The Federal Register Publication System:

WHAT IT IS AND HOW TO USE IT

Office of the Federal Register
National Archives and Records Administration

2013

Federal Register Workshop

Presenter:

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Sponsored by:

Office of the Federal Register (OFR),

- www.federalregister.gov
- www.ofr.gov

National Archives and Records Administration (NARA)

• www.archives.gov/

Federal Register publications are produced by:

OFR and the Government Printing Office (GPO)

GPO: www.fdsys.gov

What topics will this workshop cover?

- Historical background and legal basis
- The regulatory process and the role of the public
- Organization the Federal Register and CFR
- Relationships among Public Laws, the FR and CFR
- Research tools and Finding Aids

Publications

- Federal Register
- Code of Federal Regulations
- Privacy Act Compilation
- U.S. Government Manual
- Compilation of Presidential Documents
- Public Papers of the Presidents
- Public Laws
 - Slip Laws
 - U.S. Statutes-at-Large (contrast to the United States Code - U.S.C.)

Other Duties

- · Constitutional Amendments
- · Electoral College

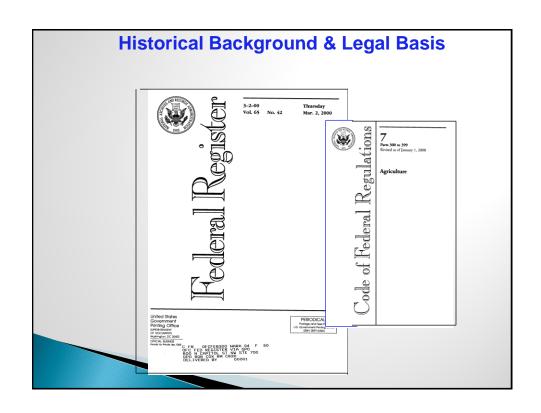
Related Publication

United States Code (U.S.C.)

▶ Codified by the Law Revision Counsel of the U.S. House of Representatives

Related Concepts

- Private Law
- ▶ Permanent Law
- Temporary Law
- Organic Acts
- Positive Law
- Standby Law
- Administrative Law



Why was the Federal Register System Established?

- New Deal Legislation
 - A growing government
 - New agencies regulating new areas
- Lack of Process
 - No centralized publication system
- Lack of Access
 - No centralized filing system
- Lack of Organization
 - No organization to the system
- Constitutional Issues
 - Separation of Powers
 - Due Process
 - Fairness

Federal Regulatory Process - the Congressional Response

- Legal structure:
 - The Federal Register Act
 - The Administrative Procedure Act (APA)
 - Congressional Review Act
 - Other individual laws
- Designed to allow Federal agencies to <u>issue and enforce</u> legally effective regulations

Federal Register Act

Enacted: July 26, 1935 Cite: 44 U.S.C. Chap. 15

- Established a central location
 - Office of the Federal Register
- Established a means of publicizing
 - The daily <u>Federal Register</u>
- Established a system of organization
 - The Code of Federal Regulations

Effect of Publishing in the Federal Register

- Official notice
- Legal authority of the agency
- Documents evidentiary status
- Shows how and when the CFR will be amended

Administrative Procedure Act

Enacted: June 11, 1946 Cite: 5 U.S.C. 551 et seq.

- Established a *Process* Requires Proposed Rules
 Delays Effective Date 30- to 60-days
 - "due process" ensures fairness
- Established Public Participation
 Requires Notice
 Requires Taking Comments
 "notice and comment" ensures
 democratic values

Congressional Review Act

Part of the Small Business Regulatory Enforcement Fairness Act of 1996 (P.L. 104-121)

Additional procedural requirements to ensure: Legislative *Oversight*

Major and significant regulatory actions Separation of Powers

Constitutionally adequate veto of regulations

Other Parts of the Federal Regulatory Process

- Agency Dockets
- Administrative Requirements
- Regulatory Review (OIRA)

Agency Dockets

- A Single Rulemaking Activity
- All related materials
- Public Information
- Federal Docket Management System (FDMS)

