

CEIM-IV Regulation No. 25-1-98	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 25-1-98 10 May 96
	Information Management PUBLICATIONS IN THE FEDERAL REGISTER (FR)	
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CEIM-IV

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 25-1-98

Regulation
No. 25-1-98

10 May 1996

Information Management
PUBLICATIONS IN THE FEDERAL REGISTER

CHAPTER 1 - THE FEDERAL REGISTER

1-1. Purpose. This regulation prescribes policies, procedures and responsibilities for submitting U.S. Army Corps of Engineers (USACE) documents to the U.S. Army Publications and Printing Command (USAPPC) for publishing in the Federal Register (FR). It includes requirements to reimburse the Government Printing Office (GPO) for the cost of printing and publishing documents in the FR and the Code of Federal Regulations (CFR) .

1-2. Applicability It applies to HQUSACE elements, major subordinate commands (MSC), districts, laboratories, and field operating activities (FOA) .

1-3. References .

The Federal Register Act (Title 44, United States Code, Chapter 15).

b. 33 CFR, Part 519, Publications of Rules Affecting the Public.

c. The Administrative Procedure Act (Title 5, United States Code) .

d. The Freedom of Information Act (Title 5, United States Code, Section 552)

e. AR 25-30, The Army Integrated Publishing and Printing Program.

f. AR 25-55, The Department of the Army Freedom of Information Act Program.

g. AR 310-4, Publications in the Federal Register of Rules Affecting the Public.

h. ER 200-2-2, Procedures for Implementing NEPA.

This regulation supersedes OM 310-1-8, 29 March 1974.

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1-4 . General.

a. The Federal Register **is** a daily document published by the office of the Federal Register, National Archives and Records Administration. It provides a uniform system for publishing Presidential and Federal agency documents (regulations and legal notices) and making them available to the public. It contains the following documents under the heading of:

(1) Presidential Documents documents signed by the President and submitted to the Office of the Federal Register for publishing;

(2) Rules and Regulations - regulatory documents having general applicability and legal effect;

(3) Proposed Rules - documents notifying the public of the proposed issuance of rules and regulations;

(4) Notices - documents other than rules and proposed rules that are applicable to the public; and

(5) Sunshine Act Meetings - notices of meetings required to be published under the Government in the Sunshine Act (5 U.S.C. 552b e)(3)); or

(6) Corrections - Corrections of typographical or clerical errors made in the printing of previously published Rule, Proposed Rule or Notice documents.

b. The Code of Federal Regulations is a codification of the general and permanent rules published in the FR by the Executive departments and agencies of the Federal Government. The CFR is divided into 50 titles which represent broad areas subject to Federal regulation. Each title is divided into chapters which usually bear the name of the issuing agency. The FR and the CFR must be used together to determine the latest version of any given rule. Usually, USACE documents are published in Titles 32, National Defense, 33, Navigation and Navigable Waters, 36, Parks, Forests & Public Property 48, Federal Acquisition Regulations System and 50, Wildlife and Fisheries.

c. All proposed rules, final rules, and notices that require publishing in the FR will be submitted to USAP'Pc, ATTN : ASQZ-PDS (Army Federal Register Liaison Officer), 2461 Eisenhower Avenue, Alexandria, VA 22331-0302.

d. Once the Office of the FR receives the mailed documents from ASQZ-PDS, the documents are assigned to a publication schedule after they meet the publication requirements per 1 CFR. In most cases, the publication schedule is approximately 3 working days.

1-5 . Responsibilities.

a. The Directorate of Information Management will -

(1) Serve as liaison with the USAPPC for documents prepared by USACE for inclusion in the FR and CFR.

(2) Provide instructions for preparing and submitting documents for publishing in the FR.

(3) Distribute one copy of the Federal Register Handbook on Document Drafting (comprehensive guidance on preparing documents for publishing in the FR) to the designated action officers. (CEIM-IV will provide interpretative assistance.)

(4) Provide an Internet link to documents published in the FR. Documents can be accessed through the USACE Information Network (INet) on the World-Wide-Web of the Internet. Corps documents can be retrieved by keyword search.

(5) Maintain copies of all open Printing and Binding Requisitions (SF 1s) submitted to GPO for the FR and the CFR.

b. The Office of Chief Counsel will provide legal review and advice for documents prepared at HQUSACE only.

c. All Offices of Counsel will provide legal review and advice for documents prepared by their activities and determine if they should be published in the FR.

d. All USACE Commanders, Directors, and Chiefs of Separate Offices will -

(1) Implement internal procedures within their functional areas to ensure compliance with this ER for documents generated for the FR.

