

DAO 200-00

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3.

Use the symbol of the section, paragraph and subparagraph which appears first on the page. Do not go beyond three identification levels, e.g., 3.01a.

SECTION 3. PUBLICATION REQUIREMENTS.

Begin each page so that at least a heading and/or two lines or more of a section, paragraph, or subparagraph appear at the top.

.01 Mandatory publication. As prescribed in 1 CFR 5.2, these documents are:

- a. Executive Orders, Proclamations, and other documents submitted by the President;
- b. Each document or class of documents required to be published by an Act of Congress, e.g., 5 U.S.C. 552(a)(1); and
- c. Each document having general applicability and legal effect, (as defined in subparagraph 2.01b., above).

For odd-numbered pages, reverse the placement of the Order number, section number (with paragraph and subparagraph numbers as appropriate), and the spacing at the left and right hand margins.

.02 Authorized. As provided in 1 CFR 5.3, whenever the Director of the Federal

_____.

.03 Unauthorized. 1 CFR 5.4 defines these documents as:

- a. Treaties, conventions, protocols, or other international agreements, or proclamations thereof by the President;
- b. Comments or news items; and
- c. Any document which is not an official action of the agency concerned.

All paragraphs in the same section will have a heading if one paragraph has a heading.

SECTION 4. RESPONSIBILITIES.

.01 The Office of the General Counsel has primary Department-level responsibility *

_____.

Allow enough space at the right hand margin so that holes may be punched.

.02 The Assistant Secretary for Administration shall submit directly to the Office of

_____.

.03 a. Except for those documents to be submitted directly by the Assistant Secretary *

_____.