior years.
32.3 Format, indexes, ancillaries.

SCOPE

- 32.10 Basic criteria.
32.11 Sources.

OFFICIAL DISTRIBUTION

- 32.15 The Congress.
32.16 The Supreme Court.
32.17 Executive agencies.
32.18 Governmental requisitions.
32.19 Extra copies.

PUBLIC SALE

- 32.22 Sale of annual volumes.

Subpart B—Weekly Compilation

- 32.30 Publication required.
32.31 Format and indexes.
32.40 Official distribution.
32.50 Public sale.

AUTHORITY: The provisions of this Part 32 issued under 44 U.S.C. 1506, Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-58 Comp.

Subpart A—Annual Volumes

PUBLICATION AND FORMAT

§ 32.1 Publication required.

There shall be published forthwith at the end of each calendar year, a special edition of the FEDERAL REGISTER designated "Public Papers of the Presidents of the United States." Ordinarily each volume shall cover one calendar year and shall be identified further by the name of the President and the period covered.

NOTE: This program started with the year 1957.

§ 32.2 Coverage of prior years.

After conferring with the National Historical Publications Commission with respect to the need therefor, the Administrative Committee may from time to time authorize the publication of similar volumes covering specified calendar years prior to 1957.

NOTE: The Committee has approved the publication of volumes starting with the year 1929.

§ 32.3 Format, indexes, ancillaries.

Each annual volume, divided into books whenever appropriate, shall be separately published in the binding and style deemed by the Administrative Committee to be suitable to the dignity of the office of President of the United States. Each volume shall be appropriately indexed and shall contain appropriate ancillary information respecting significant Presidential documents not published in full text.

SCOPE

§ 32.10 Basic criteria.

The basic text of the volumes shall consist of oral utterances by the President or of writings subscribed by him.

§ 32.11 Sources.

(a) The basic text of the volumes shall be selected from: (1) Communications to the Congress, (2) public addresses, (3) transcripts of press conferences, (4) public letters, (5) messages to heads of state, (6) statements released on miscellaneous subjects, and (7) formal executive documents promulgated in accordance with law.

(b) In general, ancillary text, notes, and tables shall be derived from official sources.

OFFICIAL DISTRIBUTION

§ 32.15 The Congress.

Each Member of the Congress, during his term of office, shall be entitled to one copy of each annual volume published during such term. Authorization for furnishing such copies shall be submitted in writing to the Director and signed by the authorizing Member.

§ 32.16 The Supreme Court.

The Supreme Court of the United States shall be entitled to 12 copies of the annual volumes.

§ 32.17 Executive agencies.

The head of each department and the head of each independent agency in the executive branch of the Government shall be entitled to one copy of each annual volume upon application therefor in writing to the Director.

§ 32.18 Governmental requisitions.

Legislative, judicial, and executive agencies of the Federal Government may obtain, at cost, copies of the annual volumes for official use upon the timely submission to the Government Printing Office of a printing and binding requisition (Standard Form 1).

§ 32.19 Extra copies.

All requests for extra copies of the annual volumes must be addressed to the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. Extra copies must be paid for by the agency or official requesting them.

PUBLIC SALE

§ 32.22 Sale of annual volumes.

The annual volumes shall be placed on sale to the public by the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at prices determined by him under the general direction of the Administrative Committee.

Subpart B—Weekly Compilation

§ 32.30 Publication required.

There shall be published promptly, once each week, a special edition of the FEDERAL REGISTER designated "Weekly Compilation of Presidential Documents."

§ 32.31 Format and indexes.

The Weekly Compilation shall be published in the style and binding deemed by the Administrative Committee to be most suitable for public and official use. The Director of the Federal Register shall provide indexes and such other finding aids as may be appropriate to effective use.

§ 32.40 Official distribution.

The Weekly Compilation shall be furnished regularly to members of Congress and to officials of the legislative, judicial and executive branches of the Government in such numbers as are needed for official use. Authorization to make such distribution shall be made in writing to the Director and signed by the authorizing officer. Special needs for selected issues in substantial quantity shall be filled by the timely submission to the Government Printing Office of a printing and binding requisition (Standard Form 1).