(2) Ensure that all documents generated within their functional areas are coordinated with their Counsel and Executive Offices and submitted as directed by paragraph 1-7.

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(3) Submit completed open Printing and Binding Requisitions (SF 1s) to the GPO for cost of printing, binding, and distributing the FR and CFR as directed by chapter 2. See Figure 2-1.

1-6. Selection of Information for Publication. Information to be published will include:

- a. Descriptions of the USACE's central and field organization and the procedures where the public may obtain information, make submittals or requests, or obtain decisions.
- b. The procedures by which the USACE conducts its business with the public, both formally and informally.
- c. Rules of procedures and descriptions of forms available.
- d. Substantive rules of general applicability to the public adopted as authorized by law, and statements of general policy or interpretations of general applicability formulated and adopted by the Army.
- e. Each amendment, revision, or repeal of the information in paragraphs a thru d above.

1-7. Exceptions for Excluding Information in the FR:

- a. Freedom of Information Act, 5 U.S.C. 552(b), as implemented in AR 25-55, para 3-200.
- b. Rule making, 5 U.S.C. 553(a)(2).

1-8. Documents Prepared by the Corps of Engineers for the Federal Register. Documents published in the FR by the Corps of Engineers are usually placed in one of three sections.

- a. Proposed Rules. A notice to the public concerning proposed rules and regulations which gives interested persons an opportunity to participate in the rule making prior to adoption of final rules and regulations. Normally, the public is given a 30- to 60-day period, as determined by the sponsoring agency, in which to respond.
- b. Rules and Regulations. Regulatory documents having general applicability and legal effect. Most of these documents are keyed to and codified in the CFR which is published under 50

titles pursuant to 44 U.S.C. 1510. Publication of an ER in final form under this category may follow the preliminary (tentative form) publication under the Proposed Rules category, or may be initially published in final form if they are interpretative rules, general statements of policy, rules of agency organization, procedure or practice, or if the agency finds for good cause that the initial notice of proposed rule making and the need to publish for comment is impracticable, unnecessary, or contrary to the public interest.

c. Notices. Documents other than rules or proposed rules that are applicable to the public, such as: notices of hearings and investigations, committee meetings, agency decisions and rulings, delegations of authority, filing of petitions and applications, agency statements of organization and functions and notices of intent. See Figure 1-1.

1-9. Submission Requirements.

a. Submit all documents to be published in the FR, on bond paper, with an official memorandum of transmittal, on letterhead paper, signed by the respective executive officer or designee. See Figure 1-2.

b. Begin all documents with a series of headings that identify the issuing agency and subject matter of the document. See Figure 1-3.

c. Each document published in the notice, rule or proposed rule sections of the FR must contain a preamble. The preamble follows the subject headings of the document. It contains the explanatory material necessary for the reader to understand the basis and purpose of the regulatory text. The preamble contains no regulatory material, rather it includes descriptive information about the document in a uniform format. See Figure 1-4.

d. Coordinations. All documents must indicate coordination and approvals by offices and directorates affected by or interested in the subject matter, including Counsel and Executive Offices before sending them to ASQZ-PDS for inclusion in the FR.

e. Signature. The original document must be signed in ink, by the person whose signature block appears on the document. The name and title of the person must be the same as the signature. Do not sign "for" someone else's signature block. Additionally, the signature should not appear on a page by itself. Move a couple of lines of text from the previous page.

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f. All documents must be submitted (one original, two copies) , text typed double spaced, on one side only, together with an electronic file, on a 3 1/2 floppy disk to U.S. Army Publications and Printing Command, ATTN: ASQZ-PDS, 2461 Eisenhower Avenue, Alexandria, VA 22331-0302. See Figure 1-7 for document format overview.

g. Additional information and procedure. The Federal Register Document Drafting Handbook provides additional guidance on submission of documents.

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Billing Code 3710- XX (enter your Billing Address Code here)

DEPARTMENT OF DEFENSE

Department of the Army

Corps of Engineers; Inland Waterways Users Board

AGENCY: U.S. Army Corps of Engineers, DoD

ACTION: Notice of open meeting

SUMMARY : In accordance with Section 10(a) (2) of the Federal Advisory Committee Act, Public Law (92-463) announcement is made of the following committee meeting:

Name of Committee: Coastal Engineering Research Board (CERB)

Date of Meeting: October 25, 1995

Place: Fort Lauderdale Airport Hilton, Fort Lauderdale, Florida.