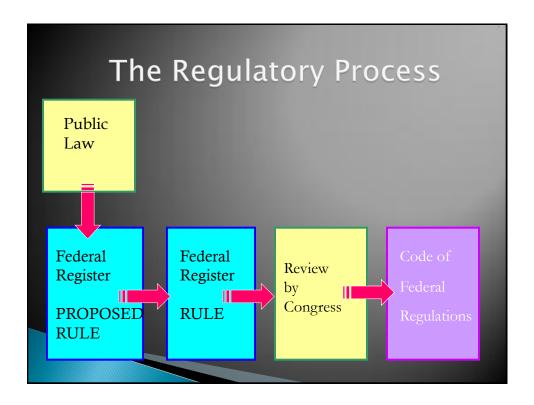
Administrative Requirements

- Regulatory Analyses
 - Legislative
 - Executive Order

Regulatory Review

Administration's policy input

- Office of Information and Regulatory Analysis (OIRA)
- Policy review
- Regulatory Agenda



Summary - Why was the Federal Register System Established?

- Lack of Access Office of the Federal Register
 - $^{\circ}$ No centralized filing system
- Lack of Process Federal Register publication
 - No centralized publication system
- Lack of Organization Code of Federal Regulations
 - No organization to the system
- Constitutional Issues Notice & Comment/ Congressional Review
 - Separation of Powers
 - Due Process
 - Fairness

Comparison of Laws and Rules			
Congress Passes Laws	Executive Agencies Issue Rules		
Publish Slip Law/Statutes at Large Codified in U.S. Code	Publish in Federal Register Codified in CFR		
Power comes from Constitution	Power delegated by Congress		
Courts review for constitutionality	Courts review for constitutionality & limits of delegated authority arbitrary and capricious actions Administrative Procedure Act reqs.		
Representative Democracy:	Participatory Democracy:		
Congress acts collectively represent the will of the people	Agencies must seek and consider to public comment on benefits of rules v. burdens and costs		
Set broad social and economic goals and legal requirements	Prescribe specific legal requirements to meet goals		



The Federal Register

- An official daily legal publication
- Informs citizens of:
 - rights and obligations
 - opportunities for funding and Federal benefits
 - · actions of Federal agencies for accountability to public
- Citation: 64 FR 34567 (June 5, 1999)

Federal Register Documents

Document categories:

- 1. Presidential Documents
- 2. Rules and Regulations
- 3. Proposed Rules
- 4. Notices

Additional sections:

- Separate Parts
- Reader Aids

Proposed Rule

- Announces possible changes to the CFR
- Sets out proposed regulatory text or describes proposal
- Solicits public comment on proposal
- ► Initiates the "notice and comment rulemaking" process under the APA (5 U.S.C. 553)

What Types of documents are in the Proposed Rules section?

- Proposed Rules
 - AKA: "Notice of Proposed Rulemaking" (NPRM)
- Preliminary Rulemaking Documents
- Miscellaneous proposals and updates

Standard Preamble Headings and Captions

<u>Headings:</u> Agency name, CFR title and part(s), docket info, subject matter Captions

- AGENCY:
- ACTION:
- SUMMARY:
- DATES:
- ADDRESSES:
- FOR FURTHER INFORMATION CONTACT:
- SUPPLEMENTARY INFORMATION:

Advance Notices and Preliminary Rulemaking Documents

Advance Notice of Proposed Rulemaking

Petition for Rulemaking

Negotiated Rulemaking ("RegNeg") document

Miscellaneous Proposed Rule Documents

- Extension of time to submit comments on proposed rule
- Further notice of proposed rulemaking to make changes in response to comments or events
- Withdrawal of proposed rule
- Annual review of regulations -- opportunity to comment

What is the Rules and Regulations Section of the Federal Register?

- Documents with:
 - Final legal effect
 - General applicability to the public
- Most, rules amend and are codified in the CFR

Final Rule

- Generally issued to amend the CFR
- Finalizes a proposed rule
- Takes final action without a prior proposed rule
- Effective Dates:
 - At least 30 days from date of publication
 - At least 60 days from date of publication for major rules
 - On date of publication
 - emergency
 - good cause

What Types of Documents are in the Rules & Regulations Section?