§ 32.50 Public sale.

The Weekly Compilation shall be placed on sale to the public by the Superintendent of Documents, Government Printing Office, Washington, D.C., 20402, at a price to be determined by him under the general direction of the Administrative Committee.

SUBCHAPTER E—DEFINITIONS

PART 40—MEANING OF TERMS IN THIS CHAPTER

- Sec.
40.1 Meaning of terms.
40.2 Act.
40.3 Administrative Committee.
40.4 Administrative Procedure Act.
40.5 Agency.
40.6 Code.
40.7 Director.
40.8 Document.
40.9 Document having general applicability and legal effect.
40.10 Document subject to codification.
40.11 Federal Register.
40.12 Office.
40.13 Person.
40.14 Publication day.

Sec.
40.15 Typographical unit.
40.16 Working day.

AUTHORITY: The provisions of this Part 40 issued under 44 U.S.C. 1506, Sec. 6, E.O. 10530, 19 F.R. 2709; 3 CFR 1954-1958 Comp.

§ 40.1 Meaning of terms.

As used in this chapter, unless the context otherwise requires, terms shall have the meanings ascribed in this part.

§ 40.2 Act.

"Act" means the Federal Register Act (44 U.S.C. 1501-1511).

§ 40.3 Administrative Committee.

"Administrative Committee" means the Administrative Committee of the Federal Register established under 44 U.S.C. 1506.

§ 40.4 Administrative Procedure Act.

"Administrative Procedure Act" means 5 U.S.C. 551-559.

§ 40.5 Agency.

"Agency" means each authority, whether or not within or subject to review by another agency, of the government of the United States other than the Congress, the courts, or the Governments of the District of Columbia, the Commonwealth of Puerto Rico, or the territories or possessions of the United States.

§ 40.6 Code.

"Code" means the Code of Federal Regulations prepared and published by the Office pursuant to 44 U.S.C. 1510.

§ 40.7 Director.

"Director" means the Director of the Office of the Federal Register, National

Archives and Records Service, General Services Administration.

§ 40.8 Document.

"Document" means any Presidential proclamation or Executive order, and any rule, regulation, order, certificate, code of fair competition, license, notice, or similar instrument issued, prescribed, or promulgated by an agency, and any other instrument authorized or required by law to be published in the FEDERAL REGISTER.

§ 40.9 Document having general applicability and legal effect.

"Document having general applicability and legal effect" means every document issued under proper authority prescribing a penalty or a course of conduct, conferring a right, privilege, authority, or immunity, or imposing an obligation, and 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.

§ 40.10 Document subject to codification.

"Document subject to codification" means any document which has general applicability and legal effect and which is in force and effect and relied upon by the issuing agency as authority for, or invoked or used in the discharge of, any of its functions or activities: *Provided*, That descriptions of organization published pursuant to the Administrative Procedure Act (5 U.S.C. 552(a) (1) (A)) may be assigned to and published in the

Code under special agreements authorized by § 17.2 of this chapter.

§ 40.11 Federal Register.

"FEDERAL REGISTER" means the daily issue of the FEDERAL REGISTER.

§ 40.12 Office.

"Office" means the Office of the Federal Register, National Archives and Records Service, General Services Administration.

§ 40.13 Person.

"Person" means any individual, partnership, association, or corporation.

§ 40.14 Publication day.

"Publication day" means the day designated by the date line of the FEDERAL REGISTER in which a document is published. The FEDERAL REGISTER is published Tuesday through Saturday. There is no publication on Sunday, Monday, or on the day after an official Federal holiday.

§ 40.15 Typographical unit.

"Typographical unit" means a grammatical paragraph or an obvious segment of printed text similar in appearance to a paragraph.

§ 40.16 Working day.

"Working day" means the period from 8:45 a.m. to 5:15 p.m., Monday through Friday of each week, except official Federal holidays.

By order of the Administrative Committee of the Federal Register.

DAVID C. EBERHART,
Secretary.

[F.R. Doc. 69-14363; Filed, Dec. 1, 1969; 8:45 a.m.]