Time: 8:00 AM to 5:45 PM

Proposed Agenda: The meeting session will consist of presentations on the following topics: New policies; Cost of Florida Study, GIS; Dredging Research Program and technology transfer activities; aragonite studies; turtle deflector, Coastal Inlet Research Programs and dredged material disposal (Miami). The afternoon session is devoted to old CERB business; benefits of the Coastal Engineering Education Program, and presentations dealing with various Division and District activities. The South Atlantic Division presents an overview risk based analysis of coastal projects Folly Beach, Tybee Island, economics of beach-fill projects, and POD/Caribbean Island partnering. This will be held on October 27, 1995, at the Hyatt Regency Louisville, 320 West Jefferson Street, Louisville, Kentucky 40202 (Tel. 502-587-3434). Registration will begin at 8:30 AM and the meeting is scheduled to adjourn at 4:00PM. The meeting is open to the public. Any interested person may attend, appear before, or file statements with the committee at the time and in the manner permitted by the committee.

FOR FURTHER INFORMATION CONTACT : Mr. Norman T. Edwards,
U.S. Army Corps of Engineers, CECW-PD, Wash, DC 20314-1000.

SUPPLEMENTARY INFORMATION: None

Figure 1-1 - Example of a Notice

1-7

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CECW

REPLY TO
ATTENTION OF:
(25-30)

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

10 May 1996

MEMORANDUM FOR Commander, U.S. Army Publications and Printing
Command, Attn: ASQZ-PDS, 2461 Eisenhower Avenue,
Alexandria, VA 22331-0302

SUBJECT : Notice of Open Meeting for publishing in the Federal
Register (FR)

1. Enclosed is a draft announcement for the Coastal Engineering Research Board (CERB) Committee Meeting.
2. Request the above document be published in the FR, as a notice.
3. The POC is Mr. Ralph Eppard, CECW at (202) 761-1783.

FOR THE COMMANDER:

Encl

Signature Block
Executive Officer

Figure 1-2 - Example of Letter of Transmittal

Headings for Proposed Rule or Notice Documents must begin with a series of headings that identify the issuing agency and subject matter of the documents. They must be presented in this format and in this order: Agency, Subagency (if necessary), agency number (optional) and subject heading. See example below:

BILLING ADDRESS CODE: (enter your Billing Address Code here)

DEPARTMENT OF THE DEFENSE

Department of the Army

Corps of Engineers

33 CFR Part 334

Danger Zone, Atlantic Ocean South of the Entrance to the

Chesapeake Bay, Virginia Beach, Virginia

Figure 1--3 - Format Heading for Rule, Proposed Rule or Notice Document

Preamble format - Use the preamble format below for notices, rules or proposed rules documents:

AGENCY :

ACTION:

SUMMARY :

DATES :

ADDRESSES:

FOR FURTHER INFORMATION CONTACT:

SUPPLEMENTARY INFORMATION:

Note: You may omit captions of the format which are not applicable, but the remaining captions must be presented in the proper sequence. Do not create new captions for the format. Material note identified by the existing captions must be placed in the SUPPLEMENTARY INFORMATION.

Figure 1-4 - Example of Preamble Format for Rule or Proposed Rules

THE DOCUMENT

- Bond paper or legible photocopy.
- 8½" x 11"
- Margins as shown.
- Double space text.
- Typed name and title.
- Ink signature.
- Three originals or one original and two copies.