- · Final Rules
- · Interim Final Rules
- Direct Final Rules
- Documents that relate to previous rules & regulations

Standard Preamble Headings and Captions

<u>Headings:</u> Agency name, CFR title and part(s), docket info, subject matter Captions

- AGENCY:
- ACTION:
- SUMMARY:
- DATES:
- ADDRESSES:
- FOR FURTHER INFORMATION CONTACT:
- SUPPLEMENTARY INFORMATION:

Final Rule Amendments and Regulatory Text

- Follow the "Supplementary Information" section of the Preamble
- ▶ The "List of Subjects"
- Numbered amendatory instructions specifically state how the CFR will be amended

Interim Final Rule

Issued:

- To react to an emergency situation
- To relieve unnecessary restrictions on the public
- To take public comments on interim action

Effective:

- On date of publication; or
- Less than 30 days from date of publication

Comment Period:

Yes

Direct Final Rule

Issued:

♦Non-controversial actions

Effective:

♦30, 60 to 90 days from date of publication, if it is not withdrawn due to adverse comments

Is there a comment period?

♦Yes

Withdrawn:

♦Monitor the Federal Register for a withdrawal document

Documents that Relate to Previous Rules & Regulations

Examples:

- ♦Interpretive Rule; Policy Statement on Enforcement; Clarification
- →Temporary Rule; Deviation; Waiver
- ♦ Establishment, Delay, Suspension of Effective Date
- ♦Reconsideration of recently issued Final Rule
- ♦Withdrawal or Confirmation of Direct Final Rule

Documents in the Notices section of the FR

Describing official actions and functions that:

- May affect the public or provide important information BUT
 - Do not amend the CFR.

Examples:

- Sunshine Act and Federal Advisory Committee Act meeting notices
- · Grant announcements and funding availability
- Environmental impact statements

What is the format for Notices?

<u>Headings:</u> Agency name, docket info, subject matter, <u>no CFR cite</u>

Captions:

- · AGENCY:
- · ACTION:
- · SUMMARY:
- · DATES:
- · ADDRESSES:
- FOR FURTHER INFORMATION CONTACT:
- SUPPLEMENTARY INFORMATION:

What Presidential Documents are published in the Federal Register?

- Executive Orders
- Proclamations
- Administrative Orders & Miscellaneous Documents

Executive Orders

- Directed at Executive agencies to manage operations
- President has constitutional authority to issue E.O.s as Chief Executive and as Commander-in-Chief
- Numbered consecutively as received by OFR
- Reprinted annually in 3 CFR, not codified

Proclamations

- TYPES
 - Ceremonial
 - Substantive
- Numbered consecutively as received by OFR
- No legal distinction between E.O.s & Proclamations
- Reprinted annually in 3 CFR, not codified

Administrative Orders and Miscellaneous Documents

- Determinations
- Memoranda
- Reorganization Plans
- Notices of Continuation of National Emergencies

Comprehensive record of Presidential statements and directives:

- Compilation of Presidential Documents
- Public Papers of the Presidents series

Separate Parts

- Appear at the end of the daily Federal Register issue
- Agencies request
 - For high profile documents.
 - To group related Final Rules, Proposed Rules and Notices together
- OFR places late arriving documents in separate parts for production purposes



Daily *Federal Register*Research Tools and Finding Aids

- ▶ Table of Contents
- CFR Parts Affected in this Issue
- Reader Aids

Federal Register Table of Contents

- Arranged by agency name in alphabetical order
- Cross-references
- Each agency document is arranged by category
- Presidential Documents are arranged as follows:
 - Executive Orders
 - Proclamations
 - Determinations/Memoranda

"CFR Parts Affected" in this Issue

- Located after the Table of Contents
- Lists CFR titles and parts affected in an issue
- Indicates whether the documents affecting CFR parts are rules or proposed rules
- Lists the number designations of all Presidential documents in the issue
- Cites the page numbers where relevant documents begin

CFR Parts Affected During (the current month)

- Cumulative table
- Lists documents in numerical order by CFR title and part
- You can quickly determine:
 - The CFR titles and parts affected by documents published during the current month
 - Whether the documents affecting the CFR parts are rules or proposed rules
 - The number designation of Presidential documents published during the current month
 - The page numbers where the relevant documents begin

FR Pages and Dates (the current month)

- Cumulative table of page spans and dates
- Page spans are on the left side of the table with corresponding dates of publication on the right side
- Use the date table with entries from the CFR Parts Affected During (the current month) to find the date a document was published in FR

Public Inspection

- Required by Federal Register Act
- Establishes "Filing" Date and Time
- Documents must be scheduled for publication
- Regular and Special Filing
- Public Agency Action versus "Predecisional" Agency Action
- Electronic Public Inspection Desk
 www.ofr.gov

