

Reclamation Manual

Directives and Standards

Subject:	Federal Register Documents
Purpose:	Sets forth the requirements for the management of the Bureau of Reclamation Federal Register (FR) and rulemaking processes. The benefit of this Directive and Standard (D&S) is that it provides procedures and promotes consistency for initiating and publishing FR notices and rules.
Authority:	The Federal Register Act (44 U.S.C., Chapter 15); Administrative Procedure Act (5 U.S.C. 551 et seq.); Congressional Review Act (5 U.S.C. 801 et seq.); 318 DM, Federal Register Documents; Title 1 of the Code of Federal Regulations, parts 18, 21, 22, and 51; Office of the Federal Register Document Drafting Handbook; and Executive Order 12866, Regulatory Planning and Review.
Approving Official:	Director, Mission Assurance and Protection Organization (MAPO)
Contact:	Reclamation Law Administration Division (84-55000)

- 1. Introduction.** The Administrative Procedure Act (5 U.S.C. 552) requires Federal agencies to publish documents in the FR when interpreting policy, issuing final decisions, creating rules, generating procedures, and in other matters that affect the general public. Documents published in the FR include regulatory and non-regulatory notices such as: rulemaking documents including advance notices of proposed rulemaking, proposed, direct, and final rules that are codified in the Code of Federal Regulations; non-regulatory notices such as Federal advisory committee meeting and charter renewal announcements, solicitations for nominees to participate on Federal advisory committees, proposed leases of power privilege, National Environmental Policy Act announcements, requests for information, notice of patent license availability, solicitations for comments related to Paperwork Reduction Act requirements, and Privacy Act system of records notices.
- 2. Applicability.** This D&S applies to all Reclamation employees and all documents Reclamation submits to the Office of the Federal Register (OFR) for publication.
- 3. Requirements and Responsibilities.**
 - A. Billing Address Code.** Reclamation's unique billing address code for all documents published in the FR is 4332-90. This code must appear on all documents submitted to the OFR for publication.
 - B. Document Drafting.** The OFR's Document Drafting Handbook and Departmental Manual 318 DM provide specific instructions on the format required for the various types of notices published in the FR. A copy of the Document Drafting Handbook is available on the Internet at www.archives.gov/files/federal-

Reclamation Manual

Directives and Standards

[register/write/handbook/ddh.pdf](#) or may be obtained from Reclamation's FR Liaison (FR Liaison). Departmental Manual 318 DM is available at www.doi.gov/elips.

C. Clearance Procedures.

- (1) After the appropriate official associated with the region/program office signs the FR notice, the region/program office emails the notice and supporting documents (if applicable) to the FR Liaison. The FR Liaison uploads the notice and supporting documents to the Document Tracking System (DTS) and enters the appropriate routing sequence. The FR Liaison surnames the notice to start the routing which signals to senior leadership that the notice meets FR requirements and Department of the Interior protocols.
- (2) The FR Liaison coordinates Departmental clearance of the notice with the following offices: Commissioner, Solicitor, Assistant Secretary for Water and Science, and the Office of the Executive Secretariat and Regulatory Affairs. When the notice receives Departmental clearance, the FR Liaison obtains a signature on the notice (see section 3.E.) from the region/program office and submits the notice and applicable supporting documents to the OFR for publication.
- (3) Managers in the Denver and Washington Offices and regional directors are responsible for implementing the requirements of this document. The Reclamation Regulatory Contact, FR Liaison, and Manager of MAPO's Reclamation Law Administration Division provide guidance and support Reclamation-wide for FR document drafting and publication activities. The Director, MAPO assumes overall responsibility for implementation and operation of the FR and rulemaking programs Reclamation-wide. The Deputy Commissioner, Policy, Administration, and Budget ensures the FR and rulemaking programs operate in compliance with Federal law, policy, and regulation.

D. Signatory Authority.

Listed below are the signature levels for the various documents that are submitted to the OFR.

- (1) Regulatory (rulemaking) notices: The Assistant Secretary for Water and Science must sign rulemaking documents that are processed through Reclamation's Regulatory Contact and FR Liaison. The signatory authority may not be delegated to a lower level (318 DM 1).

E. Non-regulatory notices: FR notices are typically signed at the Director/Regional Director level, but routine notices such as meeting notices may be signed at a manager/area manager level. Submitting Notices to the OFR.

Reclamation Manual

Directives and Standards

After the FR notice has been cleared by the Department for publication, the notice must be signed and submitted to the OFR:

- (1) Electronic submission can be accomplished via the OFR's web portal. Notices submitted via the web portal must be a Microsoft Word document that is digitally signed in Microsoft Word by the individual identified in the signature block in the notice. The FR Liaison is responsible for submitting the notice to the web portal once it has been digital signed.
- (2) Notice can also be submitted via hard-copy submission to the OFR. Hard-copy notices may be hand-delivered or mailed to the OFR by the office that has signatory authority via Federal Express. When a notice is submitted via hard copy, the following must be included in the package:
 - (a) One single-sided, unstapled, original copy of the notice signed in blue ink only.
 - (b) The electronic Microsoft Word file of the notice must be copied to a blank CD-ROM. The CD-ROM must be labeled with the following information: Bureau of Reclamation as the submitting agency, the billing address code (4332-90), and the file name of the document.
 - (c) A disk certification letter on Reclamation letterhead certifying the Microsoft Word file on the CD-ROM is an exact match tot the three original, signed notices. If the notice needs to be published sooner than the normal 3-day turnaround generally scheduled by the OFR, the certification letter must contain an explanation of the reason for publishing on a specified date (e.g., to align with press releases). While specific dates are routine, expedited requests should be reserved for emergency situations only.

F. Publication Costs. Costs for the publication of notices in the FR are announced annually by the Office of Management and Budget via circular letters. Program and regional offices publishing the notices are responsible for paying for the publication of their notices.

G. Publication Timeframes. In most cases, notices will publish within 3-5 days of delivery to the OFR. Notices that are especially long or complicated (e.g., those with maps or long rulemaking documents) are likely to take longer. A few days before publication, the OFR notifies the FR Liaison of the date the notice is scheduled to go on public display and the date of publication (these dates are normally consecutive). The FR Liaison notifies the region/program office of these dates.

4. Review Period. The originating office will review this release every 4 years.