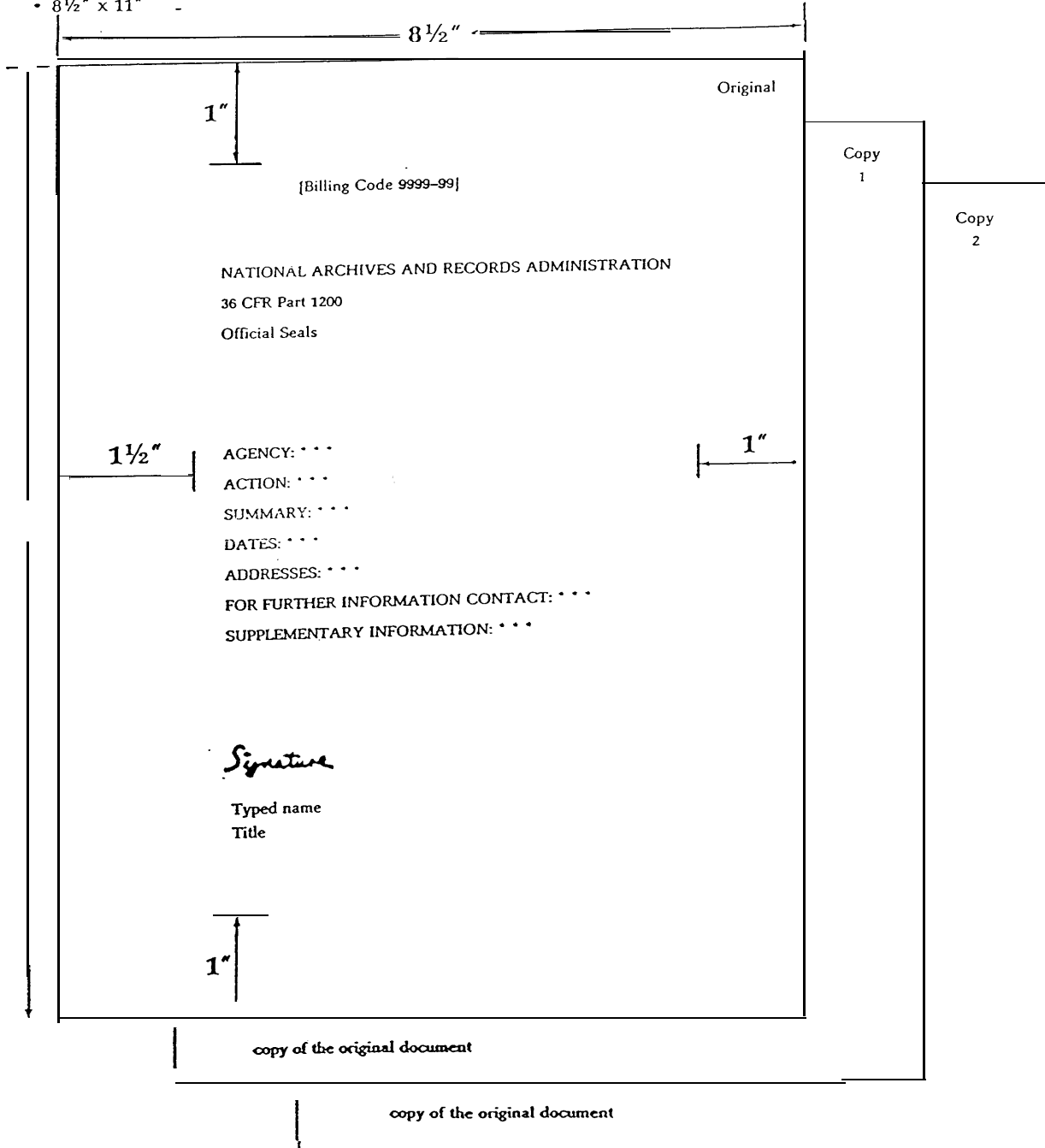


Figure 1-5 - Document Format Overview

CHAPTER 2. FEDERAL REGISTER ACT REQUISITIONING.

2-1. General. Public Law 95-94 requires Federal Agencies to reimburse the Government Printing Office (GPO) for the cost of printing, binding, and distributing documents in the Federal Register (FR) and the Code of Federal Regulations (CFR).

2-2. Procedures.

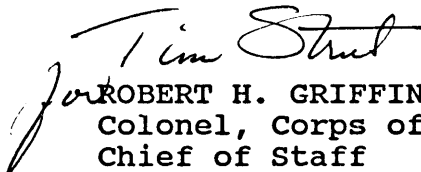
a. All activities must submit, each fiscal year, an open Standard Form 1 (Printing and Binding Requisition Form). This form must be submitted directly to U.S. Government Printing Office, (GPO), North Capital and H Streets, NW, Room C830, A-2, Stop CSA, Washington, DC 20401. Send an information copy to HQUSACE, CEIM-IV, 20 Massachusetts Avenue NW, Washington, DC 20314-1000, NLT 1 October, annually. See example Standard Form 1 (Figure 2-1).

b. Field activities that have rules in the Code of Federal Regulation must submit a second Standard Form 1 (Printing and Binding Requisition) as indicated in paragraph a above.

c. As part of the billing procedures and to ensure that each field activity is correctly billed for only their documents, it is required that the proper six-digit Address Billing Code be inserted at the top of all SF 1s and all documents submitted to the Register.

d. For additional information and/or assistance in completing the Printing and Binding Requisition (Standard Form 1) , contact CEIM-IV.