Federal Register 2.0

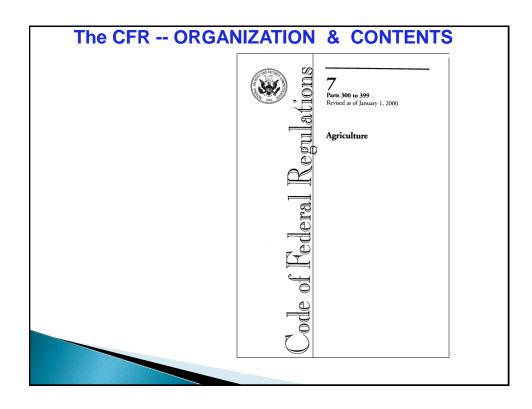
- Launched July 26, 2010 75th
 Anniversary of the Federal Register Act
- Currently an unofficial edition of the Federal Register and a beta website version
- Online newspaper look and feel
- www.federalregister.gov

Federal Register 2.0 Features

- Persistence of documents ("articles")
- "News" sections topical organization
- Agency pages with list of recently published documents and documents with comment periods that are opening or closing soon
- Calendar of Events
- Summary and Key Information
- Topics Index
- Social Networking and Web 2.0 Tools

Federal Register 2.0 Additional Features

- Public Inspection Desk
- Currently Updated Federal Register Index
- Currently Updated Executive Order Disposition Tables
- Regulations.gov Docket Information and Ability to Submit Comments from Document Page on federalregister.gov
- Advanced Subscription Management
- Questions and Comments



What is the Code of Federal Regulations?

- The CFR contains Federal rules that have:
 - General applicability to the public
 - · Current and future effect as of the date specified
- Always published first in the FR as <u>amendments to</u> <u>the CFR</u>
- The CFR is published in a set of about 200 volumes
 - Printed soft cover books
 - Microfiche
 - Online at: www.access.gpo.gov/nara

How is the CFR organized?

- Federal regulations are organized into:
 - 50 titles
 - Broad subject matter categories
 - · Environment, Defense, Public Health, Transportation
- Each title is completely revised and reissued once each year on a staggered schedule.

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Titles 1 -- 16 updated as of January 1
Titles 17 -- 27 updated as of April 1
Titles 28 -- 41 updated as of July 1
Titles 42 -- 50 updated as of October 1
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What is the CFR numbering system?

- The CFR has a uniform numbering system
 - Titles 3, 41, and 48 have significant variations
- The <u>section</u> is the basic unit of the CFR
- Cite the CFR by title and section: 12 CFR 303.1
- Text is divided into descending levels of units

CFR Structure

Title	12	Broad subject area of regulations
Chapter	III	Rules of individual agency
Part	303	Rules on a single program or function
Section rules	303.1	One provision of program/function
Paragraph	303.1(a)	Detailed, specific requirements

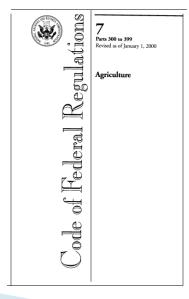
Paragraph Levels

Sections may contain up to 6 levels of paragraphs.

• We strongly recommend no more than 3 levels.

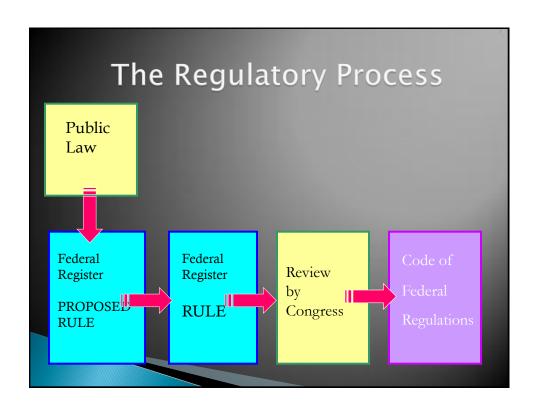
<u>Paragraph</u>	Designations	Cite paragraph as
Level 1	(a), (b), (c), etc.	§ 303.1(a)
Level 2	(1), (2), (3), etc.	§ 303.1(a)(1)
Level 3	(i), (ii), (iii), etc.	§ 303.1(a)(1)(i)
Level4	(A), (B), (C), etc.	§ 303.1(a)(1)(i)(A)
Level 5	<i>(1), (2), (3)</i> , etc.	§ 303.1(a)(1)(i)(A)(1)
Level6	(<i>i), (ii), (iii)</i> , etc.	§ 303.1(a)(1)(i)(A)(1)(i)

How are rules codified in the CFR? The Rulemaking Process from Start to Finish



What Triggers Rulemaking?

- Legislation, Congressional hearings/reports
- Executive orders and OMB Circulars
- Court Orders
- Agencies act on own initiative to carry out mission
- Petitions for Rulemaking and informal requests from affected parties
- Federal Advisory Committee Recommendations
- Emergency situations, technological developments
- Political Factors

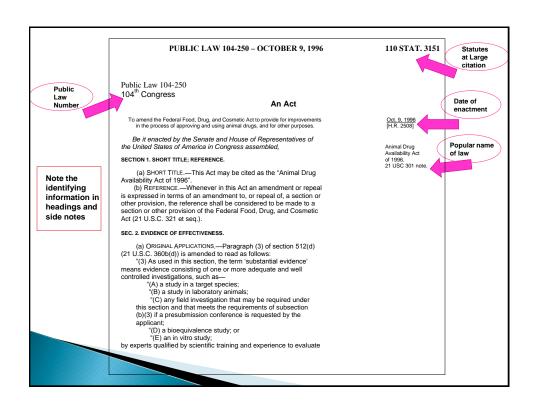


Authorization in Public Law

Rulemaking usually begins with Congressional action.

For Example:

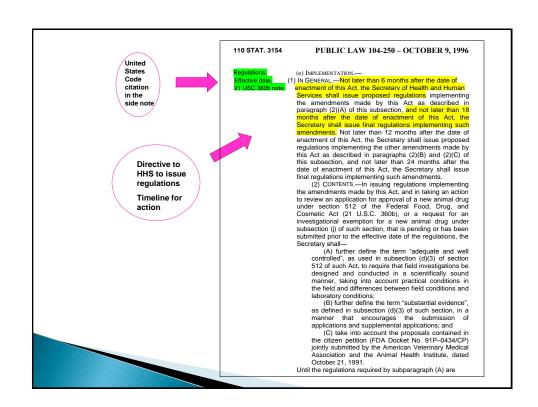
- The Animal Drug Availability Act of 1996 (ADAA) (Public Law 104-250), enacted October 9, 1996, amended the Food, Drug and Cosmetic Act.
 - Signaled Congressional intent for Food and Drug Administration (FDA) to administer the regulations on behalf of the Secretary of Health and Human Services (HHS).



Rulemaking Instructions in the Law

FDA must issue regulations to implement the law.

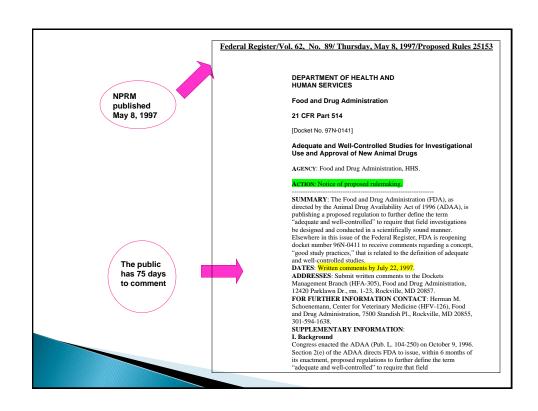
- · Law sets a schedule for issuing proposed and final rules
- The agency must publish in Federal Register and follow
 APA notice and comment rulemaking process.

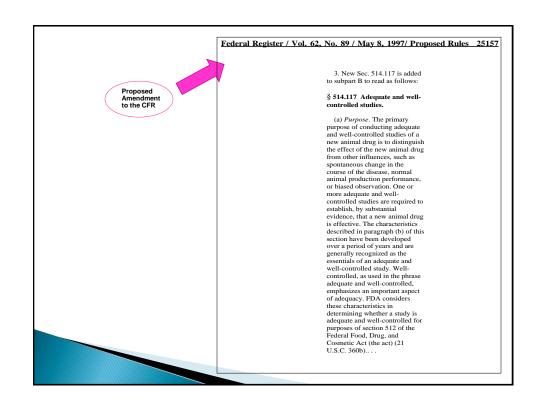


Proposed Rulemaking

ADAA Example

- Statute set a 6 month time limit for a Proposed Rule
- FDA published the proposed rule on May 8, 1997, about 7 months after the law was enacted, slightly past the deadline





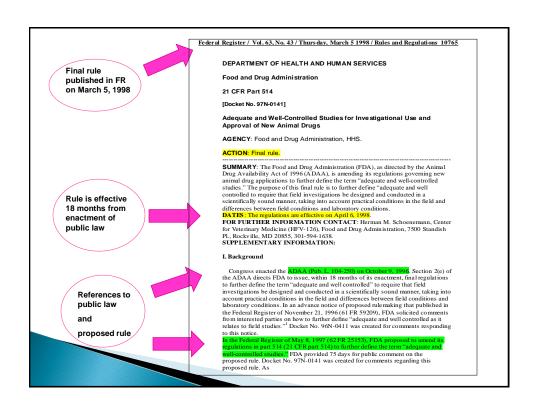
Final Rulemaking

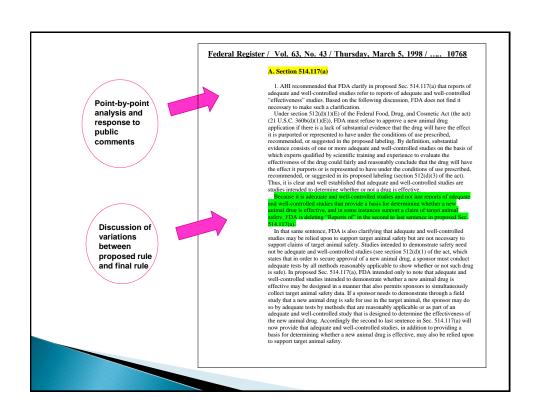
ADAA

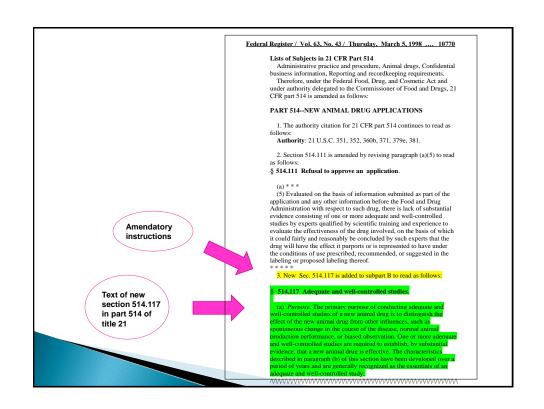
 FDA published the final rule on March 5, 1998, in time to meet the 18 month statutory deadline

The preamble of a final rule typically contains:

- Statement of the requirements in the law
- Cite to proposed rule and other rulemaking history
- Discussion and analysis of public comments received
- Justification for agency's final decisions



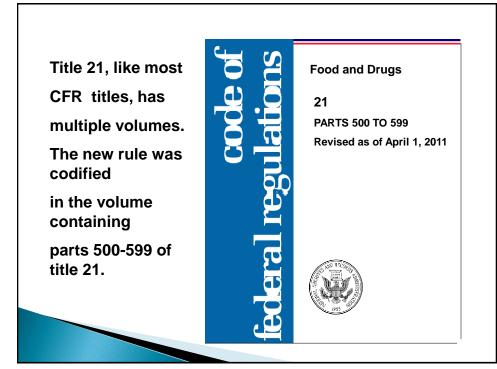




CFR Codification

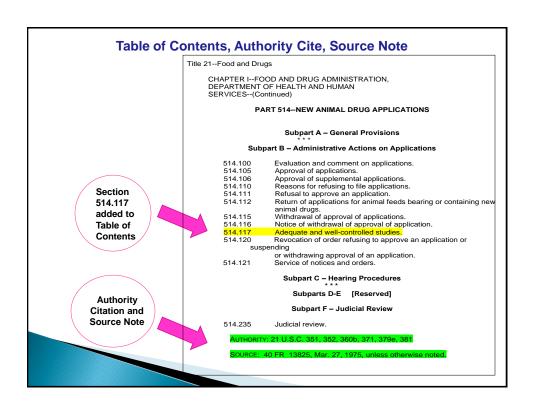
ADAA

- FDA published the new animal drugs rule on March 5, 1998
- The rule was integrated into the April 1, 1998 revision of title 21 -- "Food and Drugs"