FOR THE COMMANDER:


ROBERT H. GRIFFIN
Colonel, Corps of Engineers
Chief of Staff

SF 1 PRINTING AND BINDING REQUISITION
To the PUBLIC PRINTER Please furnish the following:

JACKET NO. (Assigned at GPO)		<input type="checkbox"/> Red <input type="checkbox"/> Black	REQUISITION NO. ①	
FROM (Department or Government Establishment) ②		(Bureau or Office) ③	DATE ④	
APPROPRIATION CHARGABLE/APPLICABLE LAW ⑤		BILLING ADDRESS CODE (BAC) ⑥	AUTHORIZED BY ⑦	
TITLE ⑧		QUALITY LEVEL	FORM NO.	
QUANTITY (Units of finished products)	FINISHED PRODUCT (Check One) <input type="checkbox"/> Books or Pamphlets <input type="checkbox"/> Blank Forms (Sheets) <input type="checkbox"/> Sets <input type="checkbox"/> Pads or Tablets <input type="checkbox"/> Other (Specify)		CLASSIFICATION	
THIS ORDER RIDES (Department)		(Requisition No.)	(JACKET NO.)	
STAMP WITH REQUISITION NO.				
PAPER STOCK AND INK	Text	FIRST CHOICE (Grade, color, and basis weight)	SECOND CHOICE (If any)	
	Cover			
	OTHER (Specify)			
COMPOSITION	FURNISHED (Magnetic tape) <input type="checkbox"/> Direct Drive <input type="checkbox"/> Other		(Negatives) (Camera Copy) (Manuscript) (Shoot printed copy)	
	TEXT TYPE (Point, face, Leaded/Solid)	DISPLAY TYPE (face)	MARGINS (After trim) Back/Left Top Other Picas/inches	
	TYPE PAGE WIDTH (Picas) No of Cols Col. Width	TYPE PAGE DEPTH (Include running head but not bottom foto)	ILLUSTRATIONS (Total)	PICK UP FROM Jacket No. Reg. No. RESTORE TO ORIGINAL JACKET
PRESS AND BINDERY	PRINT ONE SIDE ONLY HEAD TO HEAD TO FOOT OTHER	COVER PRINTS 1 2 3 4	EMBOSS RULING (Print or Bindery) PERFORATE SCORE Position	
	SIZE FLAT (inches) FORMS, SETS, PADS	FOLD TO (inches)	SIZE TRIMMED PAGE (inches) BOOKS/PAMPHLETS	
	WIRE STITCH (Side) (Saddle) (No.)	PASTE ON FOLD	LOOSELEAF ADHESIVE BOUND SEW CASE BOUND (Material and Color)	
	PAD/SETS (Gum) (Stitch) (Pos) (Sheets in Pad) (Sets in Pad) (Sheets in Set)	PUNCH/DRILL (Shape)	(No. of holes) (Diam) (Inches Center to Center)	
	GATHER (Explain)		CARBON INTERLEAVE (Cut) (Tab) (Bleed)	UP DIVIDERS (Height of 1/2") (Width of cut 1/2 etc) (Pos)
	STAMP TITLE (Bindery) (Some Gold (Color) (Separate)	ROUND CORNERS (No.) (Position)		
PROOFS AND DELIVERY	REQUESTED PROOF DATE	PROOF SETS (Galley) (Page)	DEPT. HOLD (Work-days) (Pages)	
	REQUESTED DELIVERY DATE	KRAFT WRAP SHRINK FILM BAND IN SETS SUITABLE	OTHER PACKAGING (Specify)	
	DELIVER TO	QUANTITY IN PACKAGE	PACK IN CARTONS B/L FURNISHED	
ADDITIONAL INFORMATION				
FOR ADDITIONAL INFORMATION CONTACT (Name and Telephone Number) ⑨				
BILLING ADDRESS (If BAC has not been assigned) ⑩				
I certify that this work is authorized by law and necessary to the conduct of the business of the above mentioned government establishment ⑪				
STANDARD FORM 1 (Rev. July 1979) Prescribed by GPO Title 44 of the U.S. Code Control No. 1-110		(Authorizing Signature)	(Title) USAPPC V1.00	

- | | |
|---------------------------|--------------------------------|
| 1. FOA requisition number | 7. Authorized by |
| 2. Insert DA/COE | 8. Insert - Federal Register - |
| 3. Office symbol | Open FY ___ or Code of Federal |
| 4. Date | Regulation - Open FY ___ |
| 5. FOA fund cite | 9. Name and phone number |
| 6. Billing address code | 10. Billing mailing address |
| 11. Signature and title | |

Figure 2-1 - Instructions for Completing SF 1