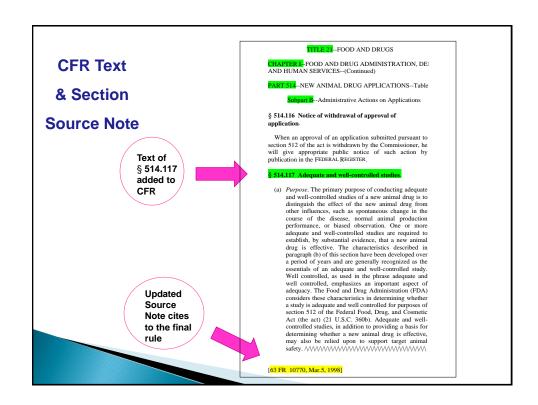
Part Level Table of Contents, Authority Citations, and Source Notes

- A new entry in the <u>table of contents</u> at the part level to reflect the newly added section of regulatory text
- The <u>authority citation</u> below the table of contents
- The source note below the authority cite

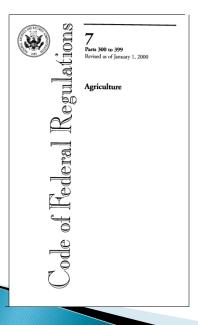


CFR Text, Section Level Source Notes, and Authority Citations

- The <u>text of new section 514.117</u> inserted into CFR Title 21, Chapter I, Part 514, Subpart B
- A source note
- No separate authority citation for this section







Tables of Contents

Incorporation by Reference Tables

Table of CFR Titles and Chapters

Alphabetical List of Agencies Appearing in the CFR

Redesignation Tables

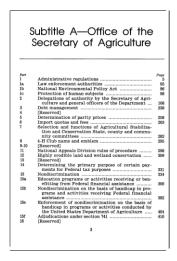
List of CFR Sections Affected

What research tools are in each printed volume of the CFR?

- At the front of each CFR volume, look for:
 - Tables of contents to all material within the book
 - Tables of contents to the title, subtitle(s), chapter(s), and subchapter(s) within the book
- At the back of each CFR volume, look for:
 - "Table of CFR Titles and Chapters"
 - "Alphabetical List of Agencies Appearing in the CFR"
 - Redesignation Tables
 - "List of CFR Sections Affected"

Table of Contents to a Subtitle

Table of
Contents
shows
page
numbers
for the
beginning
of each
part



Part Level Table of Contents

Table of Contents lists the sections in the part and subparts



Material Approved for Incorporation By Reference

- IBR material has the force of law as though it were published in full text the FR & CFR
- Congress authorized IBR to enforce voluntary standards already used in science & industry
- Under the FOIA, the Director of the Federal Register must approve IBR to give it force and effect of law
- The incorporation by reference (IBR) table directs you to regulatory material not published in the FR & CFR
 - Located in the sidebar of the online e-CFR

Table of CFR Titles and Chapters

- A list of all CFR titles, subtitles, chapters, and part spans in numerical order -- titles 1 to 50
- Includes the names of agencies assigned to CFR chapters
- A more detailed list is located in the CFR Index and Finding Aids, a separate publication

Alphabetical List of Agencies Appearing in the CFR

- A list of all agencies that publish in the CFR
- References to sub-agencies under main agencies
- Location of the regulations of each agency and sub-agency appear in the CFR by title, subtitle and chapter

Redesignation Tables

- A Redesignation Table helps you find the new location of parts and sections of regulations
- An agency publishes this table when it has done extensive reorganization and renumbering
- The table appears in the preamble of the rule document and is then included as a research tool in the back of the CFR

List of CFR Sections Affected (in a specific CFR volume)

- This list helps you track amendments in each CFR volume since 1986 by year and FR page number
- Lists the type of amendment and the text affected down to the paragraph level
- For years before 2000, use the eleven separate volumes of the *List of CFR Sections Affected*
- A cumulative, monthly LSA is also published separately

Federal Register On-line Resources

- Official Federal Register Publications
 - www.fdsys.gov

Online versions of the publications

www.federalregister.gov

Federal Register 2.0

- Federal Register Information
 - www.ofr.gov

Information about the publications Information about the Federal regulatory process Public Inspection Desk

Federal Register On-line Resources (cont.)

- Electronic Code of Federal Regulations (e-CFR)
 - www.ecfr.gov
- Federal Register Table of Contents ListServ
 - https://listerv.access.gpo.gov
- National Archives FR Home Page
 - www.archives.gov/federal-register
- Public Participation in Rulemaking
 - * www.regulations.